



Minutes of the Governing Body meeting held at Fairfield Wednesday 11th March 2026



Present	ACTIONS
<p>Mrs R. Butterworth, Mr G. Jones, Ms E. Scourfield, Dr J. Edwards, Mrs M. Kendall, Mr D. Bunker, Mrs E. Fairweather, Mrs H. Rouse, Mrs M. Webb, Ms S. Saif, 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, Mr M. Chorley, Cllr R. Birch, Cllr M. Wilson	
Minutes of the Previous Meeting	ACTIONS
A current record.	
Matters Arising	
<p>Mrs A. Fairweather informed Governors that there has been a Penarth Times article published this week which advises a child was hit by a car outside school. Mr G. Jones explained that an email was received last week regarding parking, and the end of the email advised a child was hit by a reversing van. Mr G. Jones has spoken to the Enforcement team about this and is unaware of the child that has been hit. Currently have limited information, nobody has approached the school but can be reassured that the child was unharmed. A journalist approached the school to comment, and Mr Jones advised them to contact the Vale. There is a consultation taking place this month about possible FPN cameras. Reminders have been put on the newsletter and Mr G. Jones has been in contact with the Vale on numerous occasions regarding enforcement officers. Traffic continues to be unacceptable, and Mr G. Jones advises that residents/parents should also report to the Vale by completing a form online. Mrs H. Rouse queried if it would be worth putting something in the newsletter again and that lots of parents would be happy to help with the road closures. Mr G. Jones advised that this is not something that parents should do and would have to contact Vale Highways, but it would be helpful to include the Vale link in the newsletter. Mrs R. Butterworth also explained that this will be fed back during the Parents Forum.</p> <p>Appendix one – confidential item.</p>	
Attendance at Meetings	
Mrs R. Butterworth requested that future Governing Body meetings are attended in person only and not virtual. Understand that Governors may not be able to attend some meetings and if this is the case to just send their apologies. All Governors agreed.	
Polices for Ratification: <i>Educational Visits Policy, Assessment Policy, Toilet Policy, Lockdown Policy, RSE Policy, Volunteer Policy</i>	ACTIONS
<p>A copy of the policies was sent out to Governors before the meeting. Mr G. Jones discussed each policy.</p> <p>Lockdown Policy - There are two lockdown policies, partial and full lockdown. A full lockdown has been practiced in school previously.</p> <p>RSE Policy - based on Welsh Government. There is a new resource Jigsaw which is being used in school, and this will be shared with parents.</p>	

<p>Volunteer Policy - discussed during a previous FGB meeting and volunteer DBS for parents attending school trips was queried. A DBS is not required for parents attending school trips and the policy has been amended slightly to reflect this.</p> <p>Educational Visits Policy - standard Vale policy, every school trip is risk assessed and an online form Evolve is completed.</p> <p>Toilet Policy – currently KS2 toilets are unisex toilets without floor to ceiling cubicles. There have been a few incidents of children looking underneath. Mr G. Jones has spoken to various people at the Vale and the guidance is vague. The option to return to same sex toilets has also been discussed with SLT. Mr G. Jones will speak to Legal at the Vale before the final decision has been made. Mrs H. Rouse advised that it would be worth adding to the policy what would happen if the need for unisex toilets arises again in the future. Mr G. Jones will add that provision for unisex toilets will be reviewed on an annual basis.</p> <p>Assessment Policy – there have been a few changes, MER cycle annually and baseline. Mrs M. Webb questioned why phonics assessment is in term 2 and not continuous. Mrs L. Convery explained that it is on entry and ongoing. Mrs M. Webb requested for this to be made clear within the policy. Dr J. Edwards also advised that they no longer do level tests and that this needs to be removed. Mr G. Jones will make amendments and share with Governors.</p> <p>All Governors agreed with policies.</p>	<p>Mr G. Jones to make slight amendments to policies and share with Governors.</p>
Mixed Year Groups/Classes	
<p>Mr G. Jones explained that historically mixed year groups have been decided chronologically on age and that there is no policy in place. A policy is not necessarily needed but would like Governors’ views. A discussion regarding mixed year groups took place.</p> <p>Dr J. Edwards informed Governors that one-year mixed classes was decided by friendship groups which didn’t work. Historically it has been decided on age and older children generally know that they will be put into the older class. If a young year 5 and old year 6 are put into the same class, there is nearly a 2-year age gap. Mrs L. Convery explained that boy/girl ratio and ALN is also considered when deciding the classes.</p> <p>Ms J. Davies explained that many schools with mixed year groups decide on age. Mixed year groups must be decided in some way but that this should be left to the leadership of the school. Mrs H. Rouse explained that it would be beneficial to communicate and build understanding with parents who have not experienced mixed classes before. Mrs M. Kendall suggested a Parents Forum. Ms S. Saif queried if mixed classes are explained in the school prospectus. Dr J. Edwards advised that they are informed during welcome meetings.</p>	
Committee Reports – Curriculum and Resources	
<p>Curriculum Committee report was shared with Governors and agreed.</p> <p>Resources Committee met last week and minutes will be circulated to Governors.</p>	ACTIONS
PIAP – Headteacher’s Report on Progress and Impact	
<p>Mr G. Jones updated Governors on PIAP.</p> <p>There was an internal post advertised for a project TLR3 for one year. Mrs Stead was successful and will lead on curriculum development. This gives bigger capacity for leadership which is linked to priority one. Mrs H. Rouse questioned if this is in addition to Mrs Stead’s role as class teacher and if so who will cover the class. Mr G. Jones advised that the role is additional and supply teacher will cover for non-contact time.</p> <p>Since the last FGB meeting there have been further training opportunities taking place and all subject leads have had the opportunity to visit other schools. Whole school learning walk took place end of January with a focus on challenge, pace and monitoring and have started to develop guided coaching for staff. Mrs R. Butterworth explained that there has been a lot of work around teaching and learning. Teachers now have a common language around ‘good teaching and learning’ and now we have moved on to feedback has being pertinent to individual teachers.</p>	ACTIONS

