



## MAYFIELD PRIMARY SCHOOL

### Meeting of the Full Governing Body

Tuesday 14<sup>th</sup> January 2025 at 6.00pm

#### Attendance

Sarah Stepney (Head)	✓	Ann Nicholls	✓
Anna Chaudhri (Chair)	✓	Andrew Monteath	✓
Stephen Atkinson	✓	Serin Dabb	✓
Alison Cox	AA	Eugene Krasnikov	✓
Patrick Gosling	✓	Rehana Kousar	NA
Ciara Murray	✓	Will Taylor	✓
Graeme Cooper	AA	Guilherme Zulke-O'Connor	---
Jack Rudin	✓	Louise O'Gorman (Clerk)	✓
Ellie Taylor	✓	Rachel Biltcliffe (Observer)	✓
<b>Associate Members (no rights to vote.)</b>			
Kate Challis	---		

Actions are highlighted in **RED**.

1	<b><u>APOLOGIES AND DECLARATION OF INTEREST</u></b>  Anna welcomed everyone to the meeting and wished them a Happy New Year.  Apologies were received from Alison, Graeme and Eugene ahead of the meeting. No apologies were received from Rehana.  There were no conflicts of interest declared.	<b><u>Action</u></b>
2	<b><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></b>  The minutes of the last meeting held on the 6 <sup>th</sup> November had been distributed prior to the meeting.	

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	<p><b>Actions</b></p> <p>The SEND report was sent out to governors by Ciara after the previous meeting.</p> <p>The Academic Research Group report from 2023 was distributed with the agenda for this meeting and will be discussed in Any Other Business.</p> <p>There were no other outstanding matters.</p>	
3	<p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>New Governor</b></p> <p>Rachel Biltcliffe was attending the meeting as a prospective Parent Governor.</p> <p>Everyone at the meeting introduced themselves.</p> <p>Rachel has two children in school and is currently on maternity leave from her role as Assistant Principle at Parkside Community College, where she is also a Designated Safeguarding Lead (DSL.) She plans to resume this role when she returns from maternity leave and hopes that being a governor will help in understanding the running of a primary school, in comparison to secondary.</p> <p>Rachel will join the PVWL committee which does currently have vacancies.</p> <p>The governors voted, and agreed unanimously that Rachel would be a suitable candidate for a parent governor.</p> <p><b>Louise will start the paperwork and administration required.</b></p> <p>Anna brought up the matter that she is stepping down from Chair of the GB at the end of the school year. It is her intention to remain a governor at Mayfield and will be able to advise the incoming Chair coming in on any matters.</p> <p>Jack is considering stepping up to the role, however is aware that his daughter would only be at Mayfield for 1 more year. He would like someone to take a Vice Chair role alongside him as he doesn't feel he could put as much time into it as Anna does. Responsibilities could be divided between the Chair and Vice Chair.</p> <p>Anna suggested a new chair being elected at the beginning of the Summer term, to take office in September. This would allow time for a good handover.</p>	Louise
4	<p><b><u>HEADTEACHER REPORT</u></b></p> <p>The Head's report was distributed to the governors the day before the meeting with updated figures for the new term.</p> <p>The Behaviour policy is being updated in line with Cambridge Therapeutic Thinking and involves a new concept for the Individual Risk Management Plans written in school for children who need them.</p>	

