

**Minutes of the Governing Body Meeting held at Fairfield Primary School on
Wednesday 28th January 2015**

Present

Ms S. Lewis, Ms C. Maher, Mrs R. Jowett, Cllr R. Cook, Mrs A. James, Mrs E. Streets, Mr A Hanuk, Ms Z. Lincoln, Dr R. Smith

1. Apologies for Absence

Miss B. Hurlstone, Mr N. Gibbs, Mr J. Dunlop, Ms E. Scourfield

2. Minutes of the previous meeting

A correct record

3. Matters Arising

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Agenda item 5, Bullet point 5 - Mrs Landeg had received clarification from John Sparks re governors and DBS. There is no legal requirement for governors to undertake DBS checks as they do not have unsupervised access to pupils. It is Vale Policy that the Safeguarding governor should have a DBS check but no other governors. Mrs Jowett agreed to organise this for herself.

Agenda item 6, para 2

A copy of the audit report had been sent to all governors

Agenda item 10

The prospectus and reception booklet had now been amended as agreed.

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Agenda item 11

Governors' Annual Report to Parents had been published on the website. Parents were informed this was available to access and that hard copies were available on request.

Agenda item 14

Carpets had now been laid in the upper corridor after the recent flood.

4. Correspondence

An email had been sent to all governors re Understanding Data training.

5. Headteacher's Report

See Appendix 1

- Ms Lewis answered governors' queries re Continua self-assessment of teaching and learning.
- Discussion took place re the visit of Karen Newby-Jones, Challenge Adviser.

6. Finance Committee Report

There was no report available. Due to technical difficulties with the Internet the school has had no access to the SIMS finance module and therefore the finance committee meeting scheduled for this evening had to be cancelled.

7. Committee Structure and Functions

Ms Lewis had produced a proposal for a new Governing Body Committee structure which was distributed to governors. Ms Lewis explained that the proposed structure would link to the Estyn Common Inspection Framework (CIF). This was discussed and it was agreed that this would be an agenda item for the next meeting. The proposed structure to be emailed to absent governors.

8. Other Committee Reports

The Performance Management committee had met and Dr Smith gave feedback to governors.

9. Governor Training

Mr Hanuk will be attending a training course entitled 'Minding the Gap' on Friday 6th March 2015.

10. Teachers's Representative's Report

- Monitoring of planning and books had taken place.
- It was acknowledged how hard all staff had worked in the lead up to Christmas ó special thanks to Mrs James.

11. Non-teaching Staff Representative's Report

None

12. Health and Safety

This item is covered in the Headteacher's Report.

13. PTA Report

This item is covered in the Headteacher's Report.

14. Any Other Business

- A meeting to be arranged in a couple of weeks re committee membership.
- Governors were informed of forthcoming events in Penarth.
- Mr Gibbs would be sending a message of support on behalf of the governing body to Godfrey, Headteacher of our link school in Lesotho, after his recent accident.
- The school is supporting Lesotho by way of a Lego collection to send out to the children and the choir will be performing at a concert at Stanwell School in aid of Lesotho.

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

None

16. Date of next meeting

Wednesday 25th March 2015