

Minutes of the Governing Body meeting held at Fairfield Monday 10th October 2022

• Election of Chairperson and Vice Chairperson

Chairperson – Mrs E. Scourfield

Vice Chairperson – Mrs E. Brown

• Present

Ms S. Lewis, Ms E. Scourfield, Dr E. Warren, Mrs C. Porter, Mrs E. Brown, Mrs A. James, Mr M. Chorley, Mr N. Beighton, Dr E. Warren, Mrs C. Pearman, Ms M. Kendall, Mrs L. Duffy

Mr C. Johnson - virtually

• Apologies for absence

Mrs B. Hurlstone

• Minutes of the Previous Meeting

A current record.

• Register of Business Interests

All Governors present updated and completed Register of Business Interest. Clerk to email to those who were absent.

• Committee Review and Membership

All Committee's reviewed.

Mrs C. Porter to join the Standards Committee.

Mrs E. Scourfield to join the Staff Disciplinary and Dismissal Committee.

• Matters Arising

Nothing to report.

• Correspondence

Appendix 1: Confidential item removed.

• Anti-Bullying Policy in Schools Policy January 2021

Accepted via email 26/6/2022

• New Curriculum

Formally adopted via email 30/6/2022

• Budget 22/23

Agreed via email 29/6/2022

• Revision to Fair Funding Scheme 22-23

All Governors agreed.

• Headteachers Report

Ms S. Lewis discussed her report in more detail.

Mrs Weir, Nursery Lead, handed in her resignation at the end of the summer term. As it was so close to the end of term it was too short notice to get a replacement. Mrs James, PPA teacher, is currently covering the position and a supply teacher is covering the PPA role. Mrs C. Porter questioned if this position is going to be replaced as it is quite expensive to cover with a teacher. Ms S. Lewis informed that eventually this role will be advertised but as it was the end of term, it was decided to cover with a teacher as there needed to be someone in place straight away.

Free school dinners are now in place for all Foundation Phase. This has seen an increase in number of children that are having a school dinner and we are currently working around the logistics with regards to staff supervising and timings.

Staff are using Maestro, an online planning tool and timetable, to help support the new curriculum. The New Curriculum Summary was sent out to parents during the summer term. Parent guidance, regarding RSE from Welsh Government, will also be sent out to parents and will also be available to view on the school website. Mrs C. Porter advised that her school received a letter from an active parent group regarding RSE. This letter has also been sent out to many other schools. Council advice is not to respond to this letter as the Council will respond. School to be aware in case a similar letter is received.

There is lots of work going on with the cluster and we are holding another cluster INSET at Fairfield next year. Assessment is no longer statutory for Year 2 and Year 6; however we will still be assessing in school and will compare with schools within the cluster.

We have a new Improvement Partner who is coming into school this week to look at school development procedures. A summary will be provided and shared with governors.

Currently the budget is on 59% expenditure, which is usually 50% around this time of year. There are a few expenditures occurring over the next few months. A new vinyl flooring is needed in the school canteen. The current flooring is starting to crack and there is asbestos present. This will be replaced over half term. There was damage to soffits during storm Eunice in the spring term. We are still awaiting confirmation from insurance to confirm when this will be fixed. The trim trail needs to be repaired and is currently taped off to stop children from using it. We were let down by the previous company who were going to fix it so currently looking for a new company.

Health and Safety inspection will take place this week. Governors will be updated once report received.

• Leadership Committee Report

The committee met just before the full Governing Body meeting and mainly discussed budget, staffing and [Appendix 1](#).

During the meeting it was discussed if there should be a Health and Safety Governor representative. Ms S. Scourfield questioned if there were any Governors who have health and safety knowledge and would like to take on this role. Mrs C. Porter queried if there were any specific training courses available from the Vale for Governors regarding this. Clerk to check with the Vale and to put as an item on the agenda for the next meeting.

