



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Tuesday 7th June 2022 at 6.00pm via Zoom

Attendees

Anna Chaudhri (Chair)
 Louise O’Gorman (Clerk)
 Sarah Stepney (Head)
 Paula Ayliffe (Head)
 Halina Konopacka
 Ann Nicholls

Judith Greenwood
 Andrew Monteath
 Jessica Rowson
 Charlotte Thorpe (Governor elect)
 Patrick Gosling (Governor elect)

Actions are highlighted in **RED**.

		<u>Action</u>
1& 2	<p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Apologies were received and accepted from Alison, Joel, and Jo.</p> <p>Anna welcomed all the governors to the first GB meeting to be held in person in nearly two years.</p> <p>There were no interests to declare.</p>	
4	<p><u>GOVERNOR ISSUES</u></p> <p>New Governors – Election Patrick Gosling and Charlotte Thorpe attended the last meeting of the Full GB as observers before their election to join the GB as Co-Opted Governors. They were both voted on to the GB unanimously. Louise will arrange for the necessary information to be distributed to them during the week.</p> <p>Jo Sharpington has informed Anna that she wishes to stand down at the end of the academic year due to work commitments elsewhere. Jo has been with the GB since 2019, and previous to this as a parent governor. Louise will get in touch with County regarding the upcoming vacancy.</p>	<p>Louise</p> <p>Louise</p>
3	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes of the 28.4.22 had been circulated and were discussed.</p>	

	<p>Louise had checked with School Governance whether meetings could take place in a blended format. It was confirmed that this is fine and the standing orders of the affected committees will be adjusted as necessary.</p> <p>Training and monitoring visits have been updated. Several monitoring meetings have taken place and been reported; where governors have signed in to school, the dates were added to a log now being kept by Louise.</p> <p>Andrew and Anna met to discuss a ‘meet the governors’ event after the idea had been discussed at the last meeting of the GB. They consulted with Kate, and have decided to host a quiz evening in the first week of October with a local catering company providing a food truck on site. Andrew reported that parents have been keen on this idea. The international evening previously suggested was thought to be a school event and the governors should be doing something different.</p> <p>The minutes will be signed by Anna once a small edit of the last sentence has been done.</p>	Anna and Louise
5	<p>PRE-OFSTED MONITORING VISIT</p> <p>Anna-Marie Cooper, Governance Lead at the LA, met with Anna and the Heads on Teams to feed back on her review of all governor business completed in the last two years. This is in preparation for a visit from Ofsted which the school is due.</p> <p>Anna reported that the meeting was 2 hours long, and felt that the feedback was very critical.</p> <p>A full written report was received from Anna-Marie on 6.6.22. There has been no time to circulate this in time for the GB but Anna commented on some of the main points for consideration/action:</p> <ul style="list-style-type: none"> • Minutes of all governor meetings should be recorded in consistently formal language, so that decisions are clear. • Strategic planning was noted as a point for improvement from the last Ofsted visit. The SDP (School Development Plan) has been entirely re-styled since Paula and Sarah have taken on the Headship and the governors are happy with the way in which its aims are shared and involve all governors and staff. Anna-Marie felt that the SDP is good but requires long term aims which focus on outcomes for 3 and 5 years. This will be best addressed when the SDP comes up for approval for the coming academic year at the dedicated GB meeting on 18th July. • The Minutes of meetings should highlight where questions are asked. There should be more emphasis on governor challenge. Reports are circulated in advance and governors were encouraged to prepare and ask more questions. • Safeguarding is the main area of concern in the feedback report. The safeguarding culture at Mayfield is not conveyed sufficiently in governor documentation. For example the (very successful) major safeguarding audit of January 2021 is reported in the Minutes of the relevant GB meeting but the discussion is minimal. • The website is currently being updated to put a greater emphasis on safeguarding, with a dedicated page and links to key documentation. Reports on safeguarding at meetings must be challenged by governors as mentioned in the point above. A wall display in the front foyer of the school has been created. 	Louise

