

## **Minutes of the Governing Body meeting held at Fairfield Primary School on Wednesday 19th June 2019**

### **Present**

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Ms Z. Lincoln, Mrs K. Clarke and Mr J. Wilcock.

### **• Apologies for absence**

Mrs A. James, Miss B. Hurlstone, Mrs M. Williams. Mrs K. Lewis and Mr C. Johnson.

Clerk shared with the Governors an email received from Mr Johnson sending his apologies for absence. Mr Johnson is aware that he has missed the last 5 meetings and would like to continue in his role but would like to know how the Governors would like to proceed. All Governors agreed that they are happy for Mr Johnson to continue as long as he is able to attend the next meeting. Clerk to respond to Mr Johnson on behalf of the Governors.

Mrs Scourfield mentioned that her term of office is ending in September. She is happy to step down and give the opportunity to another parent. However if there is not enough interest she would also be happy to continue. Ms Lewis suggested that she could always apply to stand as a Community Governor.

Mr Dunlop advised that he will also be resigning from his role this year and Mrs Lincoln also has a preference to stand down this summer. Clerk to advise the Vale.

### **• Minutes of the Previous Meeting**

A current record.

Mrs Clarke queried if there was any updates from Mr Dunlop regarding the appointment of a Community Governor. Mr Dunlop advised that he has been making enquires and has been in contact with the Chair of the Muslim Council for Wales. He will chase up and put in contact with Ms Lewis.

### **• Matters Arising**

Nothing to report.

### **• Correspondence**

Nothing to report.

### **• Headteacher's Report**

All Governors read through the report and Ms Lewis answered any questions.

A small discussion regarding Health and Safety took place. Ms Lewis explained that the school is up to date with compliance checks and a FRA (3 year) has recently taken place and the school has just received the report. This has only showed minor actions to reduce fire risk. Ms Lewis also explained how a couple of changes have been implemented since having fire drills, such as opening the gates ready for Nursery/Reception children, which prevents any delays.

Mr Wilcox mentioned a slight discrepancy with the target figures achieved by Foundation Phase. Ms Lewis explained challenging, the Challenge Advisor had advised that the original

targets set were quite low and so super targets were set. Challenge Advisor was made aware that these were very challenging but that we would work towards these targets, which is why the outcomes look poor. Many reasons for this such as; children joining Fairfield within KS2, EAL, ALN, attendance and social needs. Foundation Phase value not easy to record. Ms Lewis explained as a school we have evaluated progress made by the children and only one pupil did not make the expected progress. All other children achieved two or more levels of progress and it was made clear to the Challenge Advisor what targets were set originally.

Ms Lewis explained the 'Seesaw' app which allows the children to become engaged in evaluation of their work. The children can create videos and talk about their work and it also allows teachers to record and respond verbally. This gives the children the opportunity to become more involved with assessing their own work, progress made and how to improve.

Mr Wilcox expressed an interest in how the new curriculum will be used in classrooms. Ms Lewis explained that staff are currently attending engagement events which are informing staff about the new curriculum and it is now available to view online. As a school we already deliver a creative curriculum, and currently feel there will not be huge change. However we will engage with cluster schools to enhance provision, benefiting from knowledge 'pioneer schools' within the cluster.

Discussion took place regarding 'Show Racism the Red Card' workshop. Ms Lewis advised that year 2 took part in this workshop, all responses were very innocent and very proud of how they responded.

Mrs Lincoln mentioned the new Vale Catering system and was pleased that this would save on office time. Ms Lewis explained how there had been a few technical issues to begin with but hopefully it will be beneficial in the long term.

Ms Lewis expressed her thanks to the Governors for their contributions to the school and advised that the teachers appreciate all their help.

#### **• Leadership Committee Report**

Mr Dunlop explained there has been Performance Review meetings, Committee have met with the Challenge Advisor and budgets have been signed and approved.

#### **• Other Committee Reports**

Standards Committee met last term and minutes were circulated via email. They will be meeting again in the Autumn term.

Teaching and Learning Committee have also met. During their meeting Mrs James talked through the new curriculum and impressions on the school.

#### **• Safeguarding**

Nothing to report.

