

## **THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the Governing Body held at 6:00 pm at the school on Tuesday, 13 February 2018.

### PRESENT

Mr A Pruchniewicz (Chair), Mr G Denison, 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 C Molyneux (Visitor)  
 Ms J Tate (National Leader of Education)  
 Mr D Thompson (Kirklees Learning Partner)  
 Mr S Walsh (Business Manager)

### 2413. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

There were no apologies for absence.

Declarations of Business Interest were submitted to the School Business Manager.

### 2414. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items would be considered under any other business:

- Policies
- Schools Financial Values Standard (SFVS)
- External funding for key projects

### 2415. REPRESENTATION

The following matters of representation were noted:

#### Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Julie Thompson	Co-opted	12.12.17
Mrs Diane Fenton	Parent	18.01.18

#### Trust Foundation Governor

The Chair outlined that the Instrument of Government for Fairfield School, allowed for the appointment of 2 Trust Foundation Governors. There was currently only one Trust Foundation Governor, Mr Gary Denison.

It was proposed that Mr A Pruchniewicz, relinquish his position as a co-opted Governor, and take up the appointment as a Trust Foundation Governor.

Mr Chris Molyneux, retired head teacher from within Kirklees, was invited to take up a co-opted seat on the Governing Body.

**RESOLVED:** That the constitutional changes outlined above be agreed with immediate effect.

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

**Authority Note:** confirmation is required from the Spenn Valley Trust for the appointment of Mr Pruchniewicz as Trust Foundation governor. Once this is received the appointment of Mr Molyneux can take place.

2416. KIRKLEES LEARNING PARTNER

Ms Tate introduced Mr David Thompson, Kirklees Learning Partner.

Mr Thompson gave a short presentation concerning his role as a Kirklees Learning Partner, and his responsibilities in relation to Fairfield School.

This role was not only to challenge and intervene where appropriate, but to also provide support as Fairfield moved through a period of transition. He gave details of his background and extensive knowledge throughout his career.

With the commencement of his role, the school had been visited in the Autumn term and a preliminary report produced and forwarded to the Head Teacher. Further visits would follow.

It was not clear how long he would be responsible for Fairfield, since this was evaluated on a yearly basis.

The Governors welcomed Mr Thompson and looked forward to positive outcomes resulting from his input.

2417. MINUTES OF THE MEETING HELD ON 12 DECEMBER 2017

**RESOLVED:** That the minutes of the meeting held on 12 December 2017 be approved and signed by the Chair as a correct record, subject to the following amendments:

Minute 2409 (b) Staffing:

The typographical error to be resolved by the removal "Leadership Team Support" be replaced with "Lunch Time Supervisors (LTS)".

Minute 2409 (h) Invacuation Policy:

"The SBM was due to attend" be replace with "had attended".

Minute 2409 (i) Financial Report:

"The Budget be approved" to be replaced with "The financial report be accepted".

2418. MATTERS ARISING

There were no matters arising from the minutes.

2419. REPORTS FROM COMMITTEESResources Committee

A verbal outline was provided by the Chair of the Resources Committee meeting held immediately prior to this Governors' Meeting.

He gave an account of the budget position, and that there may be an opportunity for further income once the pupil banding had been properly assessed.

The recruitment drive had successfully resulted in a number of appointments to ETA posts. Although there had been nearly 40 applicants, some did not attend. It was important to acquire the most appropriate staff and another recruitment drive will take place after half term.

The Committee has also received the Health and Safety inspection audit, together with photos. This would also be discussed as an agenda item later in the Governors' meeting.

Details were also provided of the improvements to the car park, which would commence during half term and be completed in the Easter Holidays.

**Q. Do you keep a record of those applicants who failed to attend the interview?**

A. Yes, we do.

**Q. Is it unlawful to put on the advert "Previous applicants need not apply"?**

A. There is no reason why we cannot; this would result in not trawling through duplicate applications.

2420. LEADERSHIP REPORT

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

a) Staffing Update

The key areas concerning appointments and Sickness had been provided to the Resources Committee, and the salient points had also been passed to the Governors in the report from the Committee (Minute 2419 refers).

b) School Development Plan

The updated version of the plan was now in place following contributions from all staff. The next step would be the publishing of a condensed version for further staff and parent consultation.

School improvement priorities had been incorporated together with the inclusion of recommendations following the visit from the Kirklees Learning Partner.

The recent Round Table Meeting (SCC Brief) recognised that issues were still ongoing, however it was important to identify the improvements to date, and there was no longer an Action Plan, but a Positive School Development Plan moving forward.

**Q. Is the School still considered as a School Causing Concern (SCC)?**

A. Yes, at the moment, there is no substantive head teacher, and the budget deficit is still a cause for concern.

c) Monitoring of Teaching and Learning

There had been follow ups to recent observations, a number of improvements, and still a few requiring further work. Observations had been undertaken by the SLT and Middle Leaders.

