



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Tuesday 4<sup>th</sup> June 2024 at 6.00pm**

**Attendance**

|                         |    |                          |    |
|-------------------------|----|--------------------------|----|
| Sarah Stepney (Head)    | ✓  | Ann Nicholls             | ✓  |
| Anna Chaudhri (Chair)   | ✓  | Andrew Monteath          | ✓  |
| Stephen Atkinson        | AA | Serin Dabb               | ✓  |
| Alison Cox              | AA | Eugene Krasnikov         | ✓  |
| Patrick Gosling         | ✓  | Solma Erfan              | ✓  |
| Ciara Murray            | ✓  | Rehana Kousar            | NA |
| Graeme Cooper           | ✓  | Will Taylor              | ✓  |
| Jack Rudin              | AA | Guilherme Zulke-O'Connor | ✓  |
| Louise O'Gorman (Clerk) | ✓  |                          |    |

Actions are highlighted in **RED**.

|   |  |                      |
|---|--|----------------------|
| 1 | <p><b><u>APOLOGIES AND DECLARATION OF INTEREST</u></b></p> <p>There were no interests to declare.</p>  | <b><u>Action</u></b> |
| 2 | <p><b><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></b></p> <p>The minutes from the last meeting on the 25<sup>th</sup> April were circulated with the agenda for the GB's approval.</p> <p>There were no actions outstanding from the meeting. The minutes were approved.</p>  |                      |
| 3 | <p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>Link Visits</b><br/>The link visit for the Personnel committee is Thursday 20<sup>th</sup> June, where the committee will look at staff welfare.</p> <p>PWL will hold the link visit they had planned on e-safety until the Autumn term.</p> <p><b>Committees</b><br/>The committees will be revised in September.</p> <p><b>GB Dates for 2024/2025</b></p> |                      |

|   |   |     |
|---|---|-----|
|   | <p>The dates for FGB and Committee meetings for 2024/2025 were issued. The majority of meeting dates matched those of this year with the school holidays and any training days taken into account. The first two meetings of the year were swapped to allow for the Pay Policy to be prepared.</p> <p><b>The governors should look over the dates and let Louise know of any errors or essential amendments.</b></p> <p><b>Governor Training</b><br/>         Andrew completed training on online safety. It included cyber fraud and online security. There were no areas that he felt the school was not covering. Patrick confirmed this with his online safety background, and a review of the school website and procedures.</p> <p>If the school were to be victim to an online threat, the ICT and Data Protection officer would be contacted in the first instance.</p> <p>Governors commented that they have received some sales emails to their @mayfield account from unknown companies. Though individual email addresses are not issued on the school website it is not difficult for someone to figure out the pattern used for Mayfield email addresses. If in doubt about unsolicited emails, simply delete them.</p>   | All |
| 4 | <p><b><u>HEADTEACHER REPORT</u></b></p> <p>Sarah presented the Head’s report for the last month, which had been distributed via email earlier.</p> <ul style="list-style-type: none"> <li>• KSI SATs are not compulsory and do not have to be reported to DFE.</li> <li>• Multiplication checks being completed in Year 4 and Year 6 SATs were completed successfully.</li> <li>• The NHS Mental Welfare Team, have completed a digital workshop with Year 6 and a friendship workshop with Year 5. The team have been extremely helpful with advice when Sarah has approached them with any issues.</li> <li>• School staff are currently being trained up for Microsoft TEAMS as the school is transferring to cloud based storage.</li> <li>• Those people who volunteered a reduction to their hours and 1 person who does not want to accept redundancy have now been offered hours which have become available from September. 34 hours in total have been offered out to the 8 employees.</li> <li>• Trinity College is supporting our library, by sending us students completing work experience. This means the library will continue to be open at lunchtimes. This scheme was introduced by Jo Caisova who has contact with the college.</li> <li>• The classes will be re-named next year taking on a new format. Classes will not be named after class teachers initials, instead adopting a name which will stay year on year. The format will be easier in terms of admin and also reduce difficulties when teachers leave mid year. Staying with the nautical theme the classes will be the year group and then Port or Starboard.</li> <li>• Alan the Mini G is returning! After being part of the trail around Cambridge the Mini G decorate by the children will be returned to us next week.</li> </ul> |     |

