



Minutes of the Governing Body meeting held at Fairfield Wednesday 28th January 2026



Present	ACTIONS
<p>Mrs R. Butterworth, Mr G. Jones, Mrs M. Kendall, Mr D. Bunker, Mrs E. Fairweather, Cllr R. Birch, Mrs M. Webb, Mr M. Chorley, Cllr M. Wilson, Mrs L. Duffy</p> <p>Observer/Guests – Mrs L. Convery - Assistant Headteacher, Ms J. Davies - Central South Consortium (CSC)</p>	
Apologies for absence	ACTIONS
Ms S. Lewis, Mrs E. Burnhill-Smith, Dr J. Edwards, Mrs S. Alahmed, Ms E. Scourfield, Mrs H. Rouse	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Policies for Ratification: Attendance, Healthcare Needs, Sickness Absence Management, Relationships & Positive Behaviour, Safeguarding, Whistleblowing	ACTIONS
<p>Cllr R. Birch questioned if the policies are Vale standard policies. Mr G. Jones advised that they are but there are additional areas for consideration and adaption on the Safeguarding Policy. The new DSPs have been updated and preventative training, social networking and online safety have also been added. Additional areas to be considered are child collection & release, ending physical punishment, suicide and self-harm, substance misuse in education, external speakers and visitors, venue hire and CLA. Ms. J Davies asked when the last revised policy was issued from the LA. Mrs R. Butterworth advised March 2025. Ms J. Davies informed Governors additional areas would be ok to add as long as there are no HR implications and none of these seem to fall within this category.</p> <p>Mrs R. Butterworth advised that the Relationships & Positive Behaviour Policy is not a Vale policy. Mr G. Jones explained that this policy was created with all staff and that there was lots of teacher input. The policy is a new approach to behaviour based on work carried out with the Vale and Paul Dix training. Mr M. Chorley questioned if parents have had any input. Mr G. Jones advised that parents have not had an input and agrees that this does need to be shared with parents. Mrs R. Butterworth suggested possibly at a Parents Forum. Mr M. Chorley queried how ‘Automatic ‘Red’ Behaviour’ incidents are tracked. It states that they are counted as separate incidents but doesn’t seem to show how these are tracked when they should be. Mr G. Jones thanked Mr M. Chorley for bringing this to his attention, there is not a tracking system in place for this and this will be revisited. However, all incidents are recorded on MyConcern. Mrs R. Butterworth suggested SLT can give an overview to Governors of incidents reported on MyConcern.</p> <p>All Governors agreed to adopt all policies.</p>	<p>Mr G. Jones to share Relationships & Positive Behaviour Policy with parents and review tracking.</p>
Committee Reports – Leadership	ACTIONS
Copy of the Leadership minutes was circulated to Governors before the meeting. During the meeting Governors had an update on Leadership and Self Evaluation, PIAP progress, safeguarding, school budget and Recovery plan. Mr M. Wilson approved the minutes.	
PIAP – Headteacher’s Report on Progress and Impact	ACTIONS
Mr G. Jones discussed the report in more detail and advised that the report will mainly focus on strategic and operational aspects of the school.	

Currently attendance is 93.03% which is slightly less than the last meeting (93.82%). There has been a lot of sickness contributing to this. A meeting with Inclusion took place in November and they are happy with attendance procedures in place. An attendance tracker has been created which helps to monitor and identify trends. Boys attendance is lower than girls. Attendance below 90% is targeted. One child is on a PSP which is an agreed reduced timetable. This was initially for 6 weeks and has been renewed to run for another 6 weeks. Attendance was initially improving but started to decline, Inclusion Service are involved and a meeting has been scheduled. **Mrs M. Webb questioned if the gaps between efsm, fsm, boys and girls is reflected in the data.** Mr G. Jones advised that this is tracked and can be discussed further during the curriculum meeting.

There is a falling number on roll. Currently 241 on roll but each year group has capacity for 45. There are currently only 13 in Reception, 22 IN Year 1 and 25 in Year 2, which is a concern. The Safeguarding Self Evaluation Review (SER) was last reviewed March 2026 and is currently being reviewed. A meeting will be arranged with Safeguarding Governor Ms S. Alahmed to review.

We continue to use MyConcerns, which is a system used in all of Wales, to record incidents. There was 1 recorded incident of bullying and 2 recorded incidents of racism in Autumn 2. Current ALN register is 17.4% this includes OPP. 7.4% are IDP.

Professional learning insets every Wednesday are linked to the whole school strategic improvement. Staff have completed iDev (Vale online learning) and Smartlog courses. Cllr M. Wilson informed Governors that the council also use iDev courses and that he has recently taking part in AI courses which would be useful and less time consuming. Mr G. Jones advised that some staff have used AI to create questions for guided reading and have found this very helpful. Teaching staff have attended professional learning training. During a PDR observation in Autumn 2 there is evidence of clearer, progressive learning objectives and a shared understanding of what good teaching and learning looks like. There has been lots of people involved, teaching staff, CSC and Governors. Leadership Governors have met and book look took place. Governors found that that there was a greater need for consistency with marking/codes use, evident that children are working hard and teachers supporting them. However, differentiating was difficult as only one set of books. Listening to learners has been scheduled for next week to enable triangulation. An example of short-term planning was shown. Mrs R. Butterworth explained that this is saved on Google Drive which enables teachers to cross reference to other year groups and would like to thank staff for the amount of work that they have put into the plans. Ms J. Davies advised that the plans are very detailed at the moment as they need to be but as time goes on it can be less.

