



Minutes of the Governing Body meeting held at Fairfield Wednesday 4th June 2025



Present	ACTIONS
<p>Ms E. Scourfield, Cllr M. Wilson, Mrs H. Rouse, Mr D. Bunker, Mrs E. Fairweather, Mrs L. Duffy and Ms S. Alahmed attended virtually</p> <p>Observer/Guests – Dr J. Dharamshi (Dr Edwards) and Mrs L. Convery, Assistant Headteachers, Mrs R. Butterworth, Interim Executive Headteacher, Mrs S. Sibert, Cogan Headteacher and Ms C. Pritchard, Central South Consortium (CSC)</p> <p>A short introduction took place. Ms C. Pritchard, Principal Improvement Partner CSC, advised Governors that she was attending in Ms J. Davies’ absence. Mrs E. Scourfield introduced Mrs S. Sibert, former Interim Executive Headteacher, and Mrs R. Butterworth current Interim Executive Headteacher. Ms E. Scourfield informed Governors that another meeting will take place before the end of term and Ms J. Griffith, Regional Lead Governor (RLG), will also attend. This meeting is to give everyone the opportunity to meet and discuss where we are in terms of the recent inspection report.</p>	
Apologies for absence	ACTIONS
<p>Ms S. Lewis, Mrs Burnhill-Smith, Mrs M. Kendall and Mr M. Chorley</p> <p>Miss B. Hurlstone left her role as LSA last month and therefore there is currently a vacancy for a Non-Teaching Governor. Staff have been made aware and hopefully this position will be filled soon.</p>	
Minutes of the Previous Meeting	ACTIONS
<p>A current record.</p>	
Matters Arising	ACTIONS
<p>Clerk informed Governors that Mrs J. Griffiths stepped down as a Governor before the inspection took place and therefore Mrs M. Kendall took on the role as Vice Chair temporarily during the inspection. Mrs M. Kendall would be happy to continue or equally happy to give another Governor the opportunity. All Governors agreed for Mrs M. Kendall to continue as Vice Chair.</p>	
Correspondence	ACTIONS
<p>Clerk advised Governors that the school had received lots of supportive emails from parents regarding the inspection report. A book with a copy of the emails was shared with Governors to read.</p> <p>All Governors received the healthy eating in schools briefing via email and a copy of the certificate awarded to Big Fresh Catering Company advising they are compliant with the Healthy Eating in Schools (Nutritional Standards and Requirements) Regulations 2013.</p>	
Safeguarding Policy 2025	
<p>All Governors agreed and formally adopted.</p>	
Leadership Committee Report	ACTIONS
<p>Mrs E. Scourfield informed Governors that the Leadership Committee met with Mrs R. Butterworth yesterday. The current position is that Ms S. Lewis continues on long term sick. Mrs Sibert, who has been the Interim Executive Headteacher over the past three months, had to</p>	

<p>return to Cogan in preparation for their inspection which could take place at any time. Mrs R. Butterworth offered to help in the interim and Dr Edwards needed to return to class. Mrs E. Scourfield would like to extend her thanks on behalf of all the Governors to Mrs S. Sibert, Dr Edwards, Mrs L. Convery and Mrs R. Butterworth for all the hard work and support.</p> <p>Mrs R. Butterworth introduced herself as the Headteacher at Evenlode Primary School, where she has been for the last 4 years and advised she is looking forward to working with everyone. Prior to Evenlode Mrs R. Butterworth was in an interim role similar to this role.</p> <p>Mrs E. Scourfield explained that interviews will be taking place next week for a Head of School to work with the Headteacher on a one-year fixed secondment starting in September. Interviews will be conducted by the Leadership Committee, Ms C. Pritchard and Ms J. Davies. A Head of School is required as Mrs R. Butterworth is unable to be in this role 100% of the week. If Ms S. Lewis returns before September, the Head of School will remain and continue to support. Applications will be Deputy Headteachers across the Vale. Closing date for applications is on Friday.</p> <p>A Post Inspection Action Plan (PIAP) has to be submitted to Estyn following the inspection by 27th June. Work was started immediately post inspection and has continued throughout. PIAP also requires input from Governors and Ms J. Griffith, RLG, will help to guide and support in September. Estyn will return in 12-18 months.</p> <p>Ms C. Pritchard informed Governors that the PIAP is a very comprehensive document and is still in a draft format at the moment. As soon as it has been completed it will be shared with Governors but advised there is a clear direction in place for September. CSC is changing with roles moving to the Local Authority but Ms C. Pritchard will try to ensure there is consistency. They have tried to prioritise the support that will be in place. Currently there is curriculum support to ensure the curriculum is in place for September and Welsh support will follow in the Autumn term.</p> <p>Ms E. Scourfield asked what support was in place for staff wellbeing? Ed support and also support from another school in Penarth has been offered. Ms E Scourfield is awaiting further information from Tracy Dickenson HR at the Vale. Dr Edwards explained that staff were a bit disheartened when the report was first published but there have been lots of supportive comments from parents and they are all on board and keen to get going.</p>	
Headteachers' Report	ACTIONS
<p>Dr Edwards completed the report in Ms S. Lewis' absence and discussed the report in more detail.</p> <p>There is a low birth rate again this year which means that there are low admission numbers for September. Currently there are 12 applications for Reception and 16 for nursery. This is across the board within the Vale with all school experiencing the same. Due to the decrease in admission numbers there is now a Reception/Nursery unit in place.</p> <p>Confidential : see appendix 1.</p> <p>The final inset day has now been set for Friday 27th June. This will be curriculum planning ready for the autumn term. Mrs E. Fairweather asked when this day was set as parents were only informed a month before on the weekly newsletter. Clerk advised as soon as the date was set it was put on the weekly newsletter, and it was also emailed out to parents. Aware that parents felt that this was short notice, but it was communicated as soon as it was set.</p> <p>School street closure continues to be an issue with many vehicles still driving down. Cllr. M. Wilson advised there will be an update during the next cabinet meeting regarding possible enforcement and cameras.</p> <p>Pupil voice groups have been very busy and Governors acknowledged and commended school as this was highlighted as a positive aspect from inspectors. The School Council have successfully introduced the 'Buddy Benches' which are working well and will possibly ask the PTA for funds towards new benches and permanent signs. They also recently met with PTA member Mrs Farid</p>	

