



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Tuesday 10<sup>th</sup> January 2023 at 6.00pm**

**Attendance**

Sarah Stepney (Head)	✓	Richard Kerridge	AA
Paula Ayliffe (Head)	✓	Jessica Rowson	✓
Anna Chaudhri (Chair)	✓	Patrick Gosling	✓
Clare Bartlet	NA	Ann Nicholls	✓
Judith Greenwood	✓	Andrew Monteath	✓
Alison Cox	✓	Ciara Murray	✓
		Louise O’Gorman	✓
Serin Dabb	✓	Solma Erfan	✓
Eugene Krasnikov	✓		

Actions are highlighted in **RED**.

	<b><u>APOLOGIES AND DECLARATION OF INTERESTS</u></b>	<b><u>Action</u></b>
1	<p>Apologies for absence were received from Richard Kerridge.</p> <p>No conflicts of interest were declared by any governors.</p>	
2	Item 2 is covered by a confidential minute (previously circulated to Governors.)	
3	<p>The minutes of the meeting of 2nd November, 2022 were approved by the GB.</p> <p>All actions had been completed with the exception of Item 9, where it was decided <b>that the Heads would bring forward the matter of Congestion Charges in Cambridge at the next meeting of the CB4 Heads Group.</b></p> <p>Matters arising: there were no matters arising from the Minutes which are not covered elsewhere in the agenda.</p>	Sarah, Paula

4	<p><b>GOVERNOR BUSINESS</b></p> <p><b>New Parent Governors</b>  Three prospective parent governors, Solma Erfan, Serin Dabb and Eugene Krasnikov attended the GB meeting as observers, in preparation for joining the GB. Once processes are complete, the governors will join the GB from the next meeting of the GB on 1st March. There are two more parents who have expressed an interest and met with the Chair, Jack Rudin and Will Taylor. Jack Rudin will probably join us in September and Will Taylor will attend the next GB as an observer.</p> <p>This is very good news and the GB heard that there had also been an expression of new interest in the PTA, following the Quiz Night last term. It is so important to be engaging with our parents in this way and we are hopeful that this year will see more opportunities for parents to get into school and offer their support in different ways.</p> <p><b>Training</b>  Anna attended two briefings last term on Governance and Inspections, given by a team from OFSTED and an LA briefing in academisation.</p> <p>The slides from the OFSTED briefing have been circulated to all governors by Sarah Stepney and <b>all Governors are urged to read them.</b></p> <p>Anna has circulated her notes from the Academisation briefing and this paper will <b>form an item of discussion at the next meeting</b> of the GB on 1st March.</p> <p>The Training schedule from the LA has been circulated by Louise and Governors are urged to take up relevant opportunities and to inform Louise if they book any training.</p> <p>This evening the GB was trained in Strategic Safeguarding by the LA Safeguarding Team (see notes below).</p> <p><b>Louise is guiding all the prospective governors through the recruitment and induction process.</b></p> <p><b>Governor Skills Audit</b>  Anna circulated this last term to all Governors and the deadline for completion was the end of January. <b>Please complete this as soon as possible, so that we can identify any training needs on the GB.</b></p> <p>There were no further Monitoring Visits to report but the <b>new Monitoring Policy and Schedule of Visits will be presented for discussion and approval to the next meeting of the GB on 1st March.</b></p>	<p>Governors</p> <p>Louise, Anna</p> <p>Louise</p> <p>All Governors</p> <p>Anna, Louise</p>
5	<p><b>SAFEGUARDING</b></p>	

