



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Wednesday 3rd November 2021 at 6.00pm via Zoom

Attendees

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

Halina Konopacka
 Ann Nicholls
 Joel Dixon
 Alison Cox
 Jessica Rowson
 Jonathan Wilkins

1	<p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Apologies were received and accepted from Richard. Clare will be leaving the meeting at 7pm.</p> <p>There were no interests to declare.</p> <p>Welcome to new Parent Governor Jonathan Wilkins was welcomed to the GB as a new Parent Governor. He introduced himself to the governors. Jonathan has two daughters attending Mayfield and a background in engineering. He will sit on the PWL committee.</p>	<u>Action</u>
2	<p><u>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</u></p> <p>The minutes of the last meeting of the Full GB on 20th September were accepted with all actions completed. All matters arising were included in the agenda.</p> <p>Louise will send the link for the safeguarding training to Jessica and also check communication regarding the set up of an @mayfield email address.</p> <p>Anna will sign the minutes and bring them into school on her next visit.</p>	Louise

	In Richard's absence item 9 on the agenda - Equality and Diversity report – will be moved to the next meeting of the Full GB in January. Andrew and Anna will give quick update on fundraising in its place.	
6	<p><u>SAFEGUARDING</u></p> <p>A link to the safeguarding training has been sent to governors who must report to Sarah when they have completed it. This training needs to be completed annually and there are some new points added from the latest edition of <i>Keeping Children Safe in Education</i> (DFE September 2021). The training itself takes about 1 hour, and governors were asked to make sure no children were in the room while they are doing the training.</p> <p>Louise will send out the link for the training to the new governors to ensure they complete this important part of their induction.</p> <p>Safeguarding training for governors can be found in the governor training programme as an extra course. It is not compulsory to attend but some governors may find it useful. Information on training courses available has been sent out to governors.</p>	Louise
3	<p><u>GOVERNOR ISSUES</u></p> <p>Statement of Internal Control and Best Value Statement The documents had previously been agreed by the Resources Committee, and are brought to the Full GB for approval each year.</p> <p>Judith gave a quick summary of what the documents involved.</p> <p>The governors approved both the documents, which Anna will sign on behalf of the GB.</p> <p>Salary Committee Terms of Reference Some changes to the terms were required in the wording, including taking out 'Co' and just having wording say 'Headteachers', and changing Finance committee to Resources committee.</p> <p>An additional point was added to section 7 saying 'report all decisions confidentially to the GB.'</p> <p>Louise will make amendments and forward it to the GB for their final approval.</p>	
4	<p><u>HEADTEACHERS' REPORT</u></p> <p>The Heads reported the latest situation with COVID.</p> <p>The week before half term there was a COVID outbreak in one class, where by the end of the week 7 positive cases had been reported. Over 5 cases in one year group is classed as an outbreak. Fortunately half term meant that children were not in school for week. All staff and parents in the year group were informed of the cases and notified of the necessary action.</p>	

The Heads attended a virtual Heads briefing earlier in the week, where it was announced that Cambridge is now in an 'enhanced response area' meaning that County have agreed with the DfE certain measures which can be put in place should there be an outbreak, without the need to refer to the DfE for advice. This does not mean an immediate change for the school however with the number of cases increasing in schools across the area, it is reassuring to have this backup.

Mayfield has kept in place many of the COVID restrictions, such as wearing face masks around the school, touch point cleaning and limiting the mixing of year groups. It is believed that this has helped in keeping numbers down across the school.

Christmas arrangements are being finalised under the new measures. The Enhanced Response Measures are in place until the 10th December. We will not be able to have the Nativity play or Carol Service. Instead it is hoped for the outside area to be used for a carol service, one year group at a time.

Surge Dhanda has now retired. A new SENDCO, Ciara Murray, has been appointed and will start in January.

Kate and Sarah are logging books into the new system in the library, which has been completely re organised. The English Leads are looking into what books are required and ordering them. The new logging system which the school did not have in place before, will include reading spines for each classroom, ensuring books are monitored and not lost. The aim is also to get books appropriate for each year group which will develop children's reading and knowledge of authors and genres. Some new furniture has also been ordered.

Two pairs of trainee teachers will be starting in school from December for the Spring Term. They will be working in years 1&2. The school has been asked to take more trainees than usual, as some schools are refusing to take them. The Heads believe it is essential to take trainees to support the profession and ensure a flow of new talent.