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	<p>The school itself is feeling very settled. The Mental Health and Welfare team are coming to do sessions with year 5 and 6 which have previously been successful.</p> <p>Premier Sports are still coming into school while Spirals conversations take place with all the children. The school decided to continue having them in as the benefits of the conversations to children and teachers outweighs the cost.</p> <p>Dave Hulme has started as caretaker, following the retirement of Bob Taylor at the end of the Autumn term.</p> <p>5 new starters have joined the school this term, and the number on roll is currently at 400.</p> <p>Sarah was questioned over numbers in Year 4, 5 and 6 which are oversubscribed. In two of these year groups this is because the final place was offered to twins, who count as one place in admissions.</p> <p>Any future applications to join these year groups would be considered on an individual basis, as it is not normally desirable that any year group should exceed 60 children.</p>	
5.	<p><b><u>OUTCOME OF INDEPENDENT REVIEW PANEL</u></b></p> <p>Sarah, Ciara and Anna attended an Individual Review Panel held by the Local Authority to review the decision to permanently exclude a child from the school.</p> <p>Sarah has the power to permanently exclude a child from the school, but the decision is then reviewed by a governor's panel. The governors agreed with Sarah's decision but the parent did not, and the matter was taken to an Independent Review Panel (IRP) at the LA.</p> <p>The panel questioned whether Anna should have chaired the panel, but ultimately the LA panel upheld the exclusion.</p> <p>They were satisfied that the best decision had been made. All paperwork completed and held by the school is thorough and the only concerns were with the tone of the Independent Review meeting</p> <p><b><u>PROGRESS OF A FORMAL COMPLAINT</u></b></p> <p>In relation to the permanent exclusion, the parent put in a formal complaint to Sarah as per the Complaints Policy. It was then taken to Anna for investigation and has now gone to Stage 3 of the procedure where a panel of governors review the investigation. The panel met last week and are drafting out a letter to the parent with their decision.</p> <p>The next step is that the complaint can be taken to the DfE who will look into whether processes have been followed.</p> <p>If the child is permanently excluded it is the responsibility of the LA to find alternative provision.</p>	

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	<p>If it did get to the point where we had not got the appropriate governors for a panel, governors could be sourced from another school.</p> <p>Those involved in the Complaints Panel were unable to tell the GB of their final decision, as no letter has yet been sent to the parents of the child concerned. This will be sent tomorrow</p> <p>Q. When is the Behaviour Policy reviewed next? A. It will go to the PWL committee at the next meeting and then to FGB for approval.</p> <p>From the recent exclusion, it has been questioned as to how much restraint staff can use on a child.</p> <p>The school has received training in Escort and Guiding as the LA advises that Restraint training is not necessary in school. Their advice is that as soon as a child receives physical intervention, the LA must be contacted, and they will visit the school and advise on the next steps. However, is unlikely that the LA will have the capacity to visit the school.</p> <p>It is acceptable to guide a child with a 'closed mitten' to the safe space or where you need them go.</p> <p>Smaller children in school tend to run and require more intervention than guiding.</p> <p>Should there be a situation where a child is in danger and physical intervention is required to keep them safe, the member of staff should expect a lot of questioning regarding the matter.</p> <p>Duty of care is a priority. In the absence of any more recent guidelines from the DFE, the relevant document which allows proportionate intervention should a child be at risk of harming themselves or others, is that of 2013, 'Use of Reasonable Force in Schools.'</p> <p>Sarah and Anna thanked everyone who has worked on the case. It has taken a lot of extra work and time under difficult circumstances.</p>	
6	<p><b><u>MONITORING REPORT ON COMPUTING</u></b></p> <p>A report was distributed to the governors following Eugene's link visit on Computing and IT.</p> <p>It was asked whether the PTA would be able to help with funding for computing / robotics in this department. Ruth Best is the Computing Lead and would be the best person to speak to about this.</p> <p>The PTA are meeting on Monday to discuss their 'From the Flames to the Future' report on the best ways their fundraising can be spent on the school.</p>	

