



MAYFIELD PRIMARY SCHOOL

**Meeting of the Full Governing Body
Wednesday 10th June at 6.00pm via Zoom**

Attendees :-

Anna Chaudhri (Chair)
Sarah Stepney (Head)
Paula Ayliffe (Head)
Judith Greenwood
Jo Sharpington
Halina Konopacka
Anne-Laure Wagstaff
Clare Bartlet

Poppy Garrod
Jake Holt
Jane McHugh
Anthony Rayner
Luís Faria
Jim Thorpe
Avi Bhangaonkar
Kate Challis (Associate/ SBM)
Louise O’Gorman (Clerk)

1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence. Everyone was present at the meeting.</p>	<u>Action</u>
2.	<p><u>DECLARATION OF INTERESTS</u></p> <p>There were no interests to declare.</p>	
3.	<p><u>MINUTES OF PREVIOUS MEETING</u></p> <p>The minutes of the 30.4.20 were agreed and signed.</p> <p>The minutes of the 21.5.20 were agreed and signed.</p> <p>Anna will deliver signed copies to Louise at the school office.</p>	Anna
4.	<p><u>MATTERS ARISING</u></p> <p>There were no actions from the previous minutes which are not covered in the main agenda.</p>	
5.	<p><u>GOVERNOR ISSUES</u></p> <p>Code of Conduct Judith had previously amended the Code of Conduct which was taken from the NGA model. It had previously gone through PWL and was agreed by the Full GB.</p> <p>All new governors receive a copy of the Code of Conduct in the welcome pack.</p>	

	<p>Louise had recently sent out a letter from Gavin Williamson – Secretary of State for Education via email which highlighted the governor role in these circumstances. Anna commented on the letter, and encouraged the governors to read the document.</p>	
6.	<p><u>REVIEWING THE ARRANGEMENTS FOR A PHASED RE-OPENING</u></p> <p>Sarah shared on screen the report on what changes have been made in order for the school to be safe for staff and children with the re-opening to Reception, Years 1 and 6. This report was circulated to the governors via email on Monday 8th June.</p> <p>What the initial plans involved was highlighted in the report:</p> <ul style="list-style-type: none"> • How the zones and bubbles are set up and what spaces are included in them. • How staff are distributed around the school building. • Overtime payments which are needed, and what for. • The extra equipment needed in school. • The allocation of children in the bubbles, and the numbers of children who will return. • Risk assessment. • Numbers of staff in school and the number who are shielding. • Strategies if a child becomes unwell <ul style="list-style-type: none"> • The return of children and staff to school was staggered, to allow for preparation and training. <p>Q. If a member of staff is shielding and cannot work from home are they classed as shielding or ill?</p> <p>A. The school caretaker is the only member of staff that cannot complete his role from home and he is therefore on sick leave.</p> <ul style="list-style-type: none"> • The Risk Assessment needed to be signed off by the LA before school could re-open. • Now the school has re-opened and lockdown restrictions have been relaxed we are having an increase in the number of keyworkers and HSC pupils. More EHCP children will be starting in September. • The Heads have created a map of the school and how the zones and bubbles are positioned. These maps are laminated and positioned around the school, along with other clear signage. • Everything is labelled and allocated to a bubble. Each bubble has their own, cleaning kit, and rubbish bins, and each zone a first aid kit. • Staff receive a free lunch when they are in school. • Radios are used throughout school, as no one needs to cross over the zones. • The school continues to use Seesaw, and more children are accessing the work online than before. Children in school also complete the work that is loaded onto Seesaw, so there is no educational advantage for those in school over those working from home. Teachers are able to manage Seesaw while they are in school. Those teachers working from home are overseeing a lot of the online workload. 	

