



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Thursday 27th April 2023 at 6.00pm

Attendance

Sarah Stepney (Head)	AA	Ann Nicholls	AA
Paula Ayliffe (Head)	✓	Andrew Monteath	✓
Anna Chaudhri (Chair)	✓	Serin Dabb	✓
Clare Bartlet	✓	Eugene Krasnikov	✓
Judith Greenwood	AA	Solma Erfan	✓
Alison Cox	✓	Rehana Kousar	✓
Jessica Rowson	AA	Will Taylor	✓
Patrick Gosling	✓	Guilherme Zulke-O'Connor	✓
Ciara Murray	AA	Louise O'Gorman	✓
Kate Challis	✓	Stephen Atkinson	✓

Actions are highlighted in **RED**.

1	<p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Apologies were received from Judith, Ann, Ciara and Jessica.</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 1st March 2023 were previously distributed to the governing body. The actions were reviewed as:</p> <ul style="list-style-type: none"> • Academisation – Will, Anna, Jessica and Patrick will form a group to research the idea of becoming an academy. Anna will shortly draw up a brief action plan. • The link visit to Early Years has taken place. A report will be put together and presented to the PWL committee. <p>The governors approved the minutes, which were signed off by Anna.</p>	

3	<p><u>GOVERNOR ISSUES</u></p> <p>Anna notified the Governors on some changes:</p> <ul style="list-style-type: none"> • Clare will be leaving at the end of the school year. Anyone interested in becoming Chair of the personnel committee is invited to come forward. • Richard has had to stand down due to family commitments. • Judith will be leaving at the end of the school year also. Andrew has already come forward to take over as Chair of the Resources committee. • Donna is moving out of the area, and has had to stand down. <p>HTPM – Anna invited the governors to join the committee. As the committee once again only has Anna sitting on it currently.</p> <p>Training Update Rehana completed governor induction. All other training had been reported to Louise and noted.</p> <p>Link Visits The date for a link visit for PWL is yet to be set due to governor absence. This will be discussed when the committee meet next.</p>	
4	<p><u>APPROVE BUDGET</u></p> <p>The Resources Committee had met and discussed the budget for 2023/24 at the beginning of the term. They recommended the planned budget to go to GB for full approval.</p> <p>The budget and notes were sent out to the GB following the meeting of the committee. Kate summarised the notes, highlighting that some aspects of the budget were difficult to forecast, such as staff pay, as unions are still negotiating pay rises.</p> <p>The school has a higher number of EHCPs on its current roll than ever before. This indicates that children’s needs are being well looked after and funding is being received from the government but for every EHCP, the school has to pay the first £6K. Also the burden on staffing is considerable.</p> <p><i>Q. What is the contribution to County broadband mentioned in the budget?</i> <i>A. A secure internet service only available to schools.</i></p> <p>Much of the current dispute over pay rises is due to the government refusing to fund the cost of any increase. The school may have to fund the pay rise if what is agreed is higher than the allocation made in the budget. This happened during the current academic year and put the school into deficit. .</p> <p><i>Q. With the budget do you predict higher than what you expect for staff wages?</i> <i>A. We are not sure what the final figure will be. We have budgeted higher but it may not be enough.</i></p> <p><i>Q. Have any plans been made for staff changes to reflect the difficulties on funding pay?</i> <i>A. We have no intention of cutting staff; all staff are fully deployed but we are not always hiring new staff to replace those who leave. Obviously the exception is class teachers. This stretching of staffing has a knock-on effect around the school and</i></p>	

	<p>everyone has to cope with the extra workload. This is reflected in staff well-being and any further cuts in real terms would mean that the children may struggle.</p> <p>The school was explicitly advised by the LA financial advisor, Ray Byford, to not over- budget for potential wage rises.</p> <p><i>Q. Do you struggle to recruit in this area?</i> <i>A. It can be difficult. Cambridge is an expensive place to live. We are really struggling to get supply cover for teachers when they are ill. Agencies are constantly letting us down.</i></p> <p><i>Q. If staff are struggling could we not spend more money on professional development?</i> <i>A. We could spend money on development but no matter how trained a member of staff is, it does not replace another person in the room. When children require significant individual attention, another person is needed. A single teacher cannot manage a child running out of the room single-handedly.</i></p> <p><i>Q. If funding is down on the number of pupils, is there a strategy to recruit more pupils?</i> <i>A. We have a PAN of 60 per year group (maximum number of pupils allowed in a year group.) We are currently at 409 pupils in the whole school, so near the limit. The school is not able to take more than this. There are schools in the area where numbers are down, and another school – Darwin Green – is being built on a new local development. If there are places at other schools, it is unlikely that the LA would ask us to exceed our maximum number of pupils as it currently stands.</i></p> <p><i>Q. How are the numbers for next year?</i> <i>A. Numbers for Reception are looking good for September, with higher numbers than in previous years. The second round of offers is yet to come in. A number of visits have been made by families yet to apply for a place, some of whom are moving into the area.</i></p> <p><i>Q. What sort of a % turnover do you have of children leaving?</i> <i>A. We have a waiting list for most year groups.</i></p> <p>Anna complimented and thanked Kate for managing a balanced budget for the 2023/2024 financial year.</p> <p>The GB approved the budget by a unanimous vote.</p>	
5	<p><u>HEADTEACHERS' REPORT</u></p> <p>A verbal report was given to the GB by Paula.</p> <p>Stephen Atkinson has now started with us as Deputy Head. He was welcomed to the school by the governors.</p> <p>Sarah is currently on sabbatical for the term. Paula has been working with Stephen, bringing him up to date on the school. He has already done a lot of supply cover in various year groups.</p> <p>Year 5 is being covered by Rachel Emery in 5F as Miss Free is not able to work due to medical reasons.</p> <p>It was planned that Rachel would cover 5O when Helena starts maternity leave at the beginning of May, but plans have had to be changed, partly because of the shortage of regular supply teachers. Cover for class 5O has now been arranged in</p>	

