



MAYFIELD PRIMARY SCHOOL

**Meeting of the Full Governing Body
Wednesday 4th November 2020 at 6.00pm via Zoom**

Attendees :-

Anna Chaudhri (Chair)
Sarah Stepney (Head)
Paula Ayliffe (Head)
Judith Greenwood
Halina Konopacka
Clare Bartlet
Jane McHugh
Ann Nicholls

Louise O’Gorman (Clerk)
Jo Sharpington
Gerard Newnham
Joel Dixon
Alison Cox
Anthony Rayner

1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Jake sent his apologies previous to the meeting which were accepted.</p> <p>Anthony Rayner will be arriving 15 minutes late, Clare will be leaving the meeting at 7pm, and Alison 7.45pm</p> <p>No apologies were received from Avi Bhangaonkar.</p>	<u>Action</u>
2.	<p><u>DECLARATIONS OF INTERESTS</u></p> <p>There were no interests to declare.</p>	
3.	<p><u>WELCOME TO NEW GOVERNORS</u></p> <p>Anna introduced to the GB two new Governors.</p> <p>Joel Dixon, who has previously attended a Resources meeting has joined the GB as a Parent Governor. Joel has joined the Resources Committee.</p> <p>Ann Nicholls is the new Staff Governor and will be joining the PWL Committee. Ann is the Learning Support Manager and has worked at Mayfield for 9 years.</p> <p>Both Ann and Joel introduced themselves to everyone.</p> <p>Judith will be taking the Chair on the Resources Committee following Jim’s resignation last month.</p>	

	<p>Clare will become Chair of the Personnel Committee, to allow Anna to step down from the chair of the committee. Anna will now sit on both the Personnel and the Resources Committees.</p> <p>Anne-Laure has resigned as a Parent Governor due to other commitments.</p> <p>Louise will look into recruiting new governors and the possibility of another Parent Governor Election. Currently there is 1 vacancy for a Co-opted Governor and 4 for Parent Governors.</p> <p>It was mentioned at a recent Local Authority Governor training session that many schools are having difficulty in recruiting governors, especially Parent Governors.</p>	Louise
4.	<p><u>MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING</u></p> <p>The minutes of the meeting of 21.9.20 were agreed and signed off. Anna will bring a signed copy of the minutes into school.</p> <p>All actions had been completed and no matters arose that were not included in the agenda.</p> <p>Most governors have completed the safeguarding training, via the online link sent out by Sarah. Joel and Gerard will complete the training as a priority as they have not completed it with us before. This then needs to be logged on the Single Central Record. Louise will follow up, to check this has been done.</p>	<p>Anna</p> <p>Louise</p>
5.	<p><u>GOVERNOR ISSUES</u></p> <p>Statement of Internal Control and Best Value Statement Both the Statement of Internal Control and Best Value Statement had been discussed at the Resources Committee meeting last month and recommended to the GB. Both were agreed for signature by the GB. Anna will bring signed hard copy into school.</p> <p>(Anthony joined the meeting.)</p>	Anna
6.	<p><u>GOVERNOR TRAINING</u></p> <p>Attendance at Governor Briefings In recent weeks 4 governors had attended an online Local Authority Governor Briefing. The briefings are extremely informative and provide much useful information. Some of the points raised included:</p> <ul style="list-style-type: none"> • The response of Cambridgeshire schools to the Covid crisis; thorough risk assessments, excellent attendance and good leadership and governance were praised. • According to the current government guidelines, primary schools would be among the last places to close in any lockdown; the default position is that we remain open unless the health risk to our school is deemed too great by the Local Authority. • The monitoring role of governors during the ongoing crisis was described in the following terms: <ul style="list-style-type: none"> - support the wellbeing of the Heads; - extended activity (clubs) to continue as far as possible; - ensure that the school is providing a good academic / pastoral balance; - regular review of the C-19 risk assessments; 	

<ul style="list-style-type: none"> - any transport issues; - ensuring the provision of a remote learning package as contingency. • Ofsted inspections are still planned from January 2021, with a sharp focus on the quality of education. • It was emphasised that we should keep the website up to date, providing as much information as possible, so that inspectors can see it before they visit. In particular, use of Parent View was encouraged as well as in-depth information on the curriculum. • In the current situation, have teachers measured any gaps in learning and how are these being addressed? • An important feature of learning is sequencing, building on prior knowledge and learning to remember. • Safeguarding: KCSIE has been updated and should be read by all governors. • It was stated to be good practice to redo the DBS check for governors if they renew their term of office. However, if our DBS checks are subject to the updates service, this should not be necessary. Alison Cox should discuss this with the SBM, to ensure our practice is robust. • Assessment: we are not taking up the 'early adopters option' but we have conducted baseline testing. 	Alison
<p>New Governor Induction</p> <p>Anna had been working on an Induction Procedure for new governors as, in previous meetings, it had been discussed how difficult it was to access the courses online (or in person before Covid-19) due to time constraints.</p> <p><i>One of the reasons for reviewing and improving induction training was the recent rapid turnover of parent governors on the GB. It is hoped that a better induction process will enable parent governors to understand and perform their role better.</i></p> <p>Anna shared onscreen the proposed procedure and asked the GB for discussion and feedback on some of its points.</p> <p>Some points were felt to be unnecessary and suggestions were made regarding how to improve the experience for new Governors joining the GB, as it was realised it can be a daunting experience.</p> <p>The GB approved the idea of a buddy or mentor; this would be beneficial. Governors discussed the role they would play and what should be included in the Induction Procedure.</p> <p>The Procedure includes the role of governors; the information and opportunities available to them; the experience they will gain; opportunities to contribute to the work of the school and what is expected from them in their role.</p> <p>The Heads suggested prospective governors could have the opportunity to speak to a governor or watch an electronic presentation by a current parent governor before a nominee committed to the role. This was also approved. Anna will ask for a volunteer to make such a presentation.</p> <p>The Procedure will be formatted as an attractive leaflet which can be used in electronic or hard copy in the recruitment process. Suggestions of anyone willing and able to do this will be welcomed; please let Louise know.</p> <p>Anna will make the agreed amendments and distribute to the GB for their final approval before being referred to a designer.</p>	

