



MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Monday 23rd September 2019 at 6.00pm in the Staff Room**

Attendees :-

Judith Greenwood (Chair) Anna Chaudhri Sarah Stepney (Head) Paula Ayliffe (Head) Jo Sharpington Petroc Mackenzie-Williams Alison Cox Chenghui Ma	Poppy Garrod Jake Holt Clare Bartlet Jane McHugh Anthony Rayner Luís Faria Jim Thorpe Louise O’Gorman (Clerk)
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1.	<u>APOLOGIES FOR ABSENCE</u> Apologies were accepted from Avi. No apologies were received from David, or Ed.	
2.	<u>ELECTION OF CHAIR</u> Following a secret ballot where the result was unanimous, Anna was elected as the new Chair, One self-nomination from Anna had been received for the position. Thanks were given to Judith and Anna presented a gift and card from the Governing Body.	
3.	<u>MINUTES OF PREVIOUS MEETINGS</u> The minutes from 2 May and 4 th June 2019 were signed off.	
4.	<u>MATTERS ARISING</u> School policies are to remain being put on Pindigo for staff and governors to access. Kate will remain responsible for any admin in relation to the policies There was some confusion over whether the responses from the parent questionnaires had been issued. Louise was to look in to this, and ensure that parents and governors receive a copy.	Louise

5.	<p><u>GOVERNOR ISSUES</u></p> <p><u>Pecuniary Interests</u> All the governors signed the register of pecuniary interests.</p> <p><u>Governors Code of Conduct</u> Circulated to the GB previous to meeting.</p> <p><u>Committee and Salaries Terms of Reference</u> Terms of Reference for the committees had been circulated, but not for salaries. Paula, Sarah and Anna are to look into this and draw up a synopsis if needed.</p> <p>Anna will arrange a meeting after the 19th October to discuss these vacancies with members of the committee.</p> <p><u>Committee and Governor Links</u> A reshuffle of committee members and link governors is required due to upcoming vacancies. A copy of the current committee and link governors was previously circulated. Reasons for the upcoming vacancies were:</p> <ul style="list-style-type: none"> ○ Chenghui leaving in November ○ Ed stepping down from the HTPM committee ○ Anna wishing to step down as Safeguarding Lead following her election as Chair. <p>Governors were invited to comment on any preferences for committee or links.</p> <p>There was some discussion over what the governor links involved. The decision was made to hold off with an action plan for now until changes in line with the SDP have been made and Governors informed.</p> <p><u>GB Dates</u> Anna commented that at the recent HTPM Margaret Leverett had suggested that the SDP objectives should be agreed by the governors at the end of the previous year. This should be in the second part of July to fit in with SATs results and when school data is released. It was put to the GB that there should be an extra meeting before the staff and governor BBQ at the end of July.</p> <p>The governors agreed to this short meeting and a start time of 7pm. Louise will update the dates with this information.</p> <p>GB Vacancies There are currently vacancies for a Co-opted and a Parent governor, but more vacancies will become available in the near future. Governors were asked if they could speak to anyone they thought would be suitable as a co-opted governor. If nothing comes of this the vacancy will be advertised externally.</p> <p>Q. How long is the term for a parent governor and can they step down early? A. The term lasts for 4 years, but some governors have stepped down early, or joined for a shorter period e.g. they are only staying in the country for a certain time.</p> <p>Alison Cox's term has expired, but she has asked to continue for another term.</p> <p>Anna asked that if governors are able to continue after their term please do, as there is a lot of work at committee level.</p> <p>Petroc announced that he will be stepping down from the governing body now that he is no longer a parent at Mayfield. He plans to continue to be a governor at his</p>	<p><u>Action</u></p> <p>Paula, Sarah, Anna</p> <p>Anna</p> <p>Louise</p>
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	<p>daughter's secondary school. Petroc was asked to email the Chair with his resignation.</p> <p>Parent Governor vacancies will be advertised as done previously. Anna will write something explaining what the role involves.</p> <p>Standing Orders Some changes are required to the GB Standing Orders. Items noted were:</p> <ul style="list-style-type: none"> • Taking off 'co' before Headteachers • Changing the name of Chair <p>Anna asked everyone to look through the current Standing Orders and note any changes that need to be made. This will be added to the next agenda and discussed.</p>	<p>Anna, Louise</p> <p>All GB</p>
6.	<p><u>GOVERNOR TRAINING</u></p> <p>Anna attended the Governor Briefing on the 18th September and Judith is booked to attend the briefing in October. Governors were encouraged to attend the briefing if possible and dates had been previously emailed to the GB.</p> <p>Relationships, sex and health education is major item in the briefing and also a focus on reading across the curriculum.</p> <p>Poppy Garrod will attend a PSHE conference in October which focuses on the new approach to Relationships Education where she will be taking a lead.</p> <p>Anna spoke about what the briefings involve, explaining that it is a great networking and training opportunity for all governors.</p> <p>Judith suggested a subscription to NGA Magazine. Louise is to look into this.</p>	<p>Louise</p>
7.	<p><u>HEADTEACHER'S REPORT</u></p> <p>Sarah and Paula talked the GB through the report which has since been emailed out.</p> <p>Q. Why were the caps lifted on Year 2 and Year 5? A. One of the children with a higher level of needs has now left the school and others have now settled and are doing well in class. The decision was made to lift the cap before the school census on the 3rd October.</p> <p>Q. Regarding the Darwin Green development, what are the numbers for next year? A. The LA are to issue the demographics for the next year in October. The developers Bidwells have been visiting and talking to local schools concerning numbers, and asking whether Primary Schools are able to take an increase in children. Mayfield can, providing the funding is there.</p> <p>(Jake left the meeting)</p> <p>Anna attended the recent visit from the LA and commented that they submitted a very healthy report on Mayfield. They asked if they can use Mayfield as reference of good practice to other schools, which is great news.</p> <p>Q. Do we need to promote the school with more positive headlines of good news? A. We could add more to the website, and also consider inviting a journalist into school to report on Spirals. Adding comments made on the parent questionnaires to the website was also suggested.</p> <p>Q. At what point will data be discussed? A. At the PWL meeting in November. The LA commented on the Mayfield SATs results, saying that forecasts had been very accurate and they showed good progress throughout the school.</p> <p>The LA visitors loved the site that we have at Mayfield and how we use it to its full</p>	

