



MAYFIELD PRIMARY SCHOOL

**Meeting of the Full Governing Body
Tuesday 13th January 2026 at 6.00pm**

Attendance

Sarah Stepney (Head)	✓	Ann Nicholls	✓
Jack Rudin (Chair)	✓	Andrew Monteath	✓
Anna Chaudhri (Vice Chair)	✓	Serin Dabb	✓
Stephen Atkinson	AA	Eugene Krasnikov	✓
Alison Cox	AA	Will Taylor	✓
Patrick Gosling	AA	Rachel Biltcliffe	✓
Ciara Murray	✓	Kate Webb	✓
Graeme Cooper	✓	Aylin Ertik Usug	NA
Ellie Taylor	✓	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>Apologies have been received from Alison and Stephen which were accepted.</p> <p>Late apologies were received from Patrick who had work commitments.</p>	<u>Action</u>
2	<p><u>MINUTES OF THE LAST MEETING AND MATTERS ARISING</u></p> <p>The minutes for the 6th November were approved as they were.</p> <p>The minutes from the 20th November were discussed, with some comments made about the limited discussion on some matters. Governors were invited to comment on the content of the minutes.</p>	

Signature _____

Date _____

	<p>The minutes were approved. Both sets of minutes will be added to the school website.</p>	
3	<p><u>GOVERNOR ISSUES</u></p> <p>Prospective Governor The prospective governor was invited to the meeting but did not respond to the email or attend. He will be invited to the next meeting.</p> <p>Terms of Reference – Salaries committee The terms were looked at at the last meeting but it was suggested that some changes should be made going forward.</p> <p>The salaries committee feels there is little understanding on what is needed to be discussed at their annual meetings, and a suggestion was made that the GB give the Head the authority to proceed with salary updates.</p> <p>A governor on the salaries committee suggested that:</p> <ul style="list-style-type: none"> • 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. • 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. <p>A discussion was had on whether it is instrumental to have a subcommittee to discuss salary.</p> <p>The item will be discussed at a further meeting when Patrick is present. Louise will add to the agenda.</p> <p>Governors were invited to join the salaries committee as there were vacancies. Ellie and Rachel came forward to join Will and Patrick on the committee.</p>	Louise
4	<p><u>SAFEGUARDING</u></p> <p>A lockdown procedure for the school will be written. Previous discussions resulted in a full Lockdown Policy and Procedure being too costly to the school and the needs of the children and staff not being met.</p> <p>Sarah will report back when a procedure has been agreed.</p>	
5	<p><u>LINK GOVERNOR VISITS</u></p> <p>It was requested that Link governors who have not had a visit completed in their subject in the last couple of years, get in touch with Stephen to arrange a meeting with their subject lead.</p> <p>The data for Link Governor Visits was shared with the governors after being updated at the meeting on the 6th November.</p>	

Signature _____

Date _____

	<p>Louise will ask Alison when the last Safeguarding visit was completed and how frequently they are completed. Louise will update this information on the Link Governor Visit list.</p> <p>Serin will swap English with Jack for Foundation Stage.</p>	Louise
6	<p><u>HEAD'S REPORT</u></p> <p>Sarah produced the Heads report which was distributed to governors in the days leading to the meeting. It covered:</p> <ul style="list-style-type: none"> • Year 4 class teacher and English lead going on maternity leave at the end of January. Sarah will take over English Lead until her return. • English and maths assessments are being completed. • Maths club has started again for Y6 in preparation for the SATs in May • Attendance is being looked at in the next couple of weeks, with letters being sent to those with attendance under 90% and phone calls being made. • Amazing numbers attending choir this term - 74 children. Year 5 and 6 choir pupils will be attending the West Road concert again this year. • There has been 1 internal exclusion since September, and 8 suspensions from 5 pupils. This was not recorded in the report. When a child is suspended their plans need to be updated before their return. <p>Sarah asked the governors for their approval for classes in KS2 to go to 31. Both Year 5 and 6 classes are accommodating 31 and there are waiting lists in all year groups from Y3 to 6. Over admitting would increase numbers on roll. If this were to be agreed, PAN would remain the same but we would over admit. The governors were happy for this to go ahead.</p> <p>Q. Do you do any English boosters for the SATs or is it just maths? A. English is a focus for all the class. There is not an extra club or session for it. A higher impact will be made on English and writing after Easter.</p> <p>Q. (To Sarah) How will losing your English lead impact you? A. Sarah is heavily involved in English already and is confident she has a good overview of the subject.</p>	
7	<p><u>BUDGET AND RECOVERY PLAN</u></p> <p>A finance meeting was held last term with the ELA and Mayfield.</p> <p>To apply to join an academy, the DfE requires a 3-year deficit recovery plan. The plan needs to show how the cumulative deficit will be recovered in 3 years. The governors are concerned that the money spent on learning support is considerably more than the funding being received.</p> <p>Sarah is meeting with Girton Glebe, and a representative from Cavendish School this week to discuss possible changes that could be made to save money. Sarah and Kate will then look at and putting together a deficit recovery plan</p>	