|          |   |                         |
|----------|---|-------------------------|
|          | <ul style="list-style-type: none"> <li>• One child in school is finding school structure difficult. Measures are in place to help the child.</li> </ul> <p>Figures for Y6 destination schools in the Autumn term will be confirmed in September. Many of our children this year have a space at Chesterton Community College.</p> <p>Some governors suggested that we should make more of our principle feeder school to Chesterton CC in our marketing, e.g on he website. We could prepare a short statement on our leavers’ destinations once these are conformed as well as a note of congratulations to the Year 6s and good wishes for their future.</p> <p>It was pointed out that Chesterton may not be the ideal setting for some of our children, and we would not want to offend any children who do not get a place at the school. <b>Anna and Andrew will draft a brief statement for approval.</b></p> <p>Numbers in school are good with year groups being full in all but Reception and Year 4. Reception intake for September is looking at PAN.</p> <p>2 prejudice related incidents have been reported as children are more mindful of what happens in the world. This is not always the older year groups making such comments. All incidents of this manner must be reported to County.</p> <p>Q. What happens if the parent agrees to the prejudice comments a child makes?<br/>A. It would be reported as a safeguarding concern. There are routes and protocol to follow if a parent encourages the prejudice behaviour in school.</p> <p>Q. Are you having discussions with children around the election campaign?<br/>A. Year 6 will be following it and they look at the news daily.</p> | <p>Anna,<br/>Andrew</p> |
| <p>5</p> | <p><b><u>STAFFING UPDATE</u></b></p> <p>This matter was also commented on with the Headteacher’s report. In addition:</p> <p>The Redundancy Panel met for a hearing regarding a member of staff who wanted to withdraw their voluntary redundancy. A decision was made, and a letter of resolution has been issued to the staff member.</p> <p>The panel were asked if they felt well supported by EPM during the process, which they did.</p> <p>Staff have been issued the staffing plan for the next year.</p> <ul style="list-style-type: none"> <li>• Emily Roberts, complete her second year of ECT, will be moving to Reception from Y1.</li> <li>• Stephen will be in class 2 days a week in Year 5.</li> <li>• Sarah will be teaching in Year 1 on Friday each week.</li> </ul> <p>Q. As well as the college you also have money coming from the EHCPs. Do the staff as a whole understand why we have had to go down the redundancy route?<br/>A. Yes it has been explained to them.</p> <p>Teachers are required to hand in their resignation by the end of May, should they wish to leave at the end of the school year. No teachers’ resignations have been received.</p>  |                         |

|   |  |  |
|---|--|--|
| 6 | <p><b><u>SAFEGUARDING</u></b></p> <p>Sarah reported that an annual audit of My Concern is being completed, which will feed into the Local Authority audit that needs to be completed very soon and presented to the GB at the last meeting of the term.</p> <p>The Leadership team have signed up to an NSPCC course on mobile phone use in schools as it is becoming more common for children to have phones in school.</p> <p>PWL will complete a Link visit on digital safety in the Autumn term.</p> <p>Ali wrote a report previous to the meeting on some issues discussed at the PWL.</p> <p>Q. You sent an email to parents asking children not to bring phones to school – did that work?</p> <p>A. Children can bring a phone to school; it is not ideal but we appreciate older children walking home themselves may need a phone for safety. Phones are collected and handed to the Head or Deputy Head who keep them locked in the office until the end of the school day.</p>   |  |
| 7 | <p><b><u>SEND REPORT</u></b></p> <p>The Inclusion Team sent out a report on SEND prior to the meeting.</p> <p>The New Intake for reception 2024 has many children with high needs, 1 of whom requires specialist care. Another child is waiting for a place at a specialist provision but there is no space. They will come to us for Reception year as we are their catchment school, and hopefully have a place at a specialist school for Year 1. There is 1 child who has a place in the DSC (which is funded separately) but also has Autism and will require a second adult.</p> <p>Toileting needs are also a high need in this intake. From initial feedback 20 children need help with toileting and at least 5 children are still in nappies. This is in addition to children with SEN. Helen Mountford has been visiting the nurseries and gathering information from the settings they are currently at. The situation may improve come September as the children may become more able in their toileting.</p> <p>Q. How does this compare to previous years?</p> <p>A. It has become worse since Covid. Especially the toileting. The school nursing team have been providing interventions to help families and this will be brought to the attention of parents at the New Intake Evening on the 13<sup>th</sup> June. Families are becoming more conscious of the mess potty training can make at home and therefore decide to keep them in nappies for longer, letting the schools train them. Without potty training being followed through at home, the child will continue to have accidents.</p> <p>Parents are giving the reason of the difficulty toileting with mental health and emotional difficulties. This of both the child and the parent. Ciara will talk at the New Intake Evening and let parents know of the expectations with potty training. Deliberately leaving a child in nappies and restricting development could be viewed as a safeguarding matter.</p> <p>The Inclusion Team are getting little response from the LA SEN Team with support in getting the EHCPs completed. A number are still pending throughout the school.</p> |  |