7.	<p><u>HEADTEACHERS' REPORT</u></p> <p>The report was circulated to the GB with the agenda.</p> <p>Various members of staff and pupils have gone for testing after showing Covid-19 symptoms. We have been fortunate that very few positive results have been received and we have not had to close any of the bubbles so far. Tests do seem to be more readily available, and results are coming back more quickly, usually within 24 hours. The school also stocks a few tests for staff or pupils who are unable to get a test or get to the testing site.</p> <p>Teachers have completed all baseline assessments. The assessment system has been updated, allowing teachers to access all the data and what the children are predicted to achieve at the end of the year. Further updates will take place every half term in order to keep track of where everyone is.</p> <p>Sarah met with the Head of Sensory Services regarding the building plans for Mayfield. An architect has been asked to visit and draw up some plans at no cost to the school. Once an extension has been agreed in principle by the LA, a presentation and plan would be put to the GB for final agreement before it goes ahead. The Heads will keep the GB updated.</p> <p>The ground works have now been completed. The gardener is working on where the raised beds were to make this a more attractive space.</p> <p>Work is being set on Seesaw for children who are isolating at home. There are some concerns about the amount of time it takes to upload the work and to mark it by the following day.</p> <p>Sarah commented on how well the staff are managing and adapting to the changes. The Governors supported this view.</p> <p>The Parent Forum was successful, with the next meeting happening in the next couple of weeks. Details were published in a recent newsletter.</p> <p>Paula thanked Sarah for all her work in her absence. The Governors record their thanks for all the hard work of the Heads over the last six months under very challenging conditions.</p>	Sarah, Paula
8.	<p><u>PAY POLICY</u></p> <p>The Pay Policy was updated to comply with the recent Teacher Pay Award and was circulated previous to the meeting.</p> <p>The award will cost the school £7000 more than was actually budgeted. This is necessary expenditure to close a pay gap which arose a few years ago. The GB agreed that this was essential to the recruitment of good staff.</p> <p>The Policy was accepted and approved by the GB. The pay award will be backdated to September 2020 in December's pay.</p>	
9.	<p><u>REPORTS FROM THE COMMITTEES</u></p>	

	<p>Resources</p> <p>The Resources Committee met in October. Points raised at the meeting were on today's agenda and have been discussed with the GB. The main issue for consideration was the Pay Policy (see above).</p> <p>The minutes from the Resources meeting have been distributed to the GB.</p>	
10.	<p>SEN UPDATE</p> <p>Surge Dhanda, the Mayfield SENCo, had distributed a report shortly before the meeting. Only one of the Governors had been able to read through the document. With this in mind Anna proposed that the Governors read through the report and forward any comments or questions to Halina, who will then raise them with Surge.</p> <p>The SEN policy was updated at the end of the Summer term, and is now on the school website.</p> <p>The next Parent Forum will be on dyslexia. The link to the meeting will be shared with governors.</p> <p>Dyslexia is now being included on the SEN register for those children who have a significant need. Many traits can be accounted for in class without the need to be on the register.</p> <p>The first Parenting Course is taking place during the week with 7 or 8 parents expected to join. The course has been offered to Reception parents initially, with the option to extend to further year groups if this is a success. This is a new project that Sarah and Helen are completing.</p>	Halina
11.	<p>ANY OTHER BUSINESS</p> <p>A request was made for the training focus of the next meeting to be the Maths Curriculum. The Heads will approach the relevant member of staff.</p>	Sarah, Paula
	<p><u>GOVERNOR TRAINING FOCUS: Continuing Professional Development (CPD)</u></p> <p>Anna gave a presentation about the CPD that takes place in school. It had been identified at the last meeting of the Personnel Committee that the governors should all undergo some training in the school's CPD arrangements. The presentation will be distributed to the GB with the minutes and because there was only a very short time remaining for this item, it will also be tabled at the next meeting of the GB, so that governors have a chance to comment or ask questions.</p>	Anna, Louise

The meeting closed at 8.10pm

The next meeting of the Full Governing Body is scheduled for **Tuesday 12th January at 6pm via Zoom.**

Acronyms

CPD – Continuing Professional Development
KCSIE – Keeping Children Safe in Education
SBM – School Business Manager
SEMH – Social, Emotional, Mental Health
SEN – Special Educational Needs