



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body  
Wednesday 3<sup>rd</sup> March 2021 at 6.00pm via Zoom**

**Attendees :-**

Anna Chaudhri (Chair)  
Sarah Stepney (Head)  
Paula Ayliffe (Head)  
Judith Greenwood  
Halina Konopacka  
Clare Bartlet  
Jane McHugh  
Ann Nicholls

Louise O’Gorman (Clerk)  
Jo Sharpington  
Gerard Newnham  
Joel Dixon  
Alison Cox  
Anthony Rayner  
Andrew Monteath  
Richard Kerridge

1.	<p><b><u>APOLOGIES</u></b></p> <ul style="list-style-type: none"> <li>• No apologies were received from Avi.</li> <li>• Apologies were accepted from Jane.</li> <li>• Jo arrived at the meeting around 6.30pm.</li> <li>• Alison and Clare had emailed previous to the meeting as they needed to leave the meeting slightly early.</li> <li>• Sarah delivered the Heads’ Report and left the meeting after this item.</li> </ul> <p>No interests were declared.</p>	<b><u>Action</u></b>
2.	<p><b><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></b></p> <p>The minutes from the 4.11.20 were amended slightly and had been distributed to the GB before the meeting. The GB agreed to the changes.</p> <p>The minutes for the 12.1.21 were also agreed, and all actions were covered.</p> <p>Anna will sign a copy of the minutes and hand them into the school office.</p>	Anna
3.	<p><b><u>GOVERNOR ISSUES</u></b></p> <p>Anna informed the Governors that Jane McHugh is currently unwell and may not be able to attend some forthcoming meetings. For any meeting of the HTPM Committee, in her absence, Anna will step in. The Governors wish Jane a speedy recovery.</p> <p>In Jane’s absence, Anna may need to ask another Governor to step up to the role of Vice Chair. If necessary, this will be reviewed at the next Full GB meeting.</p>	

4.

**HEADTEACHERS' REPORT**

The Heads gave a verbal report to the GB. Some of the points raised included:

- Children will be returning to school on Monday 8<sup>th</sup> March and preparations have been made for this.
- There will be more staff shielding than before, as the government has announced an increase in the number of those classed as Clinically Extremely Vulnerable (CEV). TA staffing is especially affected by this and the Heads are monitoring staffing arrangements.
- All staff are completing twice-weekly LFD tests for Covid-19.
- Teachers are discussing well-being at their weekly staff meetings.
- Many year groups have parent group chats set up on social media, and some of what is being said is being fed back to staff. The Heads are wary about this, especially with the increased exposure of teachers during the period of virtual learning. This has meant that teachers have had parent observers of all their lessons, an unprecedented situation and a potentially stressful one. The Heads have asked that if parents do have any problems it is reported to them, according to the usual procedure.
- As an example, the Heads reported that one teacher had felt it necessary to post an apology video to Seesaw because a parent had complained on WhatsApp about something the teacher had said in a previous lesson. Sarah investigated this and felt that the teacher was not at fault and should not have felt that she had to apologise so publicly. The Governors agreed that in situations like this, the parent making the comment or complaint should be contacted individually and that a WhatsApp group is not a suitable forum for such comments.
- The overwhelming majority of parents are supportive of what the school has been doing and are very positive in their comments. One group of parents had organised a big 'thank you' card for a teacher and this was much appreciated.
- The school has received a freedom of information request and has complied with its Policy on Data Protection. The provision of information has been a huge task and extremely time-consuming; it has put staff under additional pressure at a very difficult time, to meet a deadline and ensure that nothing has been omitted. After some calculation, it is thought that the request has cost the school at least 18 staff working days to process. The Heads briefly explained what was involved in the process. Anna will raise the issue with the LA once there is closure on the issue as this is not a reasonable expectation of staff.
- A family worker has mentioned the growth of independence in children as they are having to leave their parents at the gate in the morning, as opposed to them being left by their parents in the playground when the whistle is blown. Children are settling more easily in school on their own. This is a procedure that the Heads would like to continue, as they feel it is beneficial in helping children to settle quickly at the beginning of the school day.

A governor raised a concern that working parents can feel left out and distant from school because they are not able to speak to the teacher in the morning or at pick-up as they are having to leave their children at breakfast or after-school club, due to work commitments. The Heads understand this scenario and would encourage a parent in these circumstances to contact the class teacher via email if they have any concerns, and if anything needs to be raised with the parent, the class teacher will get in touch.

(6.24 – Jo joined the meeting.)

	<ul style="list-style-type: none"> <li>• A request has been put in for an extension to the Mayfield school building which will consist of 2 nurture rooms and an office. The proposal has been to a LA approval panel and they have agreed that there is a need for this facility at Mayfield. Drawings are now being made, and costs estimated. If this goes ahead, it is planned that work would start in the last couple of weeks of the school year, with work being completed over the 6-week summer holiday. These facilities should support children who need some additional space and time out of the classroom, especially if they pose a danger to themselves and others. It should also reduce the number of exclusions.</li> <li>• Vouchers for families who would be in receipt of free school meals are still going ahead until children return to school. There are two families in the school who are unable to access the scheme, and the school is paying the amounts directly into their bank accounts. The school will be able to claim back this cost.</li> </ul> <p>The Governors wished their thanks to be passed on to all the staff.</p>	
5.	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Judith has attended training on School's Funding, Budgeting and Financial Monitoring and she will complete a report for the Resources Committee.</p> <p>Clare and Joel have attended the New Governor Training online. Clare felt it was a lengthy meeting and some of the information was unnecessary. The most beneficial part was when they were able to talk to other governors.</p> <p>Halina attended the Safeguarding for Governors at the end of February and found it extremely helpful.</p> <p>Anna recommended attending the termly briefings; they are good for updates on all governor issues. Jane and Anna attended the most recent Governor Briefing which included a report on remote learning. Jane has included this in her report to the GB. Risk assessments, staff and pupil welfare were also covered.</p>	
6.	<p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p><b>Resources</b></p> <p>Judith spoke to the GB about the current budget monitoring report, which tracks the school expenditure against the budget and forecast. This year the committee is predicting a deficit of £6,500 due to a loss of £20,000 from lettings and the extra expenditure on staff and cleaning supplies.</p> <p>Other schools are in a similar or worse situation. As Mayfield has good facilities to let, we are hoping that our loss is redeemable in the coming years. Ray Byford comes to set the budget with the school and was present at the training session.</p> <p>The Government will not be compensating schools for the additional costs of staff and cleaning.</p> <p>The School Financial Value Standard was presented to the GB. The questionnaire has been completed by the Resources Committee and will be signed off by Anna with the GB's approval. This was approved and Anna will sign a copy at the school office. (Anna)</p>	

