



**Minutes of the Governing Body meeting held at
Fairfield Wednesday 20th November 2024**



Present	ACTIONS
<p>Ms S. Lewis, Ms E. Scourfield, Cllr M. Wilson, Ms J. Griffiths, Mrs E. Fairweather, Ms M. Kendall, Mrs E. Burnhill-Smith, Mr M. Chorley, Mr D. Bunker, Mrs H. Rouse, Ms B. Hurlstone, Mrs L. Duffy</p> <p>Observer – Ms J. Davies - Central South Consortium (CSC) and Ms J. Griffiths – Regional Lead Governor (RLG)</p>	
Apologies for absence	ACTIONS
<p>Ms S. Alahmed</p> <p>Clerk informed Governors that Ms J. Evans has resigned as LA Governor. The vacancy has been logged with the Governor Support Unit but the vacancy is unlikely to be filled until the next LA Governor panel in September 2025.</p>	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Matters Arising	ACTIONS
Nothing to report.	
Correspondence	ACTIONS
Nothing to report.	
Leadership Committee Report	ACTIONS
<p>The Leadership Committee met just before the Full Governing Body meeting and Governors were given a brief summary of what was discussed.</p> <p>As Ms J. Evans has resigned as LA Governor and there are now spaces on the Leadership Committee and Staff Disciplinary and Dismissal Committee, all Governors agreed for Mrs E. Fairweather to join these committees.</p> <p>Ms J. Davies has been in for lots of meetings and a learning walk which has been very encouraging and will be coming in Tuesday for feedback maths. There have been visits from maths advisors and staff training.</p> <p>Appendix one: Confidential item.</p> <p>The budget is currently 64% expenditure but should be 58%. This however does include expenditure that has already been committed, such as service level agreements and staffing costs. There are overspends in supply teaching due to sickness. Insurance does not cover until staff have been off for 15 days. Also overspends for one-to-one supply for ALN pupils.</p> <p>There have also been a few maintenance costs. A wasp nest was removed. CCTV recorder broke which has been replaced. Fire sensor in hall was beeping and needed to be replaced. Boilers are not operating correctly and may need to be repaired. A quote for £6000 has been received from the Vale regarding the water pressure in one of the outbuildings which was discussed during last meeting. Ms S. Lewis will forward this back to the Vale as this should be a central charge. Cllr M. Wilson will also try to speak to somebody at the Vale about this.</p>	

<p>Money was set aside for a new phone system, due to phone lines being changed. A quote was initially received last year but we are awaiting a new quote due to possible data outlets needing to be installed. Therefore, this could be an overspend. Electronic signing in system is also required due to GDPR, currently looking at systems available.</p>	
<p>Headteachers Report</p>	<p>ACTIONS</p>
<p>Ms S. Lewis welcomed Ms J. Davies, Improvement Partner, from the Central South Consortium and Ms J. Griffiths, Regional Lead Governor, and welcomes any additional support. Ms S. Lewis extended her thanks on behalf of all the Governors to Ms J. Evans for all of her support to the school during her time as LA Governor. Since the last meeting 8 new children have been admitted across the school. Ms J. Griffiths (RLG), questioned if additional children are having the biggest effect on the school budget and what has caused decline in numbers? Ms S. Lewis advised that this does have an effect but overall the biggest impact is additional support for one-to-one. There has been a decline in birth rate which has affected numbers. Historically Fairfield would receive applications for children who did not get a space in their first-choice school but due to decline in birth rates they are currently able to get into their first choices. Appendix two: Confidential item. In September Fairfield took part in a joint INSET with Evenlode and Albert Primary Schools, on the development of an Anti-racist curriculum with DARPL - Diversity and Anti-Racist Professional Learning. Culture week was a huge success. Ms S. Lewis shared photos of the different activities that took place. Lots of involvement from parents who came into school to speak to classes, teach dance lessons, language lessons and lots of different food was brought in and enjoyed in the classes. Mrs M. Kendall has been busy creating beautiful displays in the hall. Future plans to action groups. Mrs E. Fairweather expressed how much her children enjoyed the week and were very excited going home each day. Mrs H. Rouse advised it was a very positive week and it would be a good idea to gather parents views of the week by adding a poll to the weekly newsletter. Whole school attendance is currently 94.1% and our target is 94%. Attendance has been communicated with parents initially by letter and shared at parents evening. There will be another letter sent out to parents communicating the expectation of December attendance as a few take holidays during this time. Ms S. Lewis shared with Governors a fortnightly attendance tracker from the LA. This is being used to help monitor attendance. The biggest factor is illness but there are also a lot of unauthorised holidays. If persistent sickness occurs, medical evidence will be requested. Staff are identifying patterns for days off and contacting parents. A discussion regarding authorised and unauthorised absences took place. Mrs H. Rouse suggested creating a one-page summary of the Attendance Policy for parents to read and would be happy to draft a summary. Mrs H. Rouse queried if the attendance tracker is helpful. Ms S. Lewis advised that it is recommended to use by the LA and it is new at the moment. We will continue to trial but if it is not helpful we will look at other options. Work has been completed on the nature area by voluntary workers Odyssey Pensions. They worked really hard to remove the old pond and install two new ponds. Ms S. Lewis shared responses with Governors from the Parent Questionnaire. 47 responses out of 69 families were received, which is 68%. Mostly positive responses received and any points made will be raised in the Parent Forum. To be shared with Governors.</p>	<p>Mrs H. Rouse to draft a one-page summary of Attendance Policy.</p>

