

MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body Monday 26th September 2022 at 6.00pm

Attendance

Sarah Stepney (Head)	1	Richard Kerridge	✓
Paula Ayliffe (Head)	AA	Jessica Rowson	✓
Anna Chaudhri (Chair)	1	Patrick Gosling	✓
Clare Bartlet	LA	Charlotte Thorpe	AA
Judith Greenwood	Α	Ann Nicholls	✓
Alison Cox	✓	Andrew Monteath	✓
Halina Konopacka	NA	Louise O'Gorman	✓

Actions are highlighted in RED.

The governors met confidentially, without staff members present prior to the meeting. Anna will make a confidential minute on this.

1&2	APOLOGIES AND DECLARATION OF INTERESTS	<u>Action</u>
	Apologies were given by Judith, Paula and Charlotte and accepted by the Governing Body. Alison will be leaving the meeting at 7pm.	
	No apologies were received from Halina. Louise will email Halina for an update, as no contact has been made since the Summer term.	Louise
	There were no interests to declare.	
3	ELECT CHAIR Anna's term of office as Chair came to an end on the 22 September. Anna agreed to continue as Chair for another term of 3 years, but suggested another governor should	

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	The FCD and a superior of the	
	consider the role before the end of this 3 year term. The FGB voted unanimously for her to stay on as Chair for a further 3 years.	
4	MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING	
	SEF – will be reported on later in the meeting.	
	Lockdown policy – Sarah had looked into this after it was discussed at the previous meeting, and confirmed there is a procedure on the emergency plan should there be a need for an emergency lockdown if the school were threatened. (The term lockdown does not refer to a pandemic situation.) Staff training will take place in school for such an occasion.	
	SDP – At the last meeting of the previous academic year, the SDP was agreed by the GB. The latest version of the SDP is available on the school website, and on display in the staff room.	
	Parent Survey – the process has not started yet. Anna and Judith will consider the questions that should be included in the survey and circulate them to governors and the Senior Management Team for comment.	Anna and Judith
	Online calendar - Louise has tried to set up an online GB calendar without success. Anna did not consider this a priority at the moment but something that can be worked on for the future, should the GB wish it.	
	There was a duplication of text in the minutes which needed to be removed. With this amendment the governors were happy to approve the minutes which Anna will come into school and sign.	Louise, Anna
5	SAFEGUARDING The Child Protection and Safeguarding policies were included with the agenda. Changes have been noted in red which makes all new items and updates in the policy clear.	
	Q. How are we adjusting the curriculum to cater for those having difficulties out of school? A. Should a lesson possibly affect a child it is adjusted accordingly.	
	Kate has loaded new policies on My Concern and sent out email links to all governors for them to read the policies ASAP.	
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When records are transferred either to or from Mayfield, a record is maintained of the date and destination. (Alison left the meeting.) 6 **GOVERNOR ISSUES Pecuniary interests** These will be put on the agenda of the next meeting, as the paperwork was not available. Louise No governors had any concerns or changes which needed updating before this. **Terms of Reference** Additional points had been added to the terms of reference for each of the reporting committees, regarding safeguarding. The FGB agreed to accept the updated terms. **Link Visitors** The Link Governor list was considered and subjects redistributed as necessary. Louise had updated the contacts on the list, as some subject leaders had changed from the previous years. Louise will update the document with the changed governor names and distribute it. The 'role of a link governor' handout was included with the agenda for reference. The Personnel Committee at their recent committee meeting, had discussed topics for link visits. It was agreed that this Committee would undertake a visit to examine the Early Career Teacher Policy and related procedures in the Spring Term. It was agreed that the GB proposal for a visit focussed on the processes to combat bullying in school should be conducted by the PWL Committee. It will be discussed at their next committee meeting on Thursday. **Governor Expenses Policy** This document was agreed. Louise will change the date to the current year. Louise **The Standing Orders** Louise pointed out the note on attending meetings via zoom. Committee meetings will be held on Zoom but Full GB meetings will be held in person unless there are exceptional circumstances. Louise will take Surge's name off the document as an associate member, and Louise update the end date of the Chair's term. **Governor vacancies** Some committees are requiring more governors, due to two governors retiring at the and of the Summer term. There are 6 vacancies for parent governors. A plan was discussed to recruit governors and get the message out to parents. Suggestions included: Governors, Speaking to parents on the playground at the end of the day. Heads Having leaflets available to hand out to parents with information on the role. Louise • Including a notice in the Parent Newsletter. Emphasizing the matter at the governor-parent social event which is planned to go Governors. ahead on Friday 11th November. This date will be put in the Parent Newsletter, Louise and added to the school website. The school PTA is now reduced to 2 people, and the future of the group is not certain. This matter will also be brought up at the event on the 11th November, to try to engage parents in this important support group.

