



Minutes of the Governing Body meeting held at Fairfield Monday 17th November 2025



Present	ACTIONS
<p>Mrs R. Butterworth, Mr G. Jones, Ms E. Scourfield, Cllr M. Wilson, Mrs H. Rouse, Mrs M. Kendall, Mr D. Bunker, Mrs E. Fairweather, Cllr R. Birch, Ms S. Saif, Ms M. Webb, Dr J. Edwards, Mrs L. Duffy</p> <p>Observer/Guests – Mrs L. Convery - Assistant Headteacher, Ms J. Davies - Central South Consortium (CSC)</p> <p>A short introduction for new Governors took place. Ms E. Scourfield requested Clerk to create Governor name place cards for the next meeting.</p>	<p>Clerk to create Governor name place cards.</p>
Apologies for absence	ACTIONS
Ms S. Lewis, Mrs E. Burnhill-Smith, Mr M. Chorley, Mrs S. Alahmed	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Matters Arising	ACTIONS
Nothing to report.	
Code of Conduct	ACTIONS
Mrs R. Butterworth explained that the Code of Conduct for Governors helps to give clarity of roles and responsibilities and is part of the PIAP. All Governors happy to adopt.	
Policies for Ratification: <i>Capability Procedure, Equality Strategy, Grievance Procedure, Anti-Racism Policy, Sexual Harassment Policy, Volunteer Policy, Data Protection and GDPR Policy</i>	ACTIONS
<p>Mr D. Bunker questioned if volunteers are required to have a DBS check as this is not mentioned in the Volunteer Policy. Mrs R. Butterworth explained if someone is volunteering regularly then a DBS check is required. However, if someone is just volunteering for a school trip a DBS is not required as they will not be unsupervised during the trip. Cllr M. Wilson would like to get further advice and guidance as he is concerned that volunteers on trips are not required DBS. Cllr R. Birch has advocated that everyone who is in contact with children should have a DBS. Mrs L. Convery advised that a risk assessment is always carried out before every trip and volunteers are included in this. Ms J. Davies explained that it is not always the same volunteers on trips, and the DBS process can take up to 4 weeks. Ms E. Scourfield questioned if there was a cost to DBS checks. Clerk advised that there is an admin fee. Mrs R. Butterworth will seek further advice and get a clear definition of regular volunteers. The policy was not adopted but will be discussed again during the next meeting.</p> <p>Mr D. Bunker queried that the policy mentions parents should not volunteer with their own child's class and if this has always been the case. He has volunteered in the past and has always been with his child's class. Dr J. Edwards explained that they do try not to put parents with their own class as this can cause problems if the child only wants to be with their parent.</p> <p>Cllr M. Wilson questioned if there is also a Risk Assessment to accompany the Data Protection and GDPR Policy, with regards to any software that the school uses. Ms S. Saif advised that Data Security is mentioned within the policy. Mr G. Jones informed Governors that the school would always seek any advice from Evelyn Morgan, Data Protection Officer, for the Vale.</p>	<p>Mrs R. Butterworth will seek further advice and get a clear definition of regular volunteers. To be discussed again at next meeting.</p>

