



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Wednesday 1st March 2023 at 6.00pm

Attendance

Sarah Stepney (Head)	✓	Donna Hubbard-Young	✓
Paula Ayliffe (Head)	✓	Ann Nicholls	✓
Anna Chaudhri (Chair)	✓	Andrew Monteath	✓
Clare Bartlet	LE	Serin Dabb	✓
Judith Greenwood	✓	Eugene Krasnikov	✓
Alison Cox	✓	Solma Erfan	✓
Richard Kerridge	AA	Rehana Kousar	✓
Jessica Rowson	✓	Will Taylor	✓
Patrick Gosling	✓	Guilherme Zulke-O'Connor	NA
		Louise O'Gorman	✓
Observers			
Jack Rudin	AL		

Actions are highlighted in **RED**.

1	<p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Apologies were received from Richard and Clare will need to leave the meeting early.</p> <p>There were no interests to declare.</p>	<u>Action</u>
2	<p><u>MINUTES OF THE LAST MEETING</u></p> <p>The minutes from the meeting on the 10th January 2023 were previously distributed to the governing body. The actions were reviewed as:</p> <ul style="list-style-type: none"> • A CB4 Heads meeting has not taken place for the congestion charge to be discussed. • Louise will send out the notes Anna previously sent out regarding a visit from Ofsted for the reference of the GB. • Many of the governors have completed the requested skills audit. Remaining governors will send completed audits to Louise and Anna. The audit will be sent out to new governors for completion. 	<p>Louise</p> <p>Louise</p>

	The governing body approved the minutes which were signed off by Anna.	
3	<p><u>GOVERNOR ISSUES</u></p> <p>New Parent Governors This was the first meeting for 5 of the 6 new parent governors, recruited following an invitation to parents for nominations to join the GB. 6 nominations were received from parents, for 6 vacancies. This meant that no election was necessary and the 6 nominations automatically started their term on the GB.</p> <p>New Co-opted Governor Donna Hubbard-Young attended the meeting as a potential co-opt governor. After introducing herself, the GB voted unanimously for Donna to join the GB. Donna is Headteacher at Chesterton Community College a feeder Secondary School for Mayfield and she is also an OFSTED Inspector She has a child in reception at Mayfield.</p> <p>The difference between a co-opted and a parent governor was explained. Parent governors have the connection of a child attending the school when they join the GB. They represent the parents of the school and are elected only by parents, not the GB. For a governor to be co-opt they do not need a connection with the school, and must be elected in via the governing body. A background in education is an asset, but not a necessity.</p> <p>Training Update Jessica has completed Safer Recruitment training and notified Louise. Andrew has completed training in financial value standards. He commented that from what he learnt in the training, Mayfield is well placed in managing and monitoring the school's finances.</p> <p>A new governor asked about signing up to training courses and how to sign up. New governors are encouraged to attend an Induction to Governance course. Bookings can be made by attendees online. The school pays a subscription to the Governor Hub, which allows members of the GB to attend courses at no cost. Louise will send out the latest training programme for governors.</p>	Louise
4	<p><u>SAFEGUARDING REPORT</u></p> <p>A report on the Safeguarding audit undertaken by Rachel Schofield at the end of January was sent out to the GB with the agenda.</p> <p>The school did well in all aspects of the audit with only a few points for where improvements can be made. Kate and Sarah are working on these points:</p> <ul style="list-style-type: none"> • Staff training on the KCSiE will be ongoing, focussing on different aspects throughout the year. • Safeguarding notices are now included on a noticeboard in the staff room, so that everyone is aware of what is needed. • Lunchtime Colouring club in the Children's Kitchen at lunchtimes meant that children would be walking around the school unsupervised. This has now been moved to the Community Room where the route is supervised with adults at lunchtime. This is still giving children their independence, while making sure they are safe. 	

