



## Minutes of the Governing Body meeting held at Fairfield Wednesday 24<sup>th</sup> September 2025



<b>Present</b>	<b>ACTIONS</b>
<p>Mrs R. Butterworth, Mr G. Jones, Dr J. Edwards, Ms E. Scourfield, Ms M. Kendall, Cllr M. Wilson, Mrs H. Rouse, Mr D. Bunker, Mrs E. Fairweather, Mr M. Chorley, Ms S. Alahmed, Ms S. Saif, Mrs L. Duffy</p> <p>Observer/Guests – Mrs L. Convery - Assistant Headteacher, Ms J. Davies - Central South Consortium (CSC)</p>	
<b>Election of Chairperson and Vice Chairperson</b>	<b>ACTIONS</b>
<p>Ms E. Scourfield would be happy to continue as Chair. All Governors agreed.</p> <p>Ms M. Kendall and Cllr M. Wilson, both put themselves forward as Vice Chair. After a majority vote Ms M. Kendall was selected as Vice Chair.</p> <p>Short introductions took place and Governors welcomed Ms S. Saif, new LEA Governor.</p>	
<b>Apologies for absence</b>	<b>ACTIONS</b>
Ms S. Lewis, Mrs E. Burnhill-Smith, Mr D. Bunker, Cllr R. Birch and Mrs H. Rouse	
<b>Minutes of the Previous Meeting</b>	<b>ACTIONS</b>
A current record.	
<b>Register of Business Interests</b>	<b>ACTIONS</b>
Governors completed a Register of Business Interest form. Clerk to email a copy of the form to all Governors who were absent.	<b>Clerk to email form to absent Governors to complete.</b>
<b>Committee Review and Membership – Terms of Reference 2025 2026</b>	<b>ACTIONS</b>
<p>A draft copy of the Committee Membership was emailed out to Governors prior to the meeting. Mrs R. Butterworth advised that committees meet each term and feed back to Governors during the full governing body meeting. Following the review of the completed skills audits received from Governors, Ms R. Butterworth, Mr G. Jones and the Leadership Committee allocated Governors to committees. Ms E. Scourfield discussed each committee and Governor membership.</p> <p><b>All Governors agreed to the following Non-Statutory Committee memberships:</b></p> <p><b>Leadership Committee</b> – Ms E. Scourfield, Ms S. Saif, Ms M. Kendall, Cllr M. Wilson, Mr G. Jones and Mrs R. Butterworth</p> <p><b>Resources</b> – Ms E. Scourfield, Mr M. Chorley, Ms H. Rouse, Mr D. Bunker, Cllr M. Wilson, Mr G. Jones and Mrs R. Butterworth</p> <p><b>Curriculum</b> – Mrs E. Fairweather, Ms H. Rouse, Mr D. Bunker, Ms M. Webb, Ms S. Saif, Cllr R. Birch, Dr J. Edwards, Mr G. Jones and Mrs R. Butterworth</p> <p><b>All Governors agreed to the following Statutory Committee memberships:</b></p> <p><b>Staff Disciplinary and Dismissal</b> – Ms E. Fairweather, Cllr M. Wilson and Ms H. Rouse</p> <p><b>Appeals</b> – Ms E. Scourfield, Mr M. Chorley and Ms S. Alahmed</p> <p><b>Pupil Discipline and Exclusions</b> – Cllr R. Birch, Mr M. Chorley and Ms M. Webb</p> <p><b>Complaints/Staff Grievance</b> – Ms S. Saif and Cllr R. Birch</p> <p>Ms S. Alahmed is happy to continue as Safeguarding Governor. All Governors agreed.</p>	

