

**Minutes of the Governing Body Meeting  
held at Fairfield Primary School on Wednesday 20<sup>th</sup> January 2016**

**Present**

Ms S. Lewis, Ms C. Maher, Mrs E. Streets, Miss B. Hurlstone, Ms Z. Lincoln, Mr J. Dunlop, Mr A. Hanuk, Dr R. Smith.

**1. Apologies for Absence**

Mr N. Gibbs, Ms E. Scourfield, Mrs Rachel Jowett, Cllr. R. Cook, Mrs A. James

**2. Minutes of the previous meeting**

Approved as a correct record.

**3. Matters Arising**

*5. Matters Arising*

- It was suggested that inviting Vaughan Gething to attend the next meeting would be of benefit.
- It was noted that the council's policy on attendance authorisation was incorrect as, in fact, Headteachers are able to authorise up to 10 days. It was suggested that this put Headteachers who chose not to authorise holiday in a difficult position. It was decided that a letter should be sent to all Fairfield parents and carers explaining and clarifying the situation in regard to this school and informing them of the impact of absences on their child's education. Ms Lewis agreed to draft a letter and send this out to governors for their comments and observations before sending out to parents.

*9. New Build*

- There was concern that no agreement had yet been made between Fairfield and Ysgol y Deri regarding the use of the new building. Clarification was needed on the financial and maintenance implications as well as legal duties regarding health and safety. Ms Lewis agreed to set up a meeting with Mark Haynes, David Davies and Chris Britten to discuss these issues.

**4. Correspondence**

An email had been received re governing training

**5. Headteacher's Report**

See Appendix 1

- The plans for the new parking and vehicular access were distributed to governors and there was some discussion regarding these.
- Glossary to be sent to governors.
- PTA to be invited to next meeting.
- Policy documents to be sent out to sub-committee members – Dropbox to be set up.

**6. SUB-COMMITTEE REPORTS**

- *Leadership Sub-Committee (Finance)*  
CONFIDENTIAL ITEM

- *Standards Sub-Committee*

A written report had been circulated to governors – see Appendix 2

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

This had been circulated to governors prior to the meeting. Governors requested that their home addresses be removed from the report. The report was then approved for publication.

There was some discussion regarding the requirement of publishing the report and minutes of meetings in Welsh. Mrs Landeg would seek clarification from Governor Support regarding this.

Mrs Landeg was also requested to obtain the template for skills audits for governors.

It was noted that on the annual report there was one vacancy for a community governor and there was some discussion regarding inviting Michelle Williams, a former employee who still has strong links with the school, to be co-opted.

## **8. Governor training**

- Mr Dunlop had enrolled for online training for Chairs of Governors.
- Mrs Maher would be attending training focussing on extremism.
- Ms Lincoln had attended Data handling training.
- Mrs Maher had attended Safeguarding training.

## **9. Teachers' Representative's Report**

None as Mrs James was unable to attend the meeting due to illness.

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

Nothing to report

## **11. Health and Safety**

- The school was continuing to utilise the evolve system, the risk assessment process for school visits
- A walk around the school had taken place to identify any health and safety risks.
- It was suggested that accident reports should be submitted on a quarterly basis.

## **12. PTA Report**

This item had been covered in the Headteacher's Report

## **13. Any other business**

- Complaints had been received from parents with regard to the safety of children because of some parents behaving irresponsibly when parking or dropping off and collecting their children. It was agreed that parents should be requested to contact the police to report incidents which compromised the safety of our children. There was some discussion regarding Safe Routes Communities.
- There was a discussion regarding long term strategic planning as governors and whether this would be best dealt with within the sub- committees or in a larger group situation involving senior management.



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<b>14. Matters deemed to be confidential for the publication of the minutes</b>
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Agenda item 6, bullet point 1.

<b>15. Date of next meeting</b>
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Wednesday 27th April

Signed  Chair of Governors

Date 27/4/2016.

