



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Tuesday 11<sup>th</sup> January 2022 at 6.00pm via Zoom**

**Attendees**

Anna Chaudhri (Chair)	Judith Greenwood
Louise O’Gorman (Clerk)	Joel Dixon
Sarah Stepney (Head)	Jessica Rowson
Paula Ayliffe (Head)	Jo Sharpington
Richard Kerridge	Andrew Monteath
Halina Konopacka	

1	<b><u>APOLOGIES AND DECLARATION OF INTERESTS</u></b>	<b><u>Action</u></b>
2	<p><b><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></b></p> <p>The minutes of the last meeting (3.11.21) were circulated with the agenda and were agreed with all actions completed.</p> <p>Kate has contacted Fawcett School regarding a visit to view the swimming pool. Two visits have had to be cancelled because of Covid. Kate has been in touch with them again since the beginning of the term to arrange another meeting. Andrew and Jo are familiar with the swimming company who have approached us. They have dealt with them for lessons in the past and were happy with the service received, believing them to be a reputable company.</p> <p>There were no other matters arising.</p> <p>Louise will print the minutes for Anna to sign the next time she is in school.</p>	

	Anna thanked Louise for the quick turn around of the minutes.	
3	<p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>Governor Resignation</b> Anna announced to the governors that Jonathan Wilkins has had to resign from his role as a parent governor due to time constraints with work and family.</p> <p>Anna has suggested meeting with Louise to discuss the matter of recruiting governors going forward. It is a time-consuming task to recruit and complete all the necessary paperwork. Governors mentioned that the necessary restrictions at school have not been an inviting time for parents, and it is difficult to commit to such a role.</p> <p><b>Vice Chair</b> The GB still has no Vice Chair. Anna asked any of the governors to come forward if they were interested in the role.</p> <p><b>LA Governor</b> Judith's term as a LA Governor is coming to an end in March. The term is for 4 years, and Judith has been in the role for two terms of office. Once her term comes to an end, Judith would like to stand down but continue on the GB as a Co-opted Governor. Anna, currently a Co-opted Governor, proposed that she takes the role of a LA Governor.</p> <p>The governors were happy for this to go ahead and Louise will complete the paperwork for this.</p>	<p>Anna, Louise</p> <p>Louise</p>
4	<p><b><u>SAFEGUARDING UPDATE</u></b></p> <p>The Heads reported to the GB that Ann is currently undergoing safeguarding training as the third Designated Safeguarding Lead in school. The decision was made to train Ann in the role instead of the new SENDCO Ciara, as Ann is in 5 days a week and Ciara only 3 days. In preparation, Ann has been present at safeguarding team meetings and has been trained in using the My Concern system now used in school for secure safeguarding records.</p> <p>All governors have now completed the Safeguarding update for the year ahead, and have logged into My Concern to view any new policies; thank you. Thanks also to Kate for reminding us all and effecting the transition smoothly.</p>	
5	<p><b><u>UPDATE FROM THE HEADS</u></b></p> <ul style="list-style-type: none"> <li>• <b>Covid Update</b> The Heads attended a 'Corona cast' meeting involving a large group of teachers throughout the country. The Head at Milton Road PS introduced Paula and Sarah to the meeting. The meeting provides updates on any changes in restrictions; there were few changes to report at this point.</li> </ul> <p>Last week the number of cases in school was minimal. However over the weekend the number of cases has risen and one Reception class has been ring-fenced due to the high numbers. Parents of children in a ring-fenced class are</p>	

asked to test children every day. This is optional, and some parents are not willing to oblige.

The term 'ring-fenced' replaces the former term 'bubbles'.

The Heads are working from guidance provided to them by County on what to do in varying case numbers in school. They are monitoring daily figures around the school.

Some parents are keeping children off school as they are concerned about Covid numbers.

Staff are wearing masks around the school, and testing twice weekly or daily if they are in a ring-fenced class. Everyone is doing their best to carry on as usual in these difficult circumstances. Only two staff have tested positive since coming back this term.

Children are remaining positive at the moment. The restrictions are becoming the 'new normal.'

- There are currently two maternity posts being advertised. The posts have been advertised for a couple of weeks and so far only one person has applied.
- This week conversations have taken place with Jake to step up to a temporary post of team Leader in EYFS. This is to assist Pippa and also to cover her during any absences which there may be later in the year. This will be a temporary TLR3 position.

- **Teacher Workload**

Sarah and Paula have been talking to other school Heads about workload, and how teachers are coping through the pandemic, specifically with planning lessons. Another Head has suggested to them buying in some schemes of work to help reduce workload and frustrations when covering staff sickness for example.

Schemes of work can be bought for maths, writing and science, allowing teachers the time to complete interventions. The Heads are looking into various schemes, and discussing the idea with Subject Leaders. It is likely that a Science scheme of work will be the first to be tried.

Some suggestions of websites and how to proceed were made by governors with a teaching background. Anna commented that over-reliance on pre-planned lessons can result in dull and formulaic teaching, which can de-skill teaching staff. Everyone agreed that autonomy is important and the Heads commented that teachers would vary plans as they thought fit, to suit the needs of our pupils.

The Heads are mindful that even though they are trying to relieve the teachers of stress and workload, introducing a new scheme can be stressful in itself and some may not take to it well.