Mrs R. Butterworth informed Governors that the terms of reference is currently a draft document which will be discussed and agreed at the initial meetings. Provisional dates and times will be sent out. Ms E. Scourfield requested the draft to be circulated to governors prior to the first meeting and Cllr M. Wilson requested that all Governors receive regular budget updates following the committee meetings.	<b>Ms R. Butterworth to email draft terms of reference to all Governors</b>
<b>Matters Arising</b>	<b>ACTIONS</b>
Clerk informed Governors that Community Governor Mr N. Beighton's term has come to an end, and he has decided to step down. There is also still a vacancy for Non-Teaching Governor. Ms J. Davies advised that Ms M. Webb, who lives in the community and is an ex-headteacher and improvement partner has expressed an interest in the Community Governor role. A short discussion took place and all Governors agreed for Ms M. Webb to join the Governing Body. Mrs R. Butterworth will continue to talk to staff regarding the Non-Teaching Governor role. Ms J. Davies suggested if a member of staff is interested in the role to invite along to a meeting so they can see what is involved.	<b>Ms R. Butterworth to talk to staff regarding Non-Teaching Governor role.</b>
<b>Correspondence</b>	<b>ACTIONS</b>
Nothing to report.	
<b>Revised Staff Disciplinary Policy</b>	<b>ACTIONS</b>
Mrs R. Butterworth discussed the VOG policy and read out the summary of amendments. <b>Cllr. M Wilson questioned if further clarification from HR was needed in regards to if a situation occurs where a compliant is under investigation and wants to take out a grievance.</b> Mr M. Chorley advised that the policy informs this is outside scope. Mrs R. Butterworth informed Governors that they would always follow the policy and seek further guidance from HR. All Governors agreed and formally adopted.	
<b>Teachers Pay Policy 2024-25</b>	<b>ACTIONS</b>
All Governors agreed and formally adopted.	
<b>Updated Complaints Policy</b>	<b>ACTIONS</b>
A copy of the updated Complaints Policy and Vexatious and Malicious Complaints Policy was emailed out to Governors. Mrs R. Butterworth explained that the Complaints Policy advises if vexatious to follow different policy and therefore the Vexatious and Malicious Policy has been drafted to accompany the main policy. All Governors agreed and formally adopted both policies.	
<b>Headteacher's Report – Progress against PIAP actions</b>	<b>ACTIONS</b>
Mr G. Jones discussed the Headteacher's Report in more detail and informed Governors of the progress already made against the PAIP actions. Mr G. Jones extended his thanks to Mrs S. Sibert, Dr J. Edwards and Mrs L. Convery for the huge amount of work that was already put in place. Fairfield's' attendance target set by the Local Authority this academic year is 93.5% and we are currently on track with 93.82%. The focus on attendance this year will be to look at holidays under unauthorised attendance and persistent absences under 90%. Last year there were 61 pupils persistently absent. Two fixed penalty notices were issued last year, and one family didn't pay. <b>Mrs E. Fairweather queried what happens when a fixed penalty isn't paid.</b> Mrs R. Butterworth advised that this will be investigated by the Local Authority. Cllr M. Wilson explained that there might be absences for specific reasons and that patterns should be looked at, such as the same day off each week. Mr G. Jones advised that attendance patterns and trends will be looked at and each on a case-by-case basis.	

Since September there have been three reports from Operation Encompass (regarding domestic violence) relating to two children in the same family. These children are now looked after. There are two children on the child protection register. Mr G. Jones will be completing the Level 2 Safeguarding training tomorrow and Mrs R. Butterworth, Dr J. Edwards and Mrs L. Convery are all up to date with training.

Current ALN register is 8.76%. each month the ALNCO will be invited to the SLT meeting to discuss ALN.

Cllr M. Wilson requested that all members of staff, LSAs, Midday Supervisors and Breakfast Club supervisors are included in the Headteacher Report.

Mr G. Jones discussed each school development priority and the progress that has taken place to date.

**Recommendation 1 – Improve Leadership at all levels and ensure that self-evaluation focuses closely on the most important aspects in need of improvement.**

A monitoring, evaluation and review cycle has been established which enables the school to gather reliable, valid and first-hand evidence to measure the impact on changes being made, which includes book looks, learning walks, planning scrutiny and self-evaluation. **Cllr M. Wilson suggested that there needs to be more on planning scrutiny.** Mr G. Jones advised that SLT are currently looking at teaching and learning as a short-term basis in a very supportive measure. Mrs R. Butterworth explained that they are currently planning for progress and consistency. A parental progress meeting took place at the beginning of term and 24 attended. **Ms M. Kendall questioned what year groups attended the meeting.** Mrs E. Fairweather advised that there seemed to be a mixture of year groups. Mr G. Jones released a survey following the meeting which also gave the option to put child's year group and parent forums will also be reestablished. Mr G. Jones mentioned that all staff are working incredibly hard and are very supportive.

**Recommendation 2 – Raise teachers' expectations of what pupils should learn, know and understand and improve teaching to ensure that all pupils make the progress they should.**

Mr G. Jones explained that this is still in the early stages but inset dates and timetable has been planned and shared with Improvement Partner. Coaching buddies have been established with first learning walk planned for 6<sup>th</sup> October. Staff will be visiting Evenlode and Cogan Primary during the inset morning on October 3<sup>rd</sup> to observe teaching and learning. During the afternoon staff will review the Teaching and Learning Policy and looking at non-negotiables for 'good' teaching. **Cllr M. Wilson questioned if staff during coaching buddies will be observing same level or management.** Mr G. Jones advised that they would be observing their peers. **Mrs E. Fairweather requested that a separate email is always sent out to parents when an inset day is planned.** The inset in October was slotted into the newsletter diary, and some parents were unaware of this date. Mr G. Jones agreed that a separate email will be sent to keep parents fully informed.