	<ul style="list-style-type: none"> • Safeguarding will be a standing item on all committee agendas going forward; it has already been adopted as a standing item on each agenda of the GB. Each committee should consider the safeguarding remit it has and raise questions and discussion on a regular basis. Terms of reference for the three reporting committees of the GB should be altered to reflect this. • A focus from September will be on attendance. Anna invited governors to step forward to take up the role of attendance governor. The Heads are to report on attendance half termly instead of the current termly reports made. • On the Personnel Committee attendance of staff will be covered under the standing item 'staff issues'. • The Governing Body page of the school website is under review and needs to be checked regularly. A Link governor for this would ensure everything is kept up to date and Anna will approach a suitable governor shortly to undertake this. Meanwhile an audit of the website has been conducted but unit should be checked by governors. • All governors are required to complete Prevent training. This training can be completed online and Anna will send the link out. Governors should let the Heads and Anna know when they have completed the online training. • Anna is to put together a link / monitoring visit timetable and policy guide for each term. There will be templates made for writing reports. A log will be kept of all visits and when reports are completed. <p>Anna –Marie Cooper will be visiting the school before the end of term to check on progress.</p> <p>Q. When was the last parent survey completed? Does one need to be done by the GB? <i>A. The school has completed 3 parent surveys since the first lockdown 2 years ago. The GB therefore has postponed its annual survey but this is now due. The governors aim to put one together in time for early next term.</i></p> <p>Q. What positive points were made? <i>A. Anna-Marie commented that the governing body is proactive, knows the school well and is actively involved. It was noted that the Heads do have a challenging role. The policy schedule is good, and training has been good however the last year there has not been much training noted. This has largely been due to the restrictions and training only taking place online.</i></p> <p>Louise will send out the governor training program to all governors, though dates will be limited as courses for the coming year have not yet been released.</p> <p>Anna invited governors to come forward for the role of Attendance Link Governor and Governor with responsibility to monitor the school website.</p>	<p>Anna</p> <p>Louise</p>
6	<p>SEF (Self Evaluation Form)</p> <p>The school self evaluation form was updated in April 22 and was distributed to the GB with the agenda.</p> <p>Discussion - Heads asked the governors to discuss amongst themselves why they thought Mayfield was a good school. The responses were:</p>	

- Children are ready for secondary school when they leave Mayfield. Secondary schools have commented that Mayfield pupils can cope with secondary school life easier than those from other local schools. They are ready, with learning and life skills.
- Mayfield is good at assessment; knowing at what level the children are working, where areas of improvement are needed and dealing with it quickly.
- The breadth of the curriculum, and the range of topics covered is admirable.
- Staff consultation – the Heads ask the staff their opinion on issues. Also a recent survey conducted by Paula as research for her masters provided a lot of positive feedback.
- The School Development Plan covers a wide range of topics. Everyone plays a part, and all aims provide clarity.
- Inclusion – the school has a very inclusive culture.

The Heads had circulated the SEF in advance of the meeting for the consideration of the GB.

The Governors challenged the Heads on some points, and it was suggested that the SEF would benefit from having page numbers for easy referral.

Q . What are they looking for? What is determined from the figures presented?

A. It shows us the outcomes of children with EAL (English as an Additional Language) SEN (Special Educational Needs) and PP (Pupil Premium) for which we receive separate funding, and how the funding improves the outcomes of the children.

Q. Why is there a 0 for PP children in writing?

A. No PP children reached expectations in writing. These children have benefitted from being back in school following lockdowns. Some struggled to access lessons during lockdown, although the school stayed in contact with them and encouraged them to come into school. Some families were hard to reach, and some did not want to accept help.

Q. Was the impact of lockdown greater for the Early Years than the rest of the school?

A. It is noticed that social aspects are more difficult for the younger children, and there have been some behaviour issues which are being dealt with. Some older children blame Covid for any difficulties they are experiencing and some welfare issues have been noted. The school is now connected to the Mental Health Team and some children have been referred for support.

Q. Are there other factors bearing on the welfare of the children? Cost of living worries for example?

A. Children are aware of this – especially the older year groups. Parents do talk to them more about costs. Also other factors such as Ukraine. Are a source of worry. Parents are working longer hours. Some children are brought in for Breakfast Club at 7.30 and are collected from after school club at 6 pm. Fewer children go on playdates, and the school encourages the use of the school grounds after school to allow children and parents to socialize.

Funding has been received to support PP children. The Heads are focusing on the Year 6 children and preparing them for secondary school, and helping Years 4 and 5. An emphasis has been put on writing and grammar as this area has suffered during lockdowns and home schooling more than any other.

