



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Wednesday 6th November 2024 at 6.00pm

Attendance

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

Actions are highlighted in **RED**.

1	<p><u>APOLOGIES AND DECLARATION OF INTEREST</u></p> <p>Serin and Guilherme sent their apologies before the meeting, which were accepted.</p> <p>There were no interests to declare.</p> <p>Before going ahead with the meeting any further Anna introduced Ellie Taylor who is interested in joining the Governing Body.</p> <p>Ellie has been in Cambridge for 2 months, and has a background in marketing. She is currently studying for a degree.</p>	<u>Action</u>
2	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes from the last meeting on Monday 16th September were distributed with the agenda.</p>	

	<p>A meeting was held with Sarah Callaghan. Sarah said that she would write to us in response to what was discussed at the meeting before the end of term, but nothing has been received.</p> <p>Louise will ensure the pecuniary interests and link visits are up to date.</p> <p>Q. Why were the numbers of pupils joining the school this year down? A. Last year we had some children join for the first few weeks then leave to attend University Primary School. UPS were continuing to make decisions about admissions after the summer break. Sarah spoke to the Head before the summer about this.</p> <p>This year numbers have been steadier. Some children have left since the start of term to join other schools, but not as many as last year. A number of children left reception at the end of last year to return abroad and this has meant numbers in Year 1 are low.</p> <p>The minutes were approved and signed by Anna.</p>	
3	<p><u>GOVERNOR ISSUES</u></p> <p>Quiz night The PTA and governors held a quiz night on October 12th and ticket sales were excellent. Although the event is not primarily intended to raise money for the school, the PTA made some funds from it.</p> <p>Succession planning Ellie Taylor came forward via the LA, to join the Governing Body. Another parent has shown interest in joining us and Anna is meeting with her next week.</p> <p>Anna intends to stand down as Chair at the end of the year, and wishes governors to come forward to take on the role. Anna plans to stay on the GB when her time as Chair ends, which should assist transition.</p> <p>Monitoring visits Eugene completed a recent visit at lunch time. The visit was not planned but Eugene was in school on another matter, and it seemed fitting. He had checked with Sarah previously that it was ok.</p> <p>Eugene wrote a report on the visit, which was distributed to the GB.</p> <ul style="list-style-type: none"> • On the visit some children were asked to rate their meal, and the results were good. • There were some comments from children saying the chips were not cooked through. The chips were tested and they were cooked, but as they are oven cooked not deep fried, the texture may have been different to what children are used to. • Many children had chosen not to have beans, salad or peas with the meal. This was their choice. The option to have them is there. • Some children complain they are hungry to their parents but it was concluded that the food is there for them to eat, but many are in a hurry to get back outside and play. <p>Compliments were made to the chef who is friendly and encourages the children to eat well. Children are allowed seconds if the portions allow. School meals are priced at £2.60 and for the quality of the food they receive that is considered good value. The contract with Lunchtime had previously come to an end and the school decided to extend the contract because we are satisfied with the catering.</p>	

4	<p><u>FINANCE UPDATE</u></p> <p>Kate couldn't be present at the meeting but spoke to Anna earlier in the day and she left a handover report with Sarah.</p> <ul style="list-style-type: none"> • Nothing has been heard from County regarding the reimbursement of redundancy costs. The school continue to chase this. £32K will be coming out of the payroll, which will cause cash-flow issues. • The current deficit outturn at the end of the year is approximately £40k more than predicted. • Most of the cost of the teachers' pay rise has been covered by the DFE. • A Support staff pay rise has also been agreed. • The Government is giving £38K towards extra payrise costs. • SEND funding is forecast to be higher than budget due to EHCPs coming through during the year and delays in actually receiving the money from the LA. • Lettings are looking good, raising essential funds for the school. • New LED lighting in classrooms which will be funded, should improve energy consumption throughout the school. <p>Interviews will take place for the new caretaker on the 19th November. Applications were shortlisted and candidates have been contacted.</p> <p>Parents were informed before half term that gate will no longer be opening early in the morning, and instead will open at 8.45 when children will line up and go straight to class with their teacher. The school can no longer provide safe staffing levels for the numbers of children who are arriving early and this has been explained to parents.</p> <p>For the 2 mornings the later opening time has already gone ahead, the children have come into school calmly and the operation has run smoothly.</p> <p>Some families have been in touch with the school as they have not been happy with the new set up. The school does have a breakfast club in which has spaces for parents needing to leave their children earlier.</p> <p>'With current funds as they are our focus is to provide a good education and not additional child care.'</p>	
5.	<p><u>HEADTEACHER REPORT</u></p> <p>The report was sent out to the Governing Body prior to the meeting.</p> <ul style="list-style-type: none"> • There has been a good uptake on the Learning With Parents education platform and parents have engaged well with it, giving them an insight into how things are taught in school. • Focus assessments have taken place in writing and data has been added to OTrack. After the next update at the end of the next unit it will become clearer where progress has been made and where the gaps are. • Some staff meetings for CPD have taken place. • Sarah joined the Y6 on their residential for the first few days and many commented on how impressed they were with their behaviour and attitude. • Rachel Barnes has taken on PE lead. She has focused on sports events with other schools and the morning clubs funded by pupil premium. 	