## APPENDIX 1

### FAIRFIELD PRIMARY SCHOOL

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January 2016

(Additions to previous report are in bold)

# Headteacher's Report to Governors

1. Introduction

Blwyddyn Newydd Dda to you all. After a busy Autumn term, we look forward to a successful Spring term.  
In the Autumn we went through the process of Categorisation for the second year. The story was the same as last year, where we were placed in ‘Amber’ and had to fight our case as to why we should be categorised as ‘Yellow’. This was finally agreed, after several arduous meetings attended by the SMT and Governor representatives. I am of the understanding that we have not been discussed at moderation meetings held in the Consortium and nationally. Therefore, I believe that we will be reported as a ‘Yellow’ school on the WG website ‘My Local School’ which will inevitably be reported in media. This was a huge achievement for our school and I would like to relay sincere thanks to all involved, and of course to all representing our school; governors, staff, parents, pupils. It is because of the strength of what takes place at Fairfield that we are able to ‘persuade’ those involved in categorisation that we are justified in stating our case.

2. General Information

2.1 Term dates 2015/2016

Term	Begin	Half Term		End	No. of school days
		Begin	End		
Autumn 2014	Tuesday 1 Sept 2015	Monday 26 Oct 2015	Friday 30 Oct 2015	Friday 18 Dec 2015	74
Spring 2015	Monday 4 Jan 2016	Monday 15 Feb 2016	Friday 19 Feb 2016	Friday 24 March 2016	54
Summer 2015	Monday 11 April 2016	Monday 30 May 2016	Friday 3 June 2016	Wed 20 July 2016	67
Total					195

We have received term dates up until 2018. These are now available on the school website. **The term dates for 2016 – 17 have been altered by the WG.**

2.2 Pupil roll and transfers

We currently have 292 children on roll (January 2016)  
299 children on roll (September 2015)  
293 children on roll (May 2015)  
293 children on roll (March 2015)  
296 children on roll (January 2015)  
292 children on roll (November 2014)  
288 children on roll (September 2014)  
293 children on roll (June 2014)  
295 children on roll (May 2014)  
297 children on roll (January 2014)

Class Organization January 201									
Teacher	Class	Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Total



Mrs L. Convery/Mrs J. McLeod	1/2	40							40
Mrs A. James	3		29						29
Mrs J. Smith	4		13	13					26
Mrs J. Woolmer	5			29					29
Mrs E. Herbert	7				27				27
Mrs E. Stead	8				14	13			27
Mr A. Cudd	9					27			27
Mrs C. Luke	10						30		30
Mrs E. Burnhill-Smith	11						15	16	31
Dr J. Edwards	12							26	26
<b>Totals</b>		<b>40</b>	<b>42</b>	<b>42</b>	<b>41</b>	<b>40</b>	<b>45</b>	<b>42</b>	<b>292</b>

  

2.3 Staff Organisation and recruitment <b>No information to report</b>	
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2.4 School Closures – 2015/2016 INSET Days Tuesday 1 <sup>st</sup> September 2015 (Safeguarding and SER) Friday 25 <sup>th</sup> September 2015 (LNF - Assessment) Monday 2 <sup>nd</sup> November 2015 (First Aid for teachers/Maths Intervention training for LSAs) Monday 4 <sup>th</sup> January 2016 (Team Teach – Behaviour Review) Monday 11 <sup>th</sup> April 2016 * * Proposed INSET days – not yet confirmed Fairfield Out of School club provide childcare for INSET days if there is enough uptake.	
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<b>3. Pupil Achievement &amp; Progress</b>	
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3.1 Current projected levels alongside Targets for Assessments 2016 (%)	Spring Term
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Foundation Phase (Y2)	FP05+	Target	FP06	Target
LLC		95.7%		37%
MD		97.8%		39.1%
PSD		100%		63%
KS2 (Y6)	L4+	Target	L5	Target
ENGLISH		95.5%		54.5%
MATHS		97.7%		68.2%
SCIENCE		97.7%		72.7%

  

