

Minutes of the Governing Body meeting held at Fairfield Wednesday 22nd November 2023

Present

Ms S. Lewis, Ms E. Scourfield, Cllr M. Wilson, Mrs C. Pearman, Ms M. Kendall, Mr D. Bunker, Ms S. Alahmed, Mrs L. Duffy

The meeting began with all Governors introducing themselves and welcoming the new Governors to the Governing Body.

• Election of Chairperson and Vice Chairperson

All Governors agreed for Mrs E. Scourfield to continue as Chairperson and agreed for Cllr M. Wilson to be Vice Chairperson.

• Apologies for absence

Mrs A. James, Ms B. Hurlstone, Miss J. Evans, Ms J. Griffiths

During the teachers INSET meeting tonight it was agreed that Mrs A. James will step down as Teacher's Representative Governor and Mrs E. Burnhill-Smith will now take on this role.

• Minutes of the Previous Meeting

A current record.

• Register of Business Interests

Governors at the meeting all completed a Register of Business Interests form. Clerk to email a copy of the form to Governors who were absent to complete.

• Committee Review and Membership

Governors discussed the different Committees and allocated positions to each Governor as listed below.

Statutory Committees:

Staff Disciplinary and Dismissal Committee: Mr M. Chorley, Mrs E. Scourfield and Miss J. Evans

Appeals Committee: Cllr M. Wilson, Mrs C. Pearman and Mr N. Beighton

Complaints/Grievance Committee: Mrs E. Scourfield, Ms M. Kendall and Ms J. Griffiths

Pupil Discipline Committee: Mr D. Bunker, Ms S. Alahmed and Ms J. Griffiths

Other Committees:

Leadership Committee: Ms S. Lewis, Mrs E. Scourfield, Cllr M. Wilson, Mrs M. Kendall and Ms J. Evans

Teaching and Learning Committee: Mrs E. Burnhill-Smith, Ms B. Hurlstone, Mrs C. Pearman, Mrs M. Kendall and Ms S. Alahmed

Standards Committee: Ms S. Lewis, Mr M. Chorley, Mr N. Beighton, Ms J. Griffiths and Mr D. Bunker

It was also agreed to continue meeting as a Full Governing Body each half term at the moment. This will be reviewed again and possibly revert back to individual Committee's meeting and reporting back to the Full Governing Body once every half term.

<ul style="list-style-type: none">• Matters Arising
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Nothing to report.

<ul style="list-style-type: none">• Correspondence

Works notification from the Vale letter received from Trevor Baker, Community Learning & Resources, requesting that all relevant teams within the Council are always being notified of any proposed building related works in schools. All Governors agreed.

WG updated Statutory Guidance on School Uniform Policy received from Jeremy Miles, Minister of Education and Welsh Language. Ms S. Lewis informed Governors that children are already allowed to wear unbranded school uniform at Fairfield and when new parents visit the school, they are always offered to take any items that have been donated to the school.

<ul style="list-style-type: none">• VOG – Partnership Agreement September 2022

All Governors agreed via email on 21/03/2023.

<ul style="list-style-type: none">• Welsh Government Model Complaints Policy December 2022

All Governors agreed via email and formally adopted policy on 21/03/2023.

<ul style="list-style-type: none">• Model Safeguarding Policy September 2022

All Governors agreed via email and formally adopted policy on 21/03/2023.

<ul style="list-style-type: none">• Budget

The Leadership Committee met virtually 16/06/2023 and the 2023/24 budget was agreed via email on 21/06/2023. All Governors were informed of the final budget via email on 21/06/2023.

<ul style="list-style-type: none">• ParentPay Deficit
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The schools ParentPay account showed a deficit of £41.85 which was a combination of 8 ParentPay leaver accounts. All Governors agreed via email on 26/06/2023 to write off this debt within the limit of the Fair Funding Scheme.

<ul style="list-style-type: none">• Termly School Summary Report (TSS)

Governors received the TSS for the Autumn Term 2022 via email and there were no concerns.

Ms S. Lewis informed Governors that this report was for last year and due to Action Short of Strike (ASOS) she has been unable to meet with Central South Consortium this year.

However, a new meeting should take place soon due to the end of ASOS and Governors will be updated.

<ul style="list-style-type: none">• Leadership Committee Report
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Leadership Committee have not met yet, they will meet before the next Full Governing Body meeting.

<ul style="list-style-type: none">• Other Committee Reports
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No other committees have met.

<ul style="list-style-type: none">• Headteacher's Report

Ms S. Lewis welcomed all new Governors and wanted to extend her thanks to the Governors that have now left. Unfortunately, due to the disruption of ASOS a quorate meeting could not take place before the end of their terms.

Ms S. Lewis went on to discuss the Headteacher's report in more detail.

