



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Monday 11th September 2023 at 6.00pm

Attendance

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

Actions are highlighted in **RED**.

1	<p><u>APOLOGIES AND DECLARATION OF INTEREST</u></p> <p>Jessica and Patrick informed us they would be joining the meeting late.</p> <p>No apologies were received from Rehana, Serin or Eugene.</p>	Action
2	<p><u>ELECT CHAIR</u></p> <p>The governors unanimously voted Anna to be chair for the next year.</p> <p>Vice Chair Anna intends to stand down as Chair of the Governing Body in 2 years (end of academic year 2024/25). She invited governors to nominate someone from among them as Vice Chair. It will be important for succession planning that someone becomes familiar with the work of the Chair and acting as Vice Chair is an excellent way to do this.</p>	

5	<p><u>GOVERNOR ISSUES</u></p> <p>Register of pecuniary interests The governors present checked and signed their pecuniary interests for the coming year. Louise will follow up with those who were not present, to check that we have an accurate and up-to-date record.</p> <p>Committee Terms of Reference The Terms of Reference had previously been circulated to each reporting committee and approved. The GB accepted the terms for this year.</p> <p>Committee and Link Governor List Jack will be joining the Resources committee and Graeme will be joining Personnel. Stephen and Sarah will be sharing the committee between them.</p> <p>Governor Expenses Policy Approved with no changes.</p> <p>GB Vacancies The only vacancies currently on the GB are for 3 co-opted governors. Louise will get in touch with LA School Governance to advertise the vacancies.</p> <p>Standing Orders Approved with no changes.</p>	Louise
6	<p><u>HEADTEACHERS' REPORT</u></p> <p>The Heads' report was not circulated to Governors before the meeting. Sarah presented the report to the GB and it will be circulated with the Minutes of the meeting.</p> <p>The main issues in the report were:</p> <ul style="list-style-type: none"> • New members of staff and changes in staffing since September. • Staff have completed the first training sessions on STEPs – the therapeutic behaviour management programme the school follows. • Year Group visits for this term have been planned and are listed in the report. • Sarah has re-affirmed the school commitment to Spirals of Inquiry and has had an opportunity to talk to parents about the programme at Meet the Teacher Evenings. This is in response to an issue raised in the GB Parent Survey. Year 6 teachers completed their spirals chats with their new classes in the Summer term. • Year group figures – the school is over admitting in one or two KS2 classes, due to the lack of school places in these year groups in the area. 	Louise

	<ul style="list-style-type: none"> • Reception parents have been encouraged to apply for FSM. Some are still yet to apply so figures shown on the report are not the expected numbers. • The school has 30 children with EHCPs – the highest it has ever known. <p>Q. The report shows a jump in the number of EHCP children, why is this? A. The DSC (Deaf Support Centre) children were not included in the last figures issues but the number is rising as more EHCP applications are expected.</p> <p>Q. With so many EHCPs is there enough resourcing? A. Not always. We have to make best use of the resources we have. The funding does not cover the staffing required. Appeals come through, and we have to give a good reason why we feel we would not be the best setting for a child. However if we are directed to take a child by County we cannot refuse.</p> <p>The amount of training and the medical care that staff need to provide for some of the children we have with EHCPs is significant. There is certainly a higher number of children coming to school in Reception who are not yet potty trained.</p> <p>Q. When is academic data discussed? A. Data is discussed at the PWL Committee meetings. The last one in the summer term includes end of year assessment and SATs data.</p> <p>Louise will send out the PWL minutes of the last meeting to Jack and Graeme to bring them up to date.</p> <p>The approach to pupil assessment in school will be the topic of a GB training session in the new year.</p>	Louise
7	<p><u>PAY POLICY UPDATE</u></p> <p>Kate sent the draft Pay Policy to Anna and the Heads in the week.</p> <p>Anna talked through the policy and the changes which have been set by the government for staff pay. The GB approved the policy as it stands.</p> <p>The Salaries committee will meet after the 13th October to discuss and approve any salary rises proposed through the system of threshold payments and any recommendation from the Headteacher Appraisal Panel.</p> <p>Q. Is the school running at a loss? A. Yes but we have had a cash flow loan which we can pay back over 3 years. We are on track to pay it off in this time.</p>	Salaries Committee

8	<p><u>SAFEGUARDING</u></p> <p>The link to the training has been send out to staff and governors today. Sarah asked all governors to watch the training and inform Sarah, Kate and Louise when they have watched it.</p> <p>Safeguarding policy The draft policy was sent out to governors. Sarah highlighted some changes. She has updated the names and information particular to the school. The updated policy was approved and should be published on the website.</p> <p>Anna mentioned the policies which governors need to read on My Concern. Policies will be sent out to new governors in the coming weeks. She emphasized the importance of reading through the safeguarding policy by all staff and governors.</p> <p>(Patrick arrived)</p> <p>Safeguarding is very time-consuming and must take priority. The Safeguarding team meet weekly in school, and discuss any concerns and actions. They are very thorough in record keeping. MyConcern is a helpful platform but information still needs to be entered promptly and updated regularly.</p> <p>Patrick completed a compliance check of the school website last Spring and will complete another before the next GB.</p>	<p>All Governors</p> <p>Sarah</p> <p>All Governors</p> <p>Patrick</p>
	<p><u>ANY OTHER BUSINESS</u></p> <p>Another Quiz Night has been planned with the PTA for Friday 13th October from 7pm -10pm. Anna has met with the PTA to discuss the evening and start to make arrangements.</p> <p>There is a change of date for the Personnel Committee meeting due to the Acting Chair being absent on the scheduled date. The meeting will now take place on Tuesday 26th September.</p> <p>There is a 'Just giving' page for the PTA, so we can claim the tax back on donations. It is worth pushing this form of donating to the school. Suggestions were made of a wish list for parent contributions.</p> <p>At the meeting with the PTA a range of projects, small. medium and larger scale were discussed, so that the PTA can target their funding and fundraising to optimum effect.</p>	

The meeting closed at 7.40pm
The next meeting of the full GB will be on **Wednesday 1st November.**