Mr Dunlop questioned if there hasn't been a safeguarding concern for over a year should the Governors meet to discuss the process as good practice? Ms Lewis explained that the staff have training once a year. She also informed the Governors that Dorian Davies, Vale Safeguarding Officer, has just resigned.

#### **• Governor Training**

Mr Wilcox has attended Safeguarding Training.

Mrs Clarke has attended Children's Rights Training.  
Mrs Lewis has attended Wellbeing Day for pupils as well as staff.

#### **Teachers' Representative Report**

Mrs James absent from meeting but reports from Eco Committee, Sqwad Cymraeg and Sports Council distributed to Governors via email and printed copies also available during meeting.

Ms Lincoln mentioned how fantastic it was that the Eco Committee have been successful in getting rid of the milk bottles and congratulated Mrs Stead on winning £500 for the school. Mrs Lewis informed Governors of the event 'Wimblefield' which takes place every year. The classes play tennis, the Sports Ambassadors umpire and they have a tennis final in the last week.

#### **• Non-teaching Staff Representative's Report**

Nothing to report. Mrs Hurlstone absent.

#### **• Health and Safety**

Discussed during Headteachers Report.

#### **• GDPR, Data Breach and Cyber Security**

Ms Lewis advised that she is currently in the process of signing up and receiving guidance from the Vale. She will be attending training from the Vale in July.

Mr Dunlop explained that Governors do have a responsibility with regards to this and is happy that there is something being put in place.

#### **• Transition to Stanwell**

A small discussion regarding transition took place. Mrs Scourfield questioned how many pupils had a space at Stanwell. Mrs Lewis advised that 15 in total were appealing but only pupils of siblings already at Stanwell were given a place. Ms Lewis advised that Victoria Primary had an extra year 6 this year which contributed to the low transition to Stanwell. Next year should be fine but in the following year Evenlode have an extra class in year 6.

Mrs Scourfield asked how children were feeling about not getting a place. Ms Lewis advised that they are ok and they were mostly concerned of not knowing where they were going. They are more settled now. Ms Lewis queried if Fairfield should continue with transition to both St Cyres and Stanwell. Mr Dunlop advised to continue with both but that the school needs to ensure that they communicate with both pupils and parents and warn them that a place in Stanwell is not guaranteed.

Ms Lewis will be attending the Admission Forum at Stanwell next week and will discuss this during the meeting.

#### **• Partnership Agreement 2018**

Agreed via email and signed by Mr Dunlop and Ms Lewis.

• **PTA Report**

Mrs Scourfield advised that there is currently an issue with regards to the PTA next year, as all current members will be stepping down. A group of dads have expressed an interest. There will be the AGM on 5th July. Ms Lewis questioned if it would be possible to change this date as it is a Friday. Concerns as to whether many will turn up and it is also the same day that the annual reports are being sent out. Mrs Scourfield will raise with the rest of the PTA.

PTA currently focusing on the Summer Fayre. They have had a very strong year, raising lots of money for the school and should end on around £6000. PTA worrying if there is no new members what will happen with the account? Two signatories will be required to keep the charity open.

They have committed to the Dragon Theatre in October and also the Christmas disco. There will be another meeting before the year end and a discussion will be made as to whether the rest of the money left is used to purchase more Chromebooks.

Mrs Lincoln advised when Albert Primary were struggling with PTA, slips were put in book bags requesting a class representative to encourage parents to talk to the PTA. Mrs Scourfield explained that unfortunately there is little interest from KS1.

Mr Dunlop would like to extend his thanks to the PTA on behalf of the Governors for a fantastic year.

• **Any Other Business**

Mr Wilcox mentioned that a new PGCE course is being launched next year. The Consortia will be emailing to express interests. Ms Lewis advised that Mrs James is the PGCE lead so she will mention this to her.

Mr Dunlop would like the future vision of the school in a strategic way in the context of Governors to be on the agenda for next meeting.

Ms Lewis extended thanks to Mr Dunlop and Mrs Lincoln for their time as Chair and Vice Chair of the Governing Body.

Mr Dunlop wished the school good luck and expressed how Fairfield is a fantastic school.

• **Matters deemed to be confidential for the publication of the minutes**

Nothing to report.

• **Date of next meeting**

Date for the next year to be set and emailed to Governors.

Signed



Chair of Governors

Date:

21. 10. 19