

**Minutes of the Governing Body meeting held at Fairfield Wednesday 9<sup>th</sup> October 2024**

**• Present**

Ms S. Lewis, Ms E. Scourfield, Ms J. Griffiths, Ms S. Alahmed, Mrs E. Fairweather, Ms M. Kendall, Miss J. Evans, Mrs E. Burnhill-Smith, Mr M. Chorley, Mr D. Bunker, Mrs H. Rouse  
Mrs L. Duffy

Observer – Ms J. Davies - Central South Consortium (CSC)

**• Election of Chairperson and Vice Chairperson**

All Governors agreed for Ms E. Scourfield to continue as Chairperson and voted for Ms J. Griffiths to be Vice Chairperson.

**• Apologies for absence**

Miss B. Hurlstone

**• Minutes of the Previous Meeting**

A current record.

**• Register of Business Interests**

All Governors present updated and signed Register of Business Interests forms.  
Clerk to email Governors who were absent to update.

**• Committee Review and Membership**

Governors happy to remain on current committees as listed below.

**Statutory Committees:**

**Staff Disciplinary and Dismissal Committee:** Mr M. Chorley, Mrs E. Scourfield and Miss J. Evans

**Appeals Committee:** Cllr M. Wilson, Mrs H. Rouse and Mr N. Beighton

**Complaints/Grievance Committee:** Mrs E. Scourfield, Ms M. Kendall and Ms J. Griffiths

**Pupil Discipline Committee:** Mr D. Bunker, Ms S. Alahmed and Ms J. Griffiths

**Other Committees:**

**Leadership Committee:** Ms S. Lewis, Mrs E. Scourfield, Cllr M. Wilson, Mrs M. Kendall and Ms J. Evans

**Teaching and Learning Committee:** Mrs E. Burnhill-Smith, Ms B. Hurlstone, Mrs H. Rouse, Mrs M. Kendall and Ms S. Alahmed

**Standards Committee:** Ms S. Lewis, Mr M. Chorley, Mr N. Beighton, Ms J. Griffiths and Mr D. Bunker

**• Matters Arising**

Nothing to report.

**• Correspondence**

Nothing to report.

### • **Annual Report to Parents**

All Governors agreed with the annual report. Clerk to publish on school website and inform parents/carers that it is available to view.

### • **Leadership Committee Report**

The Leadership Committee met just before the Full Governing Body meeting and Ms S. Lewis reported what was discussed to Governors.

Ms Lewis welcomed Ms J. Davies, Improvement Partner, from the Central South Consortium and advised Governors that she was attending the Full Governing Body meeting as an observer from the CSC.

Ms J. Davies informed Governors that a Regional Lead Governor, who works alongside Governing Bodies across the region, will also be attending meetings in the future and will be happy to develop areas of work in terms of committee work and self-evaluation of the school. An experienced Chair will contact Ms S. Lewis and Ms E. Scourfield in the first instance to establish what support is needed and to make suggestions.

Ms S. Lewis explained to Governors that lots of local authorities get support from the Central South Consortium and that Ms J. Davies has already visited the school and identified ways to make improvements. Fairfield has moved from core to enhanced monitoring and whilst we welcome support there has been disagreements to being fully monitored rather than just additional support. A letter was sent to CSC with concerns as there are usually steps to take before enhanced monitoring and a school can request additional support if required but Fairfield was put straight on enhanced support.

**Appendix one: Confidential item removed.**

There is also a concern with regards to budget. Staff are attending additional training as suggested and this is being covered with skeleton staff or supply which is impacting the budget.

Ms E. Scourfield questioned if Estyn are made aware if a school is placed on enhanced monitoring. Ms J. Davies advised that Estyn are not informed by CSC but a short report is given to them with suggestions of areas to develop. Ms J. Davies went on to advise that although lots has happened very quickly, an inspection is likely to take place soon, and the school is able to access support quickly due to enhanced monitoring. So many schools are trying to access training but are only able to send one person, whereas Fairfield are now able to have training for everyone in school during INSETs.

**Appendix two: Confidential item removed.**

One to one support is also impacting budget. Some children who have started at Fairfield after the summer require one to one support and although emergency funding can be applied for it is not enough to cover costs. Also, if children arrive throughout the year the budget is already set and we do not get the funding.

Work on the reception roof took place over the summer. Current investigations are taking place for a hole in the floor in reception, which could be possible damp, a possible water leak, low water pressure in one of the buildings and a possible gas leak as gas is being used over the weekends.

**Appendix three: Confidential item removed.**

### • **Headteachers Report**

Ms S. Lewis welcomed new Parent Governor Mrs H. Rouse and passed on thanks to Mrs C. Pearman, previous Parent Governor.

Pupil numbers are going down, due to a decrease in birth rates and spaces being available in chosen schools. We have 45 admission number for each year group and have mixed year

groups. The top end we have higher numbers and lower at the bottom end. Difficult to manage due to children being admitted throughout the year. Nursery and reception very low and they are now working alongside each other. This is something to consider with regards to staffing as there are currently two teachers teaching. However, this is not feasible at the moment due to new children with additional needs and one to one required.

Lots of focus on wellbeing, Bullies Out have been in and carried out workshops and we have completed Selfies.

Big focus on anti-racism. The first INSET at the beginning of term with training on how to manage incidents and inappropriate language.

Attendance at the end of last year was 91.6%. There is a big focus on attendance and teachers will be tracking pupil's attendance. Parents will be informed at Parents Evenings and teachers will be focusing on during PPA time. Letters will initially be sent home and if persistent low attendance fixed penalty notices will be issued.

Parents Evenings will be taking place next week virtually. Face to Face meetings will take place in the spring term. Virtual attendance seems a lot better as more parents are able to attend around work commitments.

Budget is currently at 53% expenditure and should be 50%.

Mrs E. Fairweather questioned if the school has practiced the lockdown procedure that was discussed during the last meeting. Ms S. Lewis informed Governors that a lockdown practice took place before the summer and all the children were excellent during the practice. This will need to be reviewed again as there are new children and there are fewer tables in nursery and reception for children to sit under.

#### **• Safeguarding**

All Governors agreed for Ms S. Alahmed to continue as Safeguarding Governor.  
Nothing to report.

#### **• Governor Training**

Mrs E. Fairweather and Mrs H. Rouse have booked mandatory training.

Ms J. Davies advised Governors that the Equity and Excellence for All training is very interesting and would be very worthwhile to complete. Ms J. Davies also explained that Data training is much more relevant now and includes information on Personalised Assessments.

#### **• Teacher's Representative Report**

Discussed in Leadership Committee Report.

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

Nothing to report – Ms B. Hurlstone absent.

#### **• Health and Safety**

Discussed in Headteacher Report.

The play equipment in the playground is going to be removed as some of it is rotten and the PTA are going to fund new equipment.

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

Nothing to report.

#### **• Any other Business**

Ms S. Lewis mentioned that committees, before Covid, were meeting one half term and then reporting back to the Full Governing Body the second half term and whether this should restart. A small discussion regarding committees took place. Ms J. Davies suggested possibly combining some of the committees, which will allow them to meet before the Full Governing Body meeting. This will be discussed further during the initial meeting with the Regional Lead Governor and all Governors will be informed of the outcome.

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

Appendix one: Leadership Committee Report  
Appendix two: Leadership Committee Report  
Appendix three: Leadership Committee Report

**• Date of next meeting**

Wednesday 20<sup>th</sup> November 2024

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

Date: 20/11/2024 - All Governors agreed a current record and minutes signed by Chair.  
Confidential item removed for the publication of minutes.