	Pupil Progress Meetings are taking place this week, which will inform the information in this table. This will be reviewed by the Standards sub-committee
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3.2 Levels of Attainment (%) 2015: incl Resource Base (excl Resource Base)							Autumn Term
Foundation Phase (Y2)		FP05+	Target	FP06	Target		The levels of attainment have been disaggregated to show outcomes excl. the Resource Base. Targets set also exclude the Resource Base.
LLC		95.5%	95.1%	34%	43.9%		
MD		95.5%	95.1%	30%	41.5%		
PSD		100%	100%	59%	58.5%		
FPOI		95					
KS2 (Y6 incl. RB)		L4+	Target	L5	Target		
ENGLISH		89%		41%			
MATHS		85%		59%			
SCIENCE		85%		44%			
CSI		85%					
KS2 (Y6 excl. RB)		L4+	Target	L5	Target		
ENGLISH		96%	92%	44%	26%		
MATHS		92%	92%	64%	56%		
SCIENCE		92%	96%	48%	74%		
CSI		92%					
3.3 Exclusions							Cumulative table
	2014/15			2015/16			
2013-14	Autumn	Spring	Summer	Autumn	Spring	Summer	
15	0	2	1	8			
Due to the incidents of Fixed-term Exclusions, an INSET day was held in January to review management of certain individuals and procedures in place.							
3.4 Racist incident monitoring							Cumulative table
	2014/15			2015/16			
2013-14	Autumn	Spring	Summer	Autumn	Spring	Summer	
0	0	0	0	0			
4. Pupil Wellbeing and development							
4.1 School Meals and Healthy Eating / Wellbeing							
Pupils undertook the bi-annual questionnaire regarding Wellbeing. This is now called 'SELFIE'. Staff have analysed the outcomes and are targeting certain individuals to ensure appropriate support is in place.							
KS2 pupils had a Rail Safety assembly from Transport Police							
Whole School focus on Happy and Healthy Week was on Anti-racism, culminating in an assembly where classes shared their work.							
Y6 pupil Isabelle Edmund won a prize in the Anti-Racist calendar competition.							
4.2 Health & Safety (inc fire drills)							
A Fire drill took place regarding new procedures with the new FP playground area. FP classes will have to exit FP area via the gate on Dryden Road to then join the rest of the school in the KS2 playground.							
4.4 School Council/Eco-committee/Sgwad Cymraeg/Digital Leaders/Sports Council							
• School Council took part in another Joint School Council meeting with the St. Cyres cluster							
• School Council have carried out a survey of all pupils regarding the curriculum. They presented the results to the school in an assembly and have asked them to focus on suggestions of how to improve the main issue that was raised. This was the teaching of Welsh. This has enabled them to produce an Action Plan which identifies ways forward for the development of Welsh. This includes actions suggested by classes. This has created a new pupil group 'Sgwad Cymraeg' who actively promote the use of Welsh across the school. Sgwad							