<p>Senior leaders have been exploring instructional coaching to support pedagogy and what it would look like in the classroom. Mrs Butterworth talked about ‘improving rather than proving’ through the use of deliberate practice and rehearsal in designated coaching sessions. A timetable is in place but needs to be checked as sessions need to take place once started.</p> <p>Parent Forum will be taking place before half term but no questions have been received yet. A reminder email will be sent out.</p> <p>Subject leads are now reaching out to link Governors. Mr D. Bunker attended a Welsh learning walk yesterday. Mr D. Bunker informed Governors that he found the learning walk very interesting and each year group had a structure of welsh language they were working on. They spoke very clearly and heard lots of conversation within the classroom. The children were very motivated and enjoyed the welsh games.</p> <p>Mr G. Jones informed Governors that a learning walk will be taking place in the summer and it would be great for Governors to also take part. Ms J. Davies questioned if there is a pro-forma for Governors to complete when they visit. Mr G. Jones advised that Governors complete a Google Form when they visit school or take part in book looks/listening to learners etc.</p> <p>Scrutiny and planning continue every fortnight to check progress and to continue to ensure good teaching and learning. Beth Truby has been into school working on the curriculum with teachers and Mrs Stead. A book scrutiny will take place in 2 weeks and there has been improvement in reading and reasoning scores.</p> <p>Dr J. Edwards and Mrs L. Convery visited the Assistant Headteachers at Pen-Y-Garth, a school that was put in special measures a few years ago and have made remarkable progress. Dr J. Edwards explained that the visit was very informative and it was good to see the things they have put in place but they also advised the importance of staff morale.</p> <p>Mrs L. Convery explained that Matius was in school yesterday and repeated listening to learners which was really positive. In the summer term we will be working alongside teaching staff so they can start to plan their own welsh for their class.</p>	<p>Governors to complete feedback form after monitoring activities</p> <p>GJ and RB to ensure Governor feedback forms are shared through committee meetings/ Headteacher Reports.</p>
<p>Safeguarding</p>	<p>ACTIONS</p>
<p>Mr G. Jones met with Ms S Al-Ahmed, Safeguarding Governor, last week and discussed the Estyn Self Evaluation Report. Mr G. Jones explained that this report looks at every aspect of Safeguarding, which should be reviewed every year and that that Estyn request this document. Incidents are continuing to be logged on MyConcern. There were 59 in total recorded in the spring term. Two recorded incidents of verbal bullying, one racist incident, classroom disruption, well-being and physical aggression. There has been physical aggression towards staff and risk assessments have been put in place. One MARPH was also submitted last term.</p> <p>Mrs H. Rouse noted the record of bullying. Mr G. Jones explained that it was verbal and that each incident must be linked to a category within MyConcern. Parents were spoken to and actions completed on MyConcern.</p> <p>Ms S. Saif questioned if violence against staff has led to pupil exclusion. Mr G. Jones advised that each incident is looked at on an individual basis but there have been 3 separate exclusions and several internal exclusions.</p>	
<p>Governor Training</p>	<p>ACTIONS</p>
<p>Clerk advised that Welsh Government Safeguarding eLearning modules are available for all Governors to complete via HWB. The training is not mandatory but the LA’s position is that Governors should undertake this training. Clerk will email information to all Governors.</p>	<p>Clerk to email Safeguarding eLearning information to al Governors.</p>

GDPR, Data Breach and Cyber Security	ACTIONS
Mr G. Jones informed Governors that the school has received two subject access requests this term. The Acceptable Use Agreement for use of internet has been shared with parents and this will also be displayed in classrooms.	
Any other Business	ACTIONS
Mrs H. Rouse questioned if there is any music taught within the curriculum and if children learn how to play any instruments. Dr J. Edwards explained that Expressive Arts is taught in the curriculum, lots of performances throughout the year such as the Christmas shows and Mrs A. James is the subject lead. Mr G. Jones advised that Peripatetic teachers also come into school to teach children how to play instruments.	
Matters deemed to be confidential for the publication of the minutes	ACTIONS
Appendix 1. Matters Arising	
Date of future meetings for all Committees	
Leadership Committee – 22 nd April 2026 Resources Committee – 29 th April 2026 Curriculum Committee – 6 th May 2026 Full Governing Body – 20 th May 2026 Full Governing Body – 8 th July 2026	

Signed: Mrs M. Kendall

Date: 20th May 2026

Vice Chair of Governors