

**Minutes of the Governing Body meeting held at Fairfield Primary School on  
Wednesday 17th May 2017**

**Present**

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Mrs A. James, Miss B. Hurlstone, Mrs K. Clarke, Mrs M. Williams, Mr J. Wilcock and Mrs L. Wilford (PTA).

**1. Apologies for absence**

Cllr R. Cook, Ms Z. Lincoln, Mr A. Hanuk, Mr S. Glover, Mrs K. Lewis, Mr C. Johnson

The clerk was requested to check on procedures regarding removal of governors for non-attendance at meetings.

**2. PTA Representative's Report**

Mrs Wilford, PTA Chair, was introduced and welcomed to the meeting.

Mrs Wilford gave a report to governors (see Appendix 1).

Mr Dunlop formally thanked the PTA for their hard work and dedication.

There was a discussion regarding what the Governing Body could do to help the PTA and it was decided to look at match funding and send a letter to parents regarding a skills audit. There was some discussion re timing and venues for forthcoming events.

The governors thanked Mrs Wilford for her attendance. Mrs Wilford left the meeting at this point.

**3. Minutes of the previous meeting**

A correct record

**4. Matters arising**

*Item 16, Any other business, bullet point 1*

Notices have been displayed outside the school as part of the process of establishing the nursery at Fairfield. Ms Lewis and Mrs Convery were currently undertaking fact finding visits to other nurseries.

*Item 16, Any other business, bullet point 3*

Mr Dunlop informed governors that he had had a meeting with the Vale of Glamorgan Head of Transport with a view to getting the transport order amended.

A meeting had also taken place between the Chief Inspector and Mr Dunlop to discuss parking issues and road safety. It had been arranged for a helicopter to take aerial photographs of the parking situation which will give us the evidence we need to move this matter forward. The proposed Considerate Parking Campaign was discussed. Mr C. Johnson had indicated that he would organise leaflets for this. New parking signs had now been installed.

**5. Correspondence**

None

**6. Headteacher's report**

See Appendix 2

## **7. Leadership Committee Report**

The budget had been set for 2017/18 with a deficit of £14000 and it was predicted the school would be out of a deficit budget situation in 2018/19.

## **8. Other Committee Reports**

Minutes of Standards Committee not yet received - they will be distributed by email as soon as possible.

## **9. Safeguarding**

Nothing to report

## **10. ALN**

Due to budget limitations the school was covering absent staff internally as much as possible. This was having an impact on ALN support. Mr Dunlop suggested that it would be acceptable to have an overspend in relation to an identified ALN need and requested Ms Lewis to look again at staffing costs in the budget which was just agreed.

## **11. Consortium Model Pay Policy**

This was approved by the governing body.

## **12. Governor training**

- Mr J. Wilcock had completed induction training and data training and is also booked on the Governors Conference.
- Mr S. Glover has now completed induction training and data training
- Mr C. Johnson has booked induction training; data training yet to be arranged

## **13. Teacher representative's report**

See Appendix 3

## **14. Non-teaching staff representative's report**

Mrs J. Roberts, Learning Support Assistant will be retiring at the end of this academic year.

## **15. Health and Safety**

- The pest control officer had been called out to investigate evidence of rodent activity.
- The clerk was requested to obtain a copy of the Vale of Glamorgan Stress Risk Assessment for Staff and distribute this with the minutes of the next meeting.

## **16. PTA report**

See agenda item 2

## **17. Any other business**

- A written report was given to the governing body regarding a complaint/concern from a parent which had been dealt with by the Headteacher and Chair of Governors See Appendix 4 (Confidential item).
- Ms Lewis informed governors that Mrs S. Landeg, School Administrator/Clerk to Governing Body, will be retiring in July 2018.

**18. Matters deemed to be confidential for the publication of the minutes**

Any other business . bullet point 1

**19. Date of next meeting**

The clerk was requested to set an appropriate date for the next meeting in September and inform governors by email.

There being no further business the Chair closed the meeting.