- An additional map shows the walking routes around the school, entry and exit gates for children and their allocated outdoor areas. The playground is all marked out into bubbles.
- Jake informed the governors that FS have the outdoor area which is separated into two areas. The group in the community room is able to use that outdoor area. Children have been great at staying in their area.
- Poppy - Y6 were in for the first time today. The day was kept quite normal for them in terms of lessons. Some are bringing in their own ipads or laptops if they have them. There was no trouble today. They felt safe and happy.
- Y1 teachers had commented that a lot of children had lost a lot of resilience and confidence in their work. This has taken approximately a week to build up again.
- Children had taken photos of the school in its new set up to send to children at home.
- Extra costings were listed: FSM that had to be paid for by the school initially, cleaning materials, PPE, mileage claims from delivering learning packs to those who need them, and other consumables. This money should be reclaimable from the government in due course.
- Looking forward – EHCP plans are being prepared for 5 children, and pupil reports are being written, staff appraisals need to be completed, staff inductions, and classes allocated for the next school year.

Fisher Family Trust will be collecting data to assess the progress children have made from Y2 to Y6.

The Heads informed the governors of which teachers are leaving Mayfield at the end of the school year and some changes in the teaching set up.

- Helena Osborne (English Lead) is taking a one year sabbatical.
- Jo Caisova (Maths lead) is starting maternity leave.
- Chris Butler is leaving to go to the Chesterton Community College Trust helping children with their transition to year 7, and those who struggle with the process. He will be an excellent liaison link with Chesterton.
- Liz Stow and Rachel Barnes are leaving main classroom teaching and taking up interventions in Maths and Reading.

4 new teachers have been hired to cover these positions

- 1 NQT
- 1 RQT (second year of teaching)
- Teacher from Oxford
- Temporary position – a teacher who used to work in the school.

Maths and English lead positions will be advertised in house.

Halina had been in touch with Surge who has stated she is concerned about the number of children with EHCPs and LPs who are not attending school.

Q. How this will affect their return to school in September?

A. Many of these families are concerned about their child's safety. We are trying to encourage the families to start a return to school part-time, recommending Friday,

as it is a quieter day. Some of the children will need to be brought back gradually. Some will cope but others will struggle. Space is a huge problem especially with more KW children coming in. We have to put a limit on the number of children who are able to attend under the current conditions, and we may have to look into moving or extending into other spaces. e.g use the Library.

Q. Can we use any outdoor space? Create another temporary room?

A. The problem is staffing. We do not have the staff for it. All staff need a lunch break so it is not just one member of staff required in a bubble We cannot use a rota, as staff can only be allocated to one bubble.

Q. Where does the decision-making lie? Is it the LA?

A. Judging by Gavin Williamson's email it is going back to the Headteachers but we have to await confirmation of this from the DFE to understand exactly what the Secretary of State means.

Q. How much autonomy does the SLT have?

A. Providing we can provide a valid risk assessment, the LA will back us up but the LA has to be satisfied that safe conditions are met because they have ultimate responsibility.

Q. Will you open for other year groups?

A. We cannot, as we have got the room at the moment. In September it may be that we are told we can take more year groups, but we do not have the room or the staff under the current guidelines. A rota system will not work as we cannot have teachers in more than one bubble. Teachers are pushed to the limit already and are working outside of their specialism in some areas.

Sarah is regularly talking to parents actively and pro-actively; she spends a large proportion of her days doing this and keeping up communication.

Though the staff get lots of compliments, just one complaint can be devastating because everyone is so sensitive at the moment.

With other lockdown restrictions being relaxed, the pressure has been focused on schools. Parents do not necessarily understand the restrictions schools are under, and possibly need this to be explained to them.

Q. It would be helpful to hear what the top concerns for the school are from the Headteachers. What would they be?

A. Number 1 is knowing every family in school is safe, whether they are in school, in touch online, or we see them when packs are delivered.

Number 2 is Y5 and Y4 children, who have more concerns about the future and whether they will achieve what they need to. They are more aware of what is going on, and parents are feeling the pressure.

We are all in this together and it is important that we continue to help each other and maintain good communication with everyone.

