



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Tuesday 15<sup>th</sup> June 2021 at 6.00pm via Zoom**

**Attendees**

Anna Chaudhri (Chair)  
 Louise O’Gorman (Clerk)  
 Sarah Stepney (Head)  
 Andrew Monteath  
 Paula Ayliffe (Head)  
 Judith Greenwood  
 Joel Dixon

Jo Sharpington  
 Anthony Rayner  
 Richard Kerridge  
 Halina Konopacka  
 Clare Bartlet  
 Ann Nicholls

1.	<p><b><u>APOLOGIES</u></b>          Apologies were received and accepted from Alison Cox and Jake Holt.           No apologies were received from Avi Bhangaokar.</p>	<b><u>Action</u></b>
2.	<p><b><u>DECLARATION OF INTERESTS</u></b>          There were no interests to declare.</p>	
3.	<p>The minutes of the meeting of the 29<sup>th</sup> April 2021 were discussed.</p> <p>Governor recruitment will be a focus in September. Louise had been in touch with Cambridgeshire Governance regarding the vacancies which have arisen on the GB. They have not yet responded.</p> <p>Anna shared with the GB a letter she had written to Daniel Zeichner regarding the financial situation at the school and the difficulties we are facing. She has invited him to attend a meeting with governors at school. The invitation was extended to any members of the GB who would like to attend. Anna will share any reply or updates with the Governing Body as they are received.</p> <p>Ann and Halina are planning to present a SEND update at the September meeting of the GB. This will be done in collaboration with Surge.</p> <p>The minutes were agreed by the GB. Anna will sign these off and return them to school.</p>	<p>Anna</p> <p>Ann, Halina</p> <p>Anna</p>

4.	<p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>Dates for GB 2021/2022</b> The dates for the coming school year were circulated to the GB previous to the meeting. Any committees that want to change a date should speak to Louise.</p> <p>There were some typos which need to be amended. Otherwise the governors were in agreement to continue with the dates arranged. Louise will re-issue the amended and updated list of dates to the GB.</p> <p><b>Committee and Vice Chair Vacancies</b> The committee structure had been circulated with the agenda. With the loss of Jane and resignation of Gerard a few vacancies have now arisen.</p> <p>Anna invited governors to step forward to the Vice-Chair role and she explained the role briefly. She also encouraged governors to take part in the safer recruitment training. Louise had sent a link out for it recently.</p> <p>Governors were also invited to step forward to save on an additional committee. This could be on a temporary basis if so wished, as it is intended to recruit more governors in the new school year who can fill some of the vacancies. Places on sub-committees are allocated when required, as they seldom meet.</p> <p>The HTPM committee is one which requires attention as it only has one member and requires three. Anna has stepped forward to take the lead on this committee for one more year. Anthony will then step up to the lead. Joel also came forward to join the committee. Anna has agreed to speak with Joel and explain more about the role.</p>	<p>Louise</p> <p>Anna</p>
5.	<p>Andrew and Anthony met to discuss ideas for fundraising following the last meeting. To start the process, parents have been asked to donate to various projects around the school. Andrew wished to thank the Admin team, in particular Kate who helped to put together the letter for parents and updated the website with the information and relevant graphics.</p> <p>The aim was to raise £2500 for a library refurbishment, £1000 maths, and £3500 for phonics.</p> <p>The first letter advising parents of these projects was sent out in May. It was followed up with a notice in the weekly Parent Newsletter. The amounts raised so far have been:</p> <ul style="list-style-type: none"> <li>• £369 – Library</li> <li>• £373 – Maths</li> <li>• £350 – Phonics</li> </ul> <p>With approval Andrew aims to set up a ‘totaliser’ style graphic showing how much has been raised so far and where we stand on the £7000 target.</p>	

	<p>The next step will be to involve local businesses and look for funding within the area. Fundraising events would be arranged as usual by the PTA. The Governors have yet to meet with them to discuss ideas.</p> <p>Andrew welcomed ideas from governors.</p> <p>The project will be included in the Parent Newsletter for at least once month with an update on the total amount raised.</p> <p>There is currently not a way for the wider community to donate as Parentpay is only accessible to parents of the school. This will be considered.</p> <p>Ideas for future fundraising included:</p> <ul style="list-style-type: none"> <li>• ‘100 Club’ – 100 tickets to sell in total for the chance to win something. Eg. £100 tickets at £1 each. £20 prize. £80 profit for the school.</li> <li>• Former pupils – contacting former pupils.</li> <li>• Ability to make regular payments – monthly incentives.</li> <li>• Liasing with the PTA who are a registered charity.</li> <li>• Contacting local companies and the university asking for help.</li> </ul> <p>The governors felt it is important to thank parents for their donations. Ideas were discussed on how thanks can be passed on.</p> <p>Andrew and Anthony were thanked for their time and efforts on the work towards fundraising so far.</p>	
6.	<p><b><u>SEND UPDATE</u></b></p> <p>An update on SEND will become a standing item on the agenda, so that any issues can be brought to the attention of the governors.</p> <p>Halina gave the governors an in-depth update at the last meeting.</p> <p>This month the Hearing Support Centre has had a child move to another school, taking the number of children they have to 4. There are another 3 children due to join Reception in September.</p>	
7.	<p><b><u>SAFEGUARDING UPDATE</u></b></p> <p>When Alison sent apologies for this meeting, she mentioned there was nothing to report on Safeguarding this half term.</p> <p>Sarah mentioned that the paperwork has just come through to complete the Safeguarding Audit. This will be completed before the end of term and shared with Alison, who will then report to the GB in September.</p>	Alison
9.	<p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p>This item was brought forward on the agenda.</p> <p><b>PWL</b></p>	

