



Minutes of the Governing Body meeting held at Fairfield Tuesday 1st July 2025



Present	ACTIONS
<p>Ms E. Scourfield, Ms M. Kendall, Cllr M. Wilson, Mrs H. Rouse, Mr D. Bunker, Mrs E. Fairweather, Mr M. Chorley, Mrs L. Duffy</p> <p>Observer/Guests – Dr J. Dharamshi (Dr Edwards) and Mrs L. Convery, Assistant Headteachers, Mrs R. Butterworth, Interim Executive Headteacher and Ms C. Pritchard, Central South Consortium (CSC)</p>	
Apologies for absence	ACTIONS
Ms S. Lewis, Mrs Burnhill-Smith, Mrs S. Alahmed and Mrs E. Fairweather	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Matters Arising	ACTIONS
<p>Clerk informed Governors that the school has received a further email from a neighbour regarding the trees since the last meeting. Neighbours are concerned that the trees are pushing on the boundary fences. Vale of Glamorgan visited the school again on Monday to check and have advised that the trees are not impacting the fences. However, neighbours can exercise their right to cut back any overhanging branches back to the boundary line if they wish but no further. An email has been sent back to the neighbour informing them of the outcome.</p>	
Correspondence	ACTIONS
Confidential appendix (Appendix 1)	
Skills Audit	ACTIONS
<p>Mrs R. Butterworth informed Governors that Ms J. Griffiths, Regional Lead Governor, was unfortunately unable to attend the meeting to discuss the skills audit. However, a copy of the skills audit was printed and shared with Governors. Mrs R. Butterworth explained that the purpose of the audit is to look at the different skill sets of each Governor. This will help to assign each Governor to the best suited committee within the Governing Body to support the school. An electronic copy will be emailed out to all Governors to be completed and returned by Friday 11th July.</p>	<p>Mrs R. Butterworth to email electronic copy of the Skills Audit to Governors. All Governors to complete and return to Clerk by Friday 11th July.</p>
Committee Structure	ACTIONS
<p>Ms E. Scourfield read out the committees that are currently in place and explained that following the inspection a curriculum committee is also needed. Mrs E. Scourfield questioned if any other committees are required and whether these should meet separately to the Full Governing Body. Mrs R. Butterworth's only concern was that Teaching and Standards Committee were separate committees and felt that these should be one committee. Cllr M. Wilson queried if there will be a Health and Safety Committee. Mrs R. Butterworth advised that health and safety is currently under the Leadership Committee, but this could be amended. It was agreed for the Chair and Mrs R. Butterworth to review all committees and members once the skills audits have been returned. Governors will be assigned to the best suited committees, and this will be shared</p>	<p>Chair and Mrs R. Butterworth to review committees.</p>