<p>Performance management targets have been set for staff and targets are linked to those on SDP. There has been lots of positive comments from the Foundation Lead Advisory regarding the changes that have taken place and how receptive staff have been. The outdoor equipment has now been removed and Ms S. Lewis is currently discussing new equipment options with the School Council.</p> <p>We have recently had a legionella safety check and some areas have been highlighted as high risk. A meeting is being arranged to discuss the report and work needing completing. Ms S. Lewis has been having discussions with BearPak about wanting to use more space and increasing their rent. A breakdown of increasing costs to school, such as energy bills will be discussed with BearPak.</p>	<p>Clerk will email Governors a copy of the Parent questionnaire results.</p>
Attendance Policy	ACTIONS
<p>All Governors agreed with the Attendance Policy. Mrs H. Rouse was selected as the designated Governor for School Attendance. Ms M. Kendall is also happy to help with any administration required.</p>	
CSC Disciplinary Policy	ACTIONS
<p>All Governors agreed. Ms E. Scourfield signed the policy acceptance.</p>	<p>Clerk to email signed policy acceptance to Vale.</p>
Anti-Racism Presentation	ACTIONS
<p>Presentation was shared with Governors last year. Governors updated during Headteachers report.</p>	
Safeguarding	ACTIONS
<p>Ms S. Lewis attended DSP Forum today.</p>	
Governor Training	ACTIONS
<p>Mrs H. Rouse has completed Induction and Data training. Mrs E. Fairweather has completed Induction training and has booked Data training. All Governors should have received an email from GSU regarding training available this term. Clerk advised Governors that the Education Update & Briefing Session is taking place on Tuesday 3rd December. This is open to all Governors but is strongly recommended that all schools have at least one Governor present.</p>	<p>Mrs H. Rouse will try to attend Education Update & Briefing Session.</p> <p>Clerk to check with Ms S. Alahmed if Data training has been booked.</p>
Teacher's Representative Report	ACTIONS
<p>Discussed in Headteacher's Report.</p>	
Non-Teaching Staff Representative's Report	ACTIONS
<p>Nothing to report.</p>	
Health and Safety	ACTIONS
<p>Discussed in Headteacher's Report.</p>	

Another Lockdown drill will take place next half term.	
GDPR, Data Breach and Cyber Security	ACTIONS
A new signing in system will be installed as discussed in the Headteacher's Report.	
Any other Business	ACTIONS
Mrs H. Rouse questioned what are the expectations of a Parent Governor and should they be reaching out to parents to gather views? A discussion regarding Parent Governor roles took place. Ms E. Scourfield advised that it is always helpful to know what is going on in the yard to feedback to school. Ms J. Griffiths (RLG) explained that is a difficult role but the role is to give parent voice rather than going out to gather information. Ms S. Lewis advised that Parent Forums will be starting and if Governors could be there for some of the meetings that would be helpful. Ms J. Griffiths (RLG) queried if there is a school induction for new Governors. Ms S. Lewis advised that there is the Vale mandatory induction.	
Matters deemed to be confidential for the publication of the minutes	ACTIONS
Appendix one: Leadership Committee Report Appendix two: Headteachers Report	
Date of next meeting	
Wednesday 12 th February 2025	

Signed: Ms E. Scourfield Chair of Governors

Date: 12th February 2025