



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Wednesday 2nd March 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
Alison Cox	Clare Bartlet
	Ciara Murray

I	<u>APOLOGIES AND DECLARATION OF INTERESTS</u>	<u>Action</u>
	<p>Clare will be leaving the meeting at 7pm.</p> <p>Ann sent her apologies, which were accepted as she is unwell and also for Halina.</p> <p>Ciara Murray joined the meeting to formally introduce herself to the governors. She spoke about her first few weeks at Mayfield and how she has met with all the teachers individually and some of the support staff to discuss each class, what the staff would like to see improved, and what they find challenging. Guidance has been given on some children’s Learning Plans. Ciara has been around to the classrooms to see how the children work with their peers and also reviewed what the Inclusion Room is used for, with clear boundaries in place. The room provides a space for pupils to work and caters for their additional needs. It is not a permanent work base for children; the aim is always to return them to the classroom as soon as possible.</p> <p>Ciara has found that over the last few weeks many of the staff have approached her for advice.</p> <p>At the moment Ciara is working closely with a child in Year 4 creating a strategy to introduce him back to the classroom as he has become settled working in the Inclusion Room. She is also providing additional support to those children who need it during break time and lunchtime.</p> <p>Halina (link governor for SEND) and Ciara have met via Zoom. A monthly SEND report will be written with any updates. This report will be shared with Halina, who reports to the GB as appropriate.</p>	

	<p>In the past there have been caps put on classes due to the number of SEND children. There are currently no caps on class numbers, and staff seem to be managing.</p> <p>Mayfield also has the Deaf Support Centre. This does not come under the control of Ciara and is run by Rachel Fazackerley. The two have been working closely together.</p> <p>(6.20 Ciara left the meeting.)</p>	
2	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes of the last meeting (11.1.22) were circulated with the agenda and were agreed with all actions completed.</p> <p>Louise and Anna decided at a meeting that we need to consider recommendation as a good preliminary to application to becoming a parent governor. This should help avoid the situation we have encountered more than once recently where the whole process of induction has been completed but the new governor has served very little time and then resigned. Notices have been sent out to staff who may have parents ideal for the position and a notice was also included in the Parent Newsletter.</p> <p>Anna will sign a copy of the minutes the next time she is in school.</p>	Anna, Louise
3	<p><u>GOVERNOR ISSUES</u></p> <p>Link Governor Follow Up Jo has been in school to visit Freya Redman who is SMSC (spiritual, moral, social, cultural) Lead. A recommendation was made to update the coverage of this curriculum area on the school website.</p> <p>Sarah and Paula have made books on the topics they cover in assembly which would be related to SMSC and are available to staff.</p> <p>Jessica has also met with Paula regarding science. After consultation, the staff have decided that they prefer to continue preparing lessons from their own schemes of work, rather than having a package bought in.</p> <p>Anna has visits planned very shortly and she encouraged other governors to make contact with their subject leaders.</p> <p>This item will be kept on the agenda as a standing item.</p> <p>Governor Briefing Jo attended the last governor briefing, and circulated the notes from the presentation. The notes covered all items included in the briefing. Thanks to Jo for sharing this.</p>	Louise
4	<p><u>SAFEGUARDING UPDATE</u></p> <p>Alison reported that a new gate and fence around the conservation area was fitted at half term.</p> <p>At a recent CB4 Heads meeting, many were expressing concern about Cambs Social Care and the lack of response they were getting from the concerns they had raised. There is currently a shortage of social workers in the area, and the department is underfunded. They have raised this matter with the head of safeguarding, who has responded. The Heads are concerned that if the matters they raise are not dealt with, the school will be held responsible. Anna will join the other CB4 Chairs in writing to George Hayes to support the Heads in this matter.</p>	Anna

5	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>Resources The School's Financial Value Statement was checked through at the last meeting of the resources Committee and was recommended to the GB for acceptance. Judith and Anna will sign the document.</p> <p>When the committee met, the budget stood at a point where we could break even at the end of the financial year. However, the support staff pay rise has been agreed after being debated by the unions for some time. This will go through next month with back pay, and will mean that the budget may be in arrears at the end of the current tax year.</p> <p>Personnel Two policies were brought to this meeting after being approved at the Personnel Committee meeting with no changes. The GB were happy with the approval of the Grievance policy and Disciplinary Rules and Procedures.</p> <p>The Committee suggested having a Link Governor for the PTA. This idea was approved and Andrew nominated himself for the role. He has already been in contact with Henny , co chair of the PTA to discuss fundraising. Thanks to Andrew for stepping forward.</p>	<p>Anna</p> <p>Andrew</p>
6	<p><u>HEADTEACHER REPORT</u></p> <p>The Headteachers' report was distributed to the GB before the meeting.</p> <ul style="list-style-type: none"> • The final report from County regarding Covid has been issued. All Covid restrictions have now been dropped. The staff are deciding themselves if they wish to wear masks around the school and normal measures will be gradually re-introduced to school life. • Staff will continue to test twice a week until April, and the school is able to advise children to have a test if they are displaying symptoms. • The same five day rule is in affect for those who test positive, where staff or pupils can return to school once two negative result have been received from day 5. • Two potential applicants have visited the school regarding the 60% maternity teaching post which is advertised. • Pupil numbers are starting to rise throughout the school; they are now at the highest they have been since 2018. • The school does not have access to Year 7 offers yet. These will be issued to the school when parents have received letters. Email offers were sent out on the 1st March. • We are not over the threshold of EHCP pupils in school to get further funding. • The external suspensions listed in the report were from two children. The governors raised concerns for physical assaults on staff. Measures are in place for when a physical intervention is needed, and all incidents are logged and reported. The TAs are to be commended for their professionalism in dealing with these incidents. 	

	<ul style="list-style-type: none"> Reception families have been offered parenting courses, but only 3 families came forward interested. 	
7	<p><u>HEALTH AND SAFETY WALKABOUT</u></p> <p>Judith and Anna completed a health and safety walkabout in school at the end of February. It happened to be on a rainy day at lunchtime and wet play measures were brought into place. They were impressed at how well the children and staff were prepared for this and knew what they were doing.</p> <p>Anna talked through the points in the report, and mentioned where they believed improvements could be made. They commented on how Kate, who had taken them around the school, was very helpful and knowledgeable throughout the visit.</p> <p>The point about the reception area looking messy was discussed as many of the governors feel the area looks lovely and welcoming. The children love the area and you can see that it is being used.</p> <p>Paula will be completing an audit on the area it's resources to see what improvements can be made with the funding available.</p>	
8	<p><u>FINANCIAL MONITORING</u></p> <p>Judith and Anna had met with Kate for monitoring financial procedures. A report from the visit will be sent to the resources Committee for discussion.</p>	Judith, Louise
9	<p><u>TRAINING FOCUS: CURRICULUM TREE FOLLOW UP</u></p> <p>The governors had had the chance to look through the curriculum and the related website pages and were given the opportunity to bring any concerns to the attention of Paula and Sarah. No matters were brought forward.</p> <p>The Curriculum Tree's position on the school website will be reviewed by Kate and the Heads to ensure that it is easily accessible to everyone.</p>	
10	<p><u>ANY OTHER BUSINESS</u></p> <p>The school is welcoming donations of laptops in good condition and cleared of their content.</p> <p>Anna will compile News from the Governing Body.</p> <p>Future meetings in person – the advice is to still meet virtually until April and hope to meet again in person after Easter.</p>	

The meeting closed at 7.40pm

The next meeting of the full GB will be on **Thursday 28th April at 6pm** to approve the school budget for the following year.