It is extremely difficult getting supply teachers at the moment, making it difficult to cover staff sickness. This is a problem across the county. The school is pulling in part-time staff for extra hours and deploying staff as creatively as possible.

Additional tutoring has started in school for some of the more disadvantaged children. Part-time staff are completing extra hours to provide the tutoring which is being mostly paid for from funding received from the government. The school has to pay for 25% of the hours.

Attendance figures are good compared to other schools. Most absences are due to COVID.

Q. Why has the number of children on FSM suddenly gone up so much?

	<p>A. That is the current situation at the moment. There are more families in need. We also see a rise in numbers at this time of year as the new reception intake numbers come in.</p> <p>Q. With the current number of EHCPs in place how will the school benefit from having Sarah cover Surge until the new SENDCO starts in January? It is a large number of children to cover.</p> <p>A. Sarah is being supported by Ann. The money saved from not having a SENDCO for half a term will slightly relieve budget pressure. There are currently 3 EHCPs pending, as another has been put forward today.</p> <p>Q. How many of the children with EHCPs have academic reviews this half term?</p> <p>A. Two are booked in. Most take place in the Spring Term. There is a lot of work involved in arranging a review.</p> <p>Q. With 2 TAs fewer than usual, is the SEN team not under pressure?</p> <p>A. Yes but cut backs need to be made and as a team we are all pulling together and making it work. This is under constant review.</p> <p>The 2 exclusions listed in the report are for children with extremely high needs. An emergency EHCP review has been arranged for the following week with all teams invited responding and attending.</p> <p>(7pm Clare left the meeting.)</p>	
5	<p><u>PAY POLICY UPDATE</u></p> <p>The Pay Policy has updated with changes in blue. No changes to pay grades have been made. All changes apply to date changes.</p> <p>The governors agreed to the changes.</p> <p>Anna will sign the policy once the changes have been made.</p>	Anna
7	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>Resources Judith reported to the GB items which were discussed at the committee meeting in September.</p> <p>Finances are tight, but there has been some relief with the government funding we have received.</p> <p>Lettings are now back in school which has helped, but this also raises the cost of energy bills and wages.</p> <p>SEN numbers are rising and are affecting finances. The lack of funding is a problem county-wide.</p> <p>No other committees have met since the last meeting of the Full GB.</p>	

8	<p><u>TRAINING FOCUS FOR THE NEXT MEETING</u></p> <ul style="list-style-type: none"> • Richard will be reporting on Equality and Diversity. • The Heads will share the curriculum tree with the Governors and discuss how it is put together and what it involves. • PSHE will be reserved for the meeting in March, where the PSHE lead will be invited to attend. • A topic for June could involve the transition to secondary school for pupils. 	
9	<p><u>ANY OTHER BUSINESS</u></p> <p>The Heads reported to the Governors on the possibility of the swimming pool being refurbished. A local swimming school has been in touch with the school and met with the Heads and Kate about refurbishing the swimming pool. Currently the pool is only used in the Summer term and the start of the Autumn term and is needing maintenance. The company proposes to completely refurbish the swimming pool and changing rooms, including putting a roof over the pool which can be removed in warmer weather at no cost to the school.</p> <p>In return the swimming company will require free use of the pool from 3.30pm – 6.30pm each weekday, weekend mornings, and mornings during the school holidays for the time it takes it repay the cost of the refurbishment. They have recently completed a £200,000 refurbishment of the pool at Fawcett School in Cambridge. It is believed to take about 7 years to recoup that money. It is thought the cost will not be as high for Mayfield.</p> <p>When the pool is not being used by the swimming school it can be used by us. This will mean the school can do swimming lessons all year around, and has the potential to rent the pool to other schools or groups.</p> <p>The school would have to pay for the running cost of the pool, but as everything is brand new this cost would be minimal.</p> <p>The Heads need to look into this further, and will be looking at the pool at Fawcett School. They invited a governor to support them in this process, for which Judith was considered most appropriate as Chair of the Resources Committee.</p> <p>The GB will be kept informed of any developments.</p>	

The meeting closed at 7.50pm

The next meeting of the full GB will be on the **Tuesday 11th January at 6pm.**

Signed Date