

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held virtually at 6:00 pm on Tuesday, 12 May 2020.

PRESENT

Mr A Pruchniewicz (Chair), Mr G Denison, Ms L Hall, Mr C Molyneux, Mr M Neild, Mr J Page, and Miss K Press.

In Attendance

Ms T Ilyas (Staff)
Mr S Walsh (School Business Manager)
Ms R Holmes (Associate Governor)
Miss L Roche (Associate Governor)
Mr D Rhodes (Minute Clerk)

59. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Ms D Johns, Ms L Watts and Ms B Brooks. The apologies were received with consent.

There were no declarations of Interest.

60. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

There were no items to be raised as Any Other Business.

61. MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2020

RESOLVED: That the minutes of the meeting held on 4 February 2020 be approved and signed as a correct record subject to the following amendments:

School Development Plan:

‘Kirklees EY ELP’ to be amended to read ‘Kirklees EY KLP’

‘Ravensthorpe’ to be amended to read ‘Ravenshall’

62. MATTERS ARISING

The were no matters arising from the minutes.

63. REPORTS OF COMMITTEES

A synopsis of the Resources Committee meeting held on 4 February 2020 had been provided by the Chair at the last meeting. The minutes of that meeting were now submitted for approval.

RESOLVED: That the Minutes of the Resources Committee held on 4 February 2020 be approved.

64. LEADERSHIP REPORT AND GOVERNORS QUESTIONS

The Head Teacher had circulated the Leadership report to Governors prior to the meeting. He and other members of the school staff team drew attention to particular elements.

(a) Covid-19- update

The school had been closed for a 7-week shutdown, and had partially opened on 11 May 2020 for identified vulnerable pupils. The safety of both staff and pupils was paramount. Appropriate Risk Assessments had been undertaken and PPE had also been provided.

Q. What happens when pupils arrive at school?

A. Each pupil is risk assessed on arrival; any obvious signs of symptoms would result in denying entry. Entry to school is on an individual basis and the intercom and door restrictions have helped with the control of those entering the premises.

Q. Are you able to acquire PPE, or have you encountered difficulties?

A. We have managed to source PPE, Kirklees are also running a scheme. We have managed to acquire enough for our needs.

(b) Staffing

Two teacher vacancies remain unfilled, although the school had reached the final stages with a short list, everything had been put on hold with the lock down. No further action is planned in the near future.

(c) Safeguarding and Attendance

The current number of pupils on roll is 126 and details of LAC, CP, CiN, short Break Plans and Single Assessments were given. There were no families on TAF.

There had been no reports of domestic violence and there had been additional referrals as a result of the Covid Virus.

Q. Are families able to contact the Safeguarding lead?

A. Parents have been provided with the contact details, and we also proactively call them to discuss any issues they may have.

Attendance had been disrupted due to the lockdown, although statistics were provided for the period 3 February to 8 May 2020. There had been one incident of unauthorised absence.

(d) Spenborough Trust

The majority of schools in the Trust have remained open for specific students during the recent situation.

The Spen Hub Co-ordinator (Julie Oxley) will maintain regular contact in providing guidance and support links to all schools in the Trust.

(e) Mental Health and Well Being (MHWB)

There had been a great deal of support from staff in maintaining the well-being of staff, pupils and parents by collaboratively making videos from home which have been shared on the school website and social media.

Staff had also been provided with details of online courses, self-help and video conferencing. Students and parents had also been provided with information on available resources and were receiving phone calls to check on wellbeing. Online yoga classes had also been made available via Twitter and the school website.

Q. Are all the school staff coming into school?

A. Staffing is on a rota basis. Other staff are not allowed in school.

(f) Health and Safety

Risk assessments had been undertaken on the key staff and ten pupils, allowing the partial opening of the school on 11 May 2020

(g) Premises

The air conditioning had now been installed in the hall and the IT Manager's office. The roundabout had also been installed in the playground. All other works were currently on hold until further notice.

65. TLR (TEACHING AND LEARNING RESPONSIBILITY)

The Head Teacher had met with Unions, however further progress was now not possible due to the coronavirus pandemic. This item was put on hold for the time being.

66. SAFEGUARDING

This item had been considered as part of the SLT report.

67. FINANCIAL MANAGEMENT AND MONITORING/APPROVE THE SCHOOL BUDGET

The School Business Manager had circulated his reports prior to the meeting including the official Kirklees P13 SAP Budget Monitoring Report.

The Business Manager gave details of the final outturns, the budget for 2020/2021, effects of the pandemic on expenditure, financial history and the financial strategy for the future including the eventual clearance of the school deficit.

Details of the Schools Financial Values Statement was also circulated. This was a new format for this year which included an audit checklist, action plan and benchmarking information.

Q. In view of the requirement for additional cleaning by Pinnacle due to the virus, will they be charging additional fees during this year?

A. The contract for this year has already been agreed and signed off, but there may be an impact on a future contract.

- RESOLVED: (i) That all Governors acknowledge the 2019/2020 final outturn report.
- (ii) That the 2020/2021 Budget be approved.
- (iii) That the Chair be authorised to sign off the Schools Financial Values document.

68. POLICIES

The Code of Conduct had recently been updated and HR had advised adopting the Kirklees Employee Handbook. Both documents had been previously circulated.

RESOLVED: That the Code of Conduct and Kirklees Employee handbook be adopted.

69. GOVERNOR TRAINING AND VISITS

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

70. SPENBOROUGH TRUST

This item had been considered as part of the SLT report.

71. 360° REVIEW OF CHAIR

The Head Teacher reported that all the feedback had now been received.

It was agreed that this be deferred to a future meeting, when the current Chair was absent.

72. ANY OTHER BUSINESS

There was no other business.

73. DATES OF FUTURE MEETINGS

The next meeting of the Governors would be held at 6:00 pm on Tuesday 30 June 2020.

74. 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 7:15 pm.