<p>and further discussed with all Governors. It was also agreed for committees to meet separately and to report back during the full meeting. Mrs H. Rouse suggested looking at what training is available as part of the skills audit. Ms E. Scourfield advised that unless the training is mandatory, unable to insist on a Governor attending training as a Governor's role is voluntary.</p>	
<p style="text-align: center;">Professional Development Review Policy</p>	ACTIONS
<p style="text-align: center;">All Governors agreed and formally adopted.</p>	
<p style="text-align: center;">Headteacher's Report</p>	ACTIONS
<p>Mrs R. Butterworth discussed the report in more detail and advised Governors that the focus of the meeting is to go through the PIAP.</p> <p>Since the last meeting two families have been issued with fixed penalty notice (FPN) due to attendance. Mrs R. Butterworth explained that it is good practice that the school has FPN policy in place and have started to issue for low attendance. Ms E. Scourfield questioned if the families have paid the fine. Clerk advised that the Vale are currently monitoring attendance for 3 weeks. If any unauthorised attendance within the 3 weeks, then a fine will be issued.</p> <p>Confidential appendix (Appendix 2)</p> <p>All schools have an audit of compliance and there will be a progress review of health and safety in a couple of weeks. Mrs R. Butterworth will meet with Mr C. Sampson, School Keeper, to look at areas and ensure that everything is recorded. Ms H. Rouse asked if the report will be shared with Governors. Mrs R. Butterworth advised that the report will be shared with the appropriate committee.</p> <p>Mrs R. Butterworth shared the Estyn process when a school has been put into significant improvement and informed Governors that Estyn will be returning to school on Thursday to go through the PIAP. Ms E. Scourfield questioned who would be attending the meeting. Ms C. Pritchard explained that she would be attending in Ms J. Davies absence, Ms M. Thomas from the Local Authority and Mrs R. Butterworth. Ms E. Scourfield asked if there would be any feedback on Thursday. Ms C. Pritchard explained that hopefully everything will be addressed on Thursday but there are always small changes.</p>	
<p style="text-align: center;">PIAP</p>	
<p>Ms C. Pritchard talked through the PIAP in more detail and explained each point to Governors. Meetings will be happening on a half termly basis to see if the school is on track and to identify if any further support is needed. Each recommendation from Estyn that was in the report is listed within the PIAP. The school needs to ensure that these are addressed, and it is also recommended that each recommendation has a lead and link Governor. The PIAP contains key actions that need to be undertaken, identifies a lead, resources, if any funding required, time scales, intended outcomes, evidence and monitoring. There is also a section for the Local Authority, advising what they will be doing to ensure targets are met. Mrs R. Butterworth advised Governors that a Governor overview, listing key milestones in relation to each priority has also been created for Governors. This states what should be done on a term-by-term basis which will allow Governors to support and ensure the school is on track.</p> <p>Ms E. Scourfield informed Governors that PIAP will stay as an agenda item for each meeting going forward.</p> <p>Ms E. Scourfield questioned if the same person from the original inspection will be returning on Thursday for the meeting. Mrs R. Butterworth advised that there will be two attending the meeting on Thursday but only one is from the original inspection, but this will ensure consistency.</p> <p>Ms C. Pritchard asked if any Governors had any further questions regarding the PIAP. Mr D. Bunker explained that he was unsure of some of the actions. Cllr M. Wilson advised that they need to define and clarify some of the points for Governors to understand as they are unsure of</p>	

<p>some of the acronyms. Mrs R. Butterworth explained that the PIAP is a ESTYN document and therefore must be set out in this format. The Governor’s overview was created to help Governors understand where the school should be and allow them to challenge. Cllr. M. Wilson advised he would send Mrs R. Butterworth an email with lots of questions regarding the PIAP.</p> <p>Mr D. Bunker questioned what pupil progress meetings are. Mrs R. Butterworth advised that the purpose of the meetings is to talk about the progress for individual children, any gaps and barriers they might have with their learning and to look at books. They will then look at all pupils and feedback to assessment system. Mr D. Bunker questioned how teachers evaluate when looking at books. Mrs R. Butterworth explained that there will be expectations and framework for what they should be achieving, looking at books to see if achieving or underachieving. There are also the personalised assessments. Mr D. Bunker questioned if children who are stronger in certain subjects are challenged. Mrs R. Butterworth advised that they look at work across the whole year group to see which children need to be more challenged and look at how they can make sure they are also making progress. Ms H. Rouse questioned why there is no further information in terms of resources and that many hours don’t seem to be recognised within the PIAP. Ms C. Pritchard advised that some of the hours are already part of the teaching job which is within PPA time. It will take a lot of staff time, but it is difficult to put a cost on this. There will be costs for supply teachers which will be covering staff visiting other schools or if anything specific needs to be purchased.</p> <p>Ms E. Scourfield informed Governors that the new Head of School will be good at showing tracking, which will be shared with Governors, giving them opportunities to question progress. Mr D. Bunker questioned if all Governors will be involved in the learning walk in November. Ms C. Pritchard explained that Estyn had reported that Governors didn’t have first-hand experience, so this had to be addressed. Appreciate that not all Governors can attend in the day but hopefully will be able to visit at some point during the year, to feedback to Governing body. Mr D. Bunker asked if there will be any training for this. Mrs R. Butterworth explained that there will be a framework to follow and there will always be a member of the SLT present. Ms H. Rouse queried if there is a risk register in place in case, something goes wrong or if any teachers leave. Ms C. Pritchard informed Governors that the LA would write a report to Estyn and if there is something more significant there is a link Estyn inspector. Ms H. Rouse questioned if the return in 12 – 18 months could be moved. Ms C. Pritchard explained that Estyn have a tight schedule and would like the school to be in a good position by 12 months. Ms E. Scourfield questioned if Estyn will phone on a Monday again to advise when they would be returning. Ms C. Pritchard explained that it will be a shortened visit, and they could phone any day.</p> <p>Mrs R. Butterworth advised that lots of actions have already taken place during the summer term. The next element is to ensure that the school keep on track. A Governor visit form has been created and shared with Governors. This form is to completed once a Governor has visited the school, stating what the visit was linked to, this can then be used as evidence of a Governor visit.</p> <p>Ms E. Scourfield informed Governors that other schools hold meetings slightly earlier and wondered if Governors felt that an earlier meeting would be more suitable. After a short discussion it was decided to keep meetings at 6pm for now.</p> <p>Ms E. Scourfield questioned how often we should be holding full meetings. Mrs R. Butterworth explained that Evenlode meet termly but has regular meetings with Chair and committees. Cllr. Wilson stated under the current circumstances it would be beneficial to meet twice a term and that not all items need to be on each agenda. One meeting could be a certain presentation from a pupil voice group. Mrs R. Butterworth advised that it would be beneficial to hold an earlier meeting for this. It was agreed to continue to meet twice a term.</p>	
Safeguarding	ACTIONS
Nothing to report.	

