

## **Minutes of the Governing Body meeting held at Fairfield Primary School on Wednesday 29th January 2020**

### **Present**

Ms S. Lewis, Mr C. Johnson, Ms E. Scourfield, Mrs A. James, Miss B. Hurlstone, Mrs C. Porter, Mrs K. Clarke, Mrs E. Brown, Mr J. Wilcock, Mrs K. Lewis.

### **• Apologies for absence**

Dr E. Warren, Mr M. Chorley.

### **• Minutes of the Previous Meeting**

A current record and minutes signed by Chair.

### **• Matters Arising**

Nothing to report.

### **• Correspondence**

Clerk advised Governors that the only correspondence received was a letter from the Vale of Glamorgan Council regarding School Admission Arrangements 2021/22 which was distributed to all Governors via email. Ms Scourfield questioned if the school had received any response from parents regarding this. Ms S. Lewis advised that no response had been received as of yet.

### **• Headteacher's Report**

Ms S. Lewis went through the report giving the Governors more detail.

Pupils on roll numbers are high, full in most year groups apart from Year 1 as there was previously a low Reception intake. Numbers in nursery however are still low. We have now opened an afternoon session again and there is appropriate ratio of staffing and there will be more admissions in the Spring/Summer. Still trying to publicise the nursery, an article was put in the Families magazine last month and we are now showing on the Vale website, so hopefully this will help to increase numbers.

Discussion took place regarding additional support for Year 6. Ms S. Lewis explained that she has regular discussions with the Year 6 teacher with regards to the situation. They feel it is about getting the right support not just an extra body within the classroom. An LSA is currently working each morning and the situation has improved but there are still some issues. Ms Scourfield questioned if any parents have shown any more concerns. Ms S. Lewis explained that parents do feel that there has been an improvement.

Targets have now been agreed with Challenge Advisor. Foundation Phase literacy looks low however there are specific needs with some of the children, such as learning difficulties and dyslexia. This has been discussed with the Challenge Advisor and he is happy with this level. Ms S. Lewis discussed attendance figures and advised that Mrs Tucker monitors attendance daily. We currently have one child who is a school refuser and his brother, who originally attended school regularly, is now also refusing to come to school. This is having an impact on attendance figures and EWS are involved.

A small discussion on the new curriculum took place. Ms Scourfield asked if there would be a meeting for parents to attend to discuss and go through the new curriculum. Ms S. Lewis explained that there is still reviews and changes taking place. A meeting will be arranged as soon as we know what is definite and we can then share with Governors as well.

Ms S. Lewis explained that PC Emma, School Link Officer, has retired and we are awaiting a replacement. There has been concerns with some children saying inappropriate things that

relate to use of the internet, social media and online games. Once we have a School Link Officer, we would like them to talk to the children regarding this, however a letter was sent out to all parents regarding safe internet and social media use, which contained useful links to online safety. Ms S. Lewis requested Clerk to send a copy of this letter out to all Governors. A discussion regarding ELSA took place. Mrs Brown questioned what ELSA stood for. Mrs James advised that ELSA stands for Emotional Literacy Support Assistant and explained that it is very technical, gives tools to deal with various situations and become aware of individual children's needs.

Ms S. Lewis explained that she attended the budget forum and is now the lead for the cluster. Draft projections are showing additional funding being generated by Vale Council to support shortfall in funding. However budgets will still be tight next year. Ms S. Lewis also discussed NAHT and will make the governing body aware of events so that they can be involved in decisions.

Short discussion regarding IT took place. Ms S. Lewis informed Governors that improved IT provision will be in place through WG funding, beginning with the school having a new server to improve internet access and all computers have now been upgraded to Windows 10. Mrs Porter explained that schools in Cardiff have been informed not to spend funds on IT at the moment due to possible IT funding.

#### **• Leadership Committee Report**

Ms Scourfield advised that the committee met just before this meeting. They mainly discussed the budget, with regards to the Local Authority sustaining deficit and providing necessary funding if needed, as already mentioned in the Headteacher Report.

#### **• Other Committee Reports**

Mrs James advised that the Teaching and Learning Committee also met just before this meeting. Mrs James gave a brief on the new curriculum and showed the committee the display in the hall, created by the children at the start of term, on the four core purposes and welcomed the rest of the Governors to also go and view it.

Standards Committee have not met yet but a meeting will be arranged as soon as possible. Mrs James questioned if there had been any further discussion with regards to possibly increasing how often the full Governing Body meet and whether the committees work? Ms Lewis advised that it was decided last year to try and keep the same format for now as there were new Governors starting. Ms Scourfield suggested that the format remain but requested the Clerk to put committee review on the next meeting's agenda.

#### **• Safeguarding**

Ms Scourfield informed Governors as she is now Chair she is unable to carry on the role as Safeguarding Governor. All Governors agreed for Mrs Porter to take on this role.

#### **• Governor Training**

Mrs Clarke has attended Adverse Children Experiences training.

Mrs Brown has attended the mandatory Governor training.

Mrs Scourfield and Mr Wilcock have both booked onto the Performance Management training in March.

#### **• Teachers' Representative Report**

The pupil voice groups had each collated reports and Mrs James gave feedback to the Governors.

The School Council have elected new representatives and they meet every week. They have set out areas of charity that they want to support and two representatives have attended the Super Ambassadors. They have also carried out a survey about the new school menu choice and have reported this back to Ms Lewis.

The Sports Council are holding the Schools Race for Life which is taking place for the whole school on Friday. Children and staff will be running a 2 mile circuit around the school to raise funds for Cancer Research.

Sgwad Cymraeg achieved the bronze award last year and are now focusing on maintaining this and working towards the silver award.

Digital Leaders are looking to arrange a digital talent show and digital dress up day.

Creative Committee chose the Christmas shows last year and also ran the carolathon, which was a great success. They are now focusing on welsh music day and disco.

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

Mrs Hurlstone informed Governors that the LSA's have recently met with Ms Lewis to discuss the work and hours that they do. Ms Lewis advised that LSA's are paid specific hours but that they do extra and this is being looked into and monthly meetings with the LSA's have been set up.

#### **• Health and Safety**

Ms Scourfield queried if the trim trail was being looked at. Ms Lewis explained that a company who are able to fix the matting have now been located and that she will be contacting them to come and assess the area. Ms Scourfield questioned in relation to the child that was injured if the parents would be taking it further. Ms Lewis advised not that she was aware of.

#### **• GDPR, Data Breach and Cyber Security**

Ms Lewis advised that we have signed up to the Vale and is aware that policies need to be put on the website.

#### **• PTA Report**

Ms Lewis fed back that the PTA are planning a quiz night, cake sales, community BBQ and they also want to provide bins for school uniform to be recycled. Clerk advised that the PTA are also interested in what the school would like funded. Ms Scourfield questioned if more Chromebooks were needed? Ms Lewis advised that the school would rather spend funds on new curriculum resources. Ms Scourfield requested the Clerk to invite the PTA to attend the next Governors meeting or request a report from them.

#### **• Any Other Business**

Nothing to report.

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

Nothing to report.

#### **• Date of next meeting**

Wednesday 13th May 2020.

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

Date: **16/9/20 - Minutes unable to be signed due to virtual meeting.**  
**All Governors agreed current record.**