



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Thursday 28th April 2022 at 6.00pm via Zoom

Attendees

Anna Chaudhri (Chair)	Judith Greenwood
Louise O’Gorman (Clerk)	Joel Dixon
Sarah Stepney (Head)	Jo Sharpington
Paula Ayliffe (Head)	Andrew Monteath
Alison Cox	Clare Bartlet
Halina Konopacka	Charlotte Thorpe (Observer)
Ann Nicholls	Patrick Gosling (Observer)
Kate Challis (SBM)	

1&2	<p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Clare will be leaving the meeting at 7.15pm, Richard and Jessica both sent their apologies which were accepted.</p> <p>There were no interests to declare for this meeting.</p>	<u>Action</u>
	<p><u>New Governors</u></p> <p>Two potential new governors attended the meeting as observers.</p> <p>Charlotte Thorpe has been brought forward to us by the LA. She has worked in hospital education for 10 years as a teacher, and Patrick Gosling has been a parent, member of staff and volunteer at school for a number of years.</p> <p>They both introduced themselves to the GB, and explained their background.</p> <p>Following the meeting and a conversation with Anna, an election will take place at the next GB meeting. Both will be Co-Opted Governors.</p>	
3	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes of the 2.3.22 were considered and agreed. All actions had been completed.</p> <p>(6.09 – Joel joined the meeting.)</p> <p>Andrew is looking into arranging a social event for parents and governors now the school does not have restrictions. This will be discussed later in the meeting.</p>	

	<p>Kate suggested the governors have a stall at the PTA Garden party which is due to be held on the 24th June.</p> <p>Anna will sign the minutes, when she is next in school.</p>	<p>Anna</p>
<p>4</p>	<p><u>GOVERNOR ISSUES</u></p> <p>Vice Chair Anna welcomed governors to nominate themselves as a vice-chair to the Governing Body. It is not always possible for Anna to attend Governor briefings and it would be ideal to have a vice-chair as a stand in should it be needed.</p> <p>Meeting in person Since the first lockdown all GB meeting have taken place via Zoom. Restriction to visitors in school have made it difficult to meet in person. Now that restriction have been lifted future meeting can once again be in person. It was suggested that the Full GB meet in person, and separate committees decide whether they wish to meet online or in person.</p> <p>The committees would prefer to stay online as it is more accessible for smaller groups.</p> <p>The Full GB would prefer to meet in person with the option to join virtually, unless there are extreme circumstances, at which point the meeting will be held only online.</p> <p>Louise will double check with school governance about having blended meetings going forward and change the standing orders as necessary.</p> <p>The governor photos on the school website need to be updated. Kate will look into this.</p>	<p>Louise</p> <p>Kate</p>
<p>5</p>	<p>The budget for 2022/2023 was discussed with the Resources committee on Monday, and agreed. It was distributed to the Full GB on Tuesday.</p> <p>There was a carryforward from last year of £47,708 a lot of which if ring fenced for future projects leaving £7,430. This year's budget has been drawn up around this figure leaving a surplus of £2,992.</p> <ul style="list-style-type: none"> • Pupil numbers are on the rise, with most year groups full. Reception intake for this year is looking hopeful and predicted to be more than previous years. • The government is giving school more funding – and extra £47.5K supplementary grant, however there is an increase in NI needing to be paid and a proposed teacher pay rise which would counteract the extra funding. • Lettings are on the rise with many enquiries coming in, and regular lets booked for weekday evenings. Last year's budget was £37.5K and we took £38.5K – not as much as before Covid but looking very promising for the coming year. The expected budget for 2022/2023 is set at £45K. • Utilities – the school has been advised to expect and increased cost of 50%. We are hoping that ventilation will not be as greater concern this year and windows and doors can be closed throughout the winter months. • The budget for computer hardware has been increased as teacher laptops are in need of replacement. Those supplied by the government do not have the capacity for teacher usage. • SEN funding is based on 14 children in the summer term. 3 will be leaving at the end of term. More EHCP's have been applied for. 	