The school has written a recovery plan for the budget which will be submitted to the LA. The current draft shows a surplus by year 3. Due to the reducing numbers on roll the school is allocated less money so there has been a review of staffing structure, supply and LTS. Currently the LTS insurance for teaching staff is after 15 days, this has been reduced to 3 days for the new financial year. This is more expensive but will benefit in the long term. **Mrs E. Fairweather questioned if there is any plan with the LA in regards to class sizes, as numbers are small there probably isn't going to be a need for mixed year groups.** Mrs R. Butterworth explained that this is what is currently being looked at and conversation with the Vale. Need to be strategic but also ensure efficiency. **Mrs E. Fairweather asked if the LA would reduce the class sizes.** Ms J. Davies advised that the LA will look at figures school have submitted and possible formats going forward but will always ensure quality of teaching and learning is maintained.

A Health & Safety inspection took place in November, which will be discussed in further detail with the Resources Committee and a meeting to walk around school will be arranged.

Ms J. Davies asked when the rest of the floor is due to be replaced. Mrs R. Butterworth advised that the plan is to be completed during February half term along with the security doors in the entrance.

The first Parent Forum took place in November and discussions around the school's assessment processes and use of digital technology was discussed. Acceptable use policy will be brought in for children to read and sign. Meetings will continue to be held termly.

Mr G. Jones gave an overview of the four recommendations and progress to date.

Recommendation 1:

The PIAP is monitored and evaluated every half term. A meeting will take place with SIO and a report will be compiled to present during PIAP meeting.

There is a consideration for TLR to further strengthen leadership. **Mrs M. Webb questioned if we are able to afford with the current budget.** Mrs R. Butterworth advised that this being looked into and could be linked to a role of whole school strategic curriculum overview.

Initial contact will be made between leaders of school improvement areas and Governors. This will enable Governors to challenge and support. Mrs R. Butterworth advised that Governors are not in place yet. **Mr D. Bunker queried if you have to be a specialist within the subject.** Mr G. Jones advised that Governors would only need to have an interest. Mrs M. Webb would be happy to be LLC and work with Mr D. Bunker who has an interest in welsh. Mrs M. Kendall and Cllr M. Wilson would be happy to be maths and numeracy.

Recommendation 2:

The focus on the last learning walk was purpose, pace and challenge. All teachers are aware of expectations and need to be consistent across the school. Evidence in planning, book looks and PDR demonstrated an improved level of pitch/progression of learning throughout the school. Dr Edwards will be taking part in good practice school visit, meeting with the maths lead at Evenlode. The quality of teaching and learning inconsistent. **Mrs M. Webb questioned if this was across subjects, classes or generally.** Mr G. Jones advised generally. **Mr D. Bunker queried if this was observed through class observation.** Mr G. Jones explained that this has been observed through class observation, book looks and listening to learners. Mrs J. Davies advised that there are lots of positives and it is a big ask as it is a change of working and being open to look into each other's classes. **Mrs M. Kendall asked if they have returned to group planning.** Mr G. Jones advised that they have which is why it was decided to return to a two-year curriculum. Ms J. Davies explained by not repeating the topic each year it gives flexibility and each child will encounter the topic at some point. Mrs L. Convery advised that there is progression for each year group.

Recommendation 3:

The bespoke curriculum is continuing to be refined with clear, progressive learning objective and sequences of learning. Pupil progress meetings evidence impact of reasoning with the majority of learners at or above expected progress. **Mrs M. Webb questioned if 'majority' is Estyn talk, at or above 50% but less than 70%.** Mr G. Jones advised yes. Ms J. Davies explained that it is a bit early to standardise but tracking tool will monitor. Ms J. Davies advised that reading area for development next year. Mrs M. Webb commented if doing better in maths reasoning then comprehension must have also improved. **Mr D. Bunker questioned if it is extra work for mixed class teachers.** Mr G. Jones explained that it is not more work but potentially more thought required. Mrs L. Convery advised that teachers differentiate for their classes anyway. Mr G. Jones stated that it ultimately comes down to knowing your learners.

Recommendation 4:

Mr G. Jones advised strong progression and welsh lead has been asked to speak at the CSC regional event to share Fairfield's journey and progress with welsh.

Mrs L. Convery explained that they will be listening to learners again in March. There has been coaching for staff who have requested extra support. Mr G. Jones suggested this would be a nice learning walk for Governors to see.

Cllr M. Wilson would like to pass on this thanks to the whole school and all staff for the amazing amount of work that has already taken place.

Safeguarding	ACTIONS
Discussed in Headteacher's report.	
Governor Training	ACTIONS
All Governors are up to date with mandatory training. Mr M. Chorley recently attended Information Governance. Mrs M. Webb recently attended EUBS.	
GDPR, Data Breach and Cyber Security	ACTIONS
Mr G. Jones informed Governors that we have recently had a Subject Access Request.	
Any other Business	ACTIONS
Clerk advised that the Schools Unofficial Fund has recently had its annual audit 2024-2025 which was signed by Mrs Kendall during the Leadership committee meeting. We are unable to access the funds at the moment due to signatories. This will be looked into. Mrs E. Fairweather has had a few parents approach her regarding the Foundation Learning snack letter that was sent out. Parents are requesting if this could be paid online as they don't always have the cash to pay half termly. Clerk advised as payment is made directly to class teachers it is not an option to pay on ParentPay. Mrs L. Convery advised that payment since the letter was sent has improved and parents do have the option to pay weekly, half termly, termly or for the academic year.	
Matters deemed to be confidential for the publication of the minutes	ACTIONS
Nothing to report.	
Date of future meetings for all Committees	
Curriculum Committee – Wednesday 4 th February – 5 pm Resources Committee – Wednesday 25 th February – 5 pm Full Governing Body - Wednesday 11 th March – 5 pm	

Signed: Ms E. Scourfield

Date: 11th March 2026

Chair of Governors