**Recommendation 3 – Develop a coherent curriculum that supports pupils' progress effectively.**

A huge amount of work has already been undertaken by staff in such a short period of time. **Ms M. Kendall asked if staff are being supported with extra PPA time.** Mr G. Jones advised that PPA time will be doubled up over the next couple of weeks. Mrs R. Butterworth informed Governors that teachers were very reflective during performance management meetings and that they do need extra time to support curriculum development. **Mrs E. Fairweather questioned if staff will be in the same position next September, having to start from scratch, and if support will still be in place.** Mr G. Jones explained that the curriculum is always being reviewed but that the largest part will have already been done. Ms J. Davies advised that even when coming out of PIAP there will always be a school development plan, but the agenda has been set by Estyn so very contained at the moment. **Mrs M. Kendall queried when Estyn return will they come back with more recommendations.** Ms J. Davies explained when they return it will be over two days. They will write a short report on each recommendation and will be quite clinical on which made good or poor progress. If they felt that there are additional recommendations that wasn't on the

<p>original inspection it is their duty to put in the report. They don't expect school to be in a finished product as always evolving but they want to see that leaders have led and made progress. <b>Ms E. Scourfield asked if the school would be given 2 weeks' notice of their return date.</b> Ms J. Davies explained that 2 weeks' notice is usually given and although the date has not been set, we can expect a return visit the end of the summer term or beginning of September. It will be no later than 18 months.</p> <p><b>Recommendation 4 – Improve pupils' Welsh language skills.</b></p> <p>Mrs Convery has been working alongside the CSC Welsh Officer this term, who has listened to learners from Year 1 to Year 6. He spoke very highly of the children, and it was a very positive experience. He also delivered a Welsh twilight to all staff.</p> <p>Governors were given a list of dates from future progress meetings. <b>Cllr M. Wilson queried who attends these meetings.</b> Mrs R. Butterworth advised that she attends along with Mr G. Jones, Ms J. Davies Improvement Partner, the Chair or Vice Chair and Morwyn, Head of Standards and Provision in the Vale.</p> <p><b>Ms E. Scourfield asked how teachers are generally feeling.</b> Dr J. Dharamshi explained that staff moral is quite good but there is a lot of work. It has been a busy start with setting up classrooms and setting a brand-new curriculum and time will support these changes. <b>Ms E. Scourfield questioned outcomes on the teacher's audit.</b> Mr G. Jones explained that there wasn't anything significant although this was the first communication that teachers had received from him as Interim Head of School. He is aware that staff wellbeing is extremely important. We have a document and timetable to work to but would like to thank all staff as they are all working incredibly hard.</p>	
<b>Safeguarding</b>	<b>ACTIONS</b>
Discussed during Headteacher's Report.	
<b>Governor Training</b>	<b>ACTIONS</b>
<p>Clerk advised that new Governors should receive emails from GSU regarding mandatory training. Ms S. Saif has received information and has booked training.</p> <p><b>Cllr M. Wilson questioned if training information has been shared with Governors yet.</b> Ms J. Davies explained that training is now available to book and was circulated last week.</p> <p><b>Dr J. Edwards queried if she should complete mandatory training as she is temporarily taking on the Teaching Governor role in Mrs E. Burnhill-Smith's absence.</b> Clerk will email GSU to confirm.</p>	<b>Clerk to email GSU regarding training.</b>
<b>Health and Safety</b>	<b>ACTIONS</b>
<p>Mrs R. Butterworth informed Governors that Ian Tomlinson from Vale of Glamorgan Property Services has been out to school to inspect rotten windowsills. This will be looked at and repaired by the Vale. During the visit Ian Tomlinson discussed the main foyer and security. The main foyer has an open doorway leading up to KS2. The Vale will pay for doors to be installed for safeguarding reasons and both doorways in the foyer will then be accessed via a fob. <b>Ms M. Kendall questioned what will happen to those who let the building, such as the choir.</b> Mrs R. Butterworth advised that they would also need to use fobs to access.</p> <p><b>Ms E. Scourfield asked if there have been any updates to the carpets.</b> Mrs R. Butterworth explained that Trever Baker has visited the school and advised that carpets will be funded by the Vale. We are just waiting on clarification when they can be fitted.</p>	
<b>GDPR, Data Breach and Cyber Security</b>	<b>ACTIONS</b>
Clerk informed Governors that an email was received from Hwb before the summer advising that there was an incident relating to email permissions. Usually, emails are restricted to sending to other Hwb accounts only but there was a technical issue which allowed emails to be sent and	

received outside of Hwb. This was reinstated immediately by Hwb and only one account was affected in school. This was investigated and there was no cause for concern. Clerk also advised that Annual School Reports are published to each pupil on Google Classroom. However, one pupil report was published to the whole class and not to the individual. This was taken down straight away and re-issued to the pupil only.	
<b>Any other Business</b>	<b>ACTIONS</b>
CLr M. Wilson advised that we are moving forward with possible traffic enforcement with the school street closure and are just awaiting confirmation from Welsh Government. <b>CLr M. Wilson queried if the trees and water works have now been completed.</b> Clerk advised that the trees were removed during the summer holidays and the works to the water pressure in the demountable building was completed last year.	
<b>Matters deemed to be confidential for the publication of the minutes</b>	<b>ACTIONS</b>
Nothing to report.	
<b>Date of next meeting</b>	
Monday 17 <sup>th</sup> November 6 pm Clerk will email possible Committee dates and times.	

Signed: Ms E. Scourfield - Chair of Governors

Date: 17<sup>th</sup> November 2025