

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the school on Tuesday, 14th March 2017.

PRESENT

Mr A Pruchniewicz (Chair), Ms K Jameson, Ms D Johns, Mr J Page.

In Attendance

Mr D Rhodes (Minute Clerk)
 Ms B Brooks (Deputy Head Teacher)
 Mr R Robinson (Senior Leadership Team)
 Ms J Tate (National Leader in Education)
 Mr S Walsh (Business Manager)

2316. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

Apologies for absence had been received from Mr G Denison, Mrs R Baker, Mr M Neild and Ms J Thompson.

RESOLVED: That the apologies be received with consent.

There were no declarations of Interest.

2317. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items would be raised under any other business:

- SFVS – Sign off
- Whistleblowing Policy
- Fundraising

2318. REPRESENTATION

The following appointment was noted:

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms Donna Johns	LA	2 nd February 2017

It was noted that full DBS clearance had now been received.

Nominations were still sought for an additional co-opted governor with the necessary attributes to offer to the governing body. Ms Tate informed governors that she had a likely candidate in mind and would pursue this further.

2319. ELECTION OF VICE-CHAIRMAN

Governors determined that they would not accept nominations from Governors not present at the meeting.

RESOLVED: That the election of Vice-Chair be deferred to the next governors' meeting on 2nd May 2017.

2320. MINUTES OF THE MEETING HELD ON 24 JANUARY 2017

The minutes of the meeting held on 24 January 2017 had been distributed to Governors prior to the meeting.

RESOLVED: That the minutes of the meeting held on 24 January 2017 be approved and signed by the Chairman as a correct record, subject to the following amendments:

In attendance

The Business Manager's name to be amended from 'Walker' to 'Walsh'.

Minute 2314

'Tuesday, 5th May' be amended to 'Tuesday, 2nd May'.

2321. MATTERS ARISING

(a) Co-opted Governor (Minute 2302 refers)

Donna Johns' appointment was effective from 22nd February, hence her voting rights were applicable from that date.

(b) Constitution of Committees and Governors with Special Responsibilities (Minutes 2322 and 2326 refer)

The membership and details of previous Committees and governors' special responsibilities were not to hand. The appointments would be deferred until the next meeting.

Notwithstanding the deferment, it was agreed that the Standards and Effectiveness be constituted.

RESOLVED: That the Standards and Effectiveness Committee consist of:

Ms J Thompson
Ms K Jameson
Mr R Robinson (Observer)
Ms B Brooks (Observer)

Authority Note: committees of the governing body must have a minimum membership of 3 governors. The quorum for any committee is 3. Mr Robinson and Ms Brooks are not members of the governing body.

(c) Financial Management and Monitoring (Minute 2308 refers)

The minutes of the meeting of the Finance Committee were circulated. The School Business Manager clarified the position relating to the fundraising account, which had been transferred to School funds, and had been committed at the end of the 2016 financial year. He outlined the current position appertaining to the current financial position together with options of projects requiring financial commitment. The position was noted.

(d) Community Use of Premises – PFI (Minute 2312 refers)

Following investigations, it was noted that the PFI Management Team reported that the time allocated to the school for Community use was the full extent of time for 3 schools in the Initiative.

Q: What constitutes community use?

A: Community use of the premises would include such as staffing and pupil socials, charging for community clubs, renting out for Hydrotherapy.

2322. REPORTS OF COMMITTEES

It was agreed that the review of the Resources Committee be deferred until the governors' meeting on 22nd May when Gary Denison could report back.

2323. ACTING HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Acting Head Teacher's written report had been circulated prior to the meeting. The report examined in detail the following elements:

- Staffing
- Monitoring of Teaching and Learning, including the identification of common strengths and areas requiring development
- Pupil Progress
- Inset /CPD
- Health and Safety
- Safeguarding
- Attendance
- Looked After Children
- Spen Valley Trust
- Kirklees – Commission Brief update
- Events

Q: How does the SLT ascertain progress and developments?

A: Staff are held accountable and high expectations and consistent assessments are promoted.

Q: Do you undertake 'spot checks?'

A: Yes these are undertaken. We know where we want to be in terms of achievement and delivery and clarifying what we expect. We need to get the levels correct since inappropriate overload would be counter-productive.

Q: With regard to INSET/CPD, Ravenshall School has secured the booking of Barry Carpenter for 30 October 2017. He is a leading figure in the field of Education in particular with the developments on thinking regarding neuro-science . Can governors of Fairfield and Ravenshall also attend the meeting?

A: All Governors to be invited to the presentation.

Q: With regard to Health and Safety it was noted that new signage had been placed in all locations for fire evacuation. What plans were there for staff and pupil drills?

A: Obviously a staff practice could not occur in class time due to operational issues. However, plans were in hand for this to take place after school and school drills will follow. Procedures and outcomes of the drill will be logged as required.

Q: Where does funding for LAC children come from and what is the purpose of this funding?

A: The funding comes from the Government and is there for the enrichment of their provision in addition to the core offer offered in schools.

Q: How do you qualify for this and how is it achieved?

A: It is designed to close the gap in attainment by providing activities over and above standard provision. It could include after school activities, or the provision of extra resources, eg an iPad or tablet allowing access to areas otherwise unavailable.

Q: What do we get out of the Spen Valley Trust?

A: Since our community does not revolve around the local area we have much more in common with other special schools across the Authority. There are areas within the Trust network that are relevant and where we share some commonality. However, other specific needs such as SEN training and curriculum aspects associated with more complex SEND are not so relevant to the needs of the majority of the Trust Schools. There are advantages of being in the Trust where those commonalities and community elements are relevant to all schools.

2324. FINANCIAL MANAGEMENT AND MONITORING

No further discussion took place on this item which had been covered in matters arising (Minute 2321 (c) refers).

2325. SAFEGUARDING

The written Safeguarding Policy was circulated to Governors.

Q: Are all staff familiar with the code and all procedures therein?

A: All staff were aware and procedures were being adhered to. Although a thorough job was being done, this has taken some time.

RESOLVED: That the procedure be approved and published on the school website.

2326. APPOINTMENT OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

No further discussion took place on this item which had been covered in matters arising. (Minute 2321 (b) refers).

2327. COMMUNITY USE OF THE SCHOOL

No further discussion took place on this item which had been covered in matters arising. (Minute 2321 (d) refers).

2328. GOVERNOR TRAINING AND VISITS

It was reported that Steve Walsh was the School contact for Governor Training. There was a brochure of appropriate courses on the Kirklees website. The school would forward a link to Governors.

2329. ANY OTHER BUSINESS

- (a) School Financial Values Standards.

RESOLVED: That the Chair be authorised to sign the Schools Financial Value Standard for submission to the Authority prior to 31st March 2017.

- (b) Whistleblowing Policy

RESOLVED: That the Kirklees model Whistleblowing Policy be adopted and published on the School website.

- (c) Additional Fundraising

The Chair gave details of successful fundraising in other schools in Kirklees by approaching particular funding streams and other groups with finances available for school projects.

The school was asked to compile a list of specific needs/projects in order that the process of acquiring funding unique and legitimate sources can be followed up.

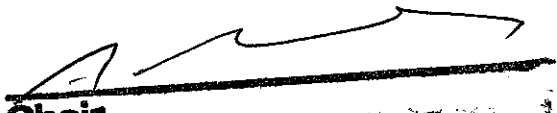

2330. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following dates for future meeting of the Governing Body be approved:

Tuesday, 2nd May 2017
Tuesday, 27th June 2017

2331. 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.


Chair

Date