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	The Heads were asked if they were aware of any potential parent governors. With many new families joining the school this term, this is an ideal time to promote the Governing Body and the PTA to recruit new members. Q. Does the school have a link with Queens' college as they went on a trip with them last week? A. We are not sure if it is a link unique to us or if the trip is open to other schools as well. The Year 3 trip has taken place for years, and the contact has been passed to new teachers entering the year group for them to arrange. The trip is related to their Autumn term topic of 'Cambridge. Sarah and Paula will investigate the link.	Heads
7	GOVERNOR TRAINING	
	Governors were encouraged to attend training sessions for governors. The latest training program was issued by school governance and has been distributed.	
	Louise to cancel any session booked for Charlotte Thorpe.	Louise
	Anna talked through the improvements recommended in the governance review of last term visit, and where changes had been made. Good progress has been made since the visit.	
	Q. Were all schools visited as part of governance monitoring by the Local Authority? A. It appears a lot were approached, in preparation for an Ofsted visit. We were happy with the advice given.	
	Patrick will check the training programme for an induction to governance course.	Patrick
	Prevent Training - All governors have now completed the prevent training and informed Louise.	
	Ann will take on the role of Attendance governor, and will report to the governors on this matter. Anna will liaise with Ann on how often this should be done and what kind of information the GB would like to receive.	Anna
8	HEADTEACHERS' REPORT	
	A written report from the Heads was issued to the Governing Body prior to the meeting.	
	The Heads commented on baseline assessments which have now been completed in all year groups and from the results, interventions are being put into place.	
	The new phonics program (ELS – Essential Letters and Sounds) has proved to be rather challenging as the school does not have all the resources yet. This is largely due to the cost. The scheme only allows for the correct recommended resources to be used for phonics, and for specific books to be read to and by the children. The children are not allowed to read a book which contains a word or phoneme which has not been taught yet. Pippa and Helena have been busy sorting through all the books in school and categorizing them to the week in which they can be used.	
	The numbers of new starters in school this September have risen as more families are moving to Cambridge. A large number of the families are on placements from abroad with the university and have English as an additional language.	
	There are 21 pupils in school with EHCPs and a number of pupils on SEN support.	

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9 **SEF** Sarah referred to the SEF which had been updated, following a visit from an English LA advisor. She feels the document is up to date and helpful in preparation for an Ofsted visit. The SEF has been issued to all members of staff who have been asked to read through the document and familiarise themselves with the content. Q. I feel this document is well presented and should be referred to when a link visit is completed. It is extremely useful for monitoring and identifying where progress has been made. A. A recommendation has been that once a term classes put their books out and let subject leaders come and see them, and the displays in the classroom. Q. Would this put pressure on the teachers to put on a show? A. No because all subject leaders will go around at the same time and the teacher would not have to be in the classroom. 10 REPORTS FROM THE COMMITTEES Resources - have not met this term and have nothing to report. Personnel – the committee met recently. The minutes will be distributed shortly once the draft version has been approved. Note the comments above on Link Visits. PWL - are meeting later in the week and the minutes will be circulated to the FGB next week. П **ANY OTHER BUSINESS** Governors were invited to attend the Governor quiz on the 11th November, and to 'spread the word.' Parents should not be shy to come if they feel they do not have a team to join. Teams can be grouped together on the night. Anna will prepare a short 'News from the Governing Body' to be distributed. In it she will highlight the need for new governors to join the GB. Ciara Murray has expressed an interest in becoming a governor. As we already have a staff governor, Ciara will be able to join as a co-opted governor. Louise will invite Ciara to the Louise next FGB meeting to observe.

The meeting closed at 7.50pm

The next meeting of the full GB will be on Wednesday 2nd November.

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