



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body  
Wednesday 20<sup>th</sup> July at 6.00pm via Zoom**

**Attendees :-**

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

Jake Holt  
Jane McHugh  
Anthony Rayner  
Luís Faria  
Jim Thorpe  
Louise O’Gorman (Clerk)

1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Jo and Poppy sent their apologies which were accepted.</p> <p>No other apologies were received.</p>	<b>Action</b>
2.	<p><b><u>DECLARATION OF INTERESTS</u></b></p> <p>There were no interests to declare.</p>	
3.	<p><b><u>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</u></b></p> <p>The minutes of the 10.06.20 were agreed and signed.</p> <p>Anna will deliver signed copies to Louise at the school office.</p>	Anna
4.	<p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Poppy presented a comprehensive report on Pupil Premium explaining how funds are allocated and spent.</li> <li>• Kate updated the committee on the budget and the impact Covid-19 has had on the school. If lettings do not open again until the Spring term we are looking at another 10K loss. Savings are being made across the school where possible. Though the school may end the year in deficit, it is believed any loss will be pulled back in years to come.</li> </ul> <p>Q. Is there a big loss that cannot be reimbursed by the Government? A. Lettings losses or the extra expenses the school has needed to meet cannot be claimed back. There are also more SEN children joining the school in September</p>	

	<p>which the school has to fund the first £6K for. Nothing can be done in terms of staffing; all staff in school are necessary and no cut backs can be made. This has already been considered by the Resources and Personnel Committees. The Resources Committee is not worried about funds currently but is maintaining a close watching brief.</p> <p><b>PWL</b> The PWL committee met with the subject and team leaders last week. It was clear that staff are looking ahead and making plans for targets in the new term. Some targets were not met, but these were the expected figures agreed before lockdown.</p> <p>Louise will send out the minutes to the meeting with the data report to the Full GB.</p>	Louise
5.	<p><b>SDP 2020/21</b></p> <p>The SDP for 2020/2021 was shared on screen and the Heads took the GB through the aims set.</p> <p>Some of the overarching aims had been adapted to relate to children returning to school after lockdown, giving children the time and space to adjust to school life again.</p> <p>Aim 1 – Science. Was not completed last year due to lockdown and has been carried over. Aim 2 – Subject Leadership Aim 3 – Year 1 transition from reception</p> <p>Q. Have the Reception teachers moved to Y1 with Reception? A. Pippa is moving up to Y1, and a Y1 teacher moving down to Reception. Also a Y1 teacher is moving up to Y2.</p> <p>It has been noticed that children are not coping with the change from Reception to Y1 as well as they used to, and struggle socially and emotionally, so some continuity here is desirable.</p> <p>Aim 4 – Develop a virtual learning tool Aim 5 – Parental engagement – Sarah and Surge hope to be setting up some parenting courses which would be available to all parents, with a particular focus on Reception and Y1. Aim 6 – Language development – this will be done in conjunction with a project with Leeds Beckett University.</p> <p>Q. What happens if we have a case of Covid-19 in school? A. If we were to have a case the bubble would close down. The school would have to report the case to the health authority and they would advise on what exactly needed to be done.</p> <p>Q. How are you defining measurable outcomes? A. Science has measurable outcomes. Aims relating to behaviour we could measure by the number of incidences recorded on class charts. An extra aim could be added to the current set which is more measurable in figures.</p> <p>Q. Do we need a progress target? Progress is a strength of the school and data is available to evidence it. A. The data page will be updated throughout the year. We could adapt Aim 1 or be more specific and identify a year group that we could focus on.</p>	