	<p><i>Q. What happens if a child needs the toilet during a lesson? Are they supervised then?</i> <i>A. They do need to ask a grown up before they leave the classroom and the toilets are situated either in the cloakroom or adjacent to the classroom. Y2 have a lanyard that they need to wear to leave the classroom.</i></p> <p>There is also a more detailed statement on PREVENT which has now been added to the school website. PREVENT is the government strategy to safeguard young people at risk of involvement in extremist activity and forms part of the school's safeguarding duty.</p> <p>Everything in the report which needed to be actioned has now been done.</p> <p>The school uses My Concern as the online safeguarding platform – but only four members of staff (the Safeguarding Team) can access the website. Staff bring any concerns to the safeguarding lead and they add the concern to the website. Email updates are sent to the members of staff concerned.</p> <p>Governors and staff are able to be access policies on My Concern, but are not able to access the whole website.</p> <p>Alison Cox spoke with Rachel Schofield on the visit and it brought up some good ideas for the next Link visit.</p> <p><i>Q. Can this report be used and evidence for an Ofsted visit?</i> <i>A. It can be shown to Ofsted. The report is a good basis to work on, to ensure best practice in school.</i></p>	
5	<p><u>HEADTEACHERS' REPORT</u></p> <p>The Headteachers' report was sent out prior to the meeting.</p> <p>The GB were made aware that the headings used in the report reflect the categories of judgement used by Ofsted.</p> <ul style="list-style-type: none"> • The figures presented have not been updated as they were presented to the January GB meeting. • The 15 weeks of tutoring is nearing completion and a decision is being made whether to continue with the provision in school. Previously the scheme was largely subsidised by the government, with the school paying the remainder. To continue, the percentage the school has to pay for the tutoring is increasing. • A new writing intervention has been introduced to Year 4 with great success. • Book Week is happening this week, with a variety of activities taking place for the children. • Peer Mediation continues to take place at lunchtimes. <p>Lisa Valla, Mayfield's County Advisor - will be visiting the Heads next Friday. Ray Byford, County Financial Advisor will be visiting on the 14th March. Stephen Atkinson, the new Deputy Head will be attending both of the visits.</p> <p>Strikes – the school recognises the disruption the strikes have caused to parents, but are grateful for the support. So far the school has not had to close entirely on a strike day.</p>	

	<p>The Heads commented that teachers are striking over pay and conditions; our concern is the uncertainty over the size of any award and to what extent its will be supported by DFE funding.</p> <p>A two-day strike is set for the 15th and 16th March, coinciding with strikes of NHS workers, and rail staff. Some consideration will be made for children of these parents if classes are closed.</p> <p>(Clare left the meeting)</p>	
6	<p><u>SFVS – Schools Financial Value Standard</u></p> <p>The Resources Committee discussed and responded to the SFVS at the last committee meeting. The committee are happy that the school spends money appropriately, with due diligence.</p> <p>(Jack joined the meeting)</p> <p>The standard is set by the Local Authority and needs to approved by the FGB before being returned.</p> <p>Judith mentioned that any new governors with a financial background would be appreciated on the Resources Committee. The committee feel they are very well advised by the Heads and Kate.</p> <p>The GB approved the document which Anna signed off.</p>	
7	<p><u>CASHFLOW LOAN UPDATE</u></p> <p>Kate provided a finance update in relation to the cashflow loan discussed at the last meeting.</p> <p>The loan will not now be needed before April 2023 and will be far less than originally envisaged.</p> <p>The recent pay increase and the cost of energy has caused the school to go into deficit. Before Covid the school had a £60K carryforward, largely earned from lettings. Overall Covid cost the school £100K in additional costs and loss of lettings revenue.</p> <p>The school is currently forecasting a £41K deficit at the end of this financial year.</p> <p>The Heads commented that 80% of local primary schools are in this situation.</p> <p>Concerns will be brought up with Ray Byford, the Local Authority Budget Adviser at the next meeting on 14th March. Some governors plan to attend the meeting.</p> <p>The governors agreed to let the Resources committee make the application for the cashflow loan, and keep the FGB informed of any updates.</p>	

