

<p style="text-align: center;"><b>Minutes of the Governing Body meeting held at Fairfield Primary School on Wednesday 25th September 2013</b></p>
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**Present**

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Mr N. Gibbs, Dr R. Smith, Mrs R. Jowett, Mrs A. James, Mrs E. Streets, Miss B. Hurlstone

**1. Election of Chair and Vice Chair**

One nomination received for Chair - Mrs R. Jowett

One nomination received for Vice Chair - Mr N. Gibbs

Mrs Jowett and Mr Gibbs were therefore re-elected as Chair and Vice Chair respectively.

**2. Apologies for absence**

Mrs Z Lincoln, Ms R. Birch and Mrs C. Laats

**3. Minutes of the previous meeting**

Approved as a correct record

**4. Matters Arising**

- Mr P. Lewis has now resigned from the governing body due to increased work commitments re the new build at St Cyres.
- The Clerk had written to Mrs Fox to ascertain whether she wished to continue as a governor but had received no reply.
- Mrs James gave governors a summary of her report which should have been presented at the last meeting.
- It was suggested that the school should emphasise its sporting successes in the newsletters which were sent to parents.

**5. Correspondence**

- Correspondence received from Mr P. Lewis re his resignation.
- An email which had been sent to all governors re mandatory training.

**6. Co-option of Community Governors**

There was some discussion re filling the two community governor vacancies.

Suggestions included: -

- approaching the heads of secondary schools requesting suggestions for co-option;
- a representative from Bute Cottage Nursery;
- A representative from the Muslim Council for Wales, possibly the Welsh Assembly Adviser for Muslim affairs;
- local links.

Governors were requested to think about this issue and bring definite suggestions to the next Governing Body meeting.

## **7. Admissions - Intake figure/class sizes**

Ms Lewis gave governors information about the situation in Fairfield regarding intake figure and class sizes. All year groups apart from year 5 were generally quite full. Fairfield's admission number per year is 47 in each year group. In the foundation phase it is statutory that class sizes remain under 30. However, we have recently had requests for admissions to Years 1/2 and, although all Year 1/2 classes were full with 30 in each class, we were required to admit a child which resulted in a foundation phase class of 31. This was allowed because of exceptional circumstances in that the request for admission was outside the normal admission round and no places were available in that year group in other Penarth schools. The responsibility for maintaining statutory class sizes in the foundation phase lies with the headteacher. Ms Lewis contacted Lisa Lewis who has responsibility for admissions to suggest that our admissions figure be reduced to 45. Ms Lewis was currently waiting for a meeting with Mike Matthews to be organised regarding this issue.

There was some discussion re the following issues: -

- The impact of the decision to let Victoria have an extra class next year.
- My Local School data
- Mobility of pupils coming in mid year and class sizes affecting our ability to educate
- Data out of date and not reflecting the teaching taking place in the school
- Governors Annual report to parents - Giving parents information re the makeup of the school
- Planning for major development in the area
- Admission number
- Catchment area
- People moving to the area are not being told about Fairfield when enquiring about local schools

Nigel Gibbs will arrange a meeting with two local councillors, the Headteacher, Chair and Vice Chair of Governors to discuss issues around factors that impact on standards and ways forward.

## **8. Education Wales Healthy Eating Measure 2013**

Ms Lewis gave governors some information about this.

Carole Tyley will be speaking to Headteachers at their meeting on 18th October.

## **9. Headteacher's Report**

See Appendix 1

There was some discussion re the state of the annexe.

## **10. Finance Committee Report**

Expenditure was currently 45% against an expected expenditure for the period of 41%. This is due to annual expenditure such as SLAs and annual maintenance costs which had already been taken into account and significant expenditure on resources. Expenditure and expected expenditure will therefore even out as the financial year progresses.

There was some discussion re funding and budget formulas within the Vale and across our family of schools.

## **11. Other Committee Reports**

None

## **12. Governor training**

Mr J. Dunlop will be attending the forthcoming performance management training.

## **13. Teachers' Representative's Report**

- A positive start to the year with teachers in new rooms/year groups settled well.
- Teachers have worked hard over the summer to prepare for the year ahead and to get classrooms ready.
- 2013 sees the start of cycle 2 of the Cornerstones. Cycle 1 was a positive experience for staff and children last year.
- Reception children are in and settled - two classes have now been established - good system used this year to split them into classes after a settling in period as they come from so many different settings.
- There have been some trips out already and visitors in. Years 5 and 6 went to Cardiff Bay to the outdoor gym and have had Techniquet in. Year 3 and 4 have had the Welsh Hawking centre in and also a kite company - related to their topics. There is a trip planned for Reception children to All Saints Church to see the harvest display and flowers.
- Staff have been sitting with children at lunch time to encourage good manners while they are eating lunch.
- Staff, support staff and dinner ladies have been encouraged to 'play games' during breaks.

## **14. Non-teaching Staff Representative's Report**

Mrs Thompson had given birth to a son. Ben Smith who is covering Mrs Thompson's maternity leave had settled in very well in Fairfield.

## **15. Health and Safety**

- Mr Dunlop had had discussions with South Wales Fire and Rescue about the difficulties which would be encountered re access to the school site for appliances. This issue was being referred to the Vale Fire Authority Liaison Committee.
- There was some discussion re the on-going traffic problems. It was agreed that updated evidence would be needed to pursue this matter further.
- During a recent meeting with the Vale regarding Health and Safety issues at Fairfield, a discussion also took place with G. Twigg (Asbestos Surveyor/Supervisor) about the asbestos present at Fairfield. Mr Twigg informed us that he oversees updating of the Management Plan and that all safety measures are in place.
- The issue of equality of physical access was also raised. This was discussed at the meeting with the Vale. They will be directing a disability adviser/architect to put together a proposal for a ramp design at the main entrance.

## **16. PTA Report**

Included in Headteacher's Report

## **17. Any other business**

None

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

None

**19. Date of next meeting**

6th November 2013

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_