



MAYFIELD PRIMARY SCHOOL

**Meeting of Governing Body
Thursday 30th April 2020 at 6.00pm via Zoom**

Attendees:-

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

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

		Action
1.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received and accepted from Avi.	
2.	<u>DECLARATION OF INTERESTS</u> There were no interests to be declared.	
3 & 4	<u>MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING</u> 14.1.20 <ul style="list-style-type: none"> All actions were dealt with. 4.3.20 <ul style="list-style-type: none"> Anna mentioned that we are still looking for new governors. This was mentioned in the last ‘News from the GB’ and put in the Parent Newsletter in March . It is difficult to recruit while the school is shut, and this will be something to focus on when school returns to normal. Halina and Judith met in relation to handing over the SEND Governor role. Halina is happy to take over the role as of now. Clerk@ email has been created for Louise. Louise needs to send out links to subject leaders with their email address and it is fine for governors to get in touch with the teachers, to introduce themselves and open a dialogue gently, taking into consideration the school is closed and teachers may not be able to talk about their subject leadership in detail at the moment. 	Louise

	Minutes of the previous meetings were agreed. Anna to sign a copy of each and deliver to school.	
5.	<p><u>GOVERNOR ISSUES</u></p> <p>Anna's term of office comes to an end at the beginning of June. She is happy to stay on with the GB for another term and stay on as Chair. The governors voted for this unanimously.</p>	
6.	<p><u>GOVERNOR TRAINING</u></p> <p>The majority of governors have completed the online Internet Safety course.</p> <p>All other training and conferences have been put on hold during the COVID-19 lockdown. Organisers of courses will be in touch with news of postponed dates. Louise will forward on anything that is emailed to her in relation to this.</p>	
7.	<p><u>HEADTEACHERS' REPORT</u></p> <p>The Heads' Report was shared the afternoon prior to the meeting. It was shared on screen with the GB and Sarah talked through its content.</p> <ul style="list-style-type: none"> • Whole Education day in February was a success. Jane attended the day and wrote a report, which had been circulated to the governors previously. • Numbers of pupils on roll are the same as in January. • Year 6 secondary places have been issued with children going to a range of schools in similar numbers to last year. As usual Chesterton is the main secondary which we feed. • There are currently 20 EHCP children on roll with 5 applications in process. 3 children are starting Reception in September with an EHCP. 5 children with EHCPs in year 6 will be leaving – 3 of whom are in the HSC. • The Heads reported on how the school is coping with the COVID-19 lockdown, with the school only being open to pupils who are the children of keyworkers, or those considered vulnerable. <p>Q. Vulnerable families? Can you expand on what this is? A. Children on education plans are phoned every day to check on their well-being and whether we can help in any way. Other vulnerable families are identified as those who may need extra support. Seesaw allows Sarah to see if any families have not signed up, or are not posting work online and engaging with the online provision. Most parents are appreciating the contact but some may not be good with the technology, or there may be a language barrier.</p> <p>Q. Do vulnerable families have the same rights as keyworkers at the moment? A. They do. Most decide to not send the children into school. Learning packs are printed out and are delivered on a Monday, staff make sure they have seen the family at the time of delivery. This is reported back to Heads. FSM vouchers are proving tricky to deal with under the current arrangements. Kate has arranged, where needed, to have money transferred to the family directly.</p>	

Q. Are we able to take food around to children on FSM?
A. This is something we are not doing, though we have heard of it being done by other schools.

Q. How many SEND children are coming into school on a regular basis?
A. 4 or 5. They have a separate classroom but 2 have decided to join the rest of the children. There are also HSC children in another room.

Q. How are families coping without a laptop?
A. We have completed the survey provided by the government for families without a laptop, to have one on loan. We have loaned school laptops to some pupils. Chromebooks are not good for some of the apps. Seesaw means that photos can be taken on the phone and uploaded. Some families have been identified as not having wifi. For this we are looking into providing a laptop on the government scheme, and a data stick which the school will need to pay for.

Q. How many families do not have access to wifi, or access to apps?
A. A quarter of the families in school are not accessing information given, whether this is because of technical difficulties or otherwise. Approximately 15 are known to not have wifi.

At this point the Parent Governors commented on the work being given, saying that Seesaw is seen as another thing to deal with, but it is helpful to have everything in one place and it seems easy to use. Sarah commented that it is helpful for the school to monitor children's participation.

Q. How are Heads, and staff coping?
A. Poppy – Year 6 are very independent and uploading work onto seesaw themselves. Some problems have been brought forward by the parents and have been dealt with - a mixed bag of responses. Personal well-being has been monitored remotely as far as possible: regular Zoom meeting and staff quizzes have been good to lift the spirits

Q. What percentage of your day is spent on school work?
A. Poppy - 5 hours as recommended. This involves emails, planning, completing work and courses.

