



**MAYFIELD PRIMARY SCHOOL**

**Meeting of the Full Governing Body**

**Thursday 6<sup>th</sup> November 2025 at 6.00pm**

**Attendance**

Sarah Stepney (Head)	✓	Ann Nicholls	✓
Jack Rudin (Chair)	✓	Andrew Monteath	✓
Anna Chaudhri (Vice Chair)	✓	Serin Dabb	✓
Stephen Atkinson	✓	Eugene Krasnikov	AL
Alison Cox	✓	Will Taylor	✓
Patrick Gosling	✓	Rachel Biltcliffe	AA
Ciara Murray	✓	Kate Webb	✓
Graeme Cooper	✓	Aylin Ertik Usug	AL
Ellie Taylor	✓	Louise O’Gorman (Clerk)	✓
<b>Associate Members (no rights to vote.)</b>			
Kate Challis	---		

Actions are highlighted in **RED**.

1	<p><b><u>APOLOGIES AND DECLARATION OF INTEREST</u></b></p> <p>Apologies were received in advance of the meeting from Rachel.</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 meeting on the 23<sup>rd</sup> September were approved by the FGB with no outstanding matters arising.</p>	

Signature \_\_\_\_\_

Date \_\_\_\_\_

	<p>Louise will pass the minutes on to Kate to load onto the school website ahead of the consultation meetings on Monday.</p> <p>(Aylin arrived)</p>	Louise, Kate
3	<p><b><u>GOVERNOR ISSUES</u></b></p> <p><b>Quiz Night</b> The annual quiz night arranged by the governors and the PTA is planned to take place on Friday 7<sup>th</sup> November. This will be a social event for the Mayfield community, which governors are encouraged to attend.</p> <p><b>GB Vacancies</b> There is currently 1 vacancy on the GB for a co-opt governor and 2 vacancies for parent governors.</p> <p>Governor services have put a potential governor in touch with us who <b>Jack will be meeting with next week.</b></p> <p><b>The 2 parent governor vacancies will be advertised in the following week.</b> Appointing parent governors follows timeline and formal protocol, where parents have the option to nominate themselves. Should an election be required governors are not involved in the vote.</p> <p><b>Link Governors</b> The Link governor list was distributed, and the vacancies discussed. Governors were invited to volunteer to cover the vacant subjects. The document was updated.</p> <p>Declaration of interest – Aylin informed the governors that she is employed by an engineering company who are working with a cabinet office looking into school governance and education. Aylin explained the aims and thoughts of the plan. This matter will need to be discussed in depth at another time as it could be a conflict of interest. <b>Jack and Anna will speak to Aylin and the issue will be looked into and researched outside of the GB meeting.</b></p>	<p>Louise</p> <p>Jack, Anna, Aylin</p>
4	<p><b><u>HEADTEACHER REPORT</u></b></p> <p>This item was not covered at the previous meeting due to time restraints. Sarah has updated the Headteacher report, which was made available to governors.</p> <p>The report comments on the headings covered by Ofsted; Achievement, Attendance and Behaviour, Personal Development and Well Being, Leadership and Management</p> <p>Sarah and Louise will be looking at pupil attendance in greater depth next week, assessing figures from the beginning of term. Sarah will speak to parents of children with attendance of 90% and less. The conversations will be to make the parents aware of how just a short time off can have a big impact on their attendance. At this time of year illness is the main reason for absence.</p>	

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Date \_\_\_\_\_

	<p>There is protocol set by the Local Authority for dealing with attendance issues. A supportive chat with the parents is often more beneficial than a letter which can create a barrier and damage the home school relationship.</p> <p>Our school PAN is 420. Gradually over the years numbers on roll has decreased. This is largely due to the current Year 2 being an extremely low in number cohort. It is believed this was a low birth year as other schools also have low numbers in this year.</p> <p>The LA will not discuss funding that is owed to us and will only ask the school how they are saving money. They suggest that due to the low year group, we go to 13 classes.</p> <p>The school is going over in other year groups to increase pupil numbers, especially in situations with siblings in Year 2.</p> <p>The Year 6 residential took place before half term and was successful.</p> <p>The school had a financial audit.</p> <p>We discussed the heading bullying investigation and felt this was misleading.  Sarah will update this to better reflect what it means.</p>	
5	<p><b><u>SAFEGUARDING</u></b></p> <p>Alison completed a report in September following her safeguarding visit with Kate.</p> <p>Governors were encouraged to watch the safeguarding training video, and let Sarah know when they completed it.</p>	
6	<p><b><u>REPORTS FROM THE COMMITTEES</u></b></p> <p><b>PWL</b>  A short meeting took place in September which mainly involved policy reviews.</p> <p>PWL will be meeting on Monday to discuss data.</p> <p><b>Resources</b>  Andrew discussed in highlight the debt the school is in. The debt has increased considerably due to the EHCP funding which has not yet been received from the LA (approx. £63k)</p>	

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Date \_\_\_\_\_

	<p>Kate Challis has produced a report highlighting where the debts were coming from, to be taken to Lucy Scott at the ELA. Teacher pay rises were another area not funded for by the LA.</p> <p>Ciara spoke about the cases where EHCP funding is owed. The school is owed over a year's funding for all 9 EHCPs which are pending. We are unsure if we can hold the Local Authority to account on this and what the legal position is. <b>JR to seek advice.</b></p> <p>The governors discussed how this is not acceptable and Kate has been asked to document everything so that the school has evidence.</p> <p><u>Best Value Statement</u> The committee looked at the Best Value Statement and agreed that it can be taken to the FGB for approval. Approval was given by the Full Governing Body.</p> <p><u>Statement of Internal Control</u> The Statement of Internal Control was approved by the Full Governing Body.</p>	
7	<p><b><u>ACADEMISATION UPDATE</u></b></p> <p>The consultation for academisation is in progress.</p> <p>A parent meeting took place on Monday, and Anna has been available to talk to staff 2 days this week. Further consultation meetings will be taking place next Monday for staff and parents separately. <b>Reminders of these meetings will be sent out via email.</b></p> <p>The ELA are going ahead with due diligence, and have requested a finance meeting. Other meetings will have to take place also, such as safeguarding, curriculum and SEND.</p> <p>Anna has requested their 2023/2024 accounts and has been looking at Trust Board minutes and governance structures.</p> <p>Anna plans to give a due diligence update at the next meeting on the 20<sup>th</sup> November.</p> <p>The consultation finishes on the 16<sup>th</sup> November.</p>	Louise
8	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The salaries committee met to review proposed salary changes. The changes were approved.</p> <p>The committee suggested items regarding the salaries committee and Terms of Reference be discussed at the next meeting:</p> <ul style="list-style-type: none"> <li>To remove the Salaries sub-committee and authorise the Head to proceed with salary updates according to the documented process without a need for the Salaries sub-committee to rubber-stamp it.</li> </ul>	

Signature \_\_\_\_\_

Date \_\_\_\_\_

	<ul style="list-style-type: none"><li>• The Head to report to the FGB when the salary updates have occurred, confirming the same details the committee would have passed, and confirming that the process has been followed.</li></ul> <p><b>This will be added to the agenda for the next meeting.</b></p>	Louise
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Meeting closed at 8.05pm.

The next Full Governing Body meeting will be on **Tuesday 13<sup>th</sup> January 2026 at 6pm**  
with an extra ordinary meeting scheduled to take place on **Thursday 20<sup>th</sup> November at 6pm.**

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Date \_\_\_\_\_