<p>All Governors agreed to formally adopt the Capability Procedure, Equality Strategy, Grievance Procedure, Anti- Racism Policy, Sexual Harassment Policy and Data Protection and GDPR Policy.</p>	
<p align="center">Committee Reports – Leadership, Curriculum and Resources</p>	<p align="center">ACTIONS</p>
<p>Each Committee held a meeting this half term, minutes were shared with all Governors, and a brief overview was given.</p> <p>Leadership – Mrs R. Butterworth advised that the committee discussed safeguarding, PIAP, attendance and staff wellbeing. Ms M. Kendall advised that within the minutes Ms S. Saif is named as the Safeguarding Governor, but it should say Mrs S. Alahmed. Mrs R. Butterworth will correct the minutes.</p> <p>Curriculum Committee – Mrs E. Fairweather informed Governors that they discussed the new curriculum and evidence to support each recommendation. They discussed data and what levels the children are working at and agreed to have a book look next Tuesday. Ms E. Scourfield questioned if all Governors need to renew Data training. Ms J. Davies advised that it is not a requirement to renew but if the initial training was attended a while ago it might be worth attending again. We have moved away from level and outcomes, so Governors would be welcome to attend again for a refresh. There is training taking place next week and Governors are required to book through Governor Services. Ms E. Scourfield asked if training is recorded. Ms J. Davies explained that there are regular updates so training is not recorded but would be happy to email the Data PowerPoint.</p> <p>Teachers have also had extra PPA (Planning, Preparation and Assessment) time to help plan the new curriculum. Ms E. Scourfield explained that extra PPA was needed to ensure staff wellbeing due to the amount of work required. The school is in a very difficult position with limited time to improve. Mrs E. Fairweather questioned if staff are feeling supported. Dr J. Edwards informed Governors that staff are feeling supported, they are supporting each other and work well as a team. Ms E. Scourfield acknowledged the work the heads and assistant heads have put in place. Mrs R. Butterworth explained that communication is key in terms of wellbeing. There needs to be transparency and trust with regular check ins.</p> <p>Resources – Mrs R. Butterworth advised that the budget was discussed, and the school is in a significant deficit. The School Finance Officer is coming into school next week to discuss and go over the recovery plan. Mr G. Jones explained that discussions regarding increasing existing lettings have taken place and there are ongoing talks. Also, the possibility of increasing the hourly rate for classroom and hall hire. This will generate income; however, it is not a big offset. Mr G. Jones advised that there is an insurance scheme in place to cover the 2 teachers that are on Long Term Sick, however this only started after 15 days absence. There is an opportunity to decrease this to 3 days absence for the next financial year, but it will be at an increased cost. Ms E. Scourfield asked if there was any update on the carpet and security door. Mrs R. Butterworth explained that the Vale have been in to measure for quotes, and that we are just waiting to hear back from them.</p> <p>Mrs R. Butterworth informed Governors that the school will be having a Health & Safety visit tomorrow. They will complete an audit of the school and write a report.</p> <p>All Governors agreed with the committee minutes.</p>	<p align="center">Mrs R. Butterworth to correct Safeguarding Governor name on Leadership minutes.</p>
<p align="center">PIAP – Headteacher’s Report on Progress and Impact</p>	<p align="center">ACTIONS</p>
<p>Mrs R. Butterworth advised that a Headteacher’s Report has not been sent out to Governors for this meeting due to the last report being sent 6 weeks ago and that basic school information will not have changed e.g. number on roll. A Headteacher’s Report will be sent out termly to Governors with whole school information, specific school improvement actions and impact PIAP updates will be given at every meeting.</p> <p>Mr G. Jones updated Governors on the progresses made against the PIAP actions.</p>	

Leadership – School Improvement have been in working with Mrs Stead and Dr Edwards and an extensive planning document has been created. Governors will be coming into school next Tuesday to take part in a book look, a proforma will be sent out to those Governors attending. There is also a Google Form for Governors to complete when they attend school.

A new attendance tracker has been created. Anything under 90% is classed as persistently absent. The tracker looks for persistent absence over the last 2 years.

Mrs R. Butterworth explained that a new timetable for policies has been created which will take place throughout the year. This gives a clear schedule, clarity of review and ratification for Governors.

Teaching and Learning – currently in process of finalising evaluating progress. Would expect a 5-month progress, if progress not made, will look at interventions needed in the classroom. There has been Performance Management Reviews, book looks, listening to learners and half termly pupil progress meetings. **Mrs H. Rouse questioned the rationale behind the Personalised Assessments and queried if it would have been better to hold these before a half term holiday, some children return from a break and forget and therefore it would not be a true reflection.**

Mr G. Jones explained that Personalised Assessments are statutory once a year, usually held in the summer term, but it was decided to hold these twice this year to see the progress of individual learners. These will take place again in the summer term and data will be available to parents via Hwb.

A coaching timetable has been created, and Mrs Butterworth will be holding these meetings with teachers to give them the opportunity to talk and raise any concerns.

Curriculum – continuing to monitor curriculum coverage. Monitoring by Central South Consortium and has not been refined fully but will be moving forward into the Spring and Summer term.