<p>Cymraeg members now award pupils with 'Tocyn Eait'h' when they hear pupils using Welsh. The class with the most tokens is praised in Fridays Achievement Assembly.</p> <ul style="list-style-type: none"><li>Sports Council continues to set up sports activities in playtimes and congratulate participants in Fridays Achievement Assembly.</li><li>Eco-committee have carried out their regular litter picking patrols.</li></ul>																																																							
<p>4.5 Attendance Targets for 2015 - 2016</p> <table><tr><th></th><th>2013/14</th><th colspan="5">2014/15 (Summer 2014 in brackets)</th><th colspan="4">2015/16 Target 95.6%</th></tr><tr><th></th><th>Actual</th><th>Target</th><th>Actual</th><th>Aut</th><th>Spr</th><th>Sum</th><th>Target</th><th>Aut</th><th>Spr</th><th>Sum</th></tr><tr><td>Authorised absence</td><td>3.9</td><td>3.9</td><td>3.1</td><td>3.5</td><td>3.2</td><td>2.4 (4)</td><td>3.1</td><td>3.3</td><td></td><td></td></tr><tr><td>Unauthorised absence</td><td>1.4</td><td>1.2</td><td>1.4</td><td>1.1</td><td>1.5</td><td>1.6 (2)</td><td>1.3</td><td>1.2</td><td></td><td></td></tr></table> <p>Currently our attendance has maintained a level of 95.5%.</p>												2013/14	2014/15 (Summer 2014 in brackets)					2015/16 Target 95.6%					Actual	Target	Actual	Aut	Spr	Sum	Target	Aut	Spr	Sum	Authorised absence	3.9	3.9	3.1	3.5	3.2	2.4 (4)	3.1	3.3			Unauthorised absence	1.4	1.2	1.4	1.1	1.5	1.6 (2)	1.3	1.2			<p><b>NB:</b> Holidays – point for discussion</p>
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<p>5. Quality of Provision</p>																																																							
<p>5.1 Teaching &amp; Learning</p> <ul style="list-style-type: none"><li>Teachers have planned together in phases for the terms topics.</li><li>Observations of lessons took place in November 2015. All lessons were 'good' with many examples of 'excellent'.</li><li>Through Performance Management targets there is an increased focus on Assessment for Learning strategies, where the pupils are more involved in understanding what they are learning and how well they are making progress.</li><li>Staff continue to track progress of pupils towards their targets through Pupil Progress Meetings, using assessment data and teacher's knowledge of pupil's overall ability. Pupils identified as not being on track are targeted with appropriate support.</li><li>Work was carried out to IT provision in all classes where the Whiteboards were replaced with TV screens that display appropriate teaching resources, as well as connecting to iPads so that children's work can be displayed and discussed as a teaching tool.</li></ul>																																																							
<p>5.2 Curriculum</p> <p>Spring 2016 First / Second Half term topics</p> <table><tr><td>Reception</td><td>Carnival - CD</td><td>Minizoo - KUW - Science</td></tr><tr><td>Y1 / Y2</td><td>Pop up - DT</td><td>Land Ahoy - KUW - DT</td></tr><tr><td>Y3 / 4</td><td>Robot Rampage</td><td>New Visions - Art Design</td></tr><tr><td>Y5 / 6</td><td>Potions - Science</td><td>Heroes and Villains - Hist</td></tr></table> <p>Visits</p> <p>Reception have settled into their new classrooms well. They had several local visits during the second autumn term, including a trip to the cinema at Penarth Pier Pavilion.</p> <p>Years 1 and 2 recreated the Great Fire of London in Autumn second half term.</p> <p>Year 3 &amp; 4 experienced a Victorian Day in school and visited Cardiff Castle at Christmas time to end their Victorian topic.</p> <p>Years 3&amp; 4 were involved in a Multiskills event at Cogan Leisure Centre.</p> <p>Y5&amp;6 had a Tudor day in school at the end of the Autumn term.</p> <p>Key Stage 2 enjoyed Techniquet activities focusing on Science Forces and Maths Problem solving.</p> <p>Years 5 and 6 participated well in a Cross Country Event at Cogan Leisure Centre.</p>											Reception	Carnival - CD	Minizoo - KUW - Science	Y1 / Y2	Pop up - DT	Land Ahoy - KUW - DT	Y3 / 4	Robot Rampage	New Visions - Art Design	Y5 / 6	Potions - Science	Heroes and Villains - Hist																																	
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**NB:**  
Holidays –  
point for  
discussion



<p>Years 5 &amp; 6 had an NSPCC assembly and workshop. Y6 had a transition day at Stanwell. At the beginning of term all classes had the termly focus on Handwriting. Curriculum leaders are currently reviewing planning and provision of their subject across the school. Curriculum leaders are currently reviewing provision of literacy and numeracy within their subjects, to ensure that the Literacy Numeracy Framework is in place.</p>	
<p>5.3 Provision for specific groups of pupils; FSM, ALN, EAL, MAT Support has been received from the Behaviour Team regarding support for 2 pupils. The EP has been involved with several pupils and reviewed the provision over the year. Additional interventions continue to be in place to support identified pupils. Their progress is tracked and amended as appropriate. FSM pupils continue to be targeted by the PDG teacher, with their attainment tracked to ensure they are making appropriate progress.</p>	
<p>5.4 Community links</p> <ul style="list-style-type: none"> <li>• Fairfield are providing placements for an NVQ student (years 1 and 2) and a PGCE student (year 6). We also have an additional PGCE student starting in Feb 2016 in year 3.</li> <li>• Silver Stars Gymnastics Club held a Gym Camp over October half term.</li> <li>• A Fencing Club for the community takes place at Fairfield every Tuesday evening.</li> <li>• A local rugby club used the grounds for their weekly practice towards the end of the Christmas holidays.</li> <li>• Several volunteers from different areas of the local community continue to support pupils across the school. Thank you to all involved in this work.</li> <li>• Wonderful Christmas Shows took place for parents and carers at the end of the Autumn term. They were fantastic productions and enjoyed by all!</li> <li>• Fairfield Choir sang at a local Penarth Home for elderly residents.</li> <li>• Fairfield School once again took part in 'A Song for Xmas', a collaboration with other primary schools to create a video on youtube of us all singing 'All I want for Xmas is you'</li> <li>• Vaughan Gething AM attended a Friday Achievement Assembly at the beginning of the Spring Term 2016 and enjoyed a tour of the school and the new building with the School Council.</li> <li>• Penarth Town Mayor attended a Friday Achievement Assembly before Christmas to hand out awards for Fairfield's entries into the Penarth Town Mayor Painting Competition.</li> <li>• Fairfield entered St Augustine's Xmas Tree Festival with a tree representing the 'Christmas Jigsaw'.</li> <li>• Fairfield's website is currently being upgraded to ensure that it is more accessible to parents and compatible with modern technology. This has also involved updating the photos to be used so that they represent pupils currently attending the school. These are also now displayed on the foyer screen.</li> <li>• A link has been made with a school in China that will lead to a project focusing on an area of the curriculum. Possible visits may take place in the future.</li> </ul>	
<p>5.5 Links with Parents/Carer</p> <ul style="list-style-type: none"> <li>• Reception will hold a Parents Forum to inform parents of the Jolly Phonics Scheme, Big Writing and Big Maths.</li> </ul>	



