

**Minutes of the Governing Body meeting held at Fairfield Primary School on
Wednesday 13th February 2019**

Present

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Cllr M. Wilson, Mrs A. James, Ms Z. Lincoln, Mrs K. Clarke, Mrs M. Williams, Mr S. Glover, Mr J. Wilcock, Mrs K. Lewis.

Observer - Ms S. Uluca (PGCE Student currently in Mrs E. Herbert's class). Mr J. Dunlop welcomed Ms S. Uluca to Fairfield on behalf of the Governors.

• Apologies for absence

Miss B. Hurlstone, Mr C. Johnson.

• Minutes of the Previous Meeting

Brief discussion over previous meeting.

- Mr J. Dunlop advised Ms Z. Lincoln that she was nominated as Vice Chairperson during the last meeting in her absence and asked if she was happy to take on this role. Ms Z. Lincoln feels reluctant as she is aware that Mr J. Dunlop will be retiring from chair this year and she does not wish to take on this role. She is conscious that she will be unable to come to school ad hoc if required as chair, due to her work commitments. She asked if there was anyone else who would like to take this opportunity to gain experience as vice and possibly chair in the future. As nobody else nominated themselves Ms Z. Lincoln will continue but would happily step down if somebody else would like the opportunity.
- Mr J. Dunlop confirmed that he would be resigning as chair and governor in September, he feels he has completed everything that he set out to do and that it is the right time to resign.
- Mr J. Dunlop mentioned ALN provision and that he had talked with a local funding organisation for support. Ms S. Lewis advised there are changes to ALN due to the ALN bill. Mr J. Dunlop will discuss with Ms S. Lewis separately.
- There was a discussion regarding the dangerous driving and parking outside school. Ms Z. Lincoln queried if a letter had been drafted to the council. Ms S. Lewis advised that a parent had written to the Local Authority and Vaughan Gethin. The Local Authority have been in touch with the school and have investigated drop off zones. The school are involved with Sustrans, encouraging cycling and there have been a few assemblies. Mr C. Johnson sent an email regarding parking to be discussed in his absence. A few parents have expressed their support via PTA Facebook for organising a week of volunteers to monitor parking for drop-off and pick up for one week. If enough support can be gathered would the school be happy to allow this to happen? Mr J. Dunlop advised that the jurisdiction ends at the school gate and this should only be carried out by trained Road Traffic Officers. Governors discussed and agreed that we should encourage to work with activities that we have available, such as Sustrans and the walking bus.
- A current record.

• Matters Arising

Nothing to report.

• Correspondence

Email of resignation as Community Governor received from Mr A. Hanuk.

• **Community and Staff Governor**

- Ms Z. Lincoln's term of office ended 13/7/18 she is happy to continue.
- Mrs B. Hurlstone's term of office ended 1/9/2018. An email has been sent out to all staff advising a Staff Governor position is available but nobody has expressed an interest. Mrs B. Hurlstone will continue.
- Mr A. Hanuk, who was appointed through the Muslim Council for Wales, resigned as Community Governor. Mr J. Dunlop suggested contacting Mr D. Kidwar, Chair of the Muslim Council, to enquire if there is someone who would like to take on this role. All governors agreed and Mr J. Dunlop will contact.

• **Headteacher's Report**

Ms S. Lewis went through her report giving the governors additional information.

- Reception continues to be low with 34, small intake this year but other schools such as Llandough are also low in numbers.
- Nursery is still only open in the afternoons, currently at 27 and expecting another 4 after Easter. Hopefully this will continue to increase in September. Recently advertised to recruit an LSA but only received 2 applications. This could be due to the role being advertised as temporary. The role is currently filled by the same supply LSA for continuity and will probably continue to supply at the moment due to the changing numbers.
- Fairfield are involved in an exciting new wellbeing cluster project, Facts4Life, which has been developed by a doctor and a teacher. Part of wellbeing is children knowing how to look after their bodies and realising they will have up and down days. Staff have also been on training and would like to develop with Cardiff University.
- Mrs Kendall is working on the changes to ALN due to the ALN bill.
- Bear Pak have registered for the 30 hour childcare provision. The Vale are coming into school next week to give information to nursery parents on how to apply.
- Fairfield are working with Penarth Pavilion to create a daffodil display for St David's Day. Seabreeze have been asked if they would like to sponsor.

• **Curriculum Reform**

Ms S. Lewis presented an overview of the curriculum reform.

