

**Minutes of the Governing Body Meeting
held at Fairfield Primary School on Wednesday 28th September 2016**

Present

Ms S. Lewis, Mr J. Dunlop, Mrs A. James, Ms E. Scourfield, Miss B. Hurlstone, Ms Z. Lincoln,

1. Apologies for Absence

Mr A. Hanuk, Mrs K. Clarke, Cllr R. Cook

2. Election of Chairperson and Vice Chairperson

Elected unopposed as follows: -

Chairperson - Mr Jason Dunlop

Vice Chairperson – Ms Zoe Lincoln

3. Minutes of the previous meeting

A correct record

4. Matters Arising

Item 6 Learning Walks – these are encouraged as a result of the Scrutiny Committee recommendations – the minutes of the scrutiny committee meeting will be distributed to governors.

Item 7 School Data – this will be an agenda item for the next meeting when we have a full complement of governors.

5. Correspondence

- An email had been received from Mr R. Smith wishing governors all the best and thanking them for making him so welcome over the past years.
- A letter of resignation had been received from Ms C. Maher.

6. Headteacher's Report

See Appendix 1

- Ms Lewis informed governors that Mrs K. Lewis and Mr C. Johnson were the successful candidates in the parent governor elections.
- Mr Dunlop requested that the Governor Support Unit be contacted and asked if there was any formal recognition/award for long serving governors.
- Ms Lewis informed governors of the untimely death of Jennifer Hill, Director of Learning and Skills, due to a tragic accident while on holiday.
- CONFIDENTIAL ITEM
- Ms Lewis was asked if Fairfield had anti-extremism strategies in place. Ms Lewis replied that staff were involved in WRAP (Workshop to raise awareness of prevent) training at the beginning of the autumn term alongside annual safeguarding training.
- There was some discussion regarding the possibility of allocating the two remaining Inset Days together prior to a school holiday in an effort to reduce absences due to holidays in term time. Ms Lewis stated that, these two inset days would be necessary for preparation should we be notified of an inspection.
- Mrs E. Scourfield agreed to become governor responsible for safeguarding and would look into booking the relevant training.

- There was some discussion re parking problems outside the school which appeared to be getting worse. It was noted that any transport plan would have to be put together by Fairfield to present to the council.
- The new Estyn framework was discussed.
- Problems were being experienced in the Foundation Phase playground at the beginning and end of the school day. Ms Lewis agreed to look into this.

7. Leadership Committee Report

- Mr Dunlop suggested that governors be given the financial reports currently only available to members of the Leadership Committee. It was noted that this would identify the salaries of certain members of staff and it was therefore decided that it would be more appropriate to provide governors with a summary only.
- Ms Lewis has recently had a meeting with the finance officer – the unanticipated increase in the number of pupils will be an advantage in next year's budget.
- CONFIDENTIAL ITEM

8. Other Committee Reports

Minutes of the Standards sub-committee had been circulated

9. Governor Training

Nothing to report

10. Teachers' representative's report

The new reception children had settled in well. Elections had taken place re Team captains and vice captains. All clubs and committees had now started. ICT in Fairfield was discussed and Mr Dunlop stated that Apple has various funding strategies to benefit pupils and agreed to look into this. It was noted that there should be a solid academic reason for ICT initiatives and there was a lot of issues such as e-safety and insurance. It was suggested that St Cyres should be contacted to get the benefit of their experience.

11. Non-teaching staff representative's report

Nothing to report.

12. Health and Safety

This had been covered in the Headteacher's Report.

13. PTA Report

The Chair of the PTA would be asked to write a report for each meeting and to attend one meeting a year.

14. Any other business

None

15. Matters deemed to be confidential for the publication of the minutes

Agenda item 6, bullet point 4
Agenda item 7, bullet point 3

16. Date of next meeting

Wednesday 2nd November 2016

Signed _____ Chair of Governors

Date _____