Admission numbers remain low, but birth rates are also low which is having an impact. Some other schools within the Vale are also experiencing low admission numbers. However, numbers do go up through the year, due to families moving within the area. Ms S. Alahmed suggested contacting private nurseries in Cardiff to promote Fairfield. Families within Cardiff may think that the catchment area is strict so this may prevent them from applying. Ms S. Lewis will look into distributing leaflets to different nurseries within Cardiff.

Appendix one: Confidential item removed.

Ms S. Lewis and teaching staff have currently been renewing policies as some are now past their renewal date. The following policies have been agreed by all staff and will be emailed out to Governors: Positive Behaviour Policy and Feedback, Response and Marking Policy.

Appendix two: Confidential item removed.

The Local Authority has given each school an attendance target this year and Fairfield's target is 94%. Holidays in term time are continued to be unauthorised and we continue to monitor attendance. Referrals to the Education Welfare Officer are put in place if there is persistent poor attendance.

There are a lot of children with additional learning needs which require lots of one-to-one support. This does have an overall impact on the budget but is needed.

Appendix three: Confidential item removed.

Ms S. Lewis advised Governor's that she and another teacher are currently taking part in the Action Research Anti-Racist Project with the Local Authority. Ms S. Alahmed explained that she had heard stories of children making racial comments last term. Ms S. Lewis explained that these comments were looked at and reported to the LA. All incidents are also reported on My Concern. Ms S. Lewis also explained the importance of talking to both the children and involving parents as this affects the whole community.

School street closure is still in place. Mr C. Sampson, School Keeper and Ms S. Lewis were initially going out each morning and after school to help enforce the closure, but this was not feasible long term. A lot of other schools in Cardiff with a street closure have cameras installed which helps with the closure. Vale Road Safety are trying to get this in place for Fairfield. Cllr M. Wilson advised that it is very important to ensure that all feedback, both positive and negative, is reported back to the Vale as Fairfield is the only school within the Vale with a street closure. If successful, the aim is to get more school closures across the Vale. Parent Governor's all agreed that so far, the road is successful and feels much safer. Ms S. Alahmed suggested that a zebra crossing should be put in place where there used to be a lolly-pop lady on Wordsworth Avenue. Cllr M. Wilson explained that a lot of money has already been spent on the road closure and road improvements so this would not be an option at the moment.

Ms S. Lewis informed Governor's that the Budget was successfully reduced to a deficit of -£4000 but unfortunately this has now increased to -£54000 due to the support staff pay award and necessary one-to-one supply staff. Each year the Vale request numbers on roll for each year group to allocate funds. They also request predictions to numbers on roll a few years in advance. This is very difficult to predict and overall will have an impact on the budget if the predictions are incorrect.

<ul style="list-style-type: none">• Safeguarding – Election of Safeguarding Governor

No Safeguarding concerns.

All Governors agreed for Ms S. Alahmed to be elected as Safeguarding Governor.

<ul style="list-style-type: none">• Governor Training
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Mr D. Bunker and Ms A. Alahmed have booked the mandatory Data and Safeguarding training.

<ul style="list-style-type: none">• Teacher's Representative Report
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Mrs A. James absent. Nothing to report.

<ul style="list-style-type: none">• Non-Teaching Staff Representative's Report

Mrs B. Hurlstone absent. Nothing to report.

Ms S. Lewis will check with Ms B. Hurlstone if she would like to continue as Non-Teaching Representative or if she would prefer to step down and somebody else to take on this role.

<ul style="list-style-type: none">• Health and Safety
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Ms S. Lewis informed Governors that work will be taking place on the school's tower. There has been lots of water coming into one of the classrooms and down the corridors when it is raining. The cladding is being replaced on the tower and the work will be starting tomorrow. There is also roof leaks, damp and rotten floor in the Nursery/Reception building. This building was a second-hand building and was not installed properly. The Local Authority have visited the building to investigate and are aware that work needs to be done. We are currently awaiting further information regarding this.

<ul style="list-style-type: none">• GDPR, Data Breach and Cyber Security

Ms S. Lewis advised that a parent has requested pupil information. The file will be sent to the Vale to be redacted.

<ul style="list-style-type: none">• Any other Business

Nothing to report.

<ul style="list-style-type: none">• Matters deemed to be confidential for the publication of the minutes

Appendix one: Headteachers Report

Appendix two: Headteachers Report

Appendix three: Headteachers Report

<ul style="list-style-type: none">• Date of next meeting

Wednesday 31st January 2024

Leadership Committee to meet before.

All Governors agreed for this meeting to take place virtually. Going forward meetings will alternate between face-to-face and virtual.

Signed _____ Chair of Governors

Date:

Minutes unable to be signed due to virtual meeting. All Governors agreed a current record 31/1/24