Governor Training	ACTIONS
<p>All Governors are up to date with mandatory training.</p> <p>Cllr M. Wilson questioned if training has been developed for next term and is concerned that this hasn't been communicated to Governors yet. Ms C. Pritchard advised that training is currently supplemented by Central South Consortium and hasn't heard anymore regarding training but will pass on concerns.</p> <p>Ms E. Scourfield queried if any Governor terms were due to end and how many vacancies there will be. Clerk informed that both Community Governors, Ms M. Kendall and Mr N. Beighton terms are due to end. Ms M. Kendall is happy to continue. Mr N. Beighton absent from meeting. Currently two LA vacancies and Non-Teaching which will hopefully be filled in the new academic year. Cllr M. Wilson informed Governors that both himself and Ms S. Saif have been allocated as LA Governors and that a new councillor will be allocated.</p>	
Health and Safety	ACTIONS
Discussed in Headteacher Report.	
GDPR, Data Breach and Cyber Security	ACTIONS
Nothing to report.	
Any other Business	ACTIONS
<p>Mrs H. Rouse discussed the email that she had sent to Governors regarding a car incident on the school street which involved a child almost being hit and advised that something needs to be put in place rather than waiting for enforcement cameras. A discussion regarding the school street and current procedures took place. Mrs R. Butterworth suggested looking at Evenlode's Traffic Policy. The policy explains safe route, traffic and parents' duty to report. This could be adapted to Fairfield. Mrs H. Rouse suggested a campaign to encourage parents to adhere to the rules and would be happy to lead if a plan is put in place. Cllr M. Wilson advised that cameras will eventually be put in place, and that we can apply for enforcement rules and patrolling car. Cllr M. Wilson will send an email to the Vale to see what else can be done. Ms C. Pritchard suggested using pupils voice and producing posters to help and Mrs R. Butterworth suggested walk to school campaigns. Clerk advised that the school have already taken part successfully in Sustrans Walk to school. Mrs L. Convery suggested a parents' forum. Mrs R. Butterworth advised to look at Traffic Policy to share with parents in the first instance and put on the newsletter again. Confidential appendix (Appendix 3).</p> <p>Mrs H. Rouse queried, as the school has many different backgrounds and diversity, if there are discussions regarding conflict in school, as there is currently a big conflict between Palestine and Israel. Dr J. Dharamshi advised that staff were given a script on how to deal with questions and that conflict is discussed but they don't address the issues that are currently going on. Mrs R. Butterworth requested Governors to email AOB to Clerk before meetings.</p>	Cllr M. Wilson to email Vale regarding school street.
Date of next meeting	
<p>Wednesday 24th September 2025 6 pm</p> <p>Monday 17th November 2025 6 pm</p>	
Mrs R. Butterworth and Ms E. Scourfield will meet before September to discuss committee members and committee meeting dates will be sent out.	

Signed: Ms E. Scourfield Chair of Governors

Date: 24th September 2025.