



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Monday 16th September 2024 at 6.00pm

Attendance

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

Actions are highlighted in **RED**.

1	<p><u>APOLOGIES AND DECLARATION OF INTEREST</u></p> <p>No apologies were received for the meeting. Alison and Patrick notified the GB in advance that they will need to leave early due to other commitments.</p> <p>Anna welcomed the governors to a new school year.</p> <p>There were no interests to declare.</p>	<u>Action</u>
2	<p><u>ELECT CHAIR</u></p> <p>Anna informed the GB that she was willing to continue as Chair of the Governing Body for the coming year. However she announced in a letter to the GB, which was distributed with the agenda, that she intends to step down as Chair at the end of the school year. Anna will have been Chair for 7 years and feels it is the right time for the GB to have a change of lead.</p> <p>She also invited nominations for Vice Chair, where there has been a vacancy for some time. This would be an ideal first step for anyone interested in taking the chair, as it would allow someone to learn what the Chair does.</p> <p>The vacancy for Chair can be advertised on Governors for Schools. The GB was happy for an advert to be put on the website. Louise will look into this.</p>	Louise

	<p>There was, however, some concern expressed about having a governor from outside the school take on the role of Chair. Ideally someone would be a member of the GB for some time to familiarise themselves with the school and the role. The Governing Body would need to vote in a Chair once Anna steps down.</p> <p>The time scale needs to be set, so that we are not left without a Chair in September. Easter would be an ideal time to have the next Chair elected, and for a handover to take place in the Summer Term.</p> <p>The forthcoming quiz night on the 11th October could be a good opportunity to encourage parents to step forward as governors. Previous events have proved very successful in this respect.</p>	
3	<p><u>MINUTES OF THE LAST MEETING</u></p> <p>The minutes from the meeting on the 15th July were distributed with the agenda and considered by the FGB.</p> <p>Louise had forwarded the numbers for secondary schools to Anna.</p> <p>Sarah Callaghan the new Director of Services for Education is planning to visit the school on the 7th October. Sarah wants the visit to be very positive with a focus on SEN funding and allocation of children, forging a strong relationship with the LA and ensuring the LA understands how their processes work in schools. Kate and Sarah are preparing a document to go through with her at the meeting. Anna plans to attend the meeting and will email Sarah Callaghan beforehand to introduce herself.</p> <p>Some systems in place are not well adapted to schools and are difficult to understand. Some programs are stuck on the old server following the update in the Summer term and we are unable to use them.</p>	Anna
4	<p><u>GOVERNOR ISSUES</u></p> <p>Register of Pecuniary Interests The governors signed the pecuniary interests for the following year, and noted any changes. Louise will update these on the Governor Hub.</p> <p>Link Governors The latest version of the Link Governor allocations was distributed with the agenda. Some of the subjects are without a governor but this was not felt as an urgent matter. It would be best to fill these gaps once any new governors have been appointed.</p> <p>Louise will update the document with any monitoring visits that have taken place in the summer term.</p> <p>Committees There had been some movement and vacancies arising from governors who have left the GB during last academic year (Jessica and Solma). There are vacancies on some of the committees and governors were invited to join an additional committee if they are willing and able to do so.</p> <p>Standing orders Checks need to be made to ensure all the 's' in Headteachers was removed.</p>	<p>Louise</p> <p>Louise</p>

	<p>Terms of Reference Previously reviewed by each committee, and approved for the coming year.</p> <p>Expenses Policy Approved with the amendment of 'Co Headteacher'.</p>	
5.	<p><u>HEADTEACHER REPORT</u></p> <p>Sarah reported to the GB:</p> <ul style="list-style-type: none"> • Baseline assessments have started throughout the school. • Staff meetings have had a focus on writing and how to improve it throughout the school. This is an Aim on the School Development Plan. • Learning with Parents is a new homework platform, taking over from Seesaw. It is not completely digitally based and homework can be completed with parents and reported back to teachers on the platform. • Behaviour attitudes – another Aim on the SDP - children have settled well into the new year, with no occurrences to report. • Personal Development – Premier Sports are coming in to take the children for sports sessions while Spirals conversations take place. Sports Premium funding is being used to pay for this. • Leadership and Management – The school is currently recruiting LSMs. The vacancies were advertised over the summer holidays. 2 people have been interviewed, but only 1 hired. The school is advertising the posts again, and 2 applications have been received so far. • 1 child has joined the school from out of LA who has SEN needs. The EHCP is pending. The paperwork submitted by the previous school was rejected as it was not ready. The Inclusion team are re-writing the EHCP paperwork and submitting it again. The child was allocated a place at the school through the usual process. <p>(Patrick left the meeting)</p> <ul style="list-style-type: none"> • Pupil numbers – 10 children left after the summer term and went overseas. • Both Y5 and Y6 have 61 in, with another 2 appealing and a waiting list. • Census is on the 10th October, and pupil numbers are forecast to be 400, slightly down on where we would like to be. • Some children who have been allocated a place, have not yet started as they are not in the country yet. • SEND – 33 children have EHCPs with 9 pending. This will be the highest number of EHCPs we have ever had in school. <p>Q. Is there going to be a halal meal option available on the lunch menu? The same caterers are in Kings Hedges school and they have a halal option.</p> <p>A. It is not something that has been requested before. We would have to look into it. Would there be a difference in cost, etc. Currently children with a halal diet eat the vegetarian option. The caterers may consider numbers involved.</p> <p>The Attendance policy is changing. New guidelines were brought into effect on the 19th August. Holidays in term time cannot be authorised. No term time holiday will be allowed. Each case is looked at individually by Sarah and she considers whether the reason for the absence is exceptional. This does mean that penalty</p>	

