

SCHOOL INSPECTION COPY

Directorate for Children & Young
People
Governor Clerking Service
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Our Ref: DfE: 7011age/DJB

23 November 2016

NOTICE

Dear Governor

THE GOVERNING BODY OF FAIRFIELD SCHOOL

A meeting of the Governing Body will be held at 6.30 pm at the School on Tuesday, 6th December 2016.

I hope you will find it convenient to attend.

Yours sincerely

Diane Bray
for Clerk to the Governing Body

Quorum for Meetings

The quorum for a meeting of the governing body and for any vote on any matter, is **one half (rounded-up)** of the governors presently in office.

AGENDA

1. Apologies for absence, consent and declarations of interest.
2. Notification of items to be brought up under Any Other Business.
3. Representation.

- 3.1 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

- 3.2 Appointment of a Co-opted Governor.
Contact details for new governors to be submitted to School Governor Clerking Service on the form located at the link below:
<https://jobs.kirklees.gov.uk/GenText.aspx?page=page9>,

3.2 Appointment of an LA Governor.

To consider appointing Ms Donna Johns as LA governor, following the recommendation from the LA.

4. Presentation on B Squared Assessment from Co-ordinators.
(Standards & Effectiveness Committee minutes refer, 28.6.16).
5. Review of Committees (Minute 2255 refers).
6. To Appoint Governors with Specific Responsibilities (Minute 2256 refers).
7. Minutes of the meeting held on 18 October 2016. Enc
8. Matters arising.
9. Minutes of the special meeting held on 7 November 2016. Enc
10. Matters arising.
11. Reports from committees (if any).
12. Acting Head Teacher's Report and Governors' Questions.
(To be circulated from the School)
13. Attendance (Minute 2264 refers).
To consider reports and department feedback.
14. Financial Management and Monitoring.
15. Policies (Minute 2274 (c) refers):

Attendance Policy
Disciplinary Policy
Safeguarding Policy
Health & Safety Policy (referred by Resources Committee)
16. Safeguarding.
17. Pupil Attendance (Minute 2269 refers).
18. Spenborough Trust.
19. Governors' School Visits.
20. Governor Training and Governor Visits.
(*Sharing learning outcomes and key points*)
21. Any other business.

22. Dates of future meetings and possible agenda items.
Governors are asked to confirm the following dates and agree any possible agenda items required for these meetings.
- (i) Tuesday, 24 January 2017
 - (ii) Tuesday, 14 March
 - (iii) Tuesday, 2 May 2017
 - (iv) Tuesday, 27 June 2017
23. Agenda, minutes and related papers – school copy
To determine whether any part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of a special meeting of the Governing Body held at 4.45 pm at the School on Monday, 7 November 2016.

PRESENT

Mr G Denison (Vice-Chair), Mrs R Baker, Ms K Jameson, Mr M Neild, Mr J Page, Ms J Thompson.

In Attendance

Angela Hutchinson (Minute Clerk)
Mrs J Tate (National Leader in Education)
Ms B Brooks (Deputy Head Teacher)
Mr R Robinson (Senior Leadership Team)
Mr A Pruchniewicz (Prospective Co-opted Governor)

2271. APOLOGIES FOR ABSENCE

There were no apologies for absence. Mrs Tate thanked all for their attendance.

2272. REPRESENTATION

Tony Pruchniewicz was welcomed to the meeting and invited to introduce himself. Mr Pruchniewicz advised that he had been a Governor for 20 years. He had recently resigned as a Governor at Woodley School & College, having helped to reshape and improve their governance. He was currently a Governor at Ravenshall School and Chair of their Resources Committee. He confirmed that he was an accredited National Leader of Governance.

Governors all introduced themselves and welcomed Mr Pruchniewicz's willingness to join the Governing Body.

RESOLVED: That Mr A Pruchniewicz be appointed as a Co-opted Governor with immediate effect.

2273. ELECTION OF CHAIR

After a brief discussion, and with the agreement of Mr Pruchniewicz, Julie Thompson proposed that Mr Pruchniewicz be invited to consider becoming Chair. The proposal was seconded by Rachel Baker.

Mr Pruchniewicz agreed to accept the nomination on the understanding that he wished to serve for a term of one year only.

As all Governors were in attendance, there was no requirement to determine whether nominations would be accepted from absent Governors.

RESOLVED: (i) That the term of office be for one year.
(ii) That a tie be resolved by secret ballot.
(iii) That Mr A Pruchniewicz be elected Chair.

Mr Pruchniewicz then took over the Chairmanship of the meeting and thanked Governors for their vote of confidence in him.

2274. ANY OTHER BUSINESS

(a) Committee Structure

The Chair asked about the current committee structure and was advised that decisions had been deferred until a Chair was appointed.

Mrs Tate advised that there was an urgent need to appoint a Governor with Special Responsibility for Safeguarding. This was discussed and Bev Brooks (Designated Person) and Gary Denison agreed to share the role.

Governors discussed how best to manage Committee matters with such a small number of Governors. It was suggested that a Resources Committee and a Standards & Effectiveness Committee were essential standing committees, with others required by statute. This would be discussed at the next Governing Body meeting when copies of the LA's Committee Matters would guide discussions.

