

**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Tuesday, 6<sup>th</sup> December 2016.

**PRESENT**

Mr A Pruchniewicz (Chair), Ms J Thompson, Mr M Neild, Mrs D Johns, Mr J Page.

**In Attendance**

Mr Rik Robinson (SLT)  
Ms Rachael Rothery (Maths Lead - TLR)

**In the absence of a minute clerk, notes were taken by Mr Page.**

**2277. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Jeanette Tate, Gary Denison and Kath Jameson.

There were no declarations of interest.

**2278. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

No items were notified.

**2279. REPRESENTATION**

(a) To report the following matter of representation:

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr A Pruchniewicz	Co-opted	7.11.16

(b) **Appointment of an LA Governor**

Governors confirmed the appointment of Ms Donna Johns as LA governor, following the recommendation from the LA.

**2280. PRESENTATION ON ASSESSMENT FROM MATHS CO-ORDINATOR**

Following the most recent Standards and Effectiveness Committee meeting, Rachael Rothery (Maths Lead) gave a presentation outlining the assessment and tracking of pupil progress in Maths throughout the school. The PowerPoint presentation gave the Governors an overview of the procedures and systems (including B Squared) involved in the assessment of Maths throughout the school and how data is used to measure the impact of teaching and learning in the different aspects of the subject. Ms Rothery was able to present an overview of current developments linked to the Maths Action Plan and examples of cross school practice.

**Q: Have you visited other schools as part of your role?**

A: Yes. A few visits to several schools have been made in order to share ideas and practice and these have involved other staff members too.

We are continually making potential new links for the future to develop these further. Schools already visited have included Low Moor; Castle Hill and Chellow Heights

**Q: How was the 20% progress target for pupils within B Squared determined?**

A: This was determined jointly by SLT initially as a realistic guide based on historical pupil progress.

**Q: What training for staff has been delivered?**

A: Numicon training initially and this is to develop next term. Rachael Rothery will email up to date activities and suggestions as guidance for teaching staff.

**Q: How confident are you with the consistency of assessment data submitted by teachers?**

A: This is embedding over time. Opportunities to moderate assessments are taken through the year to ensure and this will continue. A lack of initial training in what B Squared can offer and the potential it has in analysing data is being addressed so teachers can work more confidently and purposeful to maximise pupil progress. Some pupils will clearly have 'spikey' profiles and assessments may alter through the year based on many factors and special educational need.

**Q: What are 'spikey' profiles?**

A: Students may have specific strengths in particular aspects of Maths that do not follow the expected 'progression' of skills and understanding. Also, assessments may fluctuate from year to year depending on the needs of the student e.g. deterioration in cognitive abilities due to medical conditions; long term absence through sickness etc.

**Q: How do you respond to what the data is telling us?**

A: This is a development for assessment throughout the school ensuring that all teachers have 'a handle' on the ongoing tracking of pupil progress. More detailed data analysis will inform us regarding the strengths and areas for development of particular aspects and how these can be supported through the implementation of different interventions or strategies aimed at supporting specific needs. The data would also inform us about the level of resources required to support these.

Ms Rothery was thanked for her informative presentation.

**2281. REVIEW OF COMMITTEES**

Mr Pruchniewicz confirmed that Dismissals Committee membership had been agreed which included the Chair and two other Governors: Mike Neild and Julie Thompson. Gary Denison would be on the Appeals Committee.

Further review of committees was deferred to the next meeting.

**2282. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

This item was deferred to the next meeting.

2283. MINUTES OF THE MEETING HELD ON 18 OCTOBER 2016

RESOLVED: That the minutes of the meeting held on 18 October 2016 be approved and signed by the Chairman as a correct record.

2284. MATTERS ARISING

Staffing Matters

Governors noted that Steve Walsh had been appointed as permanent School Business Manager and started on Monday, 5<sup>th</sup> December.

2285. MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2016

RESOLVED: That the minutes of the meeting held on 7 November 2016 be approved and signed by the Chairman as a correct record.

2286. MATTERS ARISING

There were no matters arising.

2287. REPORTS FROM COMMITTEES

There were no reports from committees.

2288. ACTING HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Acting Head Teacher's report was circulated at the meeting and spoken to by Mr Page. The report covered the following:

Admissions  
Attendance  
LAC and SEN  
Achievement and Standards/Pupil Progress  
Leadership and Management  
Quality of Teaching  
CPD  
Safeguarding, Behaviour and Safety  
Ofsted Update  
Calendar of Events

Mr Page was thanked for his report.

2289. ATTENDANCE

This item has been covered in the Acting Head teacher's report.

2290. FINANCIAL MANAGEMENT AND MONITORING

This item was deferred to the next meeting. Mrs R Thackray had prepared a brief statement to account for previous 2 years of audits for the School Fund Account and an update on the financial status which demonstrated no significant change; these would be brought to the next meeting.

2291. POLICIES

Governors confirmed that they had received copies of the policies.

RESOLVED: That the following policies be ratified by the governors:

Attendance Policy  
Disciplinary Policy  
Safeguarding Policy  
Health & Safety Policy

Mr A Pruchniewicz asked for amendment in the H&S regarding the spelling of his surname.

2292. SAFEGUARDING

Mrs B Brooks would give an update on Safeguarding at a later date.

The school was still awaiting the final OFSTED report which outlined the developments in Safeguarding procedures within the school.

2293. PUPIL ATTENDANCE

This item had been covered in the Acting Head Teacher's report.

2294. SPENBOROUGH TRUST

This item was deferred to the next meeting.

2295. GOVERNOR SCHOOL VISITS

Mr A Pruchniewicz commented positively on his most recent visit to the school on Monday, 5<sup>th</sup> December. He was able to undertake a tour of the school and meet staff and pupils. He was delighted on what provision he observed and commented that the positive working relationships between staff and pupils was excellent. He asked if this could be fed back to members of staff at the school.

2296. GOVERNOR TRAINING AND GOVERNOR VISITS

A request from governors was made for the office staff at Fairfield School to send an electronic version of the visits template. This was agreed.

2297. ANY OTHER BUSINESS

Staff Request

A member of the teaching staff had requested a reduction in working hours. Mr Page read through the request for governors to consider and gave a brief outline of the meetings he had held with the member of staff where she had been informed that a final decision would be made by the Governing Body.

Governors considered the request.

RESOLVED: That this be discussed further once a full health referral has been made and the outcome is known to provide more sound evidence prior to a decision being made.

Mr Page agreed to feed this decision back to the member of staff and to keep her informed. Governors stated that their final decision would be based clearly on the staffing needs of the school and the future impact of any reduction in hours, taking into consideration also the outcomes of the health referral.

2298. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the school on Tuesday, 24 January 2017.

Further dates would be confirmed at the next meeting.

2299. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minute 2297 be excluded from the copy to be made available at the school.