Signature _____

Date _____

<p>The prospective deficit recovery plan will be brought to Resources on Monday 19th January. In order to get the plan into the Local Authority on time, the Resources committee would need to approve the plan at this meeting - there would be no time to bring it to Full GB. JR requested permission from the Resources committee to make this decision.</p> <p>It was decided because of the interest in this plan and the time implications that the Full GB could attend the meeting on Monday 19th which will be held in person at 6pm.</p> <p>Louise will send out an invite to everyone for this.</p> <p>Sarah and Kate will start to draw up a deficit recovery plan which once approved by governors will need to go to the Local Authority for their approval. If redundancies are needed, the governors need clarity about who pays for them. Mayfield or the Local Authority?</p> <p>Sarah has spoken to a member of staff whose role would change in the recovery plan which has been put together.</p> <p>Sarah has a meeting planned with a Local Authority manager for Mayfield. It was requested that she asks them about policy guidelines which say the Local Authority does pay for redundancies but not early retirement. Can they confirm this?</p>	<p>Louise</p>
<p><u>ACADEMISATION UPDATE</u> (Serin left)</p> <p>Anna sent out prior to the meeting, the update on the due diligence which has taken place for academisation. She highlighted some points:</p> <ul style="list-style-type: none"> • The agenda for the next Advisory Board meeting requests a recovery plan to be presented (which has been previously discussed.) • Part of the due diligence process requires that minutes of FGB and other related meetings are sent through to the DfE. • A lot of the due diligence required has been completed by Mayfield. Anna is happy with the progress. • The ELA are completing visits to us for their due diligence, and are happy so far. • Vista Academy Littleport, will have their Ofsted report issued soon. • ELA have confirmed that support will be received for site management at Mayfield, should we academise with them. <p>Mayfield may not make the February deadline for an application with the DfE; the focus needs to be on getting the recovery plan in on time. If the February deadline is missed it may be that academisation would be complete for December 2026/ January 2027, and not the hoped September 2026.</p> <p>All governors were invited to raise any concerns or request a topic to be looked into concerning due diligence.</p> <p>It was requested that pay levels are looked into for LSMs within the ELA, as Girton Glebe pay differently to Mayfield. Would the ELA want us to align with them?</p>	

Signature _____

Date _____

	<p>Q. Can the ELA change the land? (referring to the bungalow)</p> <p>A. The school or the academy cannot sell assets in order to restore income. It is not expected for the bungalow to be sold, but as it is outside the land used by the children, it may be possible. If the land were sold, the capital could only be spent on this school, not the Trust. A question needs to be chased on this, and the response given by the ELA is being interpreted differently.</p>	
9	<p><u>SEN UPDATE</u></p> <p>The Inclusion Team added a document to the Governors Teams folder of the provisions in place for the children with EHCPs. This document is always being updated.</p> <p>A new column will be added stating how many hours each provision takes.</p> <p>Ciara will be attending the meeting on the 15th January with Girton Glebe.</p>	
10	<p><u>ANY OHER BUSINESS</u></p> <p>There was no other business to discuss.</p>	

Meeting closed at 8.05pm

The next Full Governing Body meeting will be on **Wednesday 25th February 2026 at 6pm**

Signature _____

Date _____