



MAYFIELD PRIMARY SCHOOL

Meeting of the Full Governing Body

Thursday 12th March 2026 at 6.00pm

Attendance

Sarah Stepney (Head)	✓	Ann Nicholls	✓
Jack Rudin (Chair)	✓	Andrew Monteath	✓
Anna Chaudhri (Vice Chair)	✓	Serin Dabb	✓
Stephen Atkinson	✓	Eugene Krasnikov	AA
Alison Cox	✓	Will Taylor	AA
Patrick Gosling	✓	Rachel Biltcliffe	AA
Ciara Murray	✓	Kate Webb	✓
Graeme Cooper	✓	Aylin Ertik Usug	AL
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 were received from Eugene, Rachel and Will.</p> <p>Ellie has been going to the Leys and Chesterton Community College doing some observations for her PGCE. It was agreed that there was no conflict of interest.</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 the 13th January were distributed to the FGB and approved. There were no outstanding actions.</p> <p>There was also an addition to the previously approved minutes of the 20th November, which the governors approved.</p>	

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Date _____

	<p>An action in point 4 had not been implemented as there was not anything to inform the community of. Anna will report to both parents and staff when an application has been submitted. A note will also be put on the school website. An application may be submitted at the end of March subject to the outcome of this meeting.</p> <p>Both minutes will be added to the school website.</p>	
3	<p><u>DEFICIT RECOVERY PLAN</u></p> <p>The Resources committee met on the 5th March to go over the proposed recovery plans and agree on a model to be presented to the FGB.</p> <p>All 3 budget recovery plans involved the need for redundancies. The budget needs to be presented to the DfE, showing that the school will recover its deficit in 3 years.</p> <p>Documents were sent to the FGB that morning after being updated following the meeting on the 5th March. Sarah presented the plan to the governors.</p> <p>She explained that EPM have been consulted with throughout the process and have confirmed that the school can refuse a member of staff redundancy if the costs were too great. It was a factor in the discussions had by the Resources committee. Some members of staff will cost too much to make redundant. EPM have approved the workforce reduction plan to be presented to the governors and have confirmed that the process we are running is compliant.</p> <p>(Aylin arrived)</p> <p>The budget was brought together with estimated funding amounts released by County and using pupils numbers from the October 2025 census. (Funding is determined for the commencing year from the pupil numbers in the October census.) It is thought that we will once again be at PAN in Reception for September 2026.</p> <p>Cost of living pay rises have been allowed for, but it needs to be considered that pay rises may not be funded at the full amount by the Local Authority which will affect the figures.</p> <p>Kate has calculated for 2 new EHCPs each year, which is thought to be very conservative. The DfE suggested we should not factor them in, which the school believes would not give a true picture. We were asked to do a budget on the worst-case scenario and Kate will add in a line on what it would look like without the additional EHCPs.</p> <p><u>Staff changes by staff type</u></p> <p>LSMs – There will be some reduction in hours from September due to named children leaving the school, and temporary contracts coming to an end. Two LSMs are reducing their hours when they return from maternity leave. These hours will not be replaced. Using the funding received from 3 EHCPs being equivalent to 1 LSM, a further 60 hours will need to be made redundant from September 2026.</p>	

Signature _____

Date _____

<p>Admin – As a safeguarding matter, 2 people should be at the front office all day. This includes covering first aid. Afternoon office cover (Admin 4) will be reducing to 3 afternoons from 5 when they return from maternity leave in July. A further 20 hours need to be made redundant from September 2026. There may be some staff redeployment, and staff are to be made aware that requests for voluntary redundancy cannot be guaranteed if the costs make it not worthwhile. If staff elect not to accept a change in role they may be made redundant.</p> <p>Sarah confirmed the new admin structure met the needs to provide health and safety cover and allows us to meet the needs of the school.</p> <p>Teachers – Various changes will be taking place from teachers reducing hours following their return from maternity leave, and PPA being covered by LSMs and SLT and not covered by teachers. There is some reduction in hours in the next couple of years through natural attrition. No redundancies are expected at teacher level this year.</p> <p>The paperwork sent to governors before the meeting in relation to the deficit recovery plan included a proposal on the reduction of workforce, including the timeline for redundancy consultation and the selection matrix should it be required. If the required hours are not accounted for through voluntary redundancy, the process will move to matrix.</p> <p>The school will check whether there is mention of redundancy costs in the matrix and use the model which will work the most efficiently.</p> <p>With this budget plan we would be in the black by the end of year 3.</p> <p>Q. Do staff know about what difficulties the school has with the budget? A. They are aware of changes. One PPA teacher has gone into the classroom and LSMs have been covering PPA for some time now. Conversations have been happening with some staff. It is thought this will be a shock to support staff.</p> <p>The opening balance on the budget (£187K) should be changed to the most recent figure (thought to be around £174K.)</p> <p>It has been asked by the LA why we do not combine 2 classes. Our numbers are too high to do this in a safe manner, and we would have to combine year groups. This is not an option.</p> <p>Losing staff is going to influence the staff community. We do not want to lose staff, but the Governing Body need to make budgetary decisions.</p> <p>The governors voted in favour of the deficit recovery plan with the changes in the workforce.</p> <p>Graeme will confirm the budget analysis and report back to the FGB.</p> <p>The governors voted in approval of the business plan.</p> <p>It was asked what the GB need to do in support of this going forward.</p>	<p>Kate</p>
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Date _____