	<ul style="list-style-type: none"> • There is £7,666 due from Covid recovery funding in the Summer term for tutoring. • Sports premium funding is unknown yet. <p>The staffing plan had been presented on the budget notes.</p> <p>The swimming pool is a large cost to the school, with a budget of £2K. The project presented to the school from a reputable swimming school will not be going ahead, as the overheads were too much. Though the swimming pool was lovely, and a beneficial addition if Mayfield were to go ahead, the cost to the school in maintenance and upkeep would be greater than it is now.</p> <p>The budget was approved by the GB unanimously.</p> <p>6.38 – Kate left the meeting.</p>	
6	<p><u>HEADTEACHER REPORT</u></p> <p>The heads gave a verbal report to the governors:</p> <ul style="list-style-type: none"> • The SEN extension building will not be going ahead as the quotations received were £100K over what was budgeted. The plan is now for an outside office to be put into the school grounds and walkway built, to be used as a PPA room. This will be funded by County. • SATS will be going ahead in the next couple of weeks. Timetables for the rooms required and staffing are being drawn up. Approximately 40% of children qualify for extra time or additional help, which needs to be considered. The governors were invited to help with invigilating. They would need to attend a brief training with Sarah beforehand. • The Early Years setting is being refurbished Plans will be made up this side of half term. The PTA are contributing some of the funding needed for this. • The Inclusion Leader is now working 4 days a week and becoming full-time in September. • The maternity cover starting after half term has not been filled. 2 supply teachers will be covering this time until the end of the Summer term. Adverts for the vacancy will be published this week for a September start. There is a shortage of teachers and adverts are not getting much response. The school is looking into taking on ECTs (Early Career Teachers, previously known as NQTs.) It will be considered whether having an ECT mentor in school is an additional role for a teacher. The ECT only creates funding for the school in the second year of the course. The mentor is required to be out of class with the ECT, but funding is not provided in the first year. • Sarah will be running the London Marathon in October and raising funds for Crohn's and Colitis. • The Cambridge Curiosity and Imagination group, with which the school has collaborated, has expanded to a national group. They are now named Branching Out, and the Year 5 children will be involved in developing materials for a project, which will be used in other schools around the country. • On the 17th May, 3 year 5 children will be talking to a group of MP's about outdoor education on Zoom. 	

7	<p><u>LINK VISITS</u></p> <p>Two reports were distributed to the governors, following link visits which Anna had made in school.</p> <p>Anna asked the governors, to inform Louise of any visits to link subject leaders, so that they can be logged. It is not essential for reports to be written for each visit but the GB should hear a verbal report, that can be included in the minutes. Any reports should be passed on to Louise to be filed.</p> <p>The layout of the reports completed by Anna were complimented and recommended as a template.</p> <p>The governors were also asked to inform Louise of any training or courses which they have attended this year.</p> <p>Anna-Marie Cooper from School Governance is meeting with Anna and the Heads at the beginning of May to monitor governor issues prior to an Ofsted visit. The school is confident we have everything required in place. Feedback from the monitoring visit will be given at the next meeting of the GB.</p> <p>Halina had visited the SEN department and had a chat with Rachel Fazakerley. Rachel is keen to raise the profile of the DSC and would like to speak with the governors at the next meeting. Louise will add this to the agenda.</p>	<p>Louise</p> <p>Anna, Louise</p>
8	<p><u>SAFEGUARDING</u></p> <p>There were no safeguarding issues to discuss.</p> <p>The next safeguarding audit will be taking place in June. Alison will report to the governors at the next meeting on any findings.</p> <p>It was also recommended that Alison meet with Kate regarding the single central record.</p>	<p>Alison</p>
9	<p><u>GOVERNOR TRAINING</u></p> <p>Governor training was covered in item 7.</p> <p>Anna would like some governor training in the implications of the government's White Paper on education reform. She will meet with the Heads and bring it to the governors at an appropriate point. The white paper does imply some big changes in school organisation.</p> <p>This was noted as a future training focus for the governors. Possibly in September.</p>	<p>Anna, Heads</p>
10	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>PWL – The committee met on the 14th March, no staff were present other than the Heads as parent teacher consultations were taking place in school. Paula went through the progress data. The next data drop will be at the end of June. Results are not predicted to be high, but will be an accurate reflection of performance and allow staff to draw up the next steps. Alison thanked the staff for their resilience and working together during the difficult times recently.</p> <p>(7.10 – Joel left the meeting.)</p>	

11	<p><u>ANY OTHER BUSINESS</u></p> <ul style="list-style-type: none"> Members of the travelling community have now set up site outside the school. The site has been occupied by travelers in previous years at this time, though this year the anxiety in the children and their parents has need more noticeable. There have been some minor incidents, which the school has reported to the police. So far there has been no police response to these concerns. <p>There has also been a separate incident reported of a man hanging around the school gates. This also has been reported to police, who have assured the school it will not happen again. Parents have been made aware and some children have showed their concerns following this. The school are monitoring the gates at the end of the day.</p> <ul style="list-style-type: none"> Andrew and Anna have been discussing fundraising events to allow governors to meet with the parents. A wine tasting was suggested as an option, however concern was raised about making an event with alcohol as the main focus. Many Mayfield families do not drink, and to hold a wine tasting would not be inclusive. An International evening used to be a huge success, with a bring and share food option. There was a discussion on the set up and running of such an event. <p>Dates towards the end of term, during the week were considered and will be looked into.</p> <ul style="list-style-type: none"> The school has not been approached by refugee families yet. Extra funding is available for such families. The staff and governor BBQ is set for Monday 18th July. 	Anna, Andrew
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The meeting closed at 7.30pm

The next meeting of the full GB will be on **Tuesday 7th June at 6pm**