	extent.	
8.	<p><u>SAFEGUARDING</u></p> <p>The Safeguarding and Child Protection Policy has been updated, and agreed by the GB. It has been sent to the LA, and will be put on the school website.</p> <p>Anna will complete a safeguarding visit as usual, and would like the person taking on the safeguarding lead to accompany her. Anna invited any members of the GB interested in taking the role to contact her.</p>	
9.	<p><u>COMMITTEES</u></p> <p>Anna commented that the committees had a big reshuffle last year. A certain number of governors are needed for specific roles and committees. Mayfield could get an Ofsted inspection this year so it is important that we stay as near to the highest quota of governors as we can.</p> <p><u>Resources</u></p> <p>Jim summarised the meeting of the Resources Committee in July. Kate had been looking into funding for the football pitch, which there was no further progress to report.</p> <p><u>Personnel</u></p> <p>The Pay Policy had been updated with a 2.75% uplift on pay for staff. The GB unanimously agreed to the change.</p> <p>Anna and Anthony were meeting with staff regarding a follow up to the governor investigation into Staff Workload.</p> <p>Anna will reluctantly stay on the Personnel Committee as Chair for the next year if no one is able to step forward and take this on.</p> <p><u>PWL</u></p> <p>The committee will be meeting next week.</p> <p><u>SDP</u></p> <p>The Heads talked through the SDP for 2019/2020 that was circulated previous to the meeting with the GB.</p> <ul style="list-style-type: none"> • There was discussion on the low reading levels of children entering school in Foundation Stage, commenting that children are presenting as less socially mature and are parented in a different way. • The GB felt that Aim 10 needed more depth. The Heads explained that the school no longer had a maths intervention teacher and Jo Caisova (maths lead) will be completing a course on maths interventions with some TAs. The re-wording of Aim 10 will be issued shortly. <p>The Heads were complimented on the clarity of the SDP.</p>	Paula, Sarah
10.	<p><u>SPECIAL EDUCATIONAL NEEDS UPDATE</u></p> <p>Surge had completed a report on SEN for the meeting. This was circulated earlier that day.</p> <p>The Heads commented on the report:</p> <ul style="list-style-type: none"> • Mayfield had 3 children last year that were causing considerable disturbance in class. One of these children has now moved out of the area and left the school and the other 2 have settled well into the new year and are in class more. • Mayfield deals well with its SEN children and the picture overall is improving. We have a full time SENCO where in other Primary Schools the role is part time. Extra TAs needed are paid for out of the school's budget. Parents of SEN children are aware of Mayfield's reputation and will come to the school 	

	<p>for this reason.</p> <ul style="list-style-type: none"> • There are some children in Foundation Stage that are ‘under a watchful eye’ for SEN. • The STEPs restorative approach to behaviour is being implemented throughout the school. 	
11	<p>AOB It was suggested that it would be good to see governors at PTA meetings. The next meeting is on Thursday 26th September.</p> <p>News from the Governing Body Judith suggested to Anna that it would be appropriate for a letter from the new Chair be written and issued to parents. This will be completed in the coming weeks.</p> <p>Added to the Parent and Staff Newsletters: At Monday’s meeting of the Board of Governors, Judith Greenwood stepped down from the Chair after six years. Judith has led the board with skill and wisdom through challenging times in education; amid tightening budgets and great changes to the education system, she has helped Mayfield steer a secure course. She led us through a very positive OFSTED inspection three years ago and oversaw the recruitment of our headteachers, ensuring a smooth transition after Jas Hill’s long and successful tenure. Judith has placed the values of Mayfield at the heart of everything she has done; she has been courageous and open-minded as a leader, listening carefully to the views of others and creating a strong and cohesive board to support the work of the school. We thank her for all her tireless hard work on the school’s behalf. Judith remains on the board for some time yet and she will continue to work for the school as a governor. Anna Chaudhri, previously the Vice-Chair and Safeguarding Governor, was elected as the new Chair. She has been a governor at Mayfield for the last three years and has been working in education for more than twenty-five years. Anna will shortly be writing to everyone to introduce herself more fully. She looks forward to working in her new role and to continuing the good work of her predecessor.</p> <p>Focus of next meeting</p> <ul style="list-style-type: none"> • New Ofsted framework • Relationships Education framework • Feedback from Poppy on the PSHE conference • Feedback on the Governor conference • Safeguarding role • Reports from the committees in more depth 	Anna, Louise

The meeting closed at 8.00pm.