Learning walks would be introduced shortly, undertaken by the SLT. An invitation was extended to Chris Molyneux to attend.

d) Performance Management (PM)

The SBM and all admin staff have undertaken their PM reviews, with clear links to the School Development Plan. There has been specific focus on the need for business continuity, where staff absences could impact on effective administration.

The current cycle of PM for support assistants, to review yearly targets and set new ones, continues and there has been a focus on lunch time staff PM resulting in them signing up to NVQ Level 3 training.

e) Safeguarding

Refresher training for the Designated Safeguarding Lead (DSL) has been maintained for the Head Teacher together with ongoing training in school for the DSL and deputies.

The online safeguarding audit was now live and provided live information on progress.

The deputy head gave a quick demonstration of the Audit and outlined elements still requiring attention through the Action Plan.

Additional safeguarding training is also planned as part of the new staff induction Schedule.

**Q. Do you monitor priority lists?**

A. No, but we do monitor Child in Need Plans

A breakdown was provided of children's needs and those in particular categories. A breakdown was also given illustrating the Safeguarding overview for the period 8<sup>th</sup> January through 9<sup>th</sup> February.

**Q. The 6 monthly reviews with Social Workers has been increased to once every six weeks. What impact is this having on the School staff involved?**

A. SLT are concerned with the level of work within certain areas, particularly the increase in pressure on the staff and the office systems with the changes. Backup in certain areas was also a cause of concern.

Governors expressed concern at the pressures and requested that SLT examine the introduction of Supervision for key staff.

f) Attendance

Details of school attendance from September to February was provided which illustrated the percentages in each year group. There had been three requests for leave of absence in the term time, and there had been six referrals to the attendance officer.

g) Inset/CPD

A list of initiatives was presented and the Head Teacher drew attention to a couple of key elements. The School Business Manager had completed his level 4 Diploma in School Business Management and Ms Jameson had been involved with the ArtsMark briefing and training.

h) Health and Safety

Mr Neild had visited the school on 19<sup>th</sup> December and with the SBM had undertaken a Health & Safety Audit. His report together with a host of photographs were submitted to Governors.

There had also been a lockdown drill, which highlighted that people in some parts of the building could not hear the warning. Remedies to this were being explored.

i) Events

Details of up and coming events were provided. An open invitation was extended to Governors to attend World Book Day on 1<sup>st</sup> March 2018

**Q. What transitional arrangements were in place for children leaving?**

A. SLT are currently evaluating this; however, one plan does not fill all cases, children have individual needs and the school is doing all it can to assist with transition, but unfortunately cannot control events on the outside.

2421. FINANCIAL MANAGEMENT AND MONITORING

Financial Management and monitoring had been dealt with in the Resources Committee report (Minute 2419 refers).

2422. GENERAL DATA PROTECTION REGULATIONS

The SBM provided details of the school's responsibilities in preparing for the introduction of the General Data Protection Regulations (GDPR) on 25<sup>th</sup> May 2018.

For compliance, there will be a Data Protection Audit, and other initiatives, however the information from the Local Authority is a little sketchy. Further guidance is anticipated, particularly on the appointment of a Data Protection Officer, and at what level. There was still uncertainty whether there could be one for each school, MAT or a single post for all the LA.

2423. SPEN VALLEY TRUST

At the last meeting, consideration had been given to the wider work of the Spenborough HUB, and the possibility of pooling resources in order to offer further services to the community. In order for this to occur one of the main issues was to find a facilitator to get the schools working together. Although the LA were keen to promote these actions, there was no offer of financial assistance. The hub heads continue to discuss this possibility.

2424. GOVERNOR TRAINING AND VISITSa) Training

The School Business Manager would be contacting new Governors to arrange appropriate Training. Safeguarding and Prevent were mandatory for all Governors.

A central record of Governor training should also be compiled and copies of certificates be kept by the SBM.

b) Visits

Gary Denison had recently visited on several occasions to support with staff appointment Interviews

2425. ANY OTHER BUSINESSa) Approved Policies

**RESOLVED:** That the Whistle Blowing and Safe Recruiting Policies be approved and published on the school web site.

b) Schools Financial Values Standard (SFVS)

The Chair Signed the SFVS in accordance with the LA Financial Management requirements for maintained schools.

c) Funding for Special Projects

The Chair provided examples of external funding to other schools in Kirklees and asked Staff and Governors to suggest priority projects in order that bids for external (available) funding could proceed.

2426. DATES OF FUTURE MEETINGS

The following dates were confirmed:

Tuesday 8 May 2016 at 6:00pm, preceded by the resources Committee at 5:00pm


Tuesday 10 July 2018 at 6.00 pm, preceded by the Standards and Effectiveness Committee at 5:00 pm.

Note: amendment to the Committee dates from previously agreed.

2427. 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 7:40 pm.

  
 Chair  
 8/5/18  
 Date