

**Minutes of the Governing Body Meeting held at Fairfield Primary School
on Wednesday 14th May**

Present

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

1. Apologies for absence

Mrs E. Scourfield, Dr R. Smith, Mrs A. James, Mr J. Dunlop
Mrs C. Laats (retrospectively)

2. Minutes of the previous meeting

A correct record

3. Matters Arising

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- Mr Gibbs had sent an email to Saleem Kidwai regarding this but had received a message that his work mailbox was not regularly monitored. He will contact Saleem and to obtain his personal email and forward this information to Mrs Landeg.
- A new quote of £3800 has been received which is more reasonable than the quote from the Vale. However, Ms Lewis had queried the fact that the length of the ramp as it would appear that it was not an appropriate gradient and was therefore quite steep so it will need to be lengthened. Medical practitioners had been in school assessing the individual pupil and medical reports were still awaited. There was some discussion re the ramp not being in place when the playscheme was being run at the school as there was likely to be a need for disabled access. Ms Lewis assured governors that the playscheme leaders will be bringing their own ramp with them. It was noted that this issue needs to be addressed in terms of provision for the whole community.

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None

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- A report to be provided to Governors re LNF
- Ms Lewis gave governors information re Systems Leader visits and Central South Wales Challenge - SIG groups
- Mrs Jowett gave governors information re the Quality Bronze award which is basically a self-evaluation of the role of the governing body and identification of individual strength and skills to ensure that the governing body is effective. Mr Jowett will email information to governors and suggested that a working party be formed. Mr Gibbs and Ms Lincoln both expressed their interest in being part of the working party. Governors felt that it would be useful to see agendas, minutes and headteacher's reports of other schools for comparison purposes. Ms Lewis would approach other headteachers to see if these could be obtained. It was noted that,

during the last inspection, the format and presentation of Ms Lewis' Headteacher's Report was thought to be excellent.

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Governors would be given an update on the progress of the items on the staff wish list.

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None

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| 4. Correspondence |
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None

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| 5. Headteacher's Report |
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See Appendix 1

- In the light of Mrs James's continued absence Mrs Landeg was requested to check re the teaching staff representative situation.
- It was suggested that a letter should be sent to parents to remind them to apply for free school meals if they were eligible.
- With reference to the postponement of Vaughan Gething's visit to meet with the school council, it was suggested that perhaps the school council could be invited to the Welsh Assembly to meet with him there.
- There was some discussion re the forthcoming Penarth Festival.

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| 6. Finance Committee Report |
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- The final figures for the 2013/2014 budget showed expenditure at 99%
- We have been able to balance the budget comfortably for the 2014/2015 financial year.
- Ms Lewis expressed her thanks to Mrs Landeg for her effective monitoring of the SEG budget.

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| 7. Other Committee Reports |
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None

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| 8. Governor Training |
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Cllr Cook gave governors feedback re her recent assessment data training.

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| 9. Discipline and Behaviour Policy |
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There was some discussion re this policy and the consensus was that overall this is very good in relation to the general strategies. Mrs Jowett suggested that governors should be careful re their role in terms of ratifying this policy and that, although governors could make suggestions which the Headteacher could consider, ultimately decisions regarding managing behaviour and discipline in school was the responsibility of the Headteacher. It was noted that the policy needs to be updated in terms of recent changes.

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| 10. Teachers' Representative's Report |
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No report available as Mrs James was not present at the meeting.

11. Non Teaching Staff Representative's Report

No issues.

12. Health and Safety

Ms Lewis and Mr Sampson were making checks round the school and a more detailed report will be available at the next meeting.

13. PTA Report

The Summer Fayre will be held on Saturday 28th June and governors were invited to attend.

14. Any Other Business

None

15. Matters deemed to be confidential for the publication of the minutes

None

16. Date of next meeting

25th June 2014

Signed _____ Chair of Governors

Date _____