

**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the meeting of the Governing Body held virtually at 6:00 pm on Tuesday 10 November 2020.

**PRESENT**

Mr G Denison, Ms A Helie, Ms L Hall, Ms D Johns, Mr C Molyneux, Mr J Page, Mr A Pruchniewicz and Miss K Press.

**In Attendance**

Ms B Brooks (Deputy Headteacher)  
Ms M Farrar (prospective Associate Member)  
Miss L Heaton (Minute Clerk)  
Mr S Walsh (School Business Manager)  
Miss L Roche (Associate Governor)

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

Apologies for absence had been received from Ms R Holmes, Ms T Ilyas, Mr M Neild and Ms L Watts (all with consent).

**RESOLVED:** That the following Governors were recorded as being in agreement of the NGA Code of Conduct (meaning all Governors had now formally agreed):

Jordanna Proctor

Leanne Watts (although absent from the meeting had requested that the Head Teacher pass her agreement to the full Governing Body meeting)

There were no declarations of interest.

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

The following item of Any Other Business were raised and taken immediately:

**Ms M Farrar**

Ms M Farrar was welcomed to the meeting by the Head Teacher and all Governors. She wished to join the Governing Body board as an Associate Member and could offer her experience as a Designated Safeguarding Lead (DSL).

**RESOLVED:** That Ms Farrar be appointed on to the board as an Associate Member and to replace Ms D Johns as Looked After Children Governor and Child Protection/Safeguarding Governor.

**ACTION:** Governor Clerking Service to note the above changes to Governors with Specific Responsibilities.

**28. MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2020**

**RESOLVED:** That the minutes of the meeting held on 22 September 2020 be approved and adopted as a correct record.

29. MATTERS ARISING

There were no matters arising.

30. HEAD TEACHER'S REPORTS AND GOVERNORS' QUESTIONS

The Head Teacher had circulated his Leadership report to all Governors in advance of the meeting. The following items were covered:

(a) Recovery Action Plan

The Head Teacher reported that the newly appointed KLP was Sarah Grant who will be working with all the special schools. She had already been in touch with the schools and her focus is on attendance. It was noted that in addition to the 20 pupils who had not returned to school due to their medical circumstances, this number had now increased as some further parents have provided shielding letters.

(b) Covid-19 Update

The first of two recent 'bubble' closures occurred last week following a confirmed positive case. All procedures and guidance were followed including communication to relevant parties. All staff have been briefed again on procedure and continuous reminders and consistent messages are communicated regarding the Risk Assessments and procedures. The second 'bubble' closure took place this week. The staffing situation is assessed daily and has been greatly impacted by Covid-19. Six members of staff and 1 child have tested positive in the last week. A further 15 staff have been absent for Covid related reasons (symptoms – self or household or for child care due to bubble closures). Another 6 staff are absent for non Covid related reasons. In total 27 staff were absent today, which is a significant portion of staff. Reallocating staff to cover gaps as safely as possible is daily task. The school is avoiding using external supply cover to minimise the risk of new people entering the school, however this is putting pressure on existing staff. There is a great team effort, and staff are being extremely flexible and covering for their colleagues.

(c) Staffing Update

The school are currently recruiting for additional temporary Lunchtime Supervisors due to the implications of Covid-19 on resources. Current Lunchtime Supervisors have been allocated classrooms in order to limit movement around the school, however this has stretched resources to the extent there is not enough cover.

(d) Covid Catch up Funding

£30k has been allocated to the school. The DfE have provided guidance on how this can be spent to compensate for the impact of Covid. SLT have created a plan identifying six priority areas to spend this money (detailed within the 'Additional Catch-Up funding for 2020/21 COVID-19:V.2 update' document circulated to all Governors in advance of the meeting). The plan covers Curriculum Recovery including interventions and personalised learning provision. Additional iPads have been purchased, along with outside bikes, an inflatable sensory space and USB cameras for plasma screens to enhance the remote learning experience. All the money has been allocated and will be received in three tranches (the first has already been received).

