



MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Tuesday 14th January 2020 at 6.00pm in the Staff Room**

Attendees:-

Anna Chaudhri (Chair)	Poppy Garrod
Sarah Stepney (Head)	Jake Holt
Paula Ayliffe (Head)	Jane McHugh
Judith Greenwood	Anthony Rayner
Jo Sharpington	Luís Faria
Halina Konopacka	Jim Thorpe
Anne-Laure Wagstaff	Louise O’Gorman (Clerk)
Avi Bhangaonkar	

		<u>Action</u>
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Clare Bartlet, and Alison Cox.</p> <p>There were no interests to declare.</p>	
	<p><u>NEW GOVERNORS</u></p> <p>Halina and Anne-Laure were introduced to the Governing Body by Anna, and details of their background and places on committees were given.</p> <p>Both were voted in unanimously.</p> <p>Halina will be joining the PWL Committee and is a Co-opted Governor and Anne-Laure joins the Resources Committee and is a Parent Governor.</p>	
2.	<p><u>MINUTES AND MATTERS ARISING</u></p> <p>All actions from the agenda of the last GB meeting (6.11.19) were accounted for on the agenda. The minutes were agreed and signed off by the Chair.</p>	
3.	<p><u>GOVERNOR ISSUES</u></p> <p>Anna announced to the GB that Ed Davison and David Hargreaves had resigned from the GB. Due to family and work commitments they were no longer able to fulfil their role on the GB. Anna has written to both David and Ed to express thanks for their work on the GB over the years.</p> <p>Terms of office – There were no terms of office coming to an end that need to be renewed. Anna’s will be expiring in June and this will be added to the next agenda.</p>	Louise

Signature..... Date.....

	<p>Emails – All governors have received their new email details and log in to fall in line with GDPR regulations. Many have logged in and all queries had been dealt with my Kate.</p> <p>The cut off, when no governor emails will be sent to personal email accounts is the end of the month.</p> <p>Committee Structure – Jo Sharpington volunteered to move to the Personnel Committee, and leave the PWL Committee. This was due to there being vacancies in Personnel, and PWL having too many governors.</p> <p>Standing Order Amendments – The only amendments made were the Chair and Vice Chair names and dates. The GB approved this.</p>	
4.	<p><u>HEADTEACHER REPORT</u></p> <p>The report had not been circulated to the GB before the meeting. The Heads read from the report, updating the GB on events of the last term and relevant data.</p> <p>The report will be emailed out to the GB.</p> <ul style="list-style-type: none"> • Governors were invited to attend the Parent Forum meetings and to spread the word to parents. The next meeting will be in the staff room at 9.00am on Monday 27th January. The dates will be included in the Parent Newsletter issued on a Wednesday and are also on the school website. <p>Q. What are the Reception numbers, and when is census day? A. Currently there are 47 children in Reception. Census day is on Thursday 16th January.</p> <p>Q. The 28 pupils marked on the report as having left the school – what was their reason for leaving? A. Most of the pupils have left because they are moving out of the area. We have a lot of children whose parents are visiting scholars, and are only in Cambridge for a fixed amount of time.</p> <p>Q. How many children in reception will need EHCP applications? A. Potentially 2 or 3. 3 are currently in the process in Year I. The school is funding 2 TA's for Year I to help specific children.</p> <p>Q. What percentage of children go to Chesterton Community College from Cambridge? A. Approximately 75%.</p> <p>Q. If the links with Chesterton are going so well are there any thoughts about creating a similar link with Under Fives Roundabout? A. We do have a good rapport with Roundabout. Pippa liaises with them regularly and once children know their school places, regular visits are made – both children and Mayfield staff.</p> <p>Q. Do governors have access to an overview of what is happening in school? A. All dates of events happening in school are on the website, and the Parent Newsletter is emailed to Governors when issued every Wednesday.</p> <p>Jane McHugh is to attend the Whole Education Day on the 12th February being held in school. (Others schools will be visiting Mayfield to learn about Spirals.) Other governors were invited also.</p>	Louise