- New professional standards for teachers and funding to support professional development.
- ALN change – children have entitlement for support and the school is responsible for this.
- Online personalised assessments – making aware the level the child is at and which elements finding difficult. Unable to make comparisons as each assessment individual.
- Currently progressing and should be using by 2022.
- Cllr M. Wilson advised that there is a consultation coming out and will be available from the Welsh Assembly which would be worth reading.
- Mr J. Dunlop questioned what real difference will the children notice? Mrs A. James advised that secondary will see more of a change. It is based on child central learning, and primary are already working this way but planning has changed, teachers now look to incorporate the four core purposes.

• Leadership Committee Report

Ms S. Lewis advised the budget is ok overall. Ms Z. Lincoln questioned if the school was completely out of deficit now. Ms S. Lewis replied yes and Mr J. Dunlop advised it is successfully being managed by the team and staff.

• Other Committee Reports

Discussion over committee meetings. Mr J. Dunlop suggests that the committees are struggling at the moment. Might have to try and do things differently and possibly require meeting more often. Governing body agreed to hold the current meetings that exist and restructure and review the committees at the next meeting.

Mr J. Dunlop requested the clerk to set committee meetings and structure.

• Model School Pay Policy

Governors agreed.

• School Admissions Policy 2020/21

Ms S. Lewis explained how this will not impact on Fairfield's admissions to Stanwell. The Local Authority are taking away feeder schools and making catchment areas a priority.

• Safeguarding

Nothing to report. Ms E. Scourfield to meet with Ms S. Lewis before Easter. Date to be confirmed.

• ALN

Ms S. Lewis has nothing further to add than what has previously been discussed.

Mr J. Dunlop and the rest of the governors agreed for this item to be removed from the next agenda.

• Governor Training

Nothing to report.

• Teachers' Representative Report

Mrs A. James advised the main emphasis is the new curriculum and working hard on the welsh charter.

- Children are taking part in enrichment afternoons in FP and KS2 (Reception and Year 1 not involved yet but may change in the summer). The teachers choose a subject and the children take part in different activities for 6 weeks. They are really enthusiastic and are all talking about their learning. FP are currently working on 'rubbish rocks' which has an eco-element and incorporating music, science and outdoor art. KS2 science, French, working outdoors and setting up a website.

Ms S. Lewis explained that the Challenge Advisor's feedback was very positive from all the children, and the children are getting involved with suggestions for each project.

- Wellbeing – Mrs A. James is attending Elsa training. Part of the training is to bring a piece of good news in everyday which she shares with the class. This has made a big difference to the class and Mrs A. James has asked all staff to do the same. Also attending Makaton and sharing with the school.

- Eco would like to mention they have achieved the platinum flag again maintaining their standards. Governors would like to feedback to the Eco committee well done on the really good news.
- Eco's main focus is plastic, especially milk bottles within the school. Any suggestions on how to minimise plastic are welcome.
- Staff within KS2 still feel really stretched at the moment. Ms S. Lewis discussed that there has been an LSA absence which has not been covered due to finance. Mr J. Wilcock questioned if this is due to long term sick and would this not be covered by insurance. Ms S. Lewis advised that LSA is not covered by insurance due to budget but hopefully something will be put in place in the new financial year.

• **Non-teaching Staff Representative's Report**

Nothing to report. Mrs B. Hurlstone unable to attend meeting.

• **Health and Safety**

Nothing to report.

• **PTA Report**

Ms E. Scourfield explained that Mrs S. Barnwell, Chair of PTA, was unable to attend the meeting and gave details of the PTA report.

- The PTA are hoping to purchase 30 iPads. This will be discussed and hopefully signed off at the PTA meeting next week. There was a slight delay in ordering as they required confirmation of what size iPads the school required. This has now been confirmed.
- The account is quite positive. Parents have been concerned that the funds raised are not being spent. The iPads are the focus and biggest purchase at the moment.
- Lots of ideas and events coming up, summer bake off in May, possible gin tasting and school summer fayre.
- Awaiting confirmation of price for a theatre group called Hidden Dragons to possibly perform in school. The group discusses how to deal with feeling scared, frightened and would tie in nicely with wellbeing.
- Very strong PTA at the moment. However over the next 2 years the majority will be leaving. PTA concerned that nobody from the infants is coming forward. Ms E. Scourfield requested that the PTA are informed when the new Reception meeting takes place so that Mrs S. Barnwell can attend.
- PTA are keen to take on parents eco suggestions such as jolly jars being changed to jolly bags.

Mr J. Dunlop extends his thanks from the governors for the PTA report.

• **Any Other Business**

Mr J. Dunlop requested GDPR, data breach and cyber security to be placed on next agenda.

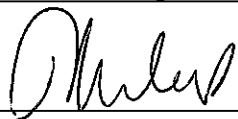
• **Matters deemed to be confidential for the publication of the minutes**

Nothing to report.

• **Date of next meeting**

22nd May 2019

Signed _____



Chair of Governors

Date: