

**Minutes of the Governing Body Meeting
held at Fairfield Primary School on Wednesday 7th October 2015**

Present

Ms S. Lewis, Ms C. Maher, Mrs R. Jowett, Cllr R. Cook, Mrs E. Streets, Miss B. Hurlstone, Ms Z. Lincoln, Mrs A. James, Mr J. Dunlop, Ms E. Scourfield, Mr N. Gibbs, Cllr R. Cook, Mr A. Hanuk

1. Election of Chair and Vice Chair

Nominations received – Mr J. Dunlop for Chair and Mr N. Gibbs for Vice Chair.

No further nominations were received and therefore Mr Dunlop was elected as Chair and Mr Gibbs as Vice Chair.

The governors wished to express their thanks to Mr R. Jowett for her commitment while serving as Chair for quite a few years.

2. Shaun Evans-Pask, Equality Training

Shaun Evans-Pask from Untethered Ltd. was introduced to governors. Mr Evans-Pask explained that he was helping with the school's strategic equality policies and also training for staff. Mr Evans-Pask then gave a presentation to governors outlining what had already been done and what still needs to be done and answered questions from governors.

There was further discussion among governors regarding the governing body's responsibilities after Mr Evans-Pask left the meeting. It was agreed that the school should sign up for his consultant's service for the next year. It was the view of governors that, perhaps there should be a member of staff with specific responsibility for equality and possibly also a governor and that this area should be a requirement for governor training.

3. Apologies for absence

Dr. R. Smith

4. Minutes of the previous meeting

Correct record

5. Matters arising

4. Matters Arising

Vaughan Gething had attended a recent Headteachers' cluster meeting and a constituency meeting with Huw Lewis AM, Minister for Education and Skills and headteachers, had been arranged for Monday 12th October 2015.

12. Health and Safety

Some items had been put on hold because of the ongoing work on the school site.

14. Any other business

It was agreed that the school's policy on sickness due to stomach bugs would be that children should return to school after 48 hours. However, it was noted that there are other causes of a single episode of sickness and staff should use their discretion in these instances as to when a child could return to school.

6. Correspondence

An invitation had been received for all governors to attend the St. Cyres Open Evening on Thursday 15th October 2015.

7. Headteacher's Report

See Appendix 1

Ms Lewis informed governors that the school may close for an Inset Day on 2nd November 2011 which would facilitate the move into the new building before pupils start back after half term. This was dependent upon whether an event which was due to happen on that date could be changed. If not, Ms Lewis was looking at the possibility of closing the school to reception pupils only and this would have to be approved by the authority.

In response to a governor's query on categorisation Ms Lewis informed governors that, although we no longer have a resource base, we will be in a similar position as last year as the categorisation will be based on last year's data. The school now had a new challenge adviser, Philip Buxton, and a meeting with governors re categorisation will be arranged.

It was suggested that newsletters should be distributed to parents on a more frequent basis than monthly.

8. School holiday dates 2016/17 and 2017/18

The dates had been given to governors for their information and it was noted that there was a change to the start of term for 2016/2017 which may cause problems for some staff and parents who had already booked holidays for next year.

9. CONFIDENTIAL ITEM

10. Leadership Committee (Finance) Report

See Appendix 2

11. Other committee reports/dates for meetings

There was a slight change in the membership of the new committees with Mr Dunlop moving from the Standards Committee to the Leadership Committee and Mrs Jowett moving from the Leadership Committee to the Standards Committee. Chairs for each of the committee were agreed as follows: -

Teaching and Learning Committee . Mrs E. Streets

Standards Committee . Ms Z. Lincoln

Leadership Committee . Mr J. Dunlop

Dates for future meetings would be decided by the individual committees.

12. Governor training

It was noted that Mr Dunlop, Mrs Streets and Mr Hanuk would be attending the forthcoming training ~~Understanding Data~~

13. Teachers' Representative's report

- All staff have settled back after the summer break. Topics have started, with lots of exciting things already taking place.
- St. Cyres has launched ~~A~~ Song for Christmas this week. We, along with other schools in the area will learn a song and St. Cyres will come and record us as a school (and some soloists) and it will be aired on Bro Radio.
- Staff have discussed the desire to utilise parent's skills and develop working parties that would help to improve the school grounds (interior/exterior). We would like to

audit the skills of parents as has happened previously but be more proactive in utilising them.

- Christmas shows will take place the week beginning 7th December. This year we will be putting on two shows in school but are looking into visiting the church for a carol service.

14. Non-teaching Staff Representative's report

Nothing to report

15. Health and Safety

Regular checks taken place of different areas for the annual risk assessment.

16. PTA Report

The AGM had taken place. The committee wished to express their thanks to parents and staff for their support over the last year. Although the amount of events had been reduced these still raised a significant amount.

It was suggested that the Chair of the PTA should be invited to a governing body meeting.

17. Any other business

Mr Dunlop asked governors if a 'guillotine' of two hours should be introduced for meetings. This was agreed.

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

Item 9 – New Build

19. Date of next meeting

The next two full governing body meetings will take place on Wednesday 20th January 2016 and Wednesday 27th April 2016. Dates for sub-committee meetings would be decided by each committee.

Signed _____ Chair of Governors

Date _____