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	<p>How the money is spent is their choice, and they do approach the school for suggestions. Andrew will share the report at the Resources Committee meeting on Monday.</p> <p>Serin is planning a Link visit on English soon and will be contacting Helena about this.</p>	
7	<p><b><u>SAFEGUARDING</u></b></p> <p>Alison was not present at the meeting to report on any safeguarding.</p> <p>The Local Authority are having an Ofsted and CQC (Care Quality Commission) investigation on SEN. Schools can be selected for them to visit in relation to the inspection. It is not known whether Mayfield will be one of them at this point.</p> <p>A Health and Safety audit is to be completed soon.</p>	
8	<p><b><u>SEND UPDATE</u></b></p> <p>Ciara updated the governors on what is happening in the Inclusion team. Currently on roll we have 33 pupils with an EHCPs. 10 of these are within the DSC. A lot of applications for EHCPs are in process.</p> <p>Much of Ann and Ciara's day is spent with children in class, leaving little time for them to complete other tasks. Outside interventions are being brought in where possible, to help.</p> <p>We are a Cambridge Therapeutic Thinking (CTT) school and the paperwork needs to be updated to their protocol. The school was complimented on how tight and detailed the paperwork is at Mayfield. In spite of our Individual Risk Management Plans not being entitled Therapeutic Plans, there is no doubt that the way the plans are constructed and the level of detail in them does conform to the CTT guidelines. It is a matter of changing paperwork and this may involve considerable time for Ciara. Governors asked whether this was really time well spent but we appreciate the need to be compliant.</p> <p>A tribunal has been held regarding an appeal for a child that attends Mayfield. Ciara was a witness for the appeal and presented a detailed case with all the relevant paperwork on what provisions are in place for the child. The tribunal was not critical of the school and any decision made after the outcome will come from the LA.</p> <p>Q. Is there any indication that the LA are changing the funding for SEN? A. No indication but we believe it is being looked into. With the LA under investigation it will hopefully be considered.</p>	

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	<p>Ciara and Sarah are attending an Inclusion summit on Monday and will be asking questions regarding this. The lack of funding is affecting both the staff, and the pupils.</p> <p>There was a discussion on how funding is unfairly 'shared' between schools and how some schools are refusing to consider some higher needs children. Visits have been made by parents to Mayfield who have been advised to consider a place with us by their catchment school.</p>	
9	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The matter of the school becoming part of an Academy Trust was investigated some years ago. A rA group of governors did some further research on what was available locally towards the end of 2023 and Anna re-distributed their paper to Governors for this meeting. It is this time at Sarah's instigation, following a meeting with the CB4 Heads Cluster that we feel we should once again consider the possibility of changing from a local maintained school to an academy and joining a Trust.</p> <p>Anna is getting in touch with other academies. She has spoken to the Saffron Trust in Saffron Walden and is trying to get in touch with Eastern Learning Alliance, which Chesterton Community College is part of.</p> <p>The Saffron Trust is based in Essex but would be interested in having a Cambridgeshire school join them. It was suggested that Sarah met with the Heads of the primary schools in the trust. They would also like to come and speak to the Governing Body and see if Mayfield were a good fit for them.</p> <p>Q. How do the finances work with academies? A. There is a slight difference. A Trust will take a top slice of our budget to provide central services.</p> <p>The central services and support in an academy would be beneficial. We receive little or no support as things stand at the LA at the moment. In an academy trust we would have the support of other schools. At a CB4 Heads meeting a local school with a big financial deficit was saying that if they were less in debt they would be looking at joining an academy. However, with the situation they are in, they will be looking at special measures. We are running a deficit budget at Mayfield for the first time and it has already grown since we made initial projections. We should not allow it to become much larger.</p> <p>If we go into a Multi Academy Trust (MAT) we cannot back out. Once the change is made, it is a permanent one.</p> <p>Some staff job roles would change – especially in Leadership. A concern was also raised that some members of staff would not want to be part of a MAT and may leave Mayfield as a result.</p>	

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	<p>Anna emphasized that it is difficult for a small school to stand alone in this climate – and it is getting worse. It would be wise to look into academisation while we can.</p> <p>Anna will have discussions with other MATS in the area and she asked that the GB bring forward any questions they may have.</p>	
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Meeting closed at 8.00pm

The next Full Governing Body meeting will be on **Wednesday 26<sup>th</sup> February at 6.00pm**

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