	(6.35 Avi arrived)	
5.	<p><u>SAFEGUARDING</u></p> <p>The Safeguarding Report from the visit of 3rd December 2019 was circulated to the GB and considered at the meeting.</p> <p>Anne-Laure and Halina need to complete the safeguarding training. They will be put in touch with Alison to arrange a time to complete this, when she does her next session which is likely to be before a meeting of the GB.</p> <p>Anna went through the process of using Pindigo to check through policies.</p> <p>The Heads are considering purchasing a secure online storage system for pupil safeguarding records. This will be discussed with the Resources Committee.</p> <p>Anna mentioned that Kate keeps the SCR regularly updated, highlighting any information that is missing and checking it twice a week.</p>	
6.	<p><u>POLICIES</u></p> <p>Anti-Bullying - The policy was brought to the PWL Committee last week and they made a few changes, but for now it is on hold until the Behaviour policy is completed, and further amendments can be made. In the meantime the current policy still applies.</p> <p>GDPR Audit Summary This had been circulated to the GB in advance of the meeting. The new GDPR policy will be considered by the Personnel Committee on the 10th February, and then be brought to the Full GB in March. Until then any Data Protection queries will go to Kate, the designated Data Protection Officer. Notes and advice to staff have been drawn up by Kate concerning a variety of data-sensitive areas, including the everyday use of laptops and phones.</p> <p>Q. Who is responsible for internet and emails security? A. As a whole County are responsible for internet security. All staff are being trained in cyber security at the moment.</p> <p>There was some discussion about sensitive information that Governors may have. Advice was to avoid keeping paper copies, and shred any papers no longer required. All documents concerning the GB are stored centrally by Louise. If there is anything Governors may need they can ask, and it will be emailed. Governors should use their Mayfield email addresses to conduct GB business of any kind. Kate has set up emails for every governor. Please could everyone login and start to use these addresses; personal email addresses will no longer be used after 31st January.</p>	
7.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>There were no reports from Personnel or Resources as they have not yet met this term.</p> <p><u>PWL</u> – The minutes of the last data review were issued with the agenda. In the absence of Alison, Judith gave an overview of the meeting last week.</p> <ul style="list-style-type: none"> • Link Visit on staff well-being – the GB are mindful that staff are busy, and have decided to treat the recent Workload investigation as their Link Visit this academic year. A focus for a future visit could be to come in and ask 	

	some children about Spirals Week. The GB should start to monitor the success of Spirals of Inquiry, to assist in the process of self-evaluation.	
8.	<p><u>AOB</u></p> <p>News from the Governing Body - Anna is to write something to be issued in the Staff and Parent Newsletters.</p> <p>Focus of the next meeting – Paula suggested ‘what makes a good link governor?’ The process and what it involves will explained. The GB agreed to this idea and it will be added to the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Anna invited the GB to get involved in anything they are interested in at school. Visits are always welcomed, and are often useful. • Judith is planning a visit with Helena (English Lead) in relation to a Deep Dive when Ofsted visit. • Anything Governors would like added to the agenda please email Louise. 	Anna/ Louise
	<p><u>SELF EVALUATION</u></p> <p>This was the training focus for this meeting; Governors wish to be involved in the process of self-evaluation, so that consistency of message and information is maintained across the GB. Sarah and Paula talked the GB through the SEF (Self Evaluation Framework) that had been drawn up, and will be used when Ofsted visit.</p> <p>Each section was looked at by small groups and afterwards summarised to everyone, and feedback given.</p> <p>Paula and Sarah will update the SEF with and suggestions given, and email out to the GB.</p>	Heads/ Louise
	<p><u>TOUR OF THE SCHOOL</u></p> <p>Due to the time the tour of the school will be postponed to the next meeting.</p>	

The next meeting of the Full Governing Body is on the 4th March at 6pm.

The meeting closed at 7.55pm