



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Monday 20th September, 2021 at 6.00pm via Zoom**

**Attendees**

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

Richard Kerridge  
 Halina Konopacka  
 Ann Nicholls  
 Joel Dixon  
 Alison Cox  
 Jessica Rowson

1&2	<b><u>APOLOGIES AND DECLARATION OF INTERESTS</u></b>	<b><u>Actions</u></b>
	<p>Apologies were received and accepted from Jo, and Anthony, and later from Jake.</p> <p>There were no interests to declare.</p>	
3.	<p><b><u>WELCOME TO NEW GOVERNORS</u></b></p> <p>Anna introduced Jessica Rowson to the governors. She has been referred to us from the Local Authority School Governance and comes with broad educational background and experience, specifically secondary science. More recently she has worked for the Institute of Physics, with a focus on why girls are not taking up Physics and changes that can be made in education to encourage this. She is also undertaking a new role training new teachers. Jessica will be a Co-opted Governor.</p> <p>The governors unanimously voted Jessica onto the GB, and her term will start immediately. Louise will start the induction process off with Jessica this week.</p> <p>The governors introduced themselves to Jessica in turn.</p>	<p>Louise</p>
4.	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>The minutes of the 19<sup>th</sup> July were discussed. All actions were completed.</p> <p>The minutes were agreed and will be signed off by Anna, who will come into school to sign the minutes.</p>	

	<p>Daniel Zeichner, the MP for Cambridge visited the school on Friday at the request of the Governors and met with Anna, the Heads and Kate. He was very sympathetic to the school's concerns and Anna is confident he will raise these concerns at a higher level.</p> <p>Items covered as were funding and staff recruitment in Cambridge, which has a high cost of living. Cambridgeshire is considered as an under-funded Local Authority, in comparison with some others.</p> <p>A report of his visit will be included in the Parent Newsletter this week.</p>	Louise
5.	<p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>Register of Pecuniary Interests</b> Pecuniary Interests are signed off every year, however cannot be signed off in person again this year. Louise will individually scan governor forms and email them out for review. Governors should respond to the email with any changes or confirming details listed. Louise will then record and file the records.</p> <p><b>Committees: terms of reference</b> The terms all went to the committees in the last meeting of the previous school year. No changes were made, and the terms were approved.</p> <p><b>Committee and Link Governor Lists</b> The updated link governor list was sent out the afternoon before the meeting. There were several vacancies open due to governors leaving. These were allocated. Louise will update the current list with the changes and distribute to the GB.</p> <p>The Heads explained the situation with having visitors in school. It was suggested that governors get in touch with their link subject leaders and arrange to meet after half term. If visits can be arranged in line with other visits for meetings it would be appreciated. Paula will forward the Subject Leaders Handbook to Louise for the Governors for their information.</p> <p>Richard will give a report on Equality and Diversity at the next meeting. He also has a link with a history inspector for Ofsted and he will ask for advice on questions Link Governors should be asking.</p> <p><b>Governor Expenses Policy</b> No changes have been made to the expenses policy, and the governors approved the policy for the coming year.</p> <p><b>GB Vacancies</b> Anthony will be leaving the GB when his term comes to an end in January. This leaves the GB with 5 vacancies for parent governors.</p> <p>Louise will start the process of Parent Elections before October half term.</p> <p>Anna was sympathetic to Anthony's decision to leave the GB and thanked him for his time and contributions to the GB.</p>	<p>Louise</p> <p>Louise</p> <p>All Link Governors</p>

