

Minutes of the Governing Body Meeting held at Fairfield Primary School on Wednesday 24th September 2014

Present

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Mr N. Gibbs, Mrs R. Jowett, Mrs A. James, Ms Z. Lincoln, Mr Akmal Hanuk, Miss B. Hurlstone,

New governor, Akmal Hanuk was welcomed and introductions made.

1. Election of Chair and Vice Chair

Mrs R. Jowett and Mr N. Gibbs were elected as Chair and Vice Chair respectively.

2. Apologies for absence

Dr R. Smith, Mrs C. Laats, Cllr R. Cook, Mrs E. Streets

3. Minutes of the previous meeting

Approved as a correct record

4. Matters Arising

Agenda Item 4 – Correspondence

It was noted that the ramp had now been completed and was currently awaiting the installation of handrails.

5. Correspondence

- The internal audit report had been received. Ms Lewis gave governors information re the process. It was noted that good practice was reported in the majority of areas with suggestions of some areas to develop. The only critical item was in the area of DBS for midday supervisors and volunteers ó risk assessments should have been in place for employees/volunteers awaiting their DBS.
- An email had been received re Safeguarding Training for Governors ó Mrs Jowett will check whether she needs to attend this.

6. Community Governor

It was noted that the term of office had expired for Ms Z. Lincoln, who indicated that she was willing to carry on as Community Governor for a further term.

7. Adoption of Policies

The following policies were adopted:

Behaviour Policy

There was some discussion re the behaviour policy and it was noted that staff have updated and amended the policy, e.g. giving more information re outside agencies.

There was some discussion re cross-referencing of policies i.e. behaviour and anti-bullying. It was agreed that a review of all policies was necessary.

Ms Lewis would collate data regarding the number of letters sent to parents re behaviour and the number of children involved for benchmarking purposes.

Attendance Policy

The main change is that the Vale of Glamorgan has now instructed schools not to authorise any holiday which we were doing anyway. In addition the introduction of penalty fines has been implemented by the Vale.

MAT Policy

There was some discussion regarding the difference between the terms 'Able' and 'Talented'

There was some discussion re the possibility of the policies being made available in Welsh.

8. Assessment – FP and KS2 Performance Data Summary 2014

Ms Lewis gave governors information regarding the data using a powerpoint presentation and answered questions from governors. Ms Lewis informed governors that there would be a moderation of assessment carried out with the family of schools. Governors acknowledge that they now have more responsibility regarding performance and requested that the value added table be forwarded to governors together with the powerpoint presentation. Governors also requested that any relevant information be sent to them in advance of any proposed meeting with our Challenge Advisor.

9. Headteacher's Report

- See Appendix 1
- There was some discussion re the amount of reading being done in school over the course of the week, homework and class sizes.
- **CONFIDENTIAL ITEM**

10. Finance Committee Report

Budget 2014-15

Period 6

At this time of year the % spend should be 42%. Expenditure on some cost centres exceeds this amount but in most cases that is because annual expenditure on these cost centres has already been processed and no more movement is expected. There is no way of flagging this up on the cumulative expense analysis report.

Funding within the budget

Foundation Phase Grant - £82,805

PDG - £37,638 of this is being used to appoint a temporary member of staff who will target pupils to ensure they make the progress expected.

Additional Funding

SEG - £11,566

WEG - £1,228

Costs for building work over summer

Ramp - £3,830 + £980 for handrails

Window blocking - £1,680

Carpets - £3,600

Redecoration £1,000

These costs were covered by the carry forward from the budget last year.

Additional costs for school resources

BlueWaveSwift ó Self-evaluation program - £900 ó covered by Convenor charges.

11. Other Committee Reports

None

Committee membership will be an agenda item for the next meeting. A list of current committees and membership to be distributed to governors.

12. Governor Training

It was noted that Mr A. Hanuk would need to attend induction training. The Governor Support Unit would be notified of the appointment.

13. Teachers' representative's report

- All staff and children are settled and back into the swing of things.
- Staff have been focusing on getting the children back up to speed after the summer holiday dip.
- Autumn Assessments (reading/spelling/writing) will be completed by the end of this week. The information will be used to help target certain children.
- Staff have been looking at subjects and have developed subject development plans for the year.
- Changes to display format in the hall ó seasonal image and welsh prayers displayed ó these are the ones that children learn and use in the Welsh Assembly.
- Harvest preparations are underway ó children will perform for parents and whole school on Friday 10th October.
- Christmas shows ó The Foundation Phase will hold a church service on the 9th December and the KS2 children will be putting on a pantomime during week beginning 8th December.
- There was a lot of extra-curricular activities on offer this term, including music technology, performing arts, singing club, as well as the various sports clubs. It was suggested that perhaps an Entrepreneur Club could be established to raise funds by running a mini-enterprise.

14. Non-teaching staff representative's report

ID badges for staff were discussed.

15. Health and Safety

The annual risk assessment is in progress with Health and Safety checks continuing to be carried out by Mr Sampson and Ms Lewis.

16. PTA report

A very successful summer fayre had taken place.

17. Any other business

- **CONFIDENTIAL ITEM**
- Ms Lincoln to forward an email about the launch of the Penarth Town Plan.
- Agenda items requested for the next meeting: -
Resources and funding
Equality / Uniform
Review of meeting dates.

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

Item 9, bullet point 3

Item 17, bullet point 1

19. Date of next meeting

Dates for the next three meetings we set: -
26th November, 2014
28th January 2015
25th March 2015