	<p>There will be a consultation meeting for staff held on the 23rd March which a member of the governing body needs to attend, and a redundancy panel needs to be brought together. This panel cannot include Anna or Alison as they are on the Dismissal Appeals committee. Governors were invited to come forward.</p> <p>A pool of governors volunteered who will be called on when a date for the meeting has been decided. Four governors will be required for a panel. The pool consisted of Andrew, Serin, Graeme, Patrick, Ellie, Kate and Jack.</p>	
4	<p><u>ACADEMISATION UPDATE</u></p> <p>Given the approval of the plan, Kate will be asked to send Anna the final budget to be sent to the DfE, which upon approval will be sent to the DfE in an application to academise. It is hoped the application will be considered in April.</p> <p>A lot of the due diligence has happened and once the application has been submitted, we are in the hands of the DfE.</p> <p>ELA trustees have been meeting in regard to their due diligence.</p> <p>Anna has communications ready to go to parents and staff when they are needed.</p> <p>A discussion was had on when staff should be told about the application being made to the ELA. Before the Easter holiday or after? To advise staff of the application before the holidays may have it related to the changes in workforce, which staff will be informed of earlier in the week.</p> <p>At the staff consultation meeting on the 23rd March the FGB will explain that the plan has been brought together by request of the DFE and that we have been in discussions with ELA throughout the process.</p> <p>The same budget has been used for the DfE application for academisation and sent to the LA. Everything needs to go through the DFE and be approved by them before we can do anything related to academisation.</p> <p>Meetings will be held with staff during the day of the 23rd March. Sarah will confirm timings of the meetings once Anna and Jack confirm their availability.</p>	
5	<p><u>GOVERNOR ISSUES</u></p> <p>Prospective Governor There are currently 3 vacancies on the governing body. 1 Co operative governor and 2 parent governor vacancies.</p> <p>Louise and Jack are liaising with John who teaches at the Leys school and has approached us about joining the GB as a Co-opt Governor.</p>	

Signature _____

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	<p>Louise sent out an invitation to parents to join the GB. Recruiting parent governors follows a strict process and a timeline is adhered to. So far no parents have come forward showing interest. The deadline for nominations is the 17th March. The governors were asked for ideas for recruitment. Parent governors on What's App groups will send out a message and Louise will speak to the PTA, asking them to spread the word.</p> <p>A discussion was held on open grounds after school and the use of the new trim trail. The school will be revising the risk assessments in place for use of the school grounds. It will be looked into of who would be liable for the children's safety after school, if an accident were to happen?</p> <p>Salaries committee – Terms of Reference The last 2 times the committee has met, the point of the meeting has been questioned. The committee is requested to meet on a very short time scale, to agree something they do not have the information for, or proof that polciy has been followed. It is felt that some clarity is needed on what is required by the committee.</p> <p>Jack will talk to Will on what he suggests the committee is responsible for.</p> <p>Scheme of Financial Delegation Changes are required to this following the finance audit. It will be circulated to the FGB once it has been updated.</p>	<p>Louise</p> <p>Jack</p>
6	<p><u>REPORTS FROM THE COMMITTEES</u></p> <p>Personnel The Personnel Committee met on the 2nd February 2026. The Link visit which would have been scheduled for this term is being put on hold for now.</p> <p>Resources The committee looked at the SFVS since it was reviewed last year. The committee were happy that the school as adhering to that advised financial matters and the FGB approved the document to be submitted.</p>	
7	<p><u>HEAD'S REPORT</u></p> <p>Sarah gave a verbal report to the governors:</p> <ul style="list-style-type: none"> • Teacher observations have been completed and pupil review meetings have taken place. • Open classrooms happened after school last week. A chance for parents to come and see their child's workbooks before the parent teacher consultations next week. • School Cloud the online platform for parent consultations are taking bookings. So far there has been an 83% uptake on appointments. Some appointments are happening in person as not all parents can access the online platform. • Great numbers of children are attending choir and orchestra. 	

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	<ul style="list-style-type: none"> Choir members in Y4,5 and 6 are attending West Road concert before the Easter holiday. As Lizzie is moving into class she can no longer manage the choir before school, and so this would be reviewed for the Summer term. 	
8	<p><u>SEN UPDATE</u></p> <p>Exploring placement consultations – This is when the Local Authority gets in touch exploring placement for a child with an EHCP. Between 2023 and now we have had 36 placement enquiries and only 4 have come to us as they were parental preference. We have not said yes to any of them.</p> <p>All have moved on to a specialist provision or plan to move. 1 child who is finding everything challenging has been secured a placement at another provision.</p> <p>1 child who left at the end of the summer term is having another bad experience at another school.</p>	
9	<p><u>SAFEGUARDING</u></p> <p>Alison has a plan of what needs to be monitored going forward. When she has made a visit a report will be written and shared with the FGB.</p> <p>Some issues are being dealt with in school by the safeguarding team.</p> <p>The matter of absconding was raised at a previous committee meeting and whether there is a policy in place. There is not a policy for absconding, but risk assessments are in place for the children this may be a situation for.</p> <p>Ciara will write out the protocol for what to do if a child goes missing.</p> <p>Lockdown practice will happen within the school.</p>	Ciara
10	<p><u>ANY OHER BUSINESS</u></p> <p>There was no other business to discuss.</p>	

Meeting closed at 8.04pm

The next Full Governing Body meeting will be on **Thursday 30th April 2026 at 6pm**

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Date _____