

<p style="text-align: center;"><b>Minutes of the Governing Body Meeting held at Fairfield Primary School on Wednesday 26th March 2014</b></p>
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**Present**

Ms S. Lewis, Mr J. Dunlop, Ms E. Scourfield, Mr N. Gibbs, Mrs R. Jowett, Cllr R. Cook, Mrs E. Streets, Ms Z. Lincoln

**1. Apologies for absence**

Dr R. Smith, Mrs C. Laats, Mrs A. James

**2. Minutes of the previous meeting**

A correct record

**3. Matters Arising**

- The email to the Muslim Council for Wales has gone astray. Mr Gibbs will email the address so that the invitation to join the Governing Body can be sent.
- Further quotations had been requested for the ramp at the front entrance. There was some discussion re this situation with governors expressing concern about funding and the timescale. It was suggested that the Governing Body should apply to access the Disability Access and Management Plan for the school. The Governing Body wished it to be recorded that they were making all efforts to get this situation resolved and this would be discussed again at the next meeting when it is hoped a decision can be reached regarding the way forward.
- There was nothing new to report on lunch time.

**4. Correspondence**

Letter from Cllr Chris Elmore, Cabinet Member for Children's Services following the meeting with Cllrs Rhiannon Birch and Peter King.

**5. Whole school Pay Policy**

Adopted after full consultation with the staff

**6. Headteacher's Report**

Ms Lewis gave governors a verbal report as follows:-

*Pupil roll and transfers*

We currently have 292 children on roll compared to 297 in January

*Staff Organisation and Recruitment*

Long term sickness - Mrs Smith had now returned to work and Mrs Cooper has returned on a phased return basis. Mrs James is currently absent from school due to illness. Mr Smith, LSA, will be leaving us at Easter as he is actually a qualified teacher and wishes to resume his teaching career.

### *School Closures - 2013 / 2014*

An Inset day has been arranged for 2nd June.

### *Pupil Achievements & Progress*

Reasonable progress is being made towards targets agreed with the System Leader.

### *Pupil Wellbeing and Development*

- SEAL (Social and Emotional Aspects of Learning) half term focus 'Good to be me!', with a value of 'Kindness'.
- Sex Relationships and Educational Policy was distributed to governors with a request for comments and observations by next Wednesday.
- Year 6 children had taken part in the Road Safety Quiz.
- School Council representatives had attended a Vale Joint Council Day focusing on the Commonwealth and promotion of the Commonwealth Games.
- The School Council also discussed playground provision and the library renovation.
- The Eco Committee are involved in a recycling project of milk bottles.

### *Health and Safety*

A fire drill had taken place during the first half term.

### *Quality of Provision*

The Systems Leader had carried out a joint observation with the Headteacher. The standard of learning observed correlated to work in books and assessment data. It was agreed that the standard of work was very good.

### *Curriculum*

- We are now working in phase 3 of the National Support Programme which is more specific to the school.
- The Inset Day planned for 2nd June will focus on coverage of subject areas/LNF.
- Years 3/4 children visited Caerphilly Castle
- Years 1/2 children visited the Lifeboat Station
- Reception children visited Walnut Tree Farm
- Years 5/6 children have had visits from local magistrates and have held mock Magistrates Courts.

### *Community Links*

- Firefighters have visited the school for Years 2/5 children.
- We have again held a very successful Eisteddfod for grandparents.
- Sports Relief raised £308.
- The choir will be singing at Stanwell tomorrow evening at the Africa Concert.
- Cardiff City football coaching is ongoing.

### *PTA*

The PTA held a very successful Valentine's Day cake sale and are currently holding a Mothers' Day sale.

### *Staff Development and Performance Management.*

Staff have participated in PESS courses, EMAS Conference, PDG Conference and Foundation Phase Conference.

### *External Support*

- Four further review meetings of progress have taken place with the Systems Leader.
- There is now a new initiative in place - Development of Central SW Challenge - SIG Groups. The groups have been set up to work together to share good practice. They have been shown to raise standards in other authorities. Ms Lewis is the convenor of our group.
- The Science leader has met with the Science Adviser.
- Ms Lewis has had a meeting with CfBT Director, Chris Tweedale re LNF.
- NAHT Headteachers' Group have had a meeting with Huw Lewis, Minister for Education to raise issues re funding etc.

### *Progress on School Improvement Plan*

#### **Target 1 (KQ1) Raise Standards in the Core Subject Indicator**

Work has taken place on moderation, tracking of progress and the development of use of INCERTS.

Progress has been monitored by the Systems Leader.

#### **Target 3 (KQ1) To improve pupils' skills in Welsh Language**

The Welsh subject leader has attended a cluster meeting.

A date has been set for moderation of work.

#### **Target 4 (KQ1) To improve the well-being of pupils.**

The Educational Psychologist has had meetings with teachers to review NBAR results.

#### **Target 6 (KQ2) To develop Global Citizenship across the curriculum.**

Attendance at Vale joint Council Day focusing on the Commonwealth.

#### **Target 7 (KQ2) To improve learning opportunities for pupils through the development of the external learning environment.**

Improved storage for development of equipment.

Purchase of outdoor table tennis table.

#### **Target 8 (KQ2) To develop provision for MAT pupils.**

Cluster MAT days attended for Maths and Music Technology.

#### **Target 9 (KQ3) to fully implement the LNF.**

Initial Phase 3 meeting - reviewed progress and identified focus areas.

#### **Target 10 (KQ3) To develop links with Family of Schools/SIG Schools**

Ms Lewis is convenor for our group. An initial meeting has been held.

#### **Target 11 (KQ3) To improve attendance rates across the school.**

Links made with Callio officer from both secondary schools.

Referrals to EWO have been made.

### *Premises Plan*

- An additional £100K has been allocated for the replacement of the roof. Work will take place during the summer.
- Staff wish list - some work has been completed.
- We are awaiting quotes for the ramp.
- Library renovation will take place after the Easter holiday on 15<sup>th</sup> May. Painting of the area will take place over the Easter holiday.
- New carpets will be laid - two at half term and two during the Easter holiday.
- Painting of some classes will take place during the Easter holiday. Other classes will need to wait until the roof has been completed.
- The Council will now be charging for recycling and we will probably be going to Sita for this service in future.

### **7. Finance Committee Report**

Carry forward less than 5 percent.

The 2014/15 Budget is higher than expected so we can balance the budget this year but we have to be aware that this will not be the case over the next two years. Ms Lewis reported that, as a cluster, there are concerns that lowering budgets will have an impact on standards.

### **8. Other Committee Reports**

None

### **9. Governor Training**

There was some discussion re mandatory training with particular reference to compulsory data protection training - understanding new standards.

There was some discussion regarding the need for staff training re school policies with particular regard to inclusion and equality.

### **10. Governor Confidentiality**

CONFIDENTIAL ITEM

### **11. Teachers' Representative Report**

No report available - Mrs James was not present at the meeting.

### **12. Non-teaching Staff Representative's Report**

None

### **13. Health and Safety**

No issues

### **14. PTA Report**

Spring Newsletter distributed and discussed

**15. Any Other Business**

Behaviour policy - to be put on agenda for next meeting. A copy of the policy to be sent to governors.

**16. Matters deemed to be confidential for the publication of the minutes**

Governor confidentiality

**17. Date of next meeting**

14th May 2014

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_