Q. Could this not be considered as out of your hands - it's for the government to decide?

A. Different schools are doing things differently. There are guidelines to follow but they can be done in different ways. All steps need careful planning and consideration to put them in place.

It was commented that the LA point of view needs to be considered. If there is an outbreak it falls to the LA not the school, so they must make sure schools are following the guidelines and working in a safe manner.

	<p>If there is an outbreak, the school cannot be blamed, as long as we have followed the risk assessment in place. That risk assessment and several others that flow from it are signed off by the LA. This is an important layer of protection for the school.</p> <p>Q. Does everyone adhere to the 2-metre rule? A. Children within a bubble do not always follow the 2-metre rule. It is difficult. As adults we forget sometimes, but for the younger children it is much harder to observe, although so far they have been doing well.</p> <p>Q. Has there been a switch from parents being concerned to parents wanting children to come in? A. Some parents are wanting to have children in school, now that they have seen the numbers. We have a waiting list for Y1 and Y6. There is concern about KW children as they need to take priority and we anticipate an increase in their numbers.</p> <p>Q. Will you be contacting retired teachers – like the NHS has done with doctors and nurses - to work with vulnerable children, perhaps over the summer? A. We have not made plans for the summer yet, and have not considered this.</p> <p>Q. Did we receive any laptops from the government? A. 4 were requested for vulnerable families. None have yet arrived.</p> <p>Q. Some children are becoming concerned that they are falling behind as they are not in school, and they will not be going back until September. How will this be dealt with? A. In September children will start the curriculum from March, and will make up the work they have not completed. There is time to do consolidation. We can only take the children from where they are and re-think how we go about the curriculum. They are not alone. All children are experiencing the same, and will be at the same level in terms of what has been missed. We will be looking into a recovery curriculum, which will incorporate what has been happening the last few months and cover well-being.</p>	
7	<p><u>OTHER WAYS OF SUPPORTING THE SCHOOL</u></p> <p>Jo Sharpington took the lead on this item, and asked the Heads if there was any way that she or any governors could offer their help to the school or families. Suggestions were doing washing (as it is recommended staff and children wear clean clothes to school every day and change as soon as they get home,) making deliveries, cleaning, etc.</p> <p>The Heads responded saying there are lots of packs for new Reception intake pupils which need to be delivered - many are local to the school. Please do feel free to speak to the office about this.</p> <p>Cleaning is not possible as we cannot have anyone other than staff on site unfortunately.</p> <p>Help with some Zoom sessions or perhaps hosting a session with a small group was an idea.</p> <p>Teachers would be asked if they had any jobs that needed doing.</p> <p>Safeguarding would need to be taken into account at all times, though all governors are DBS checked.</p>	

	<p>Governors were asked to email Louise if they could help out in any way.</p> <p>Alison Cox is compiling some out of school dance classes to be done at home. Still in the trial period but once they are ready, all agreed that it would be great to use this resource in school. All dances have a story-time theme.</p> <p>Q. Is there a call for any families who require food? Could we start a Food Bank style?</p> <p>A. There is no need that we know of. If issues arise, we will make you aware. As a school we cannot forget what our role is, and though this is something to be taken seriously, it would be a difficult idea to coordinate. Let us keep it in mind for the time being and perhaps revisit if we feel a situation is developing that requires attention.</p>	
8	<p><u>PLANNING AHEAD FOR SEPTEMBER</u></p> <p>Anna asked the governors for suggestions on how the school should approach planning for September. Do we wait to follow the government advice or start to make our own plans, if the DFE plans to give us greater autonomy?</p> <p>After much discussion it was agreed that a few scenarios need to be considered and flexible models made that we can adapt. Once a decision is made for September the school needs to be prepared and move quickly with arrangements.</p> <p>Reducing social distancing will allow more students to come in. If guidelines of 1 metre were implemented, the school could accommodate double the amount of pupils we can take currently. This would be half the school population but we would not be able to accommodate more than that.</p> <p>There was some discussion on what would happen if there were to be a second spike in infections. It is likely that this will happen and is one contingency for which we should plan.</p> <p>Q. Staff need a break over the summer, September needs to be planned for. Is it important that planning is done now so that everyone gets a break or is it worth waiting until the end of the summer when we know what is going on?</p> <p>A. We need to be clear on what our aims are for September and plan for them, then adapt when we know what the guidelines will be.</p> <p>The governors decided that parents should be informed that all options are being looked into, but also important to make it clear that we do not know the future or where we will be in September. All discussions need to be kept confidential, so that no assumptions are made.</p> <p>Q. A lot of parents are expecting everything to be back to normal in September – would telling parents we are not sure that will be so be discouraging?</p> <p>A. The government has announced already that it expects all schools to be back in September so parents will believe this whether the school says differently or not. Social distancing and bubbles in school puts a limit to the number of children the school can take.</p> <p>It was decided that Anna would divide the governors into groups, and allocate each group a scenario to consider ideas around. These ideas could then be brought forward at the next Governors meeting which is to be arranged.</p> <p>The 5 possible scenarios to consider:</p> <ul style="list-style-type: none"> • Everyone comes back to school in September. 	Anna

