



MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Wednesday 6th November 2019 at 6.00pm in the Staff Room**

Attendees:-

Anna Chaudhri (Chair)	Poppy Garrod
Sarah Stepney (Head)	Jake Holt
Paula Ayliffe (Head)	Clare Bartlet
Judith Greenwood	Jane McHugh
Jo Sharpington	Anthony Rayner
Alison Cox	Luís Faria
Chenghui Ma	Jim Thorpe
Halina Konopacka (observer)	Louise O’Gorman (Clerk)

		<u>Action</u>
1.	<p><u>APOLOGIES FOR ABSENCE</u> No apologies were received from Ed or David.</p> <p>It was noted previous to the meeting that Avi needed to leave the meeting at 7.45 and Clare at 7.00.</p>	
2.	<p><u>MINUTES AND MATTERS ARISING</u></p> <p>The minutes from meeting on 23rd September were agreed.</p> <ul style="list-style-type: none"> • Parent questionnaires were sent out on the 19.06.19 attached to the Parent Newsletter. • Parent Governor Election invitations have been sent out with the deadline for nominations being 13th November. • We are now subscribed to NGA Magazine. • Aim 10 on the SDP – The maths aim has been amended now, explaining it in more depth. TA maths training is now going ahead in school. The website has been updated with the changes. <p>6.05pm -Chenghui arrived at the meeting.</p>	
3.	<p><u>GOVERNOR ISSUES</u></p> <p>Declaration of interest There were no declarations of interest.</p> <p>Vacancies on the Governing Body and Committees Anna informed the GB that there had been some changes to sub committees due to the change in Chair and vacancies that have arisen otherwise.</p> <ul style="list-style-type: none"> • Jo Sharpington has now moved to Governor Effectiveness Working Party. • Judith has replaced Anna on the Conciliation Committee. 	

	<ul style="list-style-type: none"> • Anna has replaced Judith on the Dismissal Appeal Committee. • Anthony Raynor has joined Headteacher Performance Management Team. • School Business Manager Kate Challis has been added to the Resources Committee as an associate member. <p>Alison Cox is now the Safeguarding Lead for the GB.</p> <p>Anna asked all the governors to consider themselves potential members of the Disciplinary and Dismissal Appeal sub committees, as these committees rarely meet - only when the need arises and membership of the committee will depend on who is available to attend any meeting called.</p> <p>Anna will be approaching governors individually to discuss their strengths and the committees to which they would be best suited.</p> <p>Q. As the Heads are able to dismiss staff is the Dismissal committee needed? A. Heads are able to dismiss. We will no longer convene the Dismissal committee, but we will keep Dismissal Appeal; all governors should be on stand-by should dismissal be required.</p> <p>Louise will liaise with Anna and update the Committee Structure notes.</p> <p>Nominations were invited for a Vice Chair of the Governing Body. Jane McHugh self nominated. The vote was unanimous to appoint Jane as Vice Chair.</p> <p>Anna had sent out a letter to parents introducing herself and mentioning the invitation to become parent governors. There are currently 2 vacancies for Parent Governors and 1 Co opted Governor. It was noted that some members of the GB are not able to attend meeting regularly due to work commitments.</p>	<p>Anna / Louise</p>
<p>4.</p>	<p><u>HEADS' REPORT</u></p> <p>The Heads gave a verbal report to the GB</p> <ul style="list-style-type: none"> • The Year 6 residential trip took place the week before half term and was a huge success. All the students and staff that went enjoyed it. • The Heads have started to write the SEF (Self Evaluation Form) for the school. This involves writing a statement of intent for the school, looking at how the curriculum is implemented and the impact it has. • Staff appraisals are underway. Teachers are being videoed as part of the appraisal for them to see where they can improve. • The Year 1 outdoor area has now been improved, thanks to funding from the Co-op. • Improvements for the Reception outdoor area are now being looked into, as well as a path for the Mayfield Mile. • Bob is currently busy decorating areas around the school and completing some maintenance issues. <p>Q. Is the puddle on the new path outside Year 1 going to be problem? A. The puddle has been noted. It is much smaller than it was, and seems to be flowing on to the grass. This will be kept under review.</p>	

