



**Minutes of the Governing Body meeting held at
Fairfield Wednesday 12th February 2025**



Present	ACTIONS
Ms S. Lewis, Ms E. Scourfield, Cllr M. Wilson, Mrs E. Fairweather, Ms M. Kendall, Mrs E. Burnhill-Smith, Mr M. Chorley, Mr D. Bunker, Mrs H. Rouse, Ms B. Hurlstone, Ms S. Alahmed, Mrs L. Duffy Observer – Ms J. Davies - Central South Consortium (CSC) and Ms J. Griffiths – Regional Lead Governor (RLG), Mrs L. Convery - Assistant Headteacher, Dr J. Edwards – Assistant Headteacher	
Apologies for absence	ACTIONS
Ms J. Griffiths, Mr N. Beighton	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Matters Arising	ACTIONS
Nothing to report.	
Correspondence	ACTIONS
Mr M. Wilson has emailed the Vale regarding the water pressure in the demountable and the costs that the school will be incurring. The response received is that the school will have to fund the costs as this type of work would be classed as maintenance/repairs. This has been forwarded onto Trevor Baker for consideration. Mr M. Wilson will chase up. Clerk informed Governors that they should have received an email from the GSU regarding updates on Safeguarding training. The LA’s position is that all Governors should undertake the Welsh Government Safeguarding elearning modules available on Hwb. The links to the training has been emailed to all Governors.	Mr M. Wilson will contact the Vale for update. Governors to complete Safeguarding elearning modules.
Redundancy Policy 2025	ACTIONS
All Governors agreed and formally adopted.	
School Unofficial Fund – Annual Statement of Account	ACTIONS
A copy of the annual statement and audit checklist was emailed out to all Governors for their information before the meeting. Mrs H. Rouse queried if parents can donate to the fund. Ms S. Lewis explained that the fund is mainly used for foundation snack and tuck shop sales. Historically the fund was used for teaching materials but all expenses now have to go through the school budget. If parents would like to donate to the school it would be best to donate through the PTA. Ms E. Scourfield suggested to invite a PTA member to the next meeting for an update on PTA events and fundraising.	Clerk to email Chair of PTA to invite to next meeting.
Leadership Committee Report	ACTIONS
Appendix one: Confidential item.	
Headteachers Report	ACTIONS
Ms S. Lewis went through the report in more detail.	

	Ms S. Lewis to look into FFOSC contract.
Safeguarding	ACTIONS
All staff have currently completed VAWDASV – Violence against Women, Domestic Abuse and Sexual Violence.	
Governor Training	ACTIONS
Mr M. Wilson recently attended the Vale preparation for inspection training, which he found very good and would be happy to share and give a presentation to Governors at next meeting.	Mr M. Wilson to give presentation at next meeting.
Teacher’s Representative Report	ACTIONS
Mrs Burnhill-Smith has had a few requests from teachers for Midday Supervisors to receive first aid training.	Ms S. Lewis will look into booking training.
Non-Teaching Staff Representative’s Report	ACTIONS
Ms B. Hurlstone informed Governors that the foundation gate padlock has been left unlocked on a few occasions noted by staff. This is always locked at the beginning of the day after the children have been dropped off in the morning. Ms S. Lewis will speak to BearPak as they use the gate frequently throughout the day.	Ms S. Lewis will speak to BearPak reminding them to always keep gate locked.
Health and Safety	ACTIONS
Water pressure as discussed in Headteachers Report. Mrs E. Fairweather mentioned that there has been an increase in cars driving down the school street. Ms S. Lewis explained that individual parents are spoken to but are still not adhering to the rules. Ms S. Lewis requests Governors support to send letters out to individuals and also to report to the Vale. Mr M. Wilson is also happy to be informed and will discuss with enforcement at the Vale. Ms B. Hurlstone queried if cameras are going to be installed. Ms S. Lewis emails the Vale regularly regarding this and the process is still ongoing.	Ms S. Lewis to send letters out to individuals and also report to Vale.
GDPR, Data Breach and Cyber Security	ACTIONS
Nothing to report.	
Any other Business	ACTIONS
Ms S. Alahmed questioned why the school email address has changed. Ms S. Lewis explained that it is a Vale decision due to cost and all school emails will be changing over to a Hwb email by October. The school email has changed now so that it is already in place for October. Mr M. Chorley discussed smartphone free childhood, not giving children a smartphone until 14 or 15 years old and if this would be something that the school would support. Lots of safeguarding issues around smartphones. Mr M. Chorley will send out information to all Governors to discuss at next meeting. Mrs E. Scourfield suggested that this could be discussed at the next parent forum.	Mr M. Chorley to send smartphone free childhood information to Governors
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 2 nd April 2025 <i>Postponed until 4th June 2025</i>	

Signed: Ms E Scourfield Chair of Governors

Date: 4th June 2025