	<p>Paula reported that at a recent CB4 Heads meeting she was informed that families with young children are not moving into the area because of the cost of housing. We currently have 43 who have put Mayfield as their 1<sup>st</sup> choice for Reception intake 2021, which in comparison to other schools is quite high. We have not had as many children of visiting scholars joining the school during the pandemic, which has kept numbers lower than usual.</p> <p>(7.00pm – Alison Cox left the meeting)</p> <p><b>Personnel</b> Clare has now taken on the role of Chair for Personnel. She briefly went through the minutes of the meeting, much of which has been discussed above.</p> <p>Staff well-being was discussed at length. It is thought that staff well-being should be on the agenda as a formal standing item.</p> <p>With this in mind, the Governors are planning an informal evening for staff; they discussed ways in which staff can look after their well-being while at work.</p>	
7.	<p><b><u>SAFEGUARDING REPORT</u></b></p> <p>A report had been completed by Alison Cox who is the governor responsible for safeguarding, after a meeting with Sarah. It was distributed to the GB prior to the meeting. Unfortunately Alison had to leave the meeting early and was unable to comment on the report personally so Anna summarised what was covered.</p> <p>The Single Central Record has not been looked at in depth due to current restrictions and Alison not being able to meet with Kate in school. Kate keeps the SCR under regular review and has good knowledge of its content, should there be any concerns or queries.</p> <p>Q. Where would the Prevent action plan be kept? A. It is kept in the Heads' office. Sarah Stepney is the Prevent Lead.</p> <p>Q. What is Liquid Logic? A. It is the County online site for police and social care to log any concerns. The school does not have access to it.</p> <p>Q. There has been a lot in the press about county lines and how it has been a much bigger problem during lockdown. Has this affected Mayfield at all? A. We get reports from the police if it has affected any of our families: currently there are none.</p> <p>Safeguarding is a standing agenda item, to be raised at every GB meeting.</p>	
8.	<p><b><u>CURRICULUM REPORT</u></b></p> <p>The most recent Governor Briefing focused strongly on home learning and Jane held a remote meeting with Sarah and completed a report which was distributed to the GB.</p> <p>A point which was emphasised was that SEN must be considered in all planning for remote learning and should be considered a priority. The discussion on this was included in the report.</p>	

	<p>Preparations are being made for children coming back into school, and much consideration has been given to the well-being of the children and staff. All plans are available on the school website for parents to refer to at any time.</p> <p>There was some concern about the small percentage of children who have not been presenting work on Seesaw. The Heads explained that they are doing everything they can to reduce this number, and have been in regular contact with the families it involves. Staff did point out that all children are being offered appropriate learning opportunities and some children are receiving personal zoom sessions with a Teaching Assistant; some of their participation will not show on Seesaw.</p>	
9.	<p><b><u>POLICIES</u></b></p> <p><b>Equality Information and Objectives</b> Kate had distributed the Equality Information document which is to be posted on the school website, and asked for any comments or questions to be sent to her.</p> <p>Anna has been named as the Equality Link Governor for the time being but the position is available to any governor who would be interested in the role. Interest should be directed to Kate who is aiming to put together and lead a committee for equality.</p> <p>The Governors agreed to the publication of the new information and objectives.</p> <p><b>Disciplinary Rules and Procedure</b> The policy was distributed to the GB previous to the meeting after being discussed at the Personnel Committee meeting. It was approved by the GB.</p> <p><b>Grievance Procedure</b> The policy was distributed to the GB previous to the meeting after being discussed at the Personnel Committee meeting. It was approved unanimously.</p>	
10.	<p><b><u>SCHOOL RE-OPENING - 8<sup>th</sup> March</u></b></p> <p>The Heads had covered aspects of the re-opening on the 8<sup>th</sup> March earlier in the meeting. Plans will be the same as before the lockdown, with a small change to year group times of day. Information has been sent out to parents clarifying what should be expected, and staff meetings are planned for the end of the week.</p> <p>Staff are looking forward to welcoming the children back into school.</p> <p>Q. Do we know of any families who will not be attending? A. Only one family, and they have not attended since the first lockdown as they have a family member who needs to shield.</p> <p>Paula asked Governors that if they are near the school gates at pick-up or drop-off time, and see families not behaving in a socially distanced manner do let the school know. We are not able to control what happens outside the gate, and can only advise.</p>	
11.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The Governors are hugely appreciative of the work that all the staff do. Anna will be writing to the staff soon, and will complete news from the Governing Body to be distributed to parents in the Newsletter.</p>	Anna/ Louise

The meeting closed at 7.30pm

The next meeting of the Full Governing Body is scheduled for **Thursday 29<sup>th</sup> April 2021**