<ul style="list-style-type: none"> <li>• A Parents forum will be held to inform parents of the outcomes of Teacher Assessment at the end of Summer 2015. Information about the progress of the new building will also be shared at this meeting.</li> <li>• PTA were involved in several events during the autumn term. A successful Xmas Fayre took place raising approx. £2000. The children also enjoyed Secret Santa where they purchased gifts for members of their family.</li> <li>• The PTA also held a successful Christmas Disco for both FP and KS2.</li> <li>• 2 Parents Evenings took place in November 2015, which was well attended and enabled teachers and parents to discuss how well children had settled into their new classes.</li> </ul>	
<b>6. Leadership &amp; Management</b>	
<b>6.1 Staff development &amp; Performance Management</b> <ul style="list-style-type: none"> <li>• Literacy / Numeracy Leaders attended courses and cluster meetings regarding their respective areas</li> <li>• ICT / Science / Welsh Leaders attended cluster meetings regarding their areas.</li> <li>• Literacy leader attended a SIG meeting focusing on writing with boys and achieving +1 progress.</li> <li>• HT attended Cluster meetings at Stanwell and St Cyres and Vale HT meetings</li> <li>• Teaching staff received training on First Aid</li> <li>• LSA staff received training on a maths intervention 2Connect.</li> <li>• SMT staff attended training on Assessment for Learning from Dylan Wiliam who is an expert in this field.</li> <li>• PSE leader attended a course on 'Drug Abuse education'.</li> <li>• Geog leader attended a course on Global connections</li> <li>• Mr Cudd has begun the Middle Level Leadership course</li> <li>• The 2 year 6 teachers are involved in Moderation Assessment meetings with St Cyres and Stanwell. WG has stipulated increased verification of assessment levels awarded to pupils work. This will involve more thorough moderation taking place across each cluster.</li> </ul>	
<b>6.2 School Self Evaluation</b> All staff have reviewed the Self Evaluation Report. Analysis has taken place of the data from July 2015, through the Core Data Sets. This information has been shared with staff and areas highlighted as a focus for the coming year.	
<b>6.3 External support</b> <ul style="list-style-type: none"> <li>• SMT members met with WG representatives to discuss the criteria used for Categorisation, focusing on the fact that Value Added should be a component of the calculation for the Standards Group.</li> <li>• 2 meetings were held to discuss Fairfield's categorisation. It involved a long process of proving the achievement made by pupils to ensure that we were categorised as a yellow school.</li> <li>• Vale Behaviour Team is involved with 2 pupils at Fairfield and has met with specific staff regarding strategies to use.</li> <li>• School Nurse has been in to work with Reception pupils.</li> <li>• Vale Health Board attended school to administer the Nasal Flu spray to Foundation Phase pupils</li> <li>• Staff attended an INSET on Team Teach which reviews how to handle situations where pupils are not adhering to School Rules. This was followed up with a review</li> </ul>	