5.	<p><u>STANDING ORDER AMMENDMENTS</u></p> <p>An updated version of the standing order was circulated previous to the meeting. Few changes have been made and have been highlighted in red. Anna was named as the Chair.</p> <p>Q. Deputy Head is still on the Standing Order, is this still required? A. Mayfield does not have a Deputy Head, but it was decided to leave it on the document. In terms of the Governing Body Sarah is named as Head and Paula Deputy Head but in practice both Heads fulfil the roles of Head and Deputy.</p> <p>The vote to accept the Standing Order for the academic year was unanimous.</p>	<u>Action</u>
6.	<p><u>POLICIES</u></p> <p>Best Value Statement and the Statement of Control had been previously circulated to the GB and were discussed at the Resources Committee meeting.</p> <p>Both were agreed upon unanimously and signed off.</p> <p>Mobile Phone Policy It was decided that this was to be put under the PWL committee and will be considered at the next committee meeting.</p>	
7.	<p><u>SAFEGUARDING</u></p> <p>As announced earlier in the meeting, Alison Cox is now the governor for Safeguarding. Anna will support Alison with training. A Safeguarding Visit has been agreed for Tuesday 3rd December, which Alison and Anna will make together. Anna also encouraged members of the GB to attend general safeguarding training for governors.</p> <p>Some members expressed interest in this and Louise will look up dates and email links.</p>	<p>Alison, Anna, Sarah, Paula</p> <p>Louise</p>
8.	<p><u>COMMITTEE UPDATES</u></p> <p>PWL Alison reported that many policies need reviewing and updating. Surge had reported to the committee on the idea of a Sensory Room for Mayfield. It was explained that the costs involved would be too much to consider at present.</p> <p>Luís suggested the idea of a ‘quiet corner’ in the classrooms. Luís is to send Louise the link for a film clip from a school where this is successful, to be circulated to the GB.</p> <p>The Heads commented on a ‘Nurture Room’ set up they had seen. This would be a place where children could come to school, sit at a table and have some breakfast and a chat. It would provide a home set up at the start of the day, integrate the children into class. This would be more suited to some children in Reception and Year 1 who are struggling socially.</p> <p>Resources Jim reported to the GB that Resources had met the previous week and were looking at policies that need to be reviewed. Few changes had been made. They also looked at the budgets so far for the year.</p> <p>Personnel had not met since the last Full GB meeting and had nothing to report.</p>	<p>Luís/ Louise</p>

	Clare left at 7.06pm	
9.	<p><u>OFSTED FRAMEWORK</u></p> <p>The GB received a presentation from the Heads on the new OFSTED Framework. Paula provided a handout with salient features and made clear what had changed and what remained the same. Governors need to acquaint themselves in depth with the curriculum and it was proposed that the next GB meeting should be dedicated to Self-Evaluation, to include a brief tour of the school.</p> <p><u>RELATIONSHIPS EDUCATION</u></p> <p>The GB received a presentation from Poppy Garrod on the new requirements for Relationships Education. Poppy is working closely with the Heads to devise the new policy and curriculum which will be shared with Governors and parents. Part of the new focus is one of bringing PSHE up to date by recognising the very different types of home and family background that children may have. What is covered in each year group will be shared with parents. The GB thanks Poppy for her work on this and looks forward to further updates as the year progresses.</p>	
10.	<p><u>CONFIDENTIAL BUSINESS</u></p> <p>There was one item of confidential business and the staff members were asked to leave during this item. A record has been made in a Confidential Minute.</p>	
	<p>The next Full Governing Body meeting will be on Tuesday 14th January, and will include self evaluation within the context of the new OFSTED Framework. This will include a brief tour of the school.</p>	

The meeting closed at 7.55pm.