

**Minutes of the Governing Body meeting held at Fairfield Primary School on
Wednesday 31st January 2018**

Present

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Mrs A. James, Miss B. Hurlstone, Ms Z. Lincoln, Mrs K. Clarke, Mrs M. Williamis, Mr S. Glover, Mr J. Wilcock, Mrs K. Lewis

1. Apologies for absence

Mr A. Hanuk, Mr M. Wilson, Mr C. Johnson

2. Minutes of the previous meeting

A correct record

3. Matters arising

6. Headteacher's Report, Nursery opening

Correspondence from Rosemary re who we should contact regarding this. Mr Dunlop suggested that we have an official opening in September when we have more children attending. There was some discussion re admission arrangements.

4. Correspondence

Letter from Estyn to Mr Dunlop.

5. Headteachers' Report

A verbal report was given as follows: -

- Staff were working hard collating evidence and getting things ready for the forthcoming inspection.
- The Challenge Adviser had spent a day in school carrying out a learning walk and meeting with governors, children and the Senior Management Team. She then gave feedback to staff.
- Mr Dunlop stated that he was confident that areas of improvement had been identified.
- Ms Lincoln had a good understanding of the data.
- Ms Lewis stated that the school was fortunate to have such supportive governors.

Ms Lewis then answered questions from governors.

6. Leadership Committee Report

- The school had not had a finance officer visit for some time as the last one due to take place had to be cancelled due to the finance officer not being available. Although there were no budgetary concerns, Mrs Landeg would be undertaking some additional work this week to balance some cost centres.
- The school had received a donation of £500 from the Round Table.
- The school would be receiving £4000 for the nursery outdoor area from Tesco

There was some discussion re the Welsh lottery.

7. Other Committee Reports

Standards Committee - minutes to be distributed

8. Model School Pay Policy / Healthcare Needs Policy

The Pay policy had been updated in the light of the last pay award and, was therefore adopted.

Healthcare needs policy was due to reviewed and there would be a long consultation process.

Other policies had been reviewed by staff

9. School Inspection

This had been covered under Agenda Item 5

10. Safeguarding

Confidential item

11. ALN

Ms Lewis informed governors that although ALN was not part of the inspection it was part of the inspection team's focus area for this term.

Ms Lewis gave governors information regarding the implementation of the ALN bill.

12. Governor Training

Mrs Clark, Ms Lincoln and Mrs James had attended Wellbeing training. There was some discussion regarding this.

Ms Lewis and Mr Dunlop had attending GDPR training with the Information Commissioner. There will be a briefing for governors at the next meeting regarding this.

13. Teachers' Representative's Report

Nothing to report

14. Non-teaching Staff Representative's Report

Nothing to report

15. Health and Safety

Ms Lewis and Mr Sampson were up to date with risk assessment checks

A fire drill is due to be carried out soon.

16. PTA report

- Mr Johnson, PTA link governor, was not at the meeting
- Ms Lewis stated that there had been some excellent fundraising events over the Christmas period.
- Mr Dunlop wished to record the governing body's thanks to the PTA and suggested that the Chair be invited to the next meeting.

17. Any other business

Mrs Landeg stated that the Governors' Annual Report to Parents was due to go out soon. It had been hoped that this would have been ready for this meeting but, due to preparation for the forthcoming inspection this had not been possible. This will be finalised after the inspection and emailed to governors for their comments/approval.

Questions were raised by governors regarding the inspection report. Ms Lewis stated that a draft report would be received but this would be confidential and the final report would be published at Easter.

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

Agenda item 10

19 Date of next meeting

23 May 2018

Signed  Chair of Governors

Date 25-05-2018.