	<p><b>Standing Orders</b> The Standing orders were approved for the following year. Jane's name will be taken off as Vice Chair.</p> <p>Anna would like to leave this position open for now but invited governors to consider the role and get in touch with Louise if they were interested.</p>	Louise
6.	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>The most recent training programme for governors has been issued to the GB. Anna highlighted the courses and asked that if governors do book themselves on a course to let Louise know. There is no charge for courses booked, and most are available online and also in person now.</p>	
7.	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>The report was previously circulated to the GB. Sarah shared the report on screen highlighting the following:</p> <ul style="list-style-type: none"> <li>• Teachers are completing start of year assessments and creating the baseline data.</li> <li>• Pupil review meetings will take place next week.</li> <li>• SDP working groups and maths courses for KSI have met.</li> <li>• The library is currently undergoing a tidy up and we are getting rid of old stock. Sarah put out a request for help from the Governors with sorting through books. If a couple of hours could be spared, help would be much appreciated.</li> <li>• Trainee teachers from the Faculty of Education will be back in school from October.</li> <li>• Sarah will be meeting with around 20 schools in Bedfordshire who are participating in Spirals of Enquiry.</li> </ul> <p>The figures for pupil attendance are slightly lower than usual, due to a delay in some children returning from the summer break as they were having to isolate following holidays abroad.</p> <p>There is one child not attending at the moment due to parent anxiety with the COVID situation. The school has a plan in place to educate the child virtually. It is not ideal but has been agreed between the school and the family.</p>	
8.	<p><b><u>SAFEGUARDING</u></b></p> <p>The Safeguarding policy had been reviewed and was brought to the GB for approval. All changes had been highlighted in blue. Most changes were adaptations to Mayfield.</p> <p>Ann will join the Heads as Safeguarding Lead when Surge leaves in October.</p> <p>The GB approved the policy and Anna will sign hard copy when she comes to school to do the minutes.</p>	Anna

	<p>The KCSIE (Keeping Children Safe In Education) has been sent out to everyone on Pindigo. Policies will be available on this format until the end of January, when the school transfers to a new system. Please could all governors access Pindigo and read the updated policies.</p> <p>Staff are having their safeguarding training refresher in October face to face. Last year it was completed in a video format. Once staff have received their training a link will be sent to governors for the video training.</p>	<p>All Governors</p> <p>Sarah /Alison</p>
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9.	<p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p>Resources and PWL have not met yet this year.</p> <p><b>Personnel</b> The committee met in the second week of term.</p> <p>The ECT (Early Career Teacher) policy which is the new name for the former NQT policy was approved by the GB.</p> <p><b>HTPM Committee</b> – in recent years the committee has struggled to maintain a panel of 3 members. Anna proposed that the GB approved having the Chair as a permanent member of the committee and one other governor who would change annually.</p> <p>There was some concern that only two governors on the committee may be too few, if one could not attend the meetings.</p> <p>Anna welcomed other governors to come forward and join the committee, which is currently just Anna and Joel due to Anthony’s retirement from the GB. Anna leads the committee this school year. Leadership would continue to be rotated annually.</p>	

10.	<p><b><u>SEND UPDATE</u></b></p> <p>Halina had circulated a document previous to the meeting highlighting SEND as a whole, and what the responsibilities of the GB were. Halina shared some SEN figures for the UK.</p> <p>The DfE last did a review on SEND in 2014 which resulted in the publication of the SEND Code of Practice. Among other things, the Code details the process for applying for an Education Health Care Plan (EHCP).</p> <p>There are 1.4 million pupils with SEN in the UK. This averages at 3.7% of pupils in school. These numbers are continuing to rise with only 12.2% of children needing support receiving it.</p> <p>Halina had put a list together of the questions which Ofsted could ask on a visit and the school should be aware of. This was also circulated to the governors.</p> <p>Ann spoke about the different assessments and interventions in place in the school. She described how a child is identified as needing additional help.</p> <p>The Governors thank Halina and Ann for their report.</p>	
6.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>Anna will write a News from the GB for parents and staff which Louise will distribute.</p> <p>Fundraising will be discussed separately and reported back to the GB. Andrew thanked Anthony for his contributions to the current fundraising efforts.</p>	Anna/Louise

The meeting closed at 8.00pm

The next meeting of the full GB will be on the **Wednesday 3<sup>rd</sup> November at 6pm.**