



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Tuesday 6th June 2023 at 6.00pm

Attendance

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

Actions are highlighted in **RED**.

| | | |
|-----|--|----------------------|
| 1&2 | <p><u>APOLOGIES AND DECLARATION OF INTERESTS</u></p> <p>Apologies received from Andrew, Jessica, Clare and Alison were accepted. Ciara and Sarah were unable to attend due to their maternity leave and sabbatical.</p> | <u>Action</u> |
| 3 | <p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes from the last meeting on the 29th April were looked at and any actions discussed.</p> <ul style="list-style-type: none"> Academisation – Will, Patrick, Jessica and Anna have formed a group to look into the idea of the school being part of an academy. The financial aspects are being made a priority. Anna, Paula and Stephen are meeting on the 7th June to discuss the outcomes of the parent survey and the how to go forward with any concerns that were raised. | |

| | | |
|---|---|--------|
| | <ul style="list-style-type: none"> • Anna wrote to parents after the Ofsted report was issued to the school, with a brief review, thanking parents for their continued support. <p>The minutes were approved as a true account of the meeting.</p> | |
| 4 | <p><u>GOVERNOR ISSUES</u></p> <p>Link Governors With many new faces on the GB in the last few months, the Link governor allocation needed to be reviewed. Governors were invited to come forward for any of the available subjects shown in the list issued with the agenda.</p> <p>Anna and Louise made a record of the changes and new links. Louise will send out the brochure for Link visits and will update the subject leaders in September.</p> <p>(Paula left the meeting)</p> <p>Committees The committee list was distributed with the agenda, showing expected vacancies from September. With two new Co-opted governors expected to join in the new academic year, some of the vacancies would be filled. Guilherme will be moving from the Personnel committee to PWL.</p> <p>Governors were invited to come forward and join the Salaries committee which normally meets once a year. The committee approve the suggested salaries for the commencing academic year. A short minute is required to be taken for the meeting. The Committee can often be asked to convene at short notice, due to time constraints for approval.</p> <p>HTPM committee – Anna has chaired the panel for a number of years and encouraged the governors to join the committee. In previous years other governors have joined and for various reasons have had to leave without completing their cycle. Serin stepped forward to join the Panel. Anna will contact Serin and Jessica with more details of this year’s cycle.</p> <p>GB Dates for 2023-2024 The dates of meetings for the next academic year were distributed with the agenda. All meetings were based around the previous years date, with school holidays taken into account. The first two meetings were swapped over so that the FGB will take place before the personnel committee meeting. Louise will update this and distribute the new dates.</p> <p>Governor Training No one had completed any new training since the last meeting. Governors were made aware that the Governor Hub website has a good range of courses for governors and a new brochure will be issued in September.</p> | Louise |

| | | |
|---|---|--|
| 5 | <p><u>HEADTEACHERS' REPORT</u></p> <p>Due to Paula's absence Stephen talked through the Headteachers' report which had previously been distributed to the governors.</p> <ul style="list-style-type: none"> • The PWL committee will be carrying out their link visit on 23rd June. The focus is on behaviour and bullying. • The number of EHCP students has risen over half term from the 27 reported, to 28. The additional one is a child currently in the school, for whom an EHCP had been applied. 6 new enquiries from outside Mayfield for placements are being dealt with currently. • In Ciara's absence Ann is busy, but appreciates the team work from other members of staff. The Heads are happy with how the Inclusion Team is adapting to changes, with Liz Stow supporting on one day each week. <p>Attendance figures are up from January, but are still below the target. Low figures in one or two year groups are caused by a single child having extensive off. There has also been a lot of illness in school.</p> <p>Stephen explained what is considered as an unexplained absence. Persistent unexplained absences are monitored as it may be a safeguarding issue; similarly, persistent late collection from school and late arrival at school.</p> <p>Currently the school has not charged any parents for unauthorised absences. County set the target for school attendance. Attendance is a major focus of the DFE and is scrutinised by Ofsted.</p> <p>Attendance letters are sent out termly to those parents with attendance below target. Some governors commented how certain parents find this annoying, as their children have only taken time off as a genuine sickness absence. Stephen explained that schools are required to send this information out as a matter of duty, and the letters are intended as a notification to parents of their child's attendance percentage.</p> <p>The governors discussed this issue asking when a child should be kept off school sick and examples of absences which are authorised. The GB asked whether the letters – which are automatically generated - could be filtered to not target parents whose children have been absent due to sickness.</p> <p>Exclusions – Stephen explained that a session is classed as a morning or afternoon and clarified the difference between an internal and external exclusion (now referred to as a suspension) and how the two are differentiated.</p> | |
| 6 | <p><u>SAFEGUARDING</u></p> <p>There were no matters to discuss regarding safeguarding. The annual audit is due this term. The Safeguarding Team continues to meet weekly.</p> | |

| | | |
|---|---|--|
| 7 | <p><u>REPORTS FROM THE COMMITTEES</u></p> <p>PWL Judith read a report from Alison regarding the last committee meeting. Link visit planned for 23 June. (Judith left the meeting)</p> | |
| 8 | <p><u>MONITORING REPORTS</u></p> <p>Reports were distributed to the FGB for SATs, MFL (modern foreign languages), and Maths.</p> <p>Anna – SATs – governors who helped out with invigilating were thanked. There was no visit from the County. Anna is happy that the procedure for SATs is thorough.</p> <p>Alison – Maths – A report was completed from the template, following a visit and meeting with the maths lead Liz Stow.</p> <p>Anna – MFL – Anna was very impressed by the language taught in school, and has suggested a visit to a Y7 languages class where the topics from Y6 are often repeated.</p> | |
| 9 | <p><u>ANY OTHER BUSINESS</u></p> <p>The staff BBQ was explained to governors as many have not attended before. The GB meeting beforehand will start at 6pm not 6.30 as previously advertised.</p> | |

The meeting closed at 7.25pm

The next meeting of the full GB will be on **Monday 17th July 2023**, for the SDP review, and end of year Staff/ Governor BBQ.