Staff governors commented how they manage to find time for themselves.

Jake – Adapting to a new way of doing things and daily Zoom sessions with the children. Heads have been supportive to the staff in finding a way of coping with work and family life. Teachers are sharing the days in school on a rota basis.

Tea and chat has been re-introduced via Zoom and also a quiz once a week for staff. Topics for tea and chat vary and anyone can bring forward a topic. The local MP will be joining in a couple of weeks to see how staff are coping. He has already contacted the Heads.

Jake has sent out a survey to all staff to see how everyone is coping.

Q. Are you taking enough breaks working from home?
A. Yes, it can be tricky staring at a screen all the time. Breaks are needed. Paula is dividing her time between school and working from home, with team leaders

	<p>being in school when she is not. The whole situation feels strange.</p> <p>Staff are desperate to come in and help, perhaps not with children but around the school, doing various jobs but they are not allowed to. We need to keep the number of staff in school to a minimum at present.</p> <p>Questionnaires have been sent out to some year groups by teachers asking how parents are and how they are coping with the set-up of things. This is hoped to be extended to all year groups.</p> <p>Q. Are we aware of any families that have had the virus? A. Yes, but they have not been tested so we cannot be sure.</p> <p>Q. Do we know that the children coming in are entitled to? A. Yes, checks are made. Families only send the children to school if they have to.</p> <p>Q. What do the children in school do? A. The usual day involves lessons in the morning - logging into Seesaw and doing the work set. We have a PE coach coming in, and other sports and games activities happen in the afternoon. Afternoons are mostly outside if weather permits.</p> <p>Q. How do you distance the children? A. It's difficult but we do all we can. They have their own equipment and table. There is a strict cleaning regime and every child has their temperature taken on arrival to school. Distancing is more difficult with the younger ones, as they do not understand. Staff too can now be tested if they are showing symptoms.</p> <p>Q. Are you thinking ahead to how the school will look when we do re open? A. It is difficult to tell what it will look like. We are told there will be a 3 week warning giving us time to get prepared. Hand sanitiser dispensers are being investigated. In terms of keeping us safe, masks will be needed, sanitiser and distancing arrangements. All the classrooms have been deep cleaned.</p> <p>Anna suggested a GB meeting when we have a date when children will be returning to school. The GB agreed to this. See below – Future Meetings.</p> <p>Q. How many children are there for Reception intake in September? A. 50 in the first round. The next round will be at the end of May when we know we are offering places to another 3. Some schools in the area are very limited on numbers and may have to close one class as there is no uptake for it.</p> <p>Interviews are happening Monday and Tuesday via zoom for the teacher posts advertised. 37 applications were received, with some very promising candidates.</p> <p>Thanks from the GB to the whole of the school staff, for doing a phenomenal job and adapting so quickly to the changes. We are very grateful and impressed by your thorough professionalism.</p>	
8.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>Resources – Budget 2020/21</p> <p>The budget and notes for 2020/21 were circulated to the Full GB, following the meeting of the Resources Committee earlier in the week.</p>	

	<p>The carryforward from last year was explained to the GB - £86,759 of the £93,671 carryforward is to be used to balance the 2020/21 budget and will leave reserves of £6,911.</p> <p>Adjustments have been made due to COVID-19, with the main loss of income being from lettings. The figure has been adjusted to reflect the loss in the summer term.</p> <p>Q. Is there an implication, looking at 2021/22, that there will be fewer TAs? A. We have not been able to do a correct projection. The number will be adjusted when we get funding for the SEN children due to join in September. We are aiming to do some projections for future years, modelling different pupil numbers. This will be work to be done by the Resources Committee.</p> <p>Q. Do we pay for Speech and Language Therapy? A. No it is covered by the NHS. Children need to be referred by their GP and the therapist will come in to school if the child s over the age of 5.</p> <p>Jim reported that the school is on target and due to stay in good stead, but we never know what is around the corner.</p> <p>Thanks to Kate Challis for producing the figures and being so knowledgeable on all figures and outcomes and keeping us so well informed.</p>	
9.	<p><u>ANY OTHER BUSINESS</u></p> <p>News from the GB. Anna will draft some news to parents and circulate Governors for comments before Louise distributes it to parents.</p> <p>Thought will be given to leave for those staff who have not had the time off that is needed, in particular the Headteachers.</p> <p>Future meetings Thursday 21st May at 6pm - potential Full GB meeting if circumstances change before June, to discuss procedures and measures for the school re-opening. The next planned meeting will be Tuesday 2nd June at 6pm.</p>	Anna/Louise
	<p>Meeting closed at 7.30 pm Thanks to Louise for getting us all up and running online!</p>	