RESOLVED: That Gary Denison be Governor with Special Responsibility for Safeguarding and that Bev Brooks work alongside him for all Safeguarding issues.

RESOLVED: That Committee Structure be an item on the next Governing Body agenda and that copies of Committee Matters be sent out with agendas.

(b) Head Teacher's Performance Management

Mrs Tate advised that the Acting Head Teacher's performance management review was due. Mr Page advised that a meeting had been arranged with Jill Robinson, National Leader in Education on 30 November 2016 at 1.30 pm. Mr Denison and Mr Neild agreed to attend.

RESOLVED: That Mr G Denison and Mr M Neild be appointed members of the Performance Management Committee.

(c) Policies

Mr Page advised that some policies on the school website were out-of-date and had been reviewed. Drafts of the revised Attendance Policy, Disciplinary Policy (+ a Managing Allegations appendix) and Safeguarding Policy would be sent out to Governors for their perusal, with a view to approval at the next Governors' meeting.

RESOLVED: That Policies be an item on the next Governing Body agenda.

2275. DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Body be held on the following Tuesdays:

6 December 2016
24 January 2017

14 March 2017

2 May 2017

27 June 2017

2276. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of a meeting of the Governing Body held at 6.30 pm at the School on Tuesday, 18 October 2016

PRESENT

Mrs R Baker, Mr G Denison, Ms K Jameson, Mr M Neild, Mr J Page, Ms J Thompson.

In Attendance

Diane Horton (Minute Clerk)
 Ms B Brooks (Deputy Head Teacher)
 Mr R Robinson (SLT)
 Mrs J Tate (NLE)

2251. ELECTION OF CHAIR

Mrs Tate informed the meeting that she had secured the services of Mr Antony Pruchniewicz, a national leader of governance, who would become Chair of Governors. He would be able to lead the School in its improvements and would attend the next meeting. Another potential governor would be visiting the School this week.

Q: What about parent governors?

A: We want to recruit some key parents. Mr Neild could approach some parents at the parents' consultation after half term.

The Vice-Chair took the chair for the meeting.

2252. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

2253. ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

That the following item would be brought up under any other business:

- DofE funding

2254. REPRESENTATION

Governors noted the following matters of representation:

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms N Finch	Trust Foundation	13.9.16

Disqualification (for non-attendance)

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr M Mayet	Co-opted	18.10.16

A potential new governor would visit the School this week. They could become a Co-opted Governor.

2255. REVIEW OF COMMITTEES

This item was deferred until a full Governing Body was in place.

2256. GOVERNORS WITH SPECIFIC RESPONSIBILITIES

This item was deferred until a full Governing Body was in place.

2257. MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2016

RESOLVED: That the minutes of the meeting held on 13 September 2016 be approved and signed by the chair as a correct record.

2258. MATTERS ARISING

(a) Leadership and Management (Minute 2239 (a) refers)

Q: Is performance management carried out for Mrs Tate?

A: No, but it is for Mr Page.

RESOLVED: That Mr Neild and Mr Denison and sit on the Performance Management Committee.

(b) School Self Evaluation Form (Minute 2239 (e) refers)

This would be emailed to governors as soon as the draft was prepared.

(c) Governing Body Health Check (Minute 2245 refers)

The parent governor election was delayed until after the parents' consultation day to enable more parents to be made aware of the vacancy.

2259. REPORTS FROM COMMITTEES

The Resources Committee had met prior to this meeting. Mr Neild gave a verbal report, referring to Mrs Thackray's budget report at the meeting. The overspend had been discussed at length. Mrs Thackray reported that the deficit increase was under control and would be closely monitored.

The Health and Safety Policy had been discussed and was brought to this Governing Body meeting for approval. It would be reviewed after 12 months.

Q: Does Mr Neild think that Health and Safety needs attention?

A: Yes. Staff have not had training yet.

Storage for the large amount of equipment in Special Schools was a problem.

Q: What training has been identified?

A: We need to look at the current situation with staff and start from there.

The new School Business Manager would lead on Health and Safety in the School. Mrs Tate noted that safeguarding included health and safety requirements and Mr Page added that awareness had improved. Training could be for key people and then cascaded in the School.

It was proposed that Mr Neild, Mrs Tate and Mr Page meet to discuss the Health and Safety Action Plan and training. Mrs Tate felt that Safeguarding and Health and Safety was being addressed in the School and Mr Page added that some Health and Safety was covered in the SDP.

RESOLVED: That the Health and Safety Policy be approved.

Mr Neild was thanked for his work producing the Policy.

2260. ACTING HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Mr Page tabled his report to Governors and spoke to this.

Admissions, Attendance, LAC

The figures were as presented.

Q: Is there any merit in adding a note about medical needs? So that OFSTED could see if an absence was due to medical needs or another reason.

A: There is a full analysis of reasons for absence.

Mrs Tate mentioned that Special School leaders in Yorkshire and Humberside had carried out a survey on absence. The figures were useful for benchmarking. Mrs Tate would send this to Governors.

