

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held at 6:00 pm on Tuesday 4th February 2020.

PRESENT

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

In Attendance

Ms B Brooks (Deputy Head)
Mr D Rhodes (Minute Clarke)
Mr S Walsh (School Business Manager)
Ms R Holmes (Associate Governor)
Miss L Roche (Associate Governor)

43. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Ms K Jameson, Ms D Johns and Ms L Hall.

RESOLVED: That the apologies be received with consent.

There were no declarations of Interest.

44. NOTIFICATION OF ITEMS TO BE TABLED UNDER ANY OTHER BUSINESS

The following items would be tabled under any other business:

- a) Additional Policy reviews. To be considered under the agenda item – Policies.
- b) Medical letter to the Westminster
- c) School Defect media report
- d) Eating in class
- e) 360° review of Chair

45. REPRESENTATION

End of Term of Office

It was noted that Ms K Jameson's term of office as a Staff governor had ended with effect from 4 January 2020

46. MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2019

RESOLVED: That the minutes of the meeting held on 11 November 2019 be approved and signed by the Chair as a correct record.

47. MATTERS ARISING

Minute 25: West Yorkshire Combined Authority

Q: Has any Governor visited any of the colleges as suggested at the last meeting to acquire first-hand knowledge of their facilities and intentions for SEN pupils?

A: No one had visited, however it was pointed out there was a robust Post 16 transition block, as part of the transition process.

48. REPORTS FROM COMMITTEES

(a) Standards and Effectiveness Committee 11 November 2019

The draft minutes of the meeting of the Standards and Effectiveness Committee had been circulated with the agenda.

(b) Resources Committee

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

A short synopsis was provided of the work undertaken in reducing the school deficit, future funding, including pupil banding changes and positive discussions with Kirklees on this matter. The School Business Manager had provided his financial report in accordance with the Kirklees Financial regulations adhering to the appropriate SAP break down method.

RESOLVED: That the reports of both Committees be received

49. LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated the Leadership report to Governors prior to the meeting. SLT members and the School Business Manager drew attention to particular elements.

(a) Staffing Update

The TLR Review consultation period had been extended, to allow further consultations. It was hoped that proposals can be approved and signed by Governors at their next meeting. It was also hoped that further decisions could be made regarding the appointment of permanent assistant head teachers.

Q: Are all the representations now in to the Head Teacher from those staff affected?

A: Yes and the next step is to respond and formulate outcomes.

Details were provided of the support staff re-structure to address the issue of staff working across different grades. An analysis was provided showing the current position and proposed position for ASAs and LTAs. Details of the case for change were provided together with the agreement to consult with HR for appropriate timescales.

Q: Will any member of staff be adversely affected by the restructure?

A: No staff member will be worse off.

(b) Safeguarding and Attendance

The current number of pupils on roll was 125 and details of LAC, CP, CiN, Short Break and assessments were given. There were no families on a TAF

Additional safeguarding training had been undertaken by a number of staff including the Deputy Head.

Details were given of the whole school attendance for the period 6th November 2019 to 31st January 2020.

The Safeguarding Governor lead had also visited school at Christmas.

(c) School Development Plan

The Head Teacher had circulated a detailed RAG analysis of all the priorities in the School Development Plan and highlighted, by presentation, key RAG ratings and their relevance. There had been a recent QA monitoring visit for EY and KS1, as well as a visit by Kirklees EY KLP. The Deputy Head at Ravenshall, Clare Blackburn had a strong background in PMLD, and had also visited. A positive report is expected acknowledging developments and areas to improve further.

Drop-in monitoring of lessons was proving successful. The Deputy Head provided an analysis of the methodology, together with focus criteria. Details were given on what went well, as well as areas for development, both in terms of the class and SLT initiatives.

The next round of drop-in sessions would be in the Summer.

Q: Were teachers graded?

A: No, each teacher was provided with verbal feedback and written documents. Individual feedback was based on what was observed during the session.

Careers Standard Assessment: a day was spent participating in the assessment for Careers Standards. All feedback was positive. The School will be notified of the outcomes on 14 February 2020.

The whole school progress summary report for 2018-2019: an overview of achievements toward personalised target setting was discussed and analysed. It was evident that good progress was forthcoming and details of pathways and class breakdowns contributed also. Governors congratulated the school on the excellent progress.

Pupil Premium strategy for 2019-20 was examined in some detail, and it was evident that relevant elements in relation to current attainments were done on a more holistic approach assessing personalisation of provision and progress which is central to the way in which the pupils' learning pathways are determined.

The financial provision allowed the school to plan staffing for smaller classes and promote personal development opportunities in priority areas identified for development such as MSI provision; MOVE and ASD.