	<p>Parent engagement: the parenting courses which have been run and offered again did not get much uptake. Parents are working a lot and it is difficult to get them involved. Parents' evenings are getting a better uptake online, and a possible question for the GB survey should be how parents would like to progress going forward; would they prefer a return to face-to-face meetings?.</p> <p>Online assemblies have been successful, and are continuing once a week, or twice a week for KS2. There is then a live assembly with the whole school, on a Friday. Parents are now asking about having more live events and getting back into school.</p> <p>Q. Is there a certain ethnic group who struggle socially? Are they having family time together?</p> <p>A. The largest minority ethnic groups we have in school are Bengali and Hebrew. They are social together with their families and as a community but struggle to socialize within the school community. A community ambassador has been discussed.</p> <p>Q. Is there a question asking whether a child feels safe in school in parent surveys?</p> <p>A. This question is included yes.</p> <p>Q. Is there a question regarding bullying?</p> <p>A. There is. No bullying events have been reported in person but parents do comment about it on the questionnaire. It is felt that the definition of bullying needs to be clarified. Bullying is persistent behaviour. Many events which happen in school are one-off events and therefore not logged as bullying incidents. Class charts is a system used in school to record all incidents and allows staff to look back, should a bullying allegation be brought up.</p> <p>Q. How are these incidents dealt with? They seem more anti-social than bullying.</p> <p>A. The school does reflection time for the one-off incidents, this is completed during lunchtime play, and allows children to reflect on their behaviour. This is quite successful and the children will be monitored after any such incident.</p> <p>Q. On Class Charts can you see who the victims are as well as the perpetrator?</p> <p>A. The comments do say who the victims are but the system does not highlight them individually. This would be something to look into as an improvement in the future.</p> <p>Q. Is it worth PWL requesting a deeper interrogation of the incidents. What is the main offence?</p> <p>A. Swearing. Years 4,5,6 are always swearing. We feel this is because children hear it everywhere in daily life.</p> <p>Q. Question suggestion for the GB survey – based on Spirals and out and about, providing evidence on their impact on children to be reported in the SEF.</p> <p>A. Yes and this is also something that PWL can look into.</p> <p>Paula invited the governors to forward any further questions regarding the SEF to Louise by Friday 17th June. The Heads will put the responses together in a report, and forward them to GB. This item will be include in the next meeting.</p>	<p>GB, Louise, Heads</p>
7	<p><u>HEADS' REPORT</u></p> <p>The report was circulated to the governors with the agenda.</p>	

The report has been written in a new format, using the OFSTED headings as suggested in the monitoring visit.

Quality of Education

Extra tuition will be provided by Jas (former Headteacher) and Ciara (Inclusion Leader) using the funding received from the government. This will focus on 10 children completing 15 sessions in small groups. The full 15 sessions cannot be completed before the end of term so will carry over to September. Ciara is now working in school full time.

Year 6 and Year 2 have now completed the SATs assessments with 42% of the Year 6 cohort being eligible for additional time.

Q. How do the children qualify for extra time in the SATs?

A. The needs assessment is submitted online and points out children who may require extra time.; permission is granted via this online system and the exact access arrangements are given. These are listed by Sarah in an overview of the full SATs timetable. Children are asked if they would like the extra time.

Reception classrooms are currently undergoing a makeover with some new resources; this is partly in response to a governor visit and report made by Judith and Anna on a Health and Safety walkabout.

Behaviour and Attitudes

Reflection Club is the new lunchtime club which to deal with negative behaviours. These are run by the Heads and Team Leaders.

Personal Development

Spirals conversations have taken place and are continuing to be successful.

Trips and visits have restarted. Most year groups have been on trips or have events planned for the coming weeks.

Leadership and Management

New staff have been employed for September with a possible two ECTs (Early Careers Teachers) coming to Mayfield. Further interviews are taking place in the next couple of weeks for KS2 posts.

The governors continued to assess the figures provided in the report.

Q. Why are the Spring 1 term attendance figures low compared to Summer 1?

A. A year 1 child is not attending due to having major surgery at the start of lockdown and not attending school yet. Another child in year 5 is refusing to come in. 1 reception child is on a part time timetable. The government has announced mental health support for children not attending school which will be offered to the Year 5 child out of school.