of procedures and amendments to the Behaviour policy.	
<p>6.4 Progress on School Improvement Plan 2015 - 2016</p> <p>Target 1: Improve standards of teaching and learning in order to raise standards for all pupils.</p> <ul style="list-style-type: none"> <li>Teachers have reviewed their own performance against the Continua Scale. Improvement shown from previous assessment.</li> <li>Performance Management target agreed focusing on AFL strategy and improving standards of teaching and learning</li> <li>Staff have reviewed Continua Scale, focusing on 'written prompts' and 'involvement of success criteria with children. Staff aware of differences between good and excellent lessons.</li> <li>Book Scrutiny evidences use of prompts to support children in improving work.</li> <li>Lesson observations evidences children developing Success Criteria.</li> </ul> <p>Target 2: Raising Standards in Numeracy</p> <ul style="list-style-type: none"> <li>Moderation carried out, all outcomes / levels collated for the standardisation / moderation folder.</li> <li>Numeracy throughout the curriculum – Overviews collected in and will be analysed and matched to the appropriate LNF skills in the Maths PLC.</li> <li>Subject Leader disseminated areas for improvement during the Inset Day – 25/09/15.</li> </ul> <p>Target 3: Raising Standards in Literacy</p> <ul style="list-style-type: none"> <li>Staff have met with HT to go over individual pupil progress and to ensure targets are challenging.</li> <li>On going monitoring of intervention groups and progressed tracked ALNCO.</li> <li>Baseline assessments undertaken and targets put in to place</li> <li>Resources distributed across the phases and put in place.</li> <li>Staff have used data to inform planning and ensure delivery of a stimulating and challenging curriculum.</li> <li>Staff are using LNF targets to inform GGR sessions and cross-circular planning.</li> <li>Monitoring of whole school approach to teaching.</li> <li>Subject Leader has monitored the implementation of new POS through discussions with phases at PLC meetings. Subject Leader has monitored the implementation of new handwriting and presentation through discussions with phases at PLC meetings.</li> <li>Targets for Literacy have been set in line with FFTD and are challenging.</li> <li>PLC have been over the School on a Page data to ensure they are aware of progression.</li> <li>Staff have been identified for CPD – with particular emphasis on levelling.</li> <li>PLC's are looking closely at the data and pupil progress towards it.</li> </ul> <p>Target 4: Raising Standards in Science</p> <ul style="list-style-type: none"> <li>September 2015, Collective Learning Science scheme introduced to Key Stage 2.</li> <li>Book scrutiny carried out 26.11.15</li> </ul> <p>Discussion with staff regarding children's positive reactions to the new structured scheme.</p> <ul style="list-style-type: none"> <li>September 2015, Collective Learning Science scheme introduced to Key Stage 2.</li> <li>Review timetables through monitoring process.</li> <li>Teachers identified resources needed for each year group.</li> <li>10.12.15 MAT pupils visited Stanwell for Science investigation work in a laboratory</li> </ul>	



<p>setting.</p> <ul style="list-style-type: none"> <li>▪ Rocket Man!</li> <li>▪ Techniquet Forces Kits in school 23/4.11.15</li> <li>▪ Monitor pupil books, discuss scheme with staff and pupils (listening to learners).</li> <li>▪ PLC meeting held – unable to attend, but minutes received and acted upon.</li> </ul> <p>Target 5: To reduce the impact of poverty on attainment of pupils</p> <ul style="list-style-type: none"> <li>▪ All data used to identify pupils, focusing on FSM.</li> <li>▪ PDG teacher established timetables working with identified pupils.</li> <li>▪ PPM take place termly.</li> <li>▪ Teachers completed data tracking sheets</li> <li>▪ Callio Letters sent home Oct 23rd.</li> <li>▪ Weekly sharing of classes above 98% attendance. Track best performing class and reward.</li> <li>▪ PDG teacher supporting FSM pupils using Rapid phonics, memory and auditory games, social and emotional activities, oracy activities, maths groups</li> <li>▪ SALT involvement with specific children</li> <li>▪ Registers of FSM pupils – a range of clubs available</li> <li>▪ Challenge observed in lessons through monitoring by HT</li> <li>▪ Pupils identified with 80 – 92% attendance through office staff and teachers referring. Letters sent to certain pupils or EWO involvement.</li> <li>▪ Diagnostic toolkits used for statutory tests. Areas of focus identified and teachers informed for their year group.</li> </ul>	
<p>6.4 Key School Policies To be agreed at committee meetings</p>	
<p>7. Use of resources</p>	
<p>7.1 Financial decisions Budget 2015-16 PTA has requested bids from year groups for expenditure of funds raised. These will support IT purchases of laptops, equipment for the new Reception classroom, ALN resources and sports equipment for playtimes.</p>	
<p>7.2 Premises: Premises Plan YYD are expected to take residence in the new building at Easter. Improvements to the drive are expected to take place during second spring half term. This will increase parking space, improve security of KS2 playground from the drive and allow drop off of pupils to YYD provision in the new building. Quotes are currently being obtained for playground markings and a climbing facility in the new FP playground. This will also include playground markings for the Reception area. The funding secured from the Olympics competition won by a pupil will be used to fund these improvements. There are some snagging issues regarding the new building, which are being resolved by the Vale. During November 2015 a leak was identified in the gas meter. A new meter was installed. A possible water leak is being investigated, which has been identified through high water bills received. It is not yet known whether this is in pipes within the building or in pipes leading to the building. The ramp and railings at the front of the main entrance have become unstable and are currently taped off. We have instructed the contractors who installed it to carry out repair works. They are waiting for suitable weather to do so.</p>	<p>Share plans of driveway improvements</p>