Ms M. Kendall mentioned that the new LA Governor may have knowledge and experience with Health and Safety. LA Governor has not been allocated to Fairfield yet. Mrs C. Porter mentioned that an audit of skills from all Governors would be beneficial.

• Safeguarding

All Governors agreed for Mrs C. Porter to continue as Safeguarding Governor. Nothing to report.

• Governor Training

Mrs M. Kendall has completed all mandatory training.

Dr E. Warren still needs to complete Data training and will arrange to complete online.

<ul style="list-style-type: none">• Teacher's Representative Report
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Mrs A. James informed Governors that it has been a very positive start to the year and staff are pleased to return to normality. Parent's evenings this week are going to be face to face and the pupil voice groups are beginning to meet again. Staff are getting used to Maestro and it seems to be working well as a planning tool. There is a big choir event in November and the children will be singing at the Motorpoint Arena. All the children are attending weekly rehearsals and are doing brilliantly. Tickets are available to purchase online.

Hopefully Christmas concerts will return to normal this year. Ms S. Lewis advised that a date for the concerts still needs to be confirmed. Currently the concerts will be held at school, however this may change if there is an increase in Covid numbers.

<ul style="list-style-type: none">• Non-Teaching Staff Representative's Report

Nothing to report Mrs B. Hurlstone absent.

<ul style="list-style-type: none">• Health and Safety
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Discussed in Headteachers Report.

<ul style="list-style-type: none">• GDPR, Data Breach and Cyber Security

Nothing to report.

<ul style="list-style-type: none">• PTA report

Ms S. Lewis informed Governors that the PTA's main focus is improving the outdoor areas. They will be meeting on Thursday and Ms S. Lewis will report back to Governors at the next meeting.

<ul style="list-style-type: none">• Any other Business

Clerk advised Governors that the Vale have recommended that all communication to Governors should be sent via Hwb which is secure. Clerk to set up Hwb accounts for all Governors who require an account.

Ms S. Lewis queried if Governors would prefer meetings to be held in person, virtually or a mixture of both. Governors confirmed for the hybrid option and will confirm attendance with the Clerk.

Governors discussed the possibility of changing the meeting day as Mondays are not convenient for everyone. Mrs A. James advised she finds Mondays difficult but is equally happy for another teacher to join the Governing Body as she has been on the Governing Body for many years. Governors happy for day to change for each meeting.

Mrs C. Porter advised that a few parents have been concerned about Year 6 Stackpole payments. As Year 6 are attending Stackpole earlier this year, details of the cost were sent out late, which is not allowing parents to make instalments to help with paying the trip. Ms S. Lewis advised that information about the cost was sent out before the summer but could not be set up on ParentPay until numbers were finalised. However, going forward this will be something to think about.

Mrs C. Pearman informed Governors that some parents, whose children have moved from Year 2 to Year 3, were concerned with the drop off and pick up procedures. They now use a different gate, which is smaller and close to the road. Children are expected to walk into and out of school by themselves and parents remain at the gates. Parents feel they have lost contact with the teachers and would have liked a transition period to get used to this. Ms S.

Lewis explained that KS2 have always used this gate and procedures haven't changed. Teachers have more awareness and control over who is being collected when parents remain at the gates. If all parents come onto the playground, it can become quite chaotic. However, if parents need to speak to teachers, they can come onto the site if they need to, a message will be put on the school newsletter regarding this. Ms S. Lewis will also ask parents to move away from the gate once they have collected their child. Mrs E. Brown commented that hopefully the situation will improve with the Sustrans street project if cars are no longer allowed to drive down the street during drop off/pick up.

<ul style="list-style-type: none">• Matters deemed to be confidential for the publication of the minutes

Appendix 1: Correspondence

<ul style="list-style-type: none">• Date of next meeting

Date of next meeting 21st November 2022.

Leadership Committee to meet before at 5:45 pm.

Signed _____ Chair of Governors

All Governors agreed a current record 21/11/22 – minutes signed by the Chair of Governors and confidential item removed for the publication of minutes.

Date: 21/11/2022