	<ul style="list-style-type: none"> • Lisa Valla is coming to do a session with the leadership team. • There is some concern as to when the caretaker's house will be available to the new caretaker. There was a discussion on where we stand with the house and what happens if it is not vacant. Further advice will be sought. • The current whole school attendance rate is 96.4% <p>Q. Can we liaise with other schools regarding training days so that they can match and reduce the childcare problems caused by different holiday dates?</p> <p>A. Term dates are set by County and training days are often similar among schools in the area. Secondary schools do differ slightly and many are academies and not constrained by the term time dates County set.</p>	
6	<p><u>PAY POLICY</u></p> <p>The draft pay policy was distributed the day before the meeting. The proposed policy is set to go to parliament on Friday, and if agreed the policy presented to the GB will require no changes.</p> <p>Changes in the policy have been highlighted.</p> <p>£38K is coming from the government to help fund pay rises.</p> <p>Governors approved the draft policy and the proposed pay rises unanimously.</p>	
7	<p><u>SEND UPDATE</u></p> <p>Ciara reported to the governors on SEND matters. The report previously sent out was not the correct one, and Ciara will update the GB with the current figures.</p> <ul style="list-style-type: none"> • The school currently has 33 EHCPs, 10 of which are DSC. There are 9 more in process of application but these are encountering delay. • There are 6 children who require intensive support for which the school is not yet receiving funding. <ul style="list-style-type: none"> ○ In Reception there is 1 child whose behavioural difficulties are significant. Parents welcome the support for the child and the family which Mayfield is providing. ○ Year 1 – a child arrived in September from out of county. The initial EHCP application was refused, but has now been re-written and submitted by us. The child has full-time 1 to 1 for safety. ○ Year 2 – there are 4 children who require intensive support: 1 EHCP is in process and 3 are new to the school. • The school has 5 children who should be in specialist provision for their high needs, however places are not available. • Additional funding is being sought for a child requiring 2 to 1 support. • Another child whose mother initially rejected an offer of specialist provision, is now keen to pursue this. <p>The school expressed its concern that staff may not be able to cope, should a situation arise when not all staff are in school. In the light of staff reduction and the higher numbers of high-needs children, this situation may deteriorate further.</p> <p>Ciara has made a personal request to the Acorn project for a child who has come to us from the Ukraine. The child is not a refugee, but is struggling and is clearly suffering from trauma.</p>	

	<p>Cavendish School (a local specialist provision) takes children from Year 3 who are working around the correct level for their year group.</p> <p>Castle school are already full for September 2025.</p> <p>Q. Do you think there will be more funding coming? Are there people who you should be able to contact to discuss this?</p> <p>Feedback from what is being heard on the news is reflecting how parents approach the school and the Inclusion team. In these cases a provision map with full costing of the required support, is shown to the parents. They are being shown the funding we receive and the costs involved. Most parents are not aware of the cost to the school and believe the government funds all costs.</p> <p>For a child in receipt of full funding, which comes to around £16K, the school must fund the first £6K. £16K does not cover the cost of a LSM.</p> <p>At the beginning of the school year it was arranged that on Tuesdays Ciara would have been doing PPA cover in the morning, however she is now doing interventions in various classrooms.</p> <p>Q. Do you need governors to support you in the challenging meetings with parents? A. They happen out of the blue. It is very 'in the moment' when the parent is angry.</p> <p>Ciara and Ann were thanked for the update and their continued hard work leading the Inclusion team.</p> <p>Ciara will send the SEND report to Louise for distribution to the GB.</p>	Ciara, Louise
8	<p><u>SAFEGUARDING</u></p> <p>The current Safeguarding workload is manageable. Alison will meet with Kate to go through the Single Central Record soon.</p>	
9	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>PWL Attendance Policy The new policy was discussed at PWL and requires approval from the FGB. The policy was approved. The new policy follows the guidance which came into effect in August from the Local Authority.</p> <p>Resources Best value statement The statement has been looked at by the Resources committee, and will be signed off for another year.</p> <p>Statement of internal control Graeme made some changes as advised by the LA guidance. The governors approved the revised statement.</p> <p>Q. Last year academisation was discussed. What was the outcome? A. There was a committee which looked into this, and it was decided that there were only some realistic options in the area. Research was done and a paper misrelated to Governors at the time.</p>	

	<p>For primary schools the funding is not as great, but you do have the support from other schools. There was further discussion on this.</p> <p>Anna will re-circulate the report from the previous research that was undertaken. From there questions can be drawn up to ask at any meetings with an Academy Trust.</p> <p>The salaries committee have not been able to meet yet. Arrangements are being made for the committee to meet soon and discuss, staff pay.</p>	Anna
	<p><u>ANY OTHER BUSINESS</u></p> <p>(Ellie left the meeting.)</p> <p>The governors unanimously voted for Ellie Taylor to join the GB as a Co-Opted Governor.</p>	

Meeting closed at 7.59pm. The next meeting of the Full Governing Body is on Tuesday 14th January at 6pm.