|    |  |      |
|----|--|------|
|    | <p>Q. Is it true that County have received 30% more EHCP applications this year compared to previous years?<br/>A. This is true yes.</p> <p>The governors had a discussion on the numbers concerned with SEN numbers nationally. Andrew drew our attention to the most recent report by the Institute of Fiscal Studies.</p> <p>Q. How will it work with space in the room, when more adults are required? (Reception)<br/>A. It is going to be tough and we will be monitoring it. As soon as it becomes an unsafe space we will be getting in touch with County.</p> <p>Q. With these numbers are we still in deficit for the year?<br/>A. Yes, at about £6K.</p> <p>Anna thanked the Inclusion Team for their ongoing hard work, commenting that it was obvious children are happy at Mayfield and benefit being here.</p>  |      |
| 8. | <p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p><b>PWL</b><br/>Alison could not be present at the meeting, and forwarded a brief report for the governors from the committee meeting at the beginning of May.</p> <ul style="list-style-type: none"> <li>• A link visit will be made in the Autumn term on digital safety.</li> <li>• Policies were reviewed with the new Positive Behaviour policy being looked into in September.</li> </ul>   |      |
| 9. | <p><b><u>MONITORING REPORTS</u></b></p> <p><b>SATS</b><br/>A number of governors were able to help with the SATs invigilating which was appreciated. Mayfield staff were congratulated on the manner and efficiency in which the tests were run.</p> <p>Anna has written a report, commenting on the high standard of organization, and providing comments on areas which may require some attention. There was nothing of concern to report and protocol was followed throughout.</p> <p><b>Financial Processes</b><br/>Anna and Graeme visited Kate in February and completed a report of the financial processes in school. <b>Anna has written the report and issued it to Kate and Graeme for them to approve before distribution.</b></p> <p>The level of compliance at Mayfield is high and Kate is knowledgeable of her job and the changes happening. She is a great record keeper and always has the information required to hand. Kate works well with EPM on Payroll.</p> <p>They considered a back up plan on what would happen if Kate were to fall ill or not be in school. The possibility of members of the admin team being trained on some areas was put forward as a possible support to Kate.</p> | Anna |

|   |  |        |
|---|--|--------|
| 8 | <p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>Grievance Policy</b><br/>This policy had previously gone to Personnel and been approved before being issued to the staff. No feedback was made by the staff.</p> <p>Louise noted some errors noticed by a governor which she will take to Kate. Pending compliance the FGB were happy with the policy, and approved it unanimously.</p> <p><b>Future Training Focus</b><br/>Anna invited ideas for a training focus at future meetings.</p> <ul style="list-style-type: none"> <li>• Volunteer training – with more volunteers coming into the school, could governors complete some training with them? Show them around the school, etc. Currently Rachel Barnes has recorded training which is issued to volunteers, but some in person interaction may be appreciated.</li> <li>• E-Safety – Staff governors commented on the NSPCC training the leadership team are completing, and whether there is any training the governors could complete of a similar nature. <b>The NSPCC can be contacted to see is any training would be suitable, taking into account the length of the training and the timing.</b></li> </ul> <p><b>Staff &amp; Governor BBQ</b><br/>The annual end of year Staff/Governor BBQ will take place on Monday 15<sup>th</sup> July from 7pm. Governors bring salads, staff bring dessert or drink and the school provides the BBQ food for the event.</p> <p>Before the BBQ the governors will meet at 6.30 to approve the SDP for the following year.</p> <p><b>An invitation will be sent out for the BBQ nearer the time.</b></p> | Anna   |
|   |  | Louise |

The meeting closed at 7.35pm

The next meeting of the Full GB will be on Tuesday 4<sup>th</sup> June at 6pm.