(e) Safeguarding

An overview of Safeguarding and figures were tabled. This included Covid referrals (including food packages, benefit support, social care and DV support) and Autumn Holiday Provision. The Autumn Holiday Provision was funded through money made available for vulnerable children. Over half term, three half day education packages were made available in school to support these children. Further money from the Spenborough Hub also helped to support vulnerable children.

**ACTION:** Head Teacher to provide an evaluation/case studies on the Autumn Holiday Provision at the next full Governors' Meeting.

**ACTION:** New Safeguarding Governor (Ms Farrar) to receive a Safeguarding handover.

(f) Attendance

An attendance breakdown was provided. Up to half term classes had been halved and attendance was down. This had been building back up (to around 80%) until more recent cases had made a further impact. Attendance is continually monitored.

(g) Spenborough Trust

There was little to report since the last Governing Body meeting. Meetings are taking place regularly, more recently as a support network. The Head Teacher is now Chair of Trustees. Work has taken place on ensuring Companies House have the correct financial details. Auditing of the accounts is due to take place with Fairfield's and Littletown's School Business Managers.

**Q: As a Trust Governor I am unaware of Trustee Board meetings and if these are regularly taking place?**

A: Yes, they are taking place remotely. However, a Trust Governor is different to a Trustee and you would not be expected to attend.

(h) Teaching and Learning

The Deputy Head Teacher provided a narrative for this section of the report. The focus as the children have returned has been introducing a Recovery Curriculum. The aims of the Recovery Curriculum were explained to Governors. There is very much a personalised learning plan for each pupil. SLT Deep Dives were also detailed. These are based on Ofsted methodology to gain a greater understanding of the school's curriculum and quality of education. The ones which have already taken place have been very positive, productive sessions. It is expected that these will be completed over the next few weeks.

**Q: Are we due an Ofsted inspection anytime soon?**

A: Ofsted are currently carrying out targeted interim visits with a focus on school response to Covid. These are taking place until the end of the year, when usual inspections are expected to recommence, although there could be further delay.

(i) CPD

CPD continues, albeit in a more remote capacity. Full details of staff CPD was provided.

(j) Mental Health and Wellbeing

Miss L Roche provided an overview on this section of the report. The following was noted:

- There is some ongoing Covid related anxiety. This is being addressed on an individual basis.
- The Recovery Curriculum is being successfully implemented.
- New Zoom meetings have been arranged with Castle Hill School for classes to 'meet' each other weekly.
- There is now a five day offer in school.
- Staff resilience training has been delivered.
- The sensory path and roundabout are being well used.
- A school production of A Christmas Carol is being organised.

**Q: How will this production be possible?**

A: Every class bubble will have their own section of the play to record. These will all be collated together and can be watched together remotely.

**Q: Could Governors view the Production?**

A: Yes, absolutely. A link or recording can be provided upon completion.

Weekly visits to Crow Nest park for ASC students have been arranged. A group have been going on community walks, taking in different sights and sounds and looking at different jobs.

**Q: Can Miss L Roche explain her role in the school? (asked for the benefit of a new Associate Governor)**

A: I am the Assistant Head Teacher. I teach two days per week and act as the school's Careers Leader.

(k) Careers

The school has needed to find creative new ways in the absence of outside business visits. This has included roles as librarians, breakfast club tasks, feeding the fish/guinea pigs, horticulture and enterprise (all within the school). Enterprise will be able to continue through selling pupil made items via email and social media rather than the historical stall in the corridor.

**Q: How safe is it for the pupils to be sharing equipment/producing products to sell?**

A: This will be done in Covid safe way by adhering to policy and procedure and using anti bac wipes.

The school also has a new Careers Advisor who has already been very pro-active and involved.

