

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held at 6:00 pm at the school on Tuesday, 12 December 2017.

PRESENT

Mr A Pruchniewicz (Chair), Mr G Denison, Ms D Fenton, Ms L Hall, Ms K Jameson, Ms D Johns, Mr M Neild, Mr J Page, and Ms K Press, Ms J Thompson.

In Attendance

Mr D Rhodes (Minute Clerk)
 Ms B Brooks (Deputy Head Teacher)
 Mr Rik Robinson (SLT)
 Ms J Tate (National Leader of Education)
 Mr S Walsh (Business Manager)

2403. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

There were no apologies for absence or declarations of interest.

2404. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items to be brought under any other business.

2405. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Julie Thompson	Co-opted (Staff)	08.12.17

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Kirstie Press	Co-opted	01.11.17
Miss Diane Fenton (subject to satisfactory DBS clearance)	Parent (designate)	14.11.17
Ms Julie Thompson	Co-opted	12.12.17

All the above appointments are for a period of four years as outlined in the Instrument of Government.

2406. MINUTES OF THE MEETING HELD ON 16 OCTOBER 2017

RESOLVED: That the minutes of the meeting held on 16 October 2017 be signed as a correct record subject to the following amendments:

Minute 2386: Election Of Chair

The typographical error be resolved by the removal of the letter “a” prior to the words “the 12 month period of office”.

Minute 2394 (e): CPD/INSET

CDP in the first paragraph be amended to CPD

Minute 2394 (g): Safeguarding and Attendance

The first paragraph regarding the Health & Safety policy be removed

2407. MATTERS ARISING

Minute 2397: Financial Management

The School Business Manager stated that the School Fund account had now been audited. He would be tabling his report and relevant papers as an agenda item.

2408. REPORTS FROM COMMITTEES

A verbal outline was provided by the Chair of the Standards and Effectiveness Committee meeting held immediately prior to this Governors’ meeting.

She gave an account of the quality of the teaching and learning, mentoring, and personalisation of the curriculum delivery.

David Thompson, Kirklees Learning Partner, had visited the school; during which time he met with Mr Page (Acting HT) and Ms J Tate (National Leader of Education) and also toured the school. It was felt that the meeting had been positive and he would provide his report shortly.

Teachers’ Performance Management had been completed, with the ETAs and Lunchtime Supervisors scheduled for January 2018.

Pupil assessments were continuing but there were concerns at the methodology undertaken particularly in terms of providing the correct means to meet children’s needs. Changes were currently underway for the improvement of appropriate outcomes.

It was evident that this was currently a period of change, and staff were being asked to amend/enhance their methods of teaching delivery.

The committee had agreed that teachers be invited to a future committee meeting to give presentations on their new methods of delivery of the curriculum and illustrate improvements.

The Chair was thanked for her update, and Governors endorsed the committee decision to ask teachers to deliver presentations.

2409. LEADERSHIP REPORT

The SLT presented their written report, which had been circulated prior to the meeting and expanded on key issues. Items discussed included the following:

(a) School Improvements/ Development Plan

Appropriate consultations had been undertaken with staff and the SLT. Priorities had been identified and SLT were now able to deliver a Draft Development Plan.

The Draft plan would be circulated to Governors for consultation.

David Thompson, the Kirklees Learning Partner had visited on 8th December as illustrated in the Standards and Effectiveness Committee report.

Q. What SEN experience does David Thompson possess?

A. He had not worked in an SEN environment but has had considerable educational experience over many years including a school head, Ofsted Inspector and had worked for a number of Local Authorities. Key qualities admired were a methodical approach, thoroughness and an excellent reputation.

(b) Staffing

There had been three staff resignations, and recognition of excellent service was arranged for collections and a leaving function, where appropriate.

There had been a recruitment drive to fill key posts which included an ETA grade 7 (male post), 4 grade 4s, internal upgrades, a full time post 16 position and interviews for Leadership Team Support were due to take place on Friday 15th December.

Details were also noted concerning the cover for maternity leave, by the career development of two ETAs to become teachers. Proposals for mentoring and support by an outstanding member of staff were also provided.

Governors felt that the concept of training and promotion within was extremely credible since this negated using people who were not familiar with all the aspects of the school.

The School Business Manager provided an outline of the costs associated with employing agency staff when cover was required and suggested that a "Bank of Six Supply Staff" of Grade 7 quality, who could be called upon when cover was needed. The cost of maintaining these would be less than using agency staff, a saving of £36K per year was estimated. Furthermore, these staff would be regulars and be familiar with the school.

Q. Will this impact on the short-term absences of staff since they will be aware that cover was available?

A. The SLT have excellent sickness monitoring schemes; absences will be managed, and issues will be addressed.

Q. Do you have staff absence figures?

A. Yes, but not with me, however we do have core data and can analyse trends.

Q. Would these six staff be on permanent or casual contracts?

A. The proposal is permanent contracts, six staff initially, then review.

Q. Have you any specific areas that need to be considered for cover initially, say early Years and have any staff expressed an interest for this?

A. At the moment, we are looking at this from the management team perspective we don't want to sell it in the wrong way, we need to get away from the silo culture, need to be flexible.

(c) CPD / INSET

The cycle of collaboration with Middle Leaders had proved positive and the links to the SDP meant that the process could move forward. Further discussions were to be held in the next week. It was felt that although the process had been expensive it was an important opportunity for 360-degree feedback and links with teacher learning as well as the delivery of the new curriculum.