Governors were pleased at the progress of the SDP and were encouraged to look at elements in more detail for further discussion.

(d) Spenborough Trust

Details were provided of the opportunity for schools to bid for funds from the Sugar Tax, to be used to promote healthy eating. Fairfield School would be submitting a bid.

Trust Heads joint events for the next year were given as:

Trust Joint INSET day – Friday 23 October

Carol Concert at Dewsbury Town Hall – Tuesday 8 December

(e) Mental Health and Well Being (MHWB)

Details were given of training and awareness sessions for staff which had been completed, or due to commence during the current term.

Q: Was there evidence that the work involved with staff on MHWB was having an impact on the restructure? It was important that strategic issues were noted as the role of the governors, and personnel and implementation was that of SLT.

A: If there are any difficulties or concerns, Governors will be consulted.

Q: Have we included pupils in the MHWB policy?

A: The LA provides Educational Psychologists and other appropriate methods for EHCPs etc.

(f) Careers

Details of work experience both in house and external were given. The placement at the fire station went particularly well for the Post 16 pupils as part of the GRIT initiative.

Staff are in the process of planning careers week, due w/c 2 March 2020. Governors were invited.

(g) Health and Safety

A detailed report had been provided to the Resources Committee at its meeting, and any outstanding issues would be actioned from that meeting.

(h) Premises

Q: Can the SBM give an update on the development of the Sensory Pathway?

A: There had been no further progress since the path was built in the summer, although the area had been tidied up. We have long term plans to develop the area further, but this is all dependant on successful bids for funding. Students are accessing the path presently on a regular basis.

(g) Events

A list of events throughout the full year were outlined.

50. SAFEGUARDING

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

51. FINANCIAL MANAGEMENT AND MONITORING

This item had been considered in detail during the Resources Committee. The Chair of the Committee had provided an outline of the position to Governors in his verbal report earlier in this meeting.

52. POLICIES

The latest Whistleblowing and CCTV Policies were approved following consultation and would be published on the school website.

The remainder of School policies, including Safeguarding, which required an update would be sent to governors for approval. All policies would be appropriately dated February 2020.

53. GOVERNORS TRAINING AND VISITS

Chris Molyneux has attended complaints procedure training in January 2020.

54. SPENBOROUGH TRUST

This item was considered as part of the SLT report.

55. KIRKLEES FAIR ACCESS PROTOCOL

Following the review of the Kirklees Fair access protocol the new access protocol would be implemented from the start of the Summer term.

Governors agreed to the adoption of the new protocol as outlined in the Directorate's report and that the Local Authority be informed in writing of this decision prior to Monday 9 March 2020.

56. ANY OTHER BUSINESS(a) Medical Issues arising at School – Petition to Westminster

The Head Teacher outlined an initiative authored by Dominic Wall, Executive Principal at Southfield CO-OP Academy in Bradford, outlining concerns regarding the issue of administering medication and undertaking medical procedures in schools. There was a clear lack of suitably medically trained staff in all schools generally.

The initiatives asked that all schools write (petition) the House of Commons, to draw attention to this crisis and seek redress.

It was agreed that such a letter be prepared and that the Chair of Governors would sign the letter from Fairfield.

(b) Huddersfield Examiner Report on the School Deficit

The Chairman reported that The Huddersfield Examiner had run an article on School deficits in Kirklees. Particular attention had been drawn to the situation at Fairfield. There had been no reporting of the improvements at Fairfield over the past two years and how the school was now in a much healthier position, both financially and with implementation of the curriculum and the positive work by all staff and SLT.

Although it was felt that there was little the school could do to have The Huddersfield Examiner publish a more favourable article, it was agreed that the positive work in the Community be acknowledged and the success of the Careers Week be a couple of key examples to be emphasised.

(c) Eating in Class – Trial

The SBM reported that the Pre-Formal Pathway Lead had suggested trialling eating in class at lunchtime. The practice had successfully been implemented at other schools.

A number of concerns were expressed including heating, hygiene, movement of trolleys, risk of burns and cleaning.

Governors agreed to the finalisation of the brief, following which a trial be implemented in one pathway.

(d) 360° Feedback of Chair

Feedback reviews were currently being collated by the Head Teacher. A review of feedback would take place at the meeting to be held on Monday, 23 March, when the Vice-Chair will be overseeing the meeting.

57. DATES OF FUTURE MEETINGS

Future meetings of the Governors would be held at the school to begin at 6:00 pm on the following dates.

Monday, 23 March 2020

Tuesday, 12 May 2020

Tuesday, 30 June 2020

58. 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 7:45 