(l) Policies

**RESOLVED:** That Governors approve the following policies:

- Teacher's Pay Policy
- Teacher Appraisal Policy
- Safeguarding Policy
- Consent Procedure
- Cyber Security Policy
- Data breach response Policy
- Data Protection Policy
- Digital Continuity statement
- Exit interview Policy
- Freedom of information Policy
- Freedom of information publication
- ICT Disaster recovery plan
- ICT technical security Policy
- Information classification standard
- Managing subcontractors and 3rd parties
- Records Management Policy
- Social media policy
- Subject access request policy

(m) Health and Safety

The Risk Assessment was updated in preparation for the return to school. One main change is that face masks must now be worn outside of classrooms on the premises by staff/visitors.

Pinch points had been identified and modified as more pupils have returned – such as social distancing in certain areas. One-way systems, staggered drop offs and more signage have been some solutions. Continuous monitoring is taking place and reinforcement of policies are communicated.

**Q: Are parents adhering to the request to wear face masks?**

A: Partially – the vast majority are. Those seen not wearing a face mask are challenged.

A leaning visit to Ravenshall School had taken place as they have had a recent Health and Safety Executive visit.

Staff have been briefed on recent guidelines regarding staff and pupils who are extremely clinically vulnerable. These individuals will have an individual Risk Assessment. Currently no staff fall into this category.

**Q: Who decides if an individual is classed as extremely vulnerable or extremely critically vulnerable?**

A: There is Government criteria for each classification.

(n) Premises

No works have been completed during half term. The list of outstanding jobs should all be concluded by Christmas, with the exception of the sensory pod which is due February half term.

(o) Events

Forthcoming events were all listed.

The Chair thanked all contributors for their updates on the Leadership Report.

31. SAFEGUARDING

This had been covered in Minute 30 (e) above.

32. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manger had circulated the Profiled Budget Monitoring report prior to the meeting.

He reported no change to the school's financial position.

All variances year to date were explained.

**Q: How is fundraising going?**

A: Since the last full Governing Body meeting, a grant has been approved from the Halifax bank – this is £5k specifically for outdoor provisions. We intend to use this for developing the meadow. We have a further grant of £2.5k from the Spenborough Hub which has been received but not yet spent.

**Q: What about funding for the mini-bus?**

A: Around £12k has been raised over the last year. Unfortunately, Covid has impacted on funding opportunities, but we are continuing as best we can. We did receive a donation from the Honley Male Voice Choir of £1,800 and further good news is that we will be their chosen charity for 2020/21.

**Q: Is there any change to the school's historical deficit position?**

A: No, there is no change at all. We are linking with Castle Hill School to lobby for a new banding system for special schools. Discussions regarding this with the Local Authority are currently on hold and there will be no change this financial year. This may be reviewed next financial year, and we need to continue to be creative and move the school forward.

It was concluded that the budget would balance by the end of the year with the chance of a small surplus.

33. TEACHERS' APPRAISAL POLICY AND TEACHER PAY POLICY

This Policy had been approved in Minute 30 (l) above.

34. SUPPORT SERVICES PAY AWARD

The School Business Manager confirmed that all support staff have received a 2.75% increase, which had been back paid.

35. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This had been addressed in Minute 30 (l) above.

36. SPENBOROUGH TRUST

This had been addressed in Minute 30 (g) above.

37. GOVERNOR TRAINING AND VISITS

There had been no visits or training due to the current pandemic.

Governors were reminded that a host of training opportunities were available at no extra cost to the school – this information had been shared by the School Business Manager.

**Q: Are these training opportunities all remote?**

A: I would imagine so, but please check the details for courses of interest.

**ACTION:** Arrange Governor Induction training for the new Associate Governor (Ms M Farrer).

38. ANY OTHER BUSINESS

There were no items of any other business.

39. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meetings of the Governing body be held on the following dates

2 February 2021  
16 March 2021  
11 May 2021  
29 June 2021

**RESOLVED:** That the next Standards and Effectiveness Committee meeting take place at 5.30pm (preceding the full Governing Body Meeting) on 2<sup>nd</sup> February 2021.

**RESOLVED:** That the next Resources Committee meeting take place at 5.30pm (preceding the full Governing Body Meeting) on 16<sup>th</sup> March 2021.

40. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no 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 meeting finished at 7:20 pm.