Q. Does the attendance include absences due to illness? Are parents contacted when a child's attendance is low?

A. More detail is given on the attendance report provided to PWL. The letters we send to parents are monitored so that children who are known to be sick are not contacted as absentees without reason.

	<p>Q. Are the children still left at the gate parents in the morning? Do the parents come into the school grounds at all?</p> <p>A. Parents are invited in and collect their child from outside the classroom at the end of the day. It is easier and there is less anxiety in the children, when they say goodbye at the gates in the mornings so this protocol has been retained.</p> <p>Anna brought to the attention of the governors that the reports are filed once presented to at a GB meeting and may be accessed at any time should a governor ask. They are not posted on the website but the minutes of the GB meetings are.</p>	
8	<p><u>SAFEGUARDING</u></p> <p>Alison Cox was not present at the meeting but had emailed comments regarding to safeguarding previously.</p> <p>The safeguarding audit has not taken place yet, and she has not been able to meet with Kate regarding the Single Central Record. An audit of the SCR has taken place but Alison has not met with Kate to discuss it. There were no issues to report that she is aware of.</p> <p>Anna is going to support Alison and complete a further safeguarding visit with her; this will be the annual safeguarding audit to County. Anna will provide a template for safeguarding reports, so that governors will receive a written report at least once a term.</p> <p>Q. Does the Resources committee need to include a report on health and safety under safeguarding?</p> <p>A. The safety of the premises as it affects the security of the children should be discussed at committee meetings.</p>	Anna, Alison
9	<p><u>GOVERNOR TRAINING</u></p> <p>Louise will send out the training program as mentioned earlier in the meeting.</p> <p>Charlotte and Patrick – the newly elected governors were invited to complete the new governors induction training.</p> <p>Q. Is there a lockdown policy? In light of recent events in America does the school have anything in place if such a threat were to happen?</p> <p>A. It is not essential for primary schools to have a policy. There is an emergency protocol in place with code words, which Senior staff are aware of. There is an emergency procedure document.</p> <p>There was further discussion about whether there is a safe place the gate keys were kept, and other situations to consider should there be an evacuation of the school. It was decided that a review of the procedure is needed. There is an emergency procedure document. Practice drills are not necessary with the children as it would cause panic. A staff drill would be possible. There is an alarm that can be activated, to sound differently on such occasions which the school could consider.</p>	Heads, Kate, Judith

10	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>PWL – PWL met on May 12th via Zoom, the main focus of the meeting was to review and approve a number of policies. The committee considered the pupil premium review, which is to be updated this half term.</p> <p>Key points discussed included the school looking for an additional tutor for pupil premium children for September (this has since been mentioned in the Headteacher’s report), and the continued difficulties with parental engagement. Many ideas have been considered and tried and this challenge is not unique to Mayfield.</p> <p>The next PWL will be a data meeting on Thursday July 7th, at 4.30pm.</p> <p>No other committees have met since the last meeting of the Full GB.</p>	
11	<p><u>MONITORING REPORTS</u></p> <p>Three monitoring reports were distributed to governors with the agenda, following link visit to the school.</p> <p>SATS – Anna completed a report following her visit during SATs week. A governor will continue to complete this report annually and Anna’s template will be helpful.</p> <p>FINANCE- Judith and Anna had a meeting with Kate on financial controls and procedures. These were found to be robust and the Resources Committee has discussed the report.</p> <p>RE - A report was received from Joel following his meeting with Freya Redman.</p> <p>Thanks were given to everyone who submitted a report; governors are catching up well after the lockdowns and we should continue this work according to a clear timetable of Link Visits (see above – Anna).</p> <p>There were no further questions regarding the reports and their content.</p>	<p>Alison, Members of PWL</p>
	<p><u>ANY OTHER BUSINESS</u></p> <p>Dates for the following year – will be completed by Louise and issued to the governors. Dates of meetings will following a similar pattern to previous years taking holidays and training days into account.</p> <p>An online calendar will be set up for governor dates.</p> <p>The Staff and Governor BBQ will be held on Monday 18th July following the brief meeting to go through the SDP for the following year. Governors are asked to bring salad. Staff bring desserts, with individuals bringing their own drinks. The school will provide the food for the BBQ. All governors are invited to this event, which will be held in the courtyard.</p>	<p>Louise</p>

The meeting closed at 8.00 pm

The next meeting of the full GB will be on **Monday 18th July** to approve the SDP for the coming year.