



MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Wednesday 4th March at 6.00pm in the Staff Room**

Attendees:-

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

Poppy Garrod
Jane McHugh
Anthony Rayner
Jim Thorpe
Alison Cox
Clare Bartlet
Louise O’Gorman (Clerk)

		<u>Action</u>
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received and accepted from Jake. It was noted that Anthony, Clare and Jane needed to leave the meeting early.</p> <p>There were no interests to declare.</p>	
2.	<p><u>GOVERNOR ISSUES</u></p> <p>There are currently vacancies on the GB for 1 Co-opted Governor and 3 Parent Governors. Anna will mention this in the News from the Governing Body, and a notice will also be out in the Parent Newsletter. Louise will look into advertising the vacancies with the LA.</p>	Anna, Louise
3.	<p><u>GOVERNOR TRAINING</u></p> <p>Halina had attended the Governor SEN training during the week. It had proved to be an interesting session for Halina with lots of new information to be shared with the GB. This will be added to the agenda for the next meeting.</p> <ul style="list-style-type: none"> Judith is the current Governor link for SEN, and expressed she would happy to step down and pass the link onto Halina. Judith and Halina will plan to meet and hand over. <p>Training on internet safety has been completed by all staff and is being undertaken by the Governors. It was mentioned that the training is completed online and is simple to follow. It is broken down into sections so does not need to be completed in one session.</p> <p>Q. Throughout the training it mentions many times that staff should contact their ICT support provider if there were any issues? Who is this and would staff be aware</p>	Louise

	<p>of who to contact? A. Staff are aware of who they would need to speak to; in the first instance Kate Challis. If necessary, she would contact the ICT support provider that is used by the school. Louise will look into this matter and ensure that everyone has the information they need.</p> <p>No one had attended any Governor Briefing. Louise will send out details of upcoming briefings.</p>	<p>Louise</p> <p>Louise</p>
<p>4.</p>	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>Resources Jim reported that the Resources Committee met in February, and reviewed the School's financial position against the budget. Benchmarking was considered and the Committee were happy with the current position of the school. The Schools' Financial Value Standard (SFVS) had also been reviewed by the Resources Committee and was circulated to the GB.</p> <p>Q. Are there any reports on the drainage issues outside and the school field and football pitch? A. Kate is getting quotations and looking into grants for the drainage work as it is costly. For the drainage outside Year 1 and the raised beds which need to be replaced quotations have been received for about £2000. The football pitch will cost about £10,000 to be dug up, levelled out and returfed. A footpath wide enough for 4 people around the outside of the field for the Mayfield Mile would be a further £10,000.</p> <p>Q. Have we looked into the benefits of a 4G pitch? A. Not in detail. It would be even more costly and as it has an artificial surface is not environmentally friendly. There is the possibility that if we did have a good football pitch it could be rented out to outside providers. The council have been contacted for ideas for funding as the Sports Premium budget cannot be used for this. There is a possibility that donations from the Co-op Local Causes can contribute to cost.</p> <p>Currently children are not using the grass as much as the school would like as it is so muddy and water logged.</p> <p>The Velux windows in some parts of the school also need maintenance; they do not open and close properly and this is another priority for school expenditure.</p> <p>The SFVS was signed off by Anna on behalf of the GB.</p> <p>Personnel Anna reported that the Personnel Committee met in February. The feedback from the Staff Workload meetings was considered and a number of recommendations for action had emerged. Anna has prepared a letter to the teaching staff and Louise will distribute this to the teachers and the GB. It was noted that the role of a teacher has changed a lot over the years and some small changes can help relieve some of the pressure in the role. The workload for the Headteachers will be looked into separately as part of their Performance Management. process</p> <p>Anna would like to step down as Chair of the Personnel Committee and asked for others interested in the role to speak to her.</p>	<p>Anna, Louise</p>

<p>5.</p>	<p><u>POLICIES</u></p> <p>Complaints Policy This a completely new policy in line with latest advice from the DfE. Mayfield. Governors were urged to acquaint themselves with it. Most complaints are dealt with at a school/ teacher level; however should a formal complaint be made, it is important that the school sees all 3 stages of the policy through, to be compliant. Some changes to wording were agreed.</p> <ul style="list-style-type: none"> • Pg 4 part 4 – Publicising the Complaints Procedure. On the first bullet point take out ‘copies of’ and replace with ‘making available’ • Part 5 – Adopting the Complaints Procedure – The GB agreed that the policy should be reviewed every 2 years. Wording should be changed to ‘The GB formally adopted this procedure in February 2020 and it will be reviewed in February 2022.’ • Pg 13 Part 3.2 Louise needs to have a Clerk@ email addressed issued to be used in such cases. • Pg 14 Part 3.11 – Convening the Review Meeting – third line down, ‘more preferable’ should have the ‘more’ taken out to just read ‘preferable.’ <p>With these amendments the GB agreed unanimously to the policy.</p> <p>(6.30 – Anthony left the meeting)</p> <p>Data Protection</p> <ul style="list-style-type: none"> • Anna urged all the Governors to complete the Internet Safety training mentioned earlier in the meeting. • All Governors are now using their @mayfield email accounts <p>This policy was agreed unanimously.</p> <p>The Positive Behaviour policy needs to be agreed and will be added to the agenda as a priority for the next PWL Committee meeting in 2 weeks. And then sent to the GB for ratification.</p>	<p>Louise</p>
<p>6.</p>	<p><u>CORONAVIRUS</u></p> <ul style="list-style-type: none"> • The whole school will have an assembly on Monday highlighting the importance of hygiene and containing germs in general. • The Heads are following advice from the DfE/Local Authority who are sending updates to school on any developments and precautions to take. • The school is being more cautious with children who are feeling ill in school, and asking parents to keep children who are ill, particularly with a temperature, at home. • The Heads will review procedures if the situation escalates. • There is a unique register code for any children who are in self isolation – relevant staff have been notified of this. • Currently hand sanitizer is not available in school, though some children are bringing in their own. We are strongly advising children and staff to wash their hands as required, and checking soap is filled up. • Should the school need to close, it will consider resources for educating online, especially for Year 6 who have SATs coming up. They would be a priority group. • The Governors will convene a small emergency panel if needed, to work with the Heads. 	

	<p>working with one of the Leadership Team from Chesterton and the list of points they are discussing with him is extensive. The role of the Link Governor is to support the staff and ask questions. It would be beneficial if a governor makes a visit or has a conversation with a subject leader, if this could be reported at least verbally to the GB.</p> <p>After the talk the current Link Governor vacancies were looked at and allocated to those Governors without subjects. Louise will update this and circulate to the GB.</p> <p>(Jane and Clare left the meeting)</p>	<p>Louise</p>
	<p><u>TOUR OF THE SCHOOL</u></p> <p>Paula and Sarah conducted a tour of the school. The Governors were impressed with much of the display in corridors and classrooms. The school is working hard to declutter areas, so that displays are striking and meaningful; they reinforce important school messages and can act as a learning aid/prompt. Some areas have been painted and the classrooms are looking cheerful and bright. Mayfield is relatively fortunate in the space it enjoys; there are several ante-rooms and cloakrooms which mean that main spaces such as classrooms and corridors can be kept clear and tidy.</p> <p>Paula and Sarah were thanked for the tour and the staff credited.</p>	

The next meeting of the Full Governing Body is on Thursday 30th April 6.00 – 8.00 pm.

The meeting closed at 8pm