	<p>house. It is not an ideal solution, but shows how the school will always pull together when needed.</p> <p><i>Q. Is there a problem with employing unqualified teachers?</i> <i>A. Many schools have unqualified teachers now. They have the university training but have not used it. They are monitored closely.</i></p>	
6	<p><u>PARENT SURVEY</u></p> <p>The results of the survey were issued to governors, and discussed.</p> <p>A quarter of parents responded to the survey. All the responses were anonymous.</p> <p>The survey is put together by governors from looking at surveys from previous years and considering any areas of the school they wish to research. The survey is referred to the Heads before it is issued to all the parents of the school.</p> <p>Ofsted did comment during their recent inspection, that parents were good at coming forward to speak to them with positive feedback. This needs to be balanced against some of the comments received in the survey.</p> <p>PWL are planning a link visit on behaviour and perceptions of bullying at Mayfield. This will be a timely response to some of the concerns raised in the Survey. In particular, the Ofsted inspection did not throw up any concerns about bullying but some parents have reported concerns. Likewise, behaviour issues have been highlighted by the Survey, at least in terms of the comments made.</p> <p>The school has many children with emotional and complex needs. It is a national situation where more children are displaying these traits and a lot more children showing on the Autistic spectrum. This could be because more children are being diagnosed, and parents are more aware of it. However the school feels that there is also some work that can be done by parents, as some children have no boundaries at home. This covers all social backgrounds. The School has tried to run Parenting Courses but there has been very little uptake.</p> <p>Two other points were discussed as requiring some further action by the School.</p> <ul style="list-style-type: none"> • General academic results reported to parents more. It is unsure whether parents want the results for the school as a whole or for their child individually. • Spirals – there is some confusions amongst parents over what this is. More information should be given to parents. <p><i>Q. Comparing with the data from 3 years ago, how do the responses to ‘does your child feel safe in school’ compare?</i> <i>A. I don’t think we have compared the responses just yet, but it will be interesting to see if things have changed.</i></p> <p>Some children don’t feel unsafe, they are just not able to cope with distractions in class. When boundaries are put in place with the disruptive children, some parents will complain to the school that their child has been spoken to by a grown up and that it has affected their well being.</p>	

	<p>Some of the points made in the survey can be used as targets in the School Development Plan for next year.</p> <p>Parents will be sent a response to the survey, highlighting some of the headline figures, but not the comments. The governors will also comment on how they are planning to respond to the results and the comments.</p> <p>The governors discussed how the data will be presented to parents and whether it should be compared to previous years. Many of the questions were new and were not asked in previous parent surveys so it is not possible to compare all the answers.</p> <p><i>Q. Was the survey translated into other languages for those families who do not have English as a first language?</i> <i>A. Not this time. It has been translated into Bengali in the past but was overlooked this time. This is a valid point and will be considered in future surveys.</i></p> <p><i>Q. What happens with parent teacher meetings. Do EAL families miss out?</i> <i>A. No. The teachers will get in touch with them individually and arrange to meet in person. The family will often bring an older sibling to the meeting to translate.</i></p> <p>Anna invited governors to come forward to the role of Equality and Diversity governor which has become vacant on Richard Kerridge's resignation from the GB.</p> <p>Anna and Paula will meet to gather the information to be presented to parents and share with the governors. At the next meeting of the GB, we shall discuss Link Governors and roles off the GB, as there are a lot of new faces on the GB.</p>	Anna, Paula
7	<p><u>OFSTED FOLLOW UP</u></p> <p>The draft for the Ofsted report has been viewed and approved, but the Heads are not able to comment on it yet. Hopefully it will be ready for the next meeting.</p> <p>Once it is published by Ofsted it will issued onto the website. Anna will write to the parents at this time.</p>	Anna
8	<p><u>SAFEGUARDING</u></p> <p>Alison reported to the GB that Stephen will be joining the safeguarding team, and Liz Stow who is working with the Inclusion team while Ciara is on maternity leave, will also be completing the DSL training.</p> <p>New governors will be completing the safeguarding training via the video link they have received.</p> <p>An audit for the LA will be completed this term. This will be online and reasonably quick and the last audit was thorough. The Heads have no concerns they need to raise.</p>	

9	<p><u>ANY OTHER BUSINESS</u></p> <p>SATs will be taking place the 9th – 12th May. A timetable has been made for staff invigilating that week and governors were asked to come forward if they were able to help out on any of the days.</p> <p>Louise noted who was available on what days so that they could be contacted: Solma – on Weds and Thurs Rehana – Thurs and Fri Andrew – Tues Clare – Weds Fri</p> <p>Anna will attend on one day to monitor the whole process and make a report to the GB.</p>	
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The meeting closed at 7.40pm

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