Welsh - Mrs L. Convery informed Governors that she has been working closely with Mathias from Central South Consortium to improve Welsh across the school. There has been monitoring and listening to learning to focus on the language. Mrs L. Convery has also visited two schools to see what they have put in place, and it has been very reassuring to see that we are on the right track. Mrs L. Convery advised that she has been observing classes with Mathias in a supportive role, working alongside the teachers.

Mr G. Jones showed Governors the PIAP working document which has all evidence clearly hyperlinked within the document. Ms J. Davies explained that Estyn will look in detail at the 4 recommendations when they visit and that this document clearly shows all the evidence to support.

Mrs E. Scourfield acknowledged the amount of work that has already taken place and would like to extend her thanks on behalf of all the Governors.

Safeguarding

ACTIONS

Safeguarding was discussed with the Leadership Committee, and a Safeguarding evaluation will be discussed with the Safeguarding Governor.

There are currently 2 LAC and 2 children on the Child Protection Register.

2 incidents of bullying this half term.

4 incidents of racism, and this was discussed with Martine Booker-Southard, Learning Links Manager from the Vale and a letter was sent out to all parents.

2 recorded incidents of spitting. It has been made clear that this is a form of assault and Mr G. Jones would consider exclusion if proven.

One child has had a 1-day exclusion.

Whole school attendance is currently on target. A new target tracker has been created and shared with teachers to intervene when appropriate.

Clr R. Birch queried if here is anything to compare the recorded incidents of racism and if it is a specific child or family. Mr G. Jones explained that all incidents are recorded on a system called

<p>MyConcern which allows the school to compare incidents. There is also a dashboard within MyConcern, which shows incident charts, that can be shared with Governors. Governors ratified the Anti-Racism Policy in March, which showed a clear procedure, which Mr G. Jones followed. Ms J. Davies informed Governors as part of Anti-Racist School, staff are now better informed and can recognise racist incidents. Cllr R. Birch advised that the Headteacher at Victoria Primary School has done a lot of work on Anti-Racist schools and wondered if she could possibly come in to talk to staff. Mr G. Jones informed Governors that Martine will be coming back into school to work with teachers. Mrs H. Rouse felt that the letter sent out to parents was too long, some parents might not have read it all and suggested to include a shorter document to accompany letters. Mr G. Jones advised that the letter was written with Martine, but he will take this on board for any future letters. Mrs H. Rouse also commented that it is difficult to imagine that children understand the concept and many just repeat what older children are saying. Mrs R. Butterworth explained that it would be investigated on an individual basis, there is a clear process and lots of talking and appropriate conversations, children still need to understand even if it is not intended.</p>	
Governor Training	ACTIONS
<p>Cllr M. Wilson recently attended Preparing for School Inspection and Pupil Exclusions training and found both courses very informative. Cllr M. Wilson will share the PowerPoints with Governors. Cllr R. Birch encouraged all Governors to attend training on School Budgets. Ms E. Scourfield questioned if any of the training available is recorded to access at a convenient time. Ms J. Davies advised that this is currently under discussion.</p>	
GDPR, Data Breach and Cyber Security	ACTIONS
Nothing to report.	
Any other Business	ACTIONS
<p>Confidential Appendix - Appendix 1. Mrs E. Fairweather queried when the Parent Forum was taking place as she hasn't received any information about it. Mr G. Jones advised that the meeting date was mentioned during the initial PIAP meeting with parents and a reminder was also on the newsletter. All parents are welcome to attend this Thursday. There will be class reps for each class, and each class rep will have three questions to bring back to SLT. Mrs H. Rouse explained that the PTA have class reps who can help to share any information to parents. Confidential Appendix – Appendix 2.</p>	
Matters deemed to be confidential for the publication of the minutes	ACTIONS
<p>Appendix 1 – Any other Business Appendix 2 – Any other Business</p>	
Date of future meetings for all Committees	
<p>All Governors agreed for meetings to start earlier at 5 pm and all meetings were set for next term as follows: Leadership Committee - Wednesday 21st January Full Governing Body - Wednesday 28th January Curriculum Committee – Wednesday 4th February Resources Committee – Wednesday 25th February Full Governing Body - Wednesday 11th March</p>	