	<p>A brief Safeguarding Report was circulated to the GB before the meeting; Alison drew the GB's attention to the LA Monitoring Visit on Friday 27th January. <i>She will be able to attend part of this audit and AC will send some notes, as she will be unable to attend. It was noted that the meeting will include aspects of premises Health and Safety, as well as Safeguarding.</i></p> <p><i>A detailed report on the visit will be given to the next meeting of the GB and the LA produces a comprehensive report, highlighting any areas for action.</i></p>	<p>Alison, Anna</p> <p>Alison, Heads</p>
6	<p><b>HEADS' REPORT</b></p> <p>The Heads' report was circulated in advance of the meeting and includes a full set of data on pupil numbers, SEN pupils, FSM and EAL pupils. Attendance data was also included.</p> <p>Question time was limited because of the training session to follow; it was a shorter GB than usual. Governors raised questions about attendance, exclusions, SEND pupil numbers as follows:</p> <p><i>Q. Pupil attendance last term was below target?</i>  <i>A. This was because of the prevalence of winter viruses. The flu, Covid and sickness virus have all occasioned higher absence than usual.</i></p> <p><i>Q. SEND: EHCP numbers are rising?</i>  <i>A. It was agreed that this is so; more children have presented with EHCPs this year and the school must accept them. There are at least three more applications pending.</i></p> <p><i>Q. Exclusions: physical assaults on staff and pupils seem to be a significant cause of exclusion?</i>  <i>A. The assaults are largely because of two or three pupils who are in need of significant behavioural support. Staff are managing this well and through training, are developing good strategies for defusing potentially difficult situations.</i></p>	
7	<p><b>ATTENDANCE</b></p> <p>The governors attention was drawn to the latest report to PWL (5th January, 2023), where the attendance figures are analysed in detail.</p>	
8	<p><b>STAFF RECRUITMENT</b></p> <p>The incoming Deputy Head, Stephen Atkinson, has been in to visit the school and has a further visit planned before he takes up his post after Easter.</p> <p>The situation in Year 5 still continues to be a concern; a long-term sickness absence of the class teacher is being covered by Mayfield teaching staff, support staff and supply staff. The Heads have tried to maintain as much</p>	

	<p>continuity as possible for the class concerned. A meeting with parents is planned; meanwhile AC urged the Heads to continue communicating as much as possible with the parents concerned. The academic results of the class do not appear to be adversely affected by the situation.</p> <p>The cleaning staff situation has eased with the return to work of some staff but the Caretaker continues to be off sick, adding to the workload of the School Business Manager, who is having to do a great deal of the site management. We are awaiting further medical reports.</p>	
	<p><b>TRAINING SESSION</b> Strategic Safeguarding by Sam Abbs, of the LA Safeguarding Team.</p> <p>This was a useful session which reminded Governors of their strategic role in overseeing safeguarding. Full slides of the presentation were provided to us.</p> <p>We were reminded of our duties and responsibilities and the need to be aware of the local context as it affects safeguarding issues (contextual safeguarding). Although Mayfield is a primary school, some of its children will have older siblings or acquaintances who may be influential in some negative ways.</p> <p>Attention was drawn to the strength of County Lines in this area and the work of the local Police in identifying hotspots.</p> <p>We were reminded that there are abused children in all schools; we should take an ‘it will be happening here’ approach.</p> <p>It was suggested that the Safeguarding Governor could talk to staff on some of her monitoring visits, to ensure they are fully updated on safeguarding policy and procedure.</p> <p>The PWL Committee is planning a Link Visit this term to focus on behaviour and safety among the Mayfield pupils. Pupils will be interviewed about how safe they feel in school.</p> <p>Our attention was drawn to current documentation and the increasingly broad range of safeguarding concerns which KCSIE 2022 (Annex B) lists.</p> <p>We were asked to consider any non-literate staff when monitoring the distribution of safeguarding information.</p> <p>It was suggested that the Safeguarding Governor should drill down into the data which can be produced easily from the MyConcern system, to identify, eg numbers of children who are carers, children with a family member in prison and she should ask what support is provided for these groups. As Governors we should be monitoring the content of the curriculum, to understand how we are presenting fundamental democratic values, to minimise the challenge of radicalisation.</p>	

<p>Online safety is one of the biggest areas of concern; Governors need to keep this in mind when they are monitoring safeguarding and other areas of the curriculum.</p> <p>Our processes for checking the Single Central Register are in line with LA recommendations, although it was suggested that we should check half-termly (we currently check termly.)</p> <p>Website compliance was raised and we discussed our recent compliance check. It was suggested that safeguarding be a dominant theme on the school website. We have a further check planned for April/May.</p> <p>We discussed the addition to KCSIE Part 3 of a recommendation for online checks when recruiting staff; we agreed that this was controversial and would have to be handled very cautiously, in order to protect the school. We have only done this on one occasion when a concern was raised at the time of interview. It will not become our standard practice.</p> <p><b>The session concluded at 8.30 pm; thanks to all Governors who attended.</b></p>	
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The meeting closed at 6.10pm previous to the training session.

The next meeting of the full GB will be on **Wednesday 1<sup>st</sup> March 2023.**