	<p>In Alison's absence Judith reported that Alison would encourage governors to look at the Pupil Premium Report which was considered in the last meeting. Ofsted will expect governors to be aware of how the school caters for its Pupil Premium children should there be a visit.</p> <p>The report can be found on the school website. Louise will send the link out to the report to the Governing Body.</p> <p>Attendance is good at 96.7%</p> <p>Staff have reported that the staggered start to the day has improved punctuality and encouraged children to settle in school more quickly and independently.</p> <p>The new RSE curriculum is currently under consultation with parents and will be taken to the committee shortly. Sarah updated the governors where we were with this.</p> <p>The committee will meet for a data review next month. Governors from other committees are welcome to attend this meeting also.</p> <p><b>Personnel</b> Clare reported on the policies which had been approved at the last meeting and also welcomed any governors to fulfil the 2 vacancies the committee currently has.</p>	Louise
	<p><b><u>HEADTEACHERS REPORT</u></b></p> <p>The Heads had met with HSC in respect of plans for September.</p> <p>Jo German who is in control of all the extension plans at County, phoned at half term to say that they had budgeted £75K, and the 3 quotes that had been submitted for the work were for £125K. It is far beyond their means to build the extension at this price, however they are still committed, and have put it back out to tender. Due to Brexit and the pandemic, the cost of building materials has gone up.</p> <p>Building will not start until January at the earliest, with it being ready for Easter, if it does get the go-ahead.</p> <p>The HSC, who moved to the smaller SEN room in September last year, want their room back for this September. They have 3 new starters in the new intake taking their numbers up to 7.</p> <p>The school is reluctant to do this, as the nurture room (SEN room) has hugely benefitted the children who use it this past year. Discussions have been held on moving the nurture room or HSC elsewhere in the school, with no result. The proposition of having a static building installed to the infant playground for the SEN to move into is being investigated.</p> <p>If no agreement can be made, the school would have to make the very difficult decision to give the HSC notice.</p>	

	<p>The governors discussed this at length.</p> <p>Both 'parties' need and benefit from the space, and the school does not want to lose the HSC as it has been part of Mayfield for many years. However, the welfare of all children needs to be considered.</p> <p>Further meetings will be taking place regarding this matter to ensure that all avenues are explored.</p> <p>The governors were in agreement that the most appropriate resolution would be find space to accommodate the HSC and a nurture room for the SEN children.</p> <p>The Heads will keep the GB updated on any progress with this matter.</p> <p>(The governors had a 10 minute break)</p>	
8.	<p><b><u>NEW PHONICS GUIDELINES</u></b></p> <p>The school has been given specific instructions from Ofsted on how phonics should be taught in all schools.</p> <p>The Heads shared with the GB part of the video provided by Ofsted. They explained that matters discussed in the film are quite controversial, but show clearly what the school is facing.</p> <ul style="list-style-type: none"> <li>• There are two strands to reading <ul style="list-style-type: none"> <li>o Word recognition</li> <li>o Language comprehension</li> </ul> </li> <li>• From the age of 4 the emphasis is on total word recognition with comprehension being the secondary skill.</li> </ul> <p>Following the video the Heads shared on screen their planning, which will be put into place to meet the requirements.</p> <p>There will be an aim on the SDP for 2021/2022 'To further develop and embed a whole school approach to phonics and reading.'</p> <p>The current scheme used at Mayfield is fit for purpose; staff training needs to continue to ensure that all KS2 staff are aware of the changes.</p> <p>The Heads are looking into the best reading scheme that will enhance and support this. Collins Big Cat phonics books are possibility the most fit for purpose.</p> <p>Reading for pleasure is a priority as well as teaching the phonics. VIPERS will support reading for pleasure and is used in Guided Reading. Staff and volunteers will continue using this method with children, and will be kept to be up to date on the format. Bookmarks are currently used with the VIPERS</p>	

	<p>acronym on to encourage a child to look into a story further and retrieve more information from its content.</p> <p>V – Vocabulary I – Inference P – Prediction E – Explain R – Retrieve S – Sequence (KSI) Summarise (KS2)</p> <p>Play is the most important part of early years practice and will remain a focus. Ways of including phonics in play is a priority. Without structured play children will not become independent learners.</p> <p>Year 1 are doing very well with their reading and writing using the current format. 80% passed the phonics screening check on their return from lockdown. (This was not an official check.) Credit was year to the EY and Year 1 teachers for this; Pippa Joyce was mentioned in particular.</p> <p>If the method explained in the video is followed exclusively it is felt that children may be put off reading and miss out on reading for pleasure.</p>	
10.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The next meeting is scheduled to take place before the staff party and BBQ on Monday 19<sup>th</sup> July. It is not yet known if the party will be taking place.</p> <p>This meeting is an additional meeting scheduled to discuss the SDP for the following year. The meeting will be brought forward to 6pm, and not be at the scheduled time of 6.30pm.</p>	

The meeting closed at 8.05pm.

The next meeting of the Full Governing Body is scheduled for **Monday 19<sup>th</sup> July at 6pm** via Zoom at 6pm. This will be for a review of the SDP for 2021/2022 only.