	<p>Progress is a good aspect to record as it does not depend entirely on grades, it is the progress a child makes within school from the measured starting point.</p> <p>Some aims should be longer term, looking to the years ahead and not only focussing on the coming year.</p> <p>Sarah will look into the aims and make any changes needed. These will be re-distributed to the GB.</p> <p>Anna summarised that Governors are happy with the plan for the coming year. They will work with the Senior Leadership to support the best outcomes.</p>	Sarah
6.	<p><b><u>PLANNING FOR SEPTEMBER</u></b></p> <p>Guidance was received from the Government, and a County meeting held. Jake and Steph have attended the EYFS meeting of guidance, to help plans be made. Zoom meetings will be held once a fortnight with new Reception parents to build a relationship.</p> <ul style="list-style-type: none"> <li>• Seesaw has been signed up for next year.</li> <li>• Staffing has been arranged for the coming year and Zoom meetings held with new classes.</li> <li>• Plans for school timings have been made.</li> <li>• Parents will be sent a letter by the end of term outlining all details for September.</li> </ul> <ul style="list-style-type: none"> <li>• Risk assessments need to be adapted in the light of changes, and sent to the LA to be agreed.</li> <li>• Spirals week has been brought forward to allow teachers to get to know their new classes.</li> </ul> <p>Q. Is the letter sent out to parents planned to be definitive or are plans still vague? A. No we are happy with these plans; they are detailed and clear.</p> <p>Q. Do you have a plan B? A. If the school has to close we will switch to home learning which is why there is a focus on virtual learning.</p> <p>Q. Is the school still expected to get catch up funding? A. Nothing has been received or clarified yet. It is planned to use this funding to help with the deficit created from taking teachers out of class to help with interventions.</p> <p>Q. Where are savings to be made? A. PPA teachers will not be used in classes with teacher shares. In this case PPA will be done at home. This avoids the cost of an extra teacher coming in to class, and crossing bubbles.</p> <p>Q. Will we need tutors for some families if we go into lockdown? A. We have Lis Stow and also some volunteers who provide tutoring.</p> <p>An example of companies who provide tutoring for their staff was given, however it was thought that this was to enable parents working for the company to go to work. Governors were encouraged to give more detail about these schemes where they know they exist and are successful. If it can help school in any way, Governors are encouraged to give the GB more information.</p>	

	<p>Laptops were received from the government, but cannot be accessed by the families they are intended for. The school would really like donations of tablets and laptops.</p> <p>Families are able to access equipment and get online, but when there is more than one child in the household it is difficult for families to juggle time and equipment; especially when parents are also working from home.</p> <p>Teaching lessons virtually is not the same as completing the lesson in school. It is hoped that the sooner we can safely have children in school the better it will be.</p> <p>Safeguarding training for governors can be included in the staff training via Zoom in the new term.</p> <p>The Heads will involve the Governors in the plans made so far and the protocol to be followed if the school needs to close.</p> <p>After some discussion, and vote the date of the meeting was changed to 11<sup>th</sup> August at 6pm. Jake and Poppy are not expected to attend this meeting and it is during the Summer holiday. This will be an extraordinary meeting of the GB, with a single item agenda, namely preparedness for September. The next full GB after that is in the published schedule on Monday 21<sup>st</sup> September.</p> <p>Louise will send out a Zoom invitation for the August meeting.</p> <p>Q. What will the requirements for uniform be? Currently children are asked to wear a clean set of clothes every day, however the DfE specifies that uniform does not need to be cleaned more than usual.</p> <p>A. It is preferred for children to wear clean clothes and the school to be more relaxed on uniform in school, however this will not be possible with items such as coats. Next year uniform will become more of a focus. What children are able to bring in from home every day will also be included in the risk assessment.</p>	Louise
7.	<p><b><u>THANKS TO STAFF AND LEAVERS</u></b></p> <p>This meeting was due to take place before the end of year Staff and Governors BBQ, however due to restrictions in socialising this was cancelled. If it is possible to have such a gathering at the beginning of next term, it will be arranged.</p> <p>Anna thanked all the Staff, Heads and the GB for their work over the last year and during these uncertain times, and wished everyone a pleasant summer break. Judith followed this up by thanking Anna.</p> <p>After a brief discussion it was agreed that the majority of the GB would prefer to meet on Zoom for the foreseeable future.</p>	
8.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>There was no other business to be discussed.</p>	

The meeting closed at 7.35pm

The next meeting of the Full Governing Body is scheduled for Tuesday 11<sup>th</sup> August at 6pm.