	<p>finances will be issued for those taking unauthorised leave from school for 5 days or more. The penalty is also increasing to £80 per child, per parent from £60.</p> <p>Arriving late is unauthorised absence, and will be monitored. Contracts can be made for children who regularly arrive late or have attendance below 90%. The new process is proving very time consuming.</p> <p>It was suggested that we should try to harmonise holidays and training days with Chesterton Community College, as many siblings attend there. Chesterton have extended their Christmas holidays by a week, as they are an academy and are able to do so. Our school holidays are set by the LA and this would not be a possibility.</p> <p>Many families are asking for an extension to the school holidays set to take travel into consideration. Under the new policy this is unlikely to be allowed.</p> <p>The Attendance policy will go to PWL for approval.</p> <p>(Alison left the meeting)</p> <p>The Open Evening at IVC is during the Y6 residential week. It was suggested that we could contact the IVC to inform them of a possible clash on the calendar.</p>	
6	<p><u>SAFEGUARDING</u></p> <p>A link to the safeguarding training has gone out to all staff and governors.</p> <p>Governors were asked to complete the training ASAP and let Louise and Kate know once this has been done, so that it can be recorded by Kate on the SCR.</p> <p>The safeguarding policy is due for updating and all governors will need to ratify it. Sarah will send out the updated policy as soon as possible.</p> <p>The updated policy should be a standing item on the agenda for the first GB every September (Louise).</p>	<p>Governors, Louise</p> <p>Louise</p>
	<p><u>MONITORING REPORTS</u></p> <p>Two reports were distributed to the FGB with the agenda. These were following the monitoring visits which had taken place in the Summer term.</p> <p>(Rehana left the meeting)</p> <p>Health and Safety</p> <p>During the visit a fire drill took place. There were some points for discussion. Anna and Jack have spoken to Kate about this, and proposed some changes. There are several recommended action points within the report.</p> <p>A fire drill will take place before the next Resources committee meeting, to give feedback on the changes made. At that meeting the report will be reviewed to see what progress has been made against the Action Points.</p> <p>Louise to add the H&S Report / Review of action to the agenda for the next meeting of the Resources Committee.</p> <p>The Health and Safety committee have not yet met this year.</p>	

	<p>A suggestion was made for the bus to be taken away and a good playground facility for KS2 to replace it. This suggestion will be put to the PTA, to see if they could fund the new equipment.</p> <p>Feedback from the PTA Much of the money raised last year has been nominated for projects around the school. Last year they focused on the swimming pool area. A suggestion for this year is the quiet area.</p> <p>Personnel Link Visit The report from the visit was distributed to governors with the agenda. The committee will meet again to check on the progress following the visit. The PTA could possibly fund the requested new radios.</p> <p>Two members of staff are still designated EAL mentors, helping those who need extra support with language development and settling in to a new school culture.</p> <p>(Will left the meeting)</p>	
	<p><u>FINANCIAL UPDATE</u></p> <p>Kate had sent out an update earlier in the week regarding the school's financial situation currently. She was frustrated not to be able to give an accurate figure at present because of the system not being up to date.</p> <p>Q. Does Kate keep a back up of documents? A. She does have a certain amount of back up. Some items are stuck in the migration of the new financial system and cannot be accessed. The ICT service is aware and trying to sort this out for us. We are trying to reduce the practice of keeping paper records but it is recommended that Kate keeps an informal record of headline figures, so that she can keep governors updated on finances and performance against projected outturn in a year when we are projecting an end-of-year deficit.</p> <p>Ray Byford had advised that the LA would fund the redundancy payments, but nothing has been received yet. The case has been submitted, and it has been chased. We have been told we need to include this cost in the cash flow and an increase in the cash flow loan may be necessary. A meeting may be called of the Resources committee in the next week if an extension to the loan is required.</p>	
	<p><u>ANY OTHER BUSINESS</u></p> <p>A confidential matter of a member of staff's salary was discussed.</p> <p>It was questioned whether this was a matter for the Governing Body to decide on; normally it would not be but Sarah felt the need to bring the matter forward because of the additional strain on budget this year.</p> <p>The Governors approved what was being requested.</p>	

Meeting closed at 8pm. The next meeting of the Full Governing Body is on Wednesday 6th November at 6pm.