Mrs Macklin has had training for her role with looked after children.

Pupil Premium

The School was improving its data and showing impact of spending against pupil progress. Mr Robinson would prepare a pupil premium statement for the website with assistance from heads of departments. Training for staff on pupil premium was planned which should help provide evidence of impact.

A sports coach would be employed again and evidence of impact of spending would be produced.

Q: Is there a pupil premium champion in school?

A: There is a team of people in the School, headed by Mr Robinson and Mr Page.

Q: Where does the overspend on sports premium come from?

A: It comes from somewhere else in the previous year.

This year there would be focused activities in PE lessons which would link to the SDP.

Achievement and standards

Systems would be in place so that data was produced to evidence progress.

Q: How do we deal with lack of appropriate data if OFSTED comes in?

A: We will have to make the best of what we have

Q: Is there any plan for a system?

A: From B Squared we can see progress being made.

Q: Is there a lack of training?

A: There has been inconsistency among staff and a lack of bedding down of the system.

Annual Reviews

Mr Robinson spoke about the annual reviews held in the school. The process had been supported by SENACT and with advice from Ravenshall School. Teaching staff had prepared paperwork very well and at reviews parents reported that they were happy with the School.

SENACT would carry out training to ensure consistency in staff paperwork. Mrs Tate commended the staff for their commitment to the work required for the annual reviews.

Leadership and management

The SDP was now in place and was distributed to Governors at the meeting. Mr Page outlined the content.

The Round table meeting on 8 November was expected to provide a lot of information for the School. Feedback would be provided to Governors.

Q: Is the SDP shared with staff?

A: Yes, they have got copies now.

Mr Pruchniewicz would serve as Chair of Governors. The School Business Manager interviews would take place on 4 November. This would be a crucial role in the School. All systems were now in place to enable the SLT to work effectively.

Quality of teaching

Performance Management meetings have been held with all staff. Staff meetings have focused on key priorities.

CPD

Mrs Tate spoke about the success of performance management in the School. Staff were clear about pay progression and evidence and were working to the level required for their role. ETA performance management was ongoing.

Q: Is there any ambiguity about what is required as evidence?

A: Mrs Tate has made it very clear what the threshold targets are and the need for supportive evidence.

Mr Denison noted that it was satisfying to hear that performance management was working well. Mr Neild added that it was key that the process was fair. Mrs Jameson said that the whole process had worked smoothly and quickly and staff understood how it benefitted the school and pupils.

Safeguarding, behavior and safety

Mr Robinson had been working on school policies and was adding these to the website. The School used its own 'near miss' forms.

Ethos and vision, Calendar of events

The questionnaire was going out the next day to staff and parents.

Governors were asked to note dates for their diaries.

Mrs Tate reported that the Local Offer event was successful. She would share the feedback with Governors and Fairfield families.

Mr Page was thanked for his report.

2261. FINANCIAL MANAGEMENT AND MONITORING

This had been covered under feedback from committees. The virement limit had been agreed as £10,000 at the previous meeting.

2262. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

Governors had received these policies.

RESOLVED: That the Teacher Appraisal Policy and Teacher Pay Policy be approved.

2263. SUPPORTING PUPILS WITH MEDICAL CONDITIONS

This had been reviewed at the previous meeting. Mr Robinson had updated the document with minor amendments. The final version was in Dropbox.

RESOLVED: That the Supporting Pupils with Medical Conditions Policy be approved.

2264. SAFEGUARDING

Ms Brooks reported positively about Mrs T Ilyas, the new Family Liaison, Safeguarding and Welfare Officer. Good data was being provided, staff were more aware of safeguarding processes and pupil attendance was being monitored. This was included in the SDP.

The Attendance and Support Officer (Arfan) was producing good reports on attendance. Attendance would be an agenda item for the next meeting when the reports and department feedback could be considered.

Governors discussed School pupils subject to DoLS. This could be raised in appraisals with parents. Any training available could be useful. EHC plans could provide evidence of safeguarding.

2265. SPENBOROUGH TRUST

Mr Page had attended a meeting of the Spenborough Trust last week. He had found it useful to meet with other head teachers and felt it was important to have representation on the Trust. The Trust was very organised and Mr Page would email Governors their yearly plan for information.

Q: Are we making best use of the Trust?

A: Not at the moment. We are not in a position to do that yet; we need to concentrate on the School.

2266. GOVERNORS' SCHOOL VISITS

Governors were reminded to complete school visit forms. These could be backdated.

2267. GOVERNOR TRAINING AND GOVERNOR VISITS

Some Governors were to attend training on 12 November.

2268. ANY OTHER BUSINESSDofE funding

Mrs Tate, in her NLE role, has made an application for £20,000 of additional funding to be used for staff development. The focus would be on quality of teaching and learning. The deadline for the application was 4 November.

RESOLVED: That the Governing Body agree to receive the support of the funding and are aware of the application.

2269. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the school on Tuesday, 6 December 2016.

Remaining dates would be decided following the appointment of the new Chair and dependent on their availability. A change of meeting day would be considered.

Future Agenda items: Pupil attendance

2270. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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