

**Minutes of the Governing Body Meeting held at Fairfield Primary School on  
Wednesday 29th January 2014.**

**Present**

Ms S. Lewis, Mr J. Dunlop, Mrs C. Laats, Mr N. Gibbs, Dr R. Smith, Mrs R. JHowett, Cllr R. Cook, Mrs A James, Mrs E. Streets, Ms Z. Lincoln, Mrs L. Convery

**1. Apologies for absence**

Ms E. Scourfield

**2. Minutes of the Previous Meeting**

A correct record

**3. Matters Arising**

*Page 1- Matters Arising*

*Co-option of Community Governors*

- Nothing had been heard yet from Waitrose – this should be followed up.
- Mr Gibbs had contacted the Muslim Council for Wales and will email details in order that an invitation can be sent to join the Governing Body.

*Admission - intake figures/class sizes*

- The meeting with local councillors had taken place.
- There was a proposal to reduce our intake figure to 45 but this cannot take effect until 2014 due to the consultation process.

There was further discussion re class sizes, mixed age group classes and available accommodation.

*Page 2 - Governor Training*

It was noted that as requested self- evaluation was an agenda item for this meeting.

*Page 3 – Any other business*

Re the proposed ramp at the front entrance, a quote of £11,000 had been received.

Clarification had been requested as to whether the Vale will pay for this or whether it is the responsibility of the school. Medical reports are awaited in order that the Vale can make a decision. After discussion the governors were concerned about meeting their obligations and wished to be proactive to get the situation resolved as soon as possible. It was therefore decided to obtain some private quotes for this.

**4. Correspondence**

None

**5. Self-evaluation**

Mrs Convery was in attendance for this item. Dr Edwards was unable to attend as she was currently on Jury Service.

This item had been put on the agenda following on from Ms Lincoln's attendance at self-evaluation training.

Ms Lewis gave governors an overview of the self-evaluation process and this was discussed by governors.

The SIP and School Self-Evaluation to be put on the agenda for next meeting

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

Already covered under matters arising

## **7. Terms of Reference and Link Governors**

This cannot be updated until new Community Governors are in place. This agenda item was therefore deferred.

## **8. Fairfield School Fund**

The accounts for year 2012/13 have been audited and a statement to that effect submitted to the Audit Team.

## **9. Whole School Pay Policy**

Ms Lewis gave governors information re the pay policy which was a consortium wide agreement. This policy has been approved by the NUT and NASUWT but the NAHT are not fully in agreement. However, headteachers as a cluster feel that we will not have the support of the local authority if this is not adopted and were therefore recommending adoption. Governors felt that staff should be consulted and Ms Lewis agreed to take this to staff. This item will therefore be an agenda item for the next meeting.

## **10. Governors' Annual Report to Parents**

This had been distributed to governors and there were no issues raised. Ms Lewis informed governors that we are still awaiting a statement from vale catering regarding healthy eating which must be included. The report will be distributed to parents as soon as this has been dealt with. Ms Lewis thanked Mrs Landeg for the majority of the work updating the report.

## **11. Headteacher's Report**

See Appendix 1

Ms Lewis answered some queries from governors and the following issues were discussed: -

- targets
- school trips
- PC Mudie's work with the children

## **12. Finance Committee Report**

Current expenditure was 80% and should be 75% at this time of the year. This will level out over the course of the rest of the year.

## **13. Other Committee Reports**

Performance Management Committee had met with systems leader and new targets had been set.

The meeting with councillors re admissions, intake figures etc. had taken place.

## **14. Governor training**

Cllr Cook had attended mandatory training and there was some discussion regarding this.

## **15. Teachers' Representative Report**

- The Christmas concerts were well received and parents' very generous donations will be given to the RNLI.
- Internal PLCs have met recently – lots being done towards literacy, numeracy and wellbeing.
- One of the issues raised by the wellbeing PLC was the school environment and the need for a programme of work for maintenance and improvement.
- Spring term - lots going on - year 5/6-potions, year 3/4-castles and dragons, year 1/2-fairy tales and reception-carnival.
- Proposed Sports Relief activities . song, dance, sports bands, PTA v Staff netball match-March 21<sup>st</sup>
- Mrs Convery and Mrs James had visited Bute cottage yesterday. Re recent discussions on standards, they were very pleased with what they saw and how we compared to the other schools with regards to standards. This confirms that we are doing what we should be despite the fact that we do not have a nursery.
- Choir are due to perform at the Africa concert at Stanwell on 26th March.

There was some discussion re charity funding with particular reference to Cardiff City. Mr Dunlop agreed to contact Cardiff City to enquire.

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

Admin. staff would like to thank Ms Lewis for investing in the new SIMS dinner money module which has made life easier.

## **17. Health and Safety**

No problems

## **18. PTA Report**

Nothing received

## **19. Any other business**

CONFIDENTIAL ITEM

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

Item 19 – Any other business.

## **21. Date of next meeting.**

26th March 2014

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

Date\_\_\_\_\_