

Minutes of the Governing Body meeting held via TEAMS Monday 18th March 2024

Present

Ms S. Lewis, Ms E. Scourfield, Mrs C. Pearman, Mr D. Bunker, Miss J. Evans, Ms M. Kendall, Mr M. Chorley, Mr N. Beighton, Miss B. Hurlstone, Ms J. Griffiths, Mrs L. Duffy and Ms J. Davies

• Apologies for Absence

Ms S. Alahmed and Mrs E. Burnhill-Smith

• Minutes of the Previous Meeting

A current record.

• IP Introduction

Ms S. Lewis introduced Ms J. Davies, School Improvement Partner, to all Governors. Ms J. Davies gave a short introduction into her role as a School Improvement Partner. Ms J. Davies explained that the role is usually within the school day, working alongside Ms S. Lewis and the Senior Leadership Team, looking at learning and areas of improvement. The school Improvement Partner also supports Governors during the Headteacher Performance Management meetings. Ms S. Lewis advised Governors that Ms J. Davies is a great support to the school.

• Matters Arising

Nothing to report.

• Correspondence

Clerk informed Governors that the Chair had received an email from a Year 4 parent, on behalf of a number of Year 4 parents, regarding concerns of pupil welfare and wellbeing in Year 4. A discussion regarding concerns took place. Ms S. Lewis explained to Governors that a response was sent to the parent straight away advising that strategies had been put in place and that this will be raised with all Governors. No further communication has been received and strategies in place seem to have improved the situation.

Ms S. Lewis will respond to the parent again advising that this was discussed during the meeting and to contact again if any further concerns.

• School Governing Body Equality and Diversity Champion

All Governors agreed for Mr D. Bunker to be elected as the School Governing Body Equality and Diversity Champion. Ms S. Lewis will discuss the Anti-Racist Research project in more detail with Mr D. Bunker.

• Revised Transgender Inclusion Toolkit and Guidance

All Governors agreed with the revised toolkit.

• **Headteacher's Report**

Ms S. Lewis discussed the report in more detail.

Ms S. Lewis recently attended the Estyn conference and the school is now up to date with procedures for inspection. Estyn six yearly inspections are restarting again in September 2024. Fairfield was last inspected in 2018 and should therefore expect to be inspected within the next two academic years. Miss J. Evans advised all Governors that the LA provide training with regards to a Governors role during inspection which might be worth booking in the summer term. Ms J. Davies also offered to attend another Governor meeting to present a PowerPoint on preparing Governors for inspection.

The budget next year is currently £-246000 in deficit. A lot of schools are in a very similar position and some are even worse. Due to low numbers in younger classes we are able to reduce the number of staff and move staff around. This has decreased the deficit to £-116000. A meeting with the Finance Officer has been arranged after Easter to see what other movements can be made. A meeting with HR today gave an idea of what other schools are doing to help reduce deficits.

There has been another exclusion this term. This is for one individual who physically hits or hurts staff members. A BE1 form is also completed during each exclusion and is sent to the LA alerting them to the context of the exclusion for them to consider what they can do to support. Lots of agencies already involved and support in place.

There have been two racist incidents during the Spring term. The LA are informed and we also involve and discuss with parents.

Attendance has dropped since last meeting to 92.1%. This is due to sickness, unauthorised holidays and a few identified individuals whose attendance is low and who have been referred to the Welfare Officer.

PTA have confirmed the pantomime for next year and will ask for a small contribution towards cost. They have also supported the year 6 residential as a few families have not been able to pay full amount and towards cancellation charges for some who have pulled out. They have also organised lots of events this term such as 'Name the Bunny', 'Break the Rules Day', Book Swap on World Book Day and a disco on the last day of term.

Parents evenings were held face to face last week and these were well attended and received very positive feedback.

The last INSET day was a joint cluster INSET. Staff from all schools met with their year groups. Very beneficial to see standards of work across clusters and different ideas from other schools. LSA's all met in Dinas Powys Primary to attend welsh and wellbeing session. Mrs M. Kendall has been researching and applying for funding and grants to support school resources. If successful we will hopefully be able to purchase new chairs for the hall.

On April 6th new recycling regulations will commence. We have been looking at different companies and receiving quotes. We currently use Biffa who have been missing quite a lot of collections recently. We have decided to trial the Local Authority as they do not require a contract, therefore if we find they are not meeting school requirements we will change to another company. Big Fresh do not currently contribute to waste costs and headteachers are currently raising this with the LA.

The outdoor equipment has recently had an inspection and we are awaiting a quote. Part of the trim trails will need to be removed and some parts repaired. The PTA fundraising will be used to pay towards this.

• Governor Training

Ms J. Davies will attend another meeting at a later date to share a PowerPoint presentation on preparing Governors for inspection.

Governors to book the LA 'Supporting your school through Inspection' training in the summer term.

Ms J. Griffiths has completed Attendance, Data, Pupil Exclusions and Roles and Responsibility of Governors training.

Clerk to check with Ms S. Alahmed if Safeguarding training has been completed.

All Governors are up to date with mandatory training.

• Teacher's Representative Report

Nothing to report - Mrs E. Burnhill-Smith absent.

• Non-Teaching Staff Representative's Report

Nothing to report.

• Health and Safety

Ms S. Lewis advised that the H&S audit has now been received and will feedback to Governors during the next meeting.

• GDPR, Data Breach and Cyber Security

Nothing to report.

• Any other Business

Clerk requested outstanding Register of Business Interests to be emailed across as soon as possible.

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

Nothing to report.

• Date of next meeting

Wednesday 22nd May 2024 at 6 pm. Leadership Committee to meet at 5:30 pm. All Governors agreed for this meeting to take place face to face.

Ms S. Lewis will contact members of the Leadership Committee if a meeting needs to be held before this date.

Signed _____ Chair of Governors

Date: 22/5/2024 – All Governors agreed a current record and minutes signed by Chair.