<p>and Gareth from VOG Council to discuss new outdoor equipment and quotes. Sgwad Cymraeg successfully planned and lead the Eisteddfod which Grandparents were invited to attend. Expressive Arts organised and ran a cultural music festival in March where pupils were invited to perform dances from different cultures. Two committee members were also invited to speak to inspectors during their visit. They have also organised 'Fairfield's got Talent' which is taking place tomorrow and everyone is very excited to see the variety of talents. Eco Team continue to complete the weekly recycling duties, ongoing litter picks around the school and gardening. Eco-Coordinator has recently completed an application form for a grant and if successful the Eco Team will continue the development of the conservation area. Health & Wellbeing continue to plan weekly activities/challenges to carry out at playtimes/lunchtimes. They successfully secured a grant which allowed them to purchase a list of play time resources and equipment. The PTA working Bee was very successful completing lots of tasks around the school including tidying the relaxation station.</p> <p>Attendance is currently 93.32%. Inspectors were satisfied with the attendance procedures in place. We have recently sent two pre-FPN warning letters. If no improvement in attendance over 3 weeks of monitoring, we will refer for a fixed penalty notice. Due to a recent change to MIS, from SIMS to Arbor, the Vale are unable to access complete attendance data for all learners, therefore we have not received the April attendance circular to compare attendance average for all primary age pupils across the Vale. Cllr M. Wilson raised the point that he didn't deem it acceptable that attendance data was still not available following changes in the Vale information systems.</p> <p>There are currently 22 pupils with Individual Support Plans (IDPs). Mrs H. Rouse asked how this compared to other schools? Mrs S. Sibert advised that inspectors did feel that this was a lot but the ALNCo did explain to them that lots of pupils transfer to Fairfield with IDPs already in place. LA have informed all schools that ALN provisions are currently full and to be mindful of referrals. There are lots of transition days for Year 6 taking place. 25 have a place in Stanwell and 19 in St Cyres.</p> <p>Chair of Governors signed off the following updated policies: Curriculum – Learning and Teaching, Anti-Racism, CCTV, Online Safety, Equity, Diversity and Inclusion. The following Local Authority polices have been adopted: Health, Safety and Wellbeing, Menopause at Work.</p> <p>Mrs E. Fairweather questioned if the new Head of School will be funded or if this will come out of the school budget? Mrs E. Scourfield informed Governors that the Vale have advised that there is money to pay for the Head of School but we are still awaiting confirmation if insurance will cover Ms S. Lewis' continued absence.</p> <p>Emergency lights and fire alarm inspection were carried out during the Easter holidays. Annual asbestos and compliance were carried out in May. We have finally received the tree survey carried out by the Vale following residents' concerns over the height and health of the trees. Clerk advised Governors that somebody from the Vale will be returning to meet with the School Keeper on Friday to discuss works that need to be carried out and to provide a quote.</p> <p>Mrs H. Rouse queried if there are any records kept for any accidents that take place in school. Dr Edwards informed Governors that all accidents are recorded in the Accident Book and any medication that is given, with parents' permission, is also logged in the Administer of Medication Book and signed. Mrs S. Sibert explained that accidents could also be stored on SIMS but unsure if this is still the case with Arbor. Clerk to check if there is an accident log within the new system.</p> <p>Mrs H. Rouse requested specific examples of good practice observed in other schools by Leadership and Management. Mrs L. Convery explained that they have been visiting other schools to see how they are implementing learn through play as the foundation phase is more play based rather than teaching. Once visited and observed in other schools this is then feedback to staff during inset. Dr Edwards also advised they have observed how other schools are implementing the curriculum, short term plans and tracking system. Due to observations, they have decided to put as part of PIAP.</p>	<p>Cllr M. Wilson to discuss attendance data further with the Vale.</p> <p>Clerk to confirm with ARBOR if there is an accident log facility.</p>
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<p>Mrs H. Rouse requested a table with a list of abbreviations to be given out next time to help with understanding Headteacher Report. Governors thanked Dr Edwards for the Headteacher Report.</p> <p>Confidential appendix (appendix 1)</p>	