Safer Handling; the whole school were to join Ravenshall for two physical restraint/ training twilight sessions.

The Business Manager, as the responsible officer, reported that he and the Acting Head Teacher were booked in for Fire Safety Training. The Fire Safety Policy would be shared later.

(d) Provision Development

There continued to be issues with SENACT consultations and resulting band funding. There were concerns too about the quality of band data.

Core/Core+ proposals had been submitted to Dave Gearing at Kirklees. A response was awaited.

It was emphasised that funding needed to be provided when children are taken in by Fairfield, there were too many anomalies where there was inadequate funding in the initial stages.

Q. Can we refuse to take children if the funding is not in place?

A. Who would say no? The Head Teacher, the Executive head or the Governors?

It was emphasised that there was not an open-door policy at Fairfield, accurate information was required in each case to facilitate the appropriate package of care for each pupil.

Action: That a meeting be held with Kirklees in an attempt to tidy up the funding anomalies and seek backdated funds.

There was a wider discussion concerning the needs of children when they leave Fairfield and join their peers in society. Individual needs at this point require identifying and the necessary input from other key services. It was felt that perhaps there was the need for joined up provision and plan to meet needs from appropriate demographic data, and plan accordingly.

(e) Teaching and Learning

Observations had taken place and information was provided relating to the SLT and Heads of Departments undertaking observations throughout the school.

It was noted that there was a range of competence in delivery, and information was provided on those who were outstanding as well as those in need of additional support.

Q. The increase in those staff who required improvement had increased, could have your observations?

A. We have raised the bar of minimum standards, and have a set of developments and strategies to raise all standards to a level of good teaching.

Q. What has changed?

A. We have moved from differentiation to personalisation, a change in teaching delivery. It will take a while for teachers to absorb the new methods.

Q. How do you share good working practice?

A. We have some outstanding staff, providing exceptional lessons, they share their expertise and act as teaching coaches. The SLT monitor this and ensure its effectiveness.

Governors were provided with an extract from the Teaching and Learning Policy in relation to action required should a lesson be judged as inadequate.

(f) Safeguarding

The Deputy Head provided information of pupils in receipt of support and the monitoring figures of attendance.

It was noted that Safeguarding was being more thoroughly examined following a change in the staff involved.

Governors asked that the Safeguarding Staff Member provide a presentation the S&E committee on attendance and the work she is doing with families to resolve issues of attendance.

In order to raise the profile of attendance any issues could be supplied to the Governors every 3 months.

(g) Audit

The Business Manager circulated copies of the Audit Certificate in relation to the School Fund which had been duly audited and signed off by Rachel Thackery of Ravenshall School.

Details of the closing balance were also given.

The funds raised for the hydro lighting could be used for other purposes.

The school staff were tasked with making the right choices for the spending of this element.

(h) Invacuation Policy

The School Business Manager circulated an initial version of the Invacuation and Lockdown Policy which included a detailed critical incident flowchart, school invacuation and lock down procedures and communications to parents/carers media etc. and response criteria.

Particular attention was drawn to the provision of keys, accessible in classrooms, and the lockdown switch in reception which would secure the entry doors.

The SBM was due to attend a briefing by West Yorkshire Police and Fire Service, hosted by Bradford Council.

Q. Can the front doors be forced apart?

A. This needed to be tested, but they would be smashed if sufficient force was applied.

Q. Are there any rooms which do not have windows?

A. We do not have any non-window rooms.

RESOLVED: That the Invacuation and Lockdown Policy be approved.

(i) Financial Report - Budget and Monitoring

In accordance with Kirklees Financial Regulations, the Business Manager had circulated prior to the meeting the Budget and Monitoring Summary.

It was noted that due to the School Business Manager's initiatives, with the support of Governors and SLT, a balanced budget was likely at the end of the current financial year.

RESOLVED: That the Budget be approved and that Governors place on record their appreciation for all the hard work the School Business Manager has undertaken in achieving excellent financial savings.

(j) Car Park and Road Safety

Stage 1 of the improvements to the car park would be undertaken during February half term, with phase 2 being completed during the Easter holidays.

In terms of road safety and the dangers of parking on the road outside the school, there had been no response from the Highways Authority to the school's correspondence. The SLT would pursue this.

(k) Performance Management

The full cycle of reviews for staff had been completed and linked to the SDP. UPR1 (Upper Pay Range) and UPR 3 had been approved. The new system was robust, and teachers witnessed the benefits.

2410. SPEN VALLEY TRUST

John Page and Gary Denison had now been appointed as Directors of the Trust.

There were some key initiatives the Trust offered which would be of benefit to Fairfield, and the school will dip in and out where appropriate.

Developments from the away day had a couple of key elements to examine, these being behaviour and reading. As a result, a behaviour audit would be carried out and the results fed back.

2411. GOVERNOR TRAINING AND VISITS

(a) Voluntary Work

Donna Johns had visited the school with a group of volunteers and had spent an entire day doing painting and gardening. This was very much appreciated.

(b) Interviews

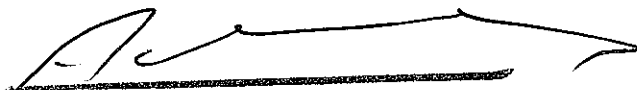
Donna Johns and Gary Denison had been in school for recruitment and interviews.

Governors were required for the forthcoming staff interviews.

2412. 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 closed at 8.15 pm.


Chair
13 / 2 / 18
Date