8	<p><u>EQUALITY AND DIVERSITY</u></p> <p>This item will be passed over to the next meeting due to Richard's absence.</p> <p>The Equality and Diversity information on the website needs to be updated. Louise will let Kate know about this.</p>	<p>Louise</p> <p>Louise, Kate</p>
9	<p><u>SEND VERBAL UPDATE</u></p> <p>Ciara is starting her maternity leave at the end of March and has been preparing all necessary documents, to ensure a smooth handover. Ann and Liz Stow will be covering Ciara's maternity leave.</p> <p>A verbal report was given on Special Educational Needs at the school: 25 EHCPs (Education and Health Care Plan) including 6 attending the DSC (Deaf Support Centre.) 3 EHCPs pending (applied for) 60 learning support plans across the school 10 IRMP (Individual Risk Management Plan) 34 children requiring SEN support. This figure does not include those with an EHCP, and counts children who use the inclusion room for support.</p> <p>Across the school there is not a class which does not have a child with an EHCP or some SEN support.</p> <p>For all children with an EHCP the school has to provide the first £6000, towards the costs of meeting their needs. The Local Authority pays the rest, depending on the level of support required. The main support cost is for the staff working with the child.</p> <p>Many children require the help of a Learning Support Mentor even if an EHCP is not in place. This is funded by the school.</p> <p>The school is finding that prospective new starters at Mayfield are presenting more complex needs, ranging from behavioural needs to medical conditions, some of which are potentially life-threatening. Where specific medical training is necessary it is funded by the NHS but the day-today care is provided by our team of learning support staff.</p> <p>Sarah praised the staff and the work carried out in the Inclusion room. Lisa Valla, our School Improvement Partner, has commented on the range of needs in the school and the very calm environment.</p> <p>The DSC has a separate budget provided by County, and this does not impinge on the school budget.</p> <p><i>Q. Is there a limit in school to how many children with additional needs you can take?</i> <i>A. Yes, but children with an EHCP have a priority when being allocated a school place. County will sometimes direct children to us and we cannot refuse a child a place in this situation. Our reputation for good practice in SEN is also recognised.</i></p> <p>Mayfield has the most EHCPs compared to other schools in the area. It is known that schools will recommend us to parents of children with EHCPs.</p>	

	<p>For some children a mainstream school is not the best setting but there is nowhere else for them to go, as there is insufficient specialist provision locally.</p> <p>The governors commented that the conversations with parents on inclusion throughout the school are very encouraging.</p>	
10	<p><u>ACADEMISATION AND LOCAL AUTHORITY OFFER</u></p> <p>Anna shared a report on a briefing she attended in November concerning government policy on academisation.</p> <p>She commented that the idea of the school joining an academy trust should be researched, and brought to the governors for informed discussion as a possible future option.</p> <p>Academisation is not compulsory currently, but some research and preparation is necessary, so that we know what options would be available to the school, should it become so.</p> <p>Being a part of a MAT (Multi Academy Trust) affects governors, in that they would be a tier of governance within the wider MAT organisation. The Trustees of a MAT are the final decision-makers.</p> <p>The school did look into this opportunity with two other Cambridge Primary schools a few years ago, but the decision was made not to join as a founding school because the offer was not financially sustainable.</p> <p>Becoming an academy involves a long consultation process, and a lot of work but we should be aware of what is available locally. Some MATS are very successful. It may also be an option to join a MAT which is based around the Local Authority; pilot schemes are running at present in other counties.</p> <p><i>Q. Will we be pushed into this because of the state of our finances?</i> <i>A. We don't think so. There is nothing to suggest this at present.</i></p> <p>The GB discussed this matter further:</p> <ul style="list-style-type: none"> • The Heads were very pleased with the support the LA provides for us, and are happy that we did not become an academy when we looked into it before. • The school would have to follow advice given from a central Trust and the amount of centralised control varies greatly from MAT to MAT. • Mayfield has so much to be proud of it would be a shame for a body outside of the school to change the ethos of the school. • We have a lot to offer another school by being in a MAT with them; we should be an attractive prospect for a MAT. <p>Anna recommended that we should find out what the LA has to offer us as a MAT, and speak to other local MATs to see what their capacity is. She suggested creating a working party to research the idea. Patrick and Jessica came forward to be part of that party. Other governors were invited to join also.</p>	

11	<p><u>AOB</u></p> <p>The Link visit on Early Career Teachers, which the Personnel committee is undertaking, will take place on the 28th March.</p> <p>HTPM: Anna will be in touch with the Heads regarding a date for an interim review this term.</p> <p>The Parent Survey was circulated to parents at the beginning of the month. A good number of parents have completed the survey so far which is encouraging. A reminder has been sent out on the parent newsletter for the survey to be completed by the end of the week. The survey can be very useful evidence in an Ofsted inspection.</p> <p>The PTA is a registered charity and may appeal to local companies who have the facility to donate to local causes.</p> <p>There was no other business to discuss.</p>	
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The meeting closed at 8.00pm

The next meeting of the full GB will be on **Thursday 27th April 2023.**