<p>Estyn Inspection</p>	<p>ACTIONS</p>
<p>Mrs H. Rouse informed Governors that lots of parents were shocked by the report and majority of parents think that this is a good school. They would like to know how the inspection works, and it would be helpful to explain to parents to offer reassurance. Mrs H. Rouse would be happy to draft a one-page document explaining what it means and the plan going forward. Mrs R. Butterworth mentioned the possibility of a parents' forum to explain and discuss any concerns; this will be looked into. Mrs S. Sibert advised that there were lots of positive remarks from the inspectors, which was passed onto staff, however when the report is written this gets lost and it does sound more negative.</p> <p>Mr D. Bunker questioned if lots have changed since the last inspection. Dr Edwards explained that the whole Estyn process has changed so it was different to the last inspection. There was lots of good practice in place before Covid which may have been lost and needs to be brought back. There is a very clear direction now and time to improve. Mrs H. Rouse shared concerns that the rating of the school will have an impact. Many families from out of the area research schools and ratings. Mrs H. Rouse queried if it was possible to feedback to Estyn to ensure the wording is right. Mrs S. Sibert explained that Estyn post inspection questionnaires have already been completed, and they did feedback how targets and wording had changed. Ms C. Pritchard advised that the PIAP was in draft form before the report was published which shows the testament to the work that has been undertaken already. Estyn will return in 12-18 months and spend around 2 days in school observing recommendations on the report. Over the coming months Governors will receive reports during half termly meetings allowing Governors the opportunity to question progress. Mrs E. Scourfield requested PIAP to be added as an agenda item.</p> <p>Mrs H. Rouse questioned consistency and evaluation and if parents can play a role. Most parents do not understand what their children should know by the end of each year and how they can support to ensure they achieve this. Mrs R. Butterworth explained that all schools are going through this journey, and this will be a piece of work that will come with this year.</p> <p>Mrs H. Rouse questioned what the most significant recommendation was out of the 4 which led to significant improvement. Mrs S. Sibert advised that teaching was a significant recommendation as only 50% effective due to pace and challenge. Some aspects of leadership as well. There was not enough monitoring in the run up to the inspection to prove otherwise. Monitoring cycle is in the PIAP. Governors can be involved in learning walks and request to look at books. This can be arranged with a member of the leadership team and guidance can be given from the improvement partner. Cllr M. Wilson explained that it would be good to receive data and be shown work to feedback to the rest of the Governors. Governors need to be more proactive within the school to be able to challenge leadership. Mrs C. Pritchard explained that Governor involvement is part of PIAP and Ms J. Griffith will be supporting with this. Ms E. Scourfield suggested committee structure to be looked at and reorganised. Clerk to put as item on agenda for the next meeting.</p> <p>Mrs C. Pritchard explained that it would be a good idea to have a Governor linked to each recommendation. Ms E. Scourfield suggested a skills audit as it would be helpful to know what Governors specialise in. Clerk to put as item on the agenda for the next meeting.</p>	<p>Mrs R. Butterworth to look into possible parents' form.</p> <p>Clerk to add PIAP as an agenda item</p> <p>Clerk to add Committee Structure as agenda item</p> <p>Clerk to add Skills Audit as agenda item</p>
<p>Safeguarding</p>	<p>ACTIONS</p>
<p>Confidential appendix (appendix 2)</p>	

Governor Training	ACTIONS
Mrs C. Pritchard informed Governors that all Governors need to complete mandatory training as this is part of the PIAP. Clerk advised that all mandatory training has been completed. Mrs E. Scourfield requested all Governors to look at any training available to see if any would be beneficial to help support the school at this time. To discuss again at next meeting.	Governors to look at training opportunities available.
Health and Safety	ACTIONS
Discussed in Headteacher's Report. Mrs R. Butterworth advised that Gareth Hodge, Health & Safety Officer, from the Vale will be coming in to look around school on Friday to look at progress from last meeting.	
GDPR, Data Breach and Cyber Security	ACTIONS
Nothing to report.	
Any other Business	ACTIONS
Nothing to report.	
Date of next meeting	
Tuesday 1 st July 2025	

Signed: Ms E. Scourfield Chair of Governors

Date: 1st July 2025