Alterations have been made to various display boards and shelving areas across the school. New speakers have been installed in the hall to allow for improved provision of lessons and assemblies.	
7.3	Extended school use Gym Club – <b>There will be a February Half Term Gym Club that runs for extended hours over 3 days.</b> <b>Fencing Club takes place at Fairfield on a Tuesday evening.</b>
8 Confidential	

## **APPENDIX 2**

### **Minutes of the Standards Sub-Committee Meeting held at Fairfield Primary School on 18th November at 5.30 pm.**

#### **Present:**

Sian Lewis  
Rupert Smith  
Rachel Jowett  
Zoe Lincoln (Chair)

#### **1. Apologies for Absence**

None

#### **2. Review of Areas of Responsibility**

Discussed and agreed the following areas of responsibility which will be used to inform the agenda for future meetings:

- a) Review of attainment and improvement data for the previous year
- b) Review of targets for the current year and current progress towards these
- c) Identify any areas which would benefit from further discussion / review
- d) Report back to the governing body

#### **3. Review of attainment and improvement data for the previous year (14/15)**

Reviewed the FP & KS2 Performance Data Summary 2015 provided by SL. Noted that performance at FP05+ was good, and recognised the need to improve achievement of FP06. This has also been identified in the school improvement plan.

Noted KS2 did not achieve the identified targets and that the performance of boys was significantly below that of girls. However when the resource base data (cohort of 2 boys) was disaggregated from the main school data, the targets were met. It was noted that in the year there was a small cohort, and therefore each child represented 4% of the overall data. In addition, there was one persistent absentee and 1 child on a statement for literacy within the cohort.

SL advised that the current consortium discussions are in hand to discuss the categorisation of the school for the year, however the consortium had understood there was only one child within the resource base in the year. This has affected their proposed categorisation.

It was noted that within the KS2 cohort, all children excluding those in the resource base achieved 2 levels of progress in Maths and English. All except 4 children also achieved this in Science.

#### **4. Review of targets in the current year and progress towards these**

SL advised that we are currently agreeing our targets for the year with our Challenge Advisor. We have been advised that we need to aim for benchmark 2 levels. SL confirmed that KS1 targets are based on teacher assessments, and KS2 are based on the Fischer Family Trust (FFT) analysis. It was identified that the KS2 proposed targets will be challenging, and we have agreed with our Challenge Advisor that we can review the proposed targets for Science.



SL advised she has recently attended a course on the FFT and will be receiving more reports on where the school is ranked, and the value added. It was noted that not all schools use the FFT analysis to set targets.

SL will provide the updated targets once they have been finalised.

SL noted that within the current Y6 cohort there are 4 children who have been assessed by the Educational Psychologist and for whom SEN interventions have been put in place.

#### **5. Identify any areas which would benefit from further discussion / review**

SL shared with the sub-committee the process of teacher assessment and review throughout the year. These forms are updated termly. In addition the school has introduced a process whereby the teachers allocate children on a Venn diagram each half term to help them identify in which areas different children require support to achieve the target levels of achievement.

It was agreed to look at the anonymised teacher assessment data for Y2 and Y6 at the next meeting and for Y1 and Y5 at the following meeting.

#### **6. Any Other Business**

SL advised that we are currently discussing the school categorisation with our Challenge Advisor. We are borderline Amber / Yellow. SL will provide an update on this at the next governing body meeting.

SL will also provide further feedback on the SER at the next meeting of this sub-committee.

#### **7. Date of Next Meeting**

Wednesday 2nd March at 5.30pm