	<ul style="list-style-type: none"> • Pupils are allowed back on a rota system (this can only work if there are no bubbles) • Bubbles with a reduced social distance. • A second spike • Efficient track and trace <p>Anna will email these groups and the scenarios out to the Governing Body, and ask each group to compile a list of ideas which will be emailed to Louise by the end of the month. Louise will then forward all Scenarios out to the Full GB.</p> <p>Dates for the Governing Body 2020/21 Dates had been compiled for the meetings in 2020/2, and should be added to diaries to avoid clashes.</p>	Louise
	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p><u>Personnel</u> The Personnel Committee met on Monday 8th June.</p> <p>Anna put forward plans to co-opt Surge Dhanda as a Deputy Head on a temporary basis. This has already been discussed at the meeting of the Personnel Committee and is recommended to the GB. Reasons for Surge being the right candidate are:</p> <ul style="list-style-type: none"> • Surge was previously a Head. • She is a member of the Leadership Team. • She is not allocated to a 'bubble'. • She is a fully trained Designated Safeguarding Lead. <p>The school needs to have someone on standby to cover the Heads if they have time off. Sarah is unable to come back into school yet, due to shielding and Paula has not had time off since February half term. Should either Head become ill the school would be exposed and, we require a Deputy to step up.</p> <p>Q. What are the financial implications? A. Approximately £1000, to cover the increase in salary.</p> <p>Q. Is this a temporary position? A. Yes, it is only until the end of August. If we thought we were likely to need it for longer, it would be reviewed according to the perceived risks and needs of the school.</p> <p>This will take immediate effect, to ensure cover.</p> <p>Staff welfare – 2 members of the Personnel Committee have stepped forward to be a 'listening ear' for any staff who need it.</p> <p><u>PWL</u> The PWL Committee last met on the 14th May.</p> <p>Attendance – happy with the number of pupils accessing work during lockdown, and the work being put in for our vulnerable families.</p> <p>RSE policy – had been sent out to the committee for approval however, a new model version has just been issued, and the policy needs to be adapted again. The policy does not need to be implemented until September 2021, but will be issued in time for January 2021.</p>	

10	<p><u>POLICIES</u></p> <p>Annex to the Positive Behaviour Policy The GB agreed to adopt the Positive Behaviour Policy annex.</p> <p>Annex to the Health and Safety Policy Had previously been emailed out to the GB and had been approved with one slight change to the wording at the start of paragraph 2 'that protects' will be changed to 'that endeavours to protect'.</p>	
11	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business to discuss.</p> <p>Anna thanked the governors for their attendance.</p>	

The meeting closed at 8.06pm

The next meeting of the Full Governing Body is scheduled for Monday 20th July.