	<ul style="list-style-type: none"> <li>• New Inclusion Leader, Ciara Murray has started at the school. She is in school three days a week and is settling in very well.</li> <li>• The annual attendance audit took place and County were happy with the numbers in school. Attendance figures were presented to the PWL committee earlier in the week.</li> <li>• Local Authority Social Care is under pressure at the moment and the school has been warned that there may be some delay in any communications made or actions required. The school is not at fault for any matters relating to this and wants to make the GB aware of the situation.</li> </ul> <p>• <b>New Phonics Scheme</b> The school has now purchased a new phonics scheme, entitled Essential Letters and Sounds. The scheme is Ofsted validated. It is very similar to the method used in school currently. The first training took place with teachers today, and TAs will be trained on a future training day. The only difference the children will notice is the Powerpoint and phoneme cards used.</p> <p>Rachel Fazakerley, our specialist teacher for the deaf, is getting involved with recording the visual phonics for the sounds.</p> <p>The books which support the scheme are available in digital format as well as paper copy, making them accessible to everyone. Many families have the laptops and tablets so will be able to access the digital copies from home.</p> <p>The school did receive laptops during the lockdown supplied by the government. These are now being used to replace the outdated laptops and computers in the school, and can be sent home should children require them.</p>	
6	<p><b><u>REPORT ON EQUALITY AND DIVERSITY</u></b></p> <p>Richard shared a presentation, following up on a visit to the school and a meeting with Kate at the end of July. Notes on the presentation were sent to the governors separately, highlighting some key points.</p> <p>Richard was able to make the following comments from his visit and also from information on the school website, and the Equality Information and Objectives document.</p> <ul style="list-style-type: none"> <li>• The school has children speaking 36 different languages. This number is fluid and changes often with different intakes of children.</li> <li>• A number of different faiths are represented in school.</li> <li>• 66 Pupil Premium pupils</li> <li>• 19 children with an EHCP</li> <li>• Richard commented that the teaching staff and governor team are not so diverse as the pupil body. The GB and Heads are committed to diversity but the candidates coming forward for jobs and governor roles are not yet as diverse as we would wish.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Powerpoint showed the mosaics around the school which reflect diversity throughout the school.</li> <li>• The school library had a focus point celebrating dyslexic achievement, with the celebrated figures including black, and female celebrities.</li> <li>• The subjects taught through the school are approached from a broad base. In history there is a focus on a female paleontologist, and different religions and cultures are included in focus subjects throughout all years.</li> </ul> <p>Richard mentioned that the language used in reports should be gender neutral. This is something which can be reviewed over time.</p> <p>Anna thanked Richard for such a thorough report and mentioned that link governors can also look at the diversity throughout all subjects.</p> <p>Kate is looking at training in equality and diversity. Judith recommended reflection on any unconscious bias. Overall it is felt that the school is very much tuned in to equality and diversity and we are keen to make further progress in this area.</p> <p>Jessica has previously had a role teaching unconscious bias in school and offered to help with training.</p>	
7	<p><b><u>SALARIES COMMITTEE VERBAL REPORT</u></b></p> <p>The committee met on the 11<sup>th</sup> November by Zoom and agreed to move the Heads up the next point on the salary scale.</p> <p>The services of Margaret Leverett will be used again for the Heads' Performance Management (HTPM) review at the end of this academic year, to complete the current cycle. Margaret will be retiring at the end of the year and the HTPM Panel, with the agreement of the Heads, felt it would make good sense to appoint a new adviser from September 2022.</p>	
8	<p><b><u>GOVERNOR H&amp;S WALKABOUT</u></b></p> <p>Anna and Judith have re-scheduled a walkabout at school to look at how the building is being used and whether there are any other ways to be resourceful. They will also be looking at some H&amp;S documentation and procedures.</p> <p>The H&amp;S committee is based in school and the governors receive the minutes from their meetings. H&amp;S is on the agenda for the Resources Committee meeting next Monday.</p>	Anna, Judith
9	<p><b><u>FINANCIAL CONTROLS</u></b></p> <p>A meeting has be arranged by Anna and Judith with Kate. It will be the same day as the H&amp;S walkabout, currently planned for the afternoon of <u>Tuesday 22nd February</u>.</p>	Anna, Judith, Kate

10	<p><b><u>TRAINING FOCUS: CURRICULUM TREE</u></b></p> <p>Sarah shared on screen the school website which showed the tab to the curriculum tree on the first page. There is also a display in school with the same information. It includes:</p> <p>Roots – how the curriculum has been developed over the last 5 years and how progress is assessed.</p> <p>The rest of the tree includes other items are that are used to support the curriculum at Mayfield making it individual. Links are provided on the website to the projects.</p> <p>ADVOST project – research project which the school is involved in looking at how we support children from diverse communities, have their voices heard and consider their perspectives.</p> <p>Spirals of Enquiry – has become the basis of the curriculum over the last few years. It reflects openly on new learning ideas and allows the children to lead their learning. It also allows the teachers to gain a greater understanding of the children individually and as a group.</p> <p>Professional Learning – ‘one size doesn’t fit all’ the school took part in the CollectivED reward last year and received a gold award for the diversity of professional learning. We were the only school in the country to receive a gold award. An aim on the SDP is to continue to maximise the use of staff time.</p> <p>Enhancement Projects – Involvement in local projects, enabling the projects to grow themselves and enhancing our children’s learning. Mayfield has been involved with Cambridge Curiosity and Imagination, Artscapers and the Fitzwilliam Museum’s Inspire Project .</p> <p>There is also a Powerpoint of the curriculum available on the school website. The Heads took the governors through this Powerpoint and commented on its content.</p> <p>Anna suggested the governors familiarise themselves with the curriculum tree and powerpoint presentation and forward any questions to the Heads for further discussion at the next meeting. A curriculum follow-up will be an item on the agenda at the next meeting. This will be the training focus.</p>	All Governors, Louise
11	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There was no other business to discuss at the meeting.</p> <p>Anna will put together some news from the governing body for Louise to distribute.</p>	Anna, Louise

The meeting closed at 8.05pm

The next meeting of the full GB will be on the **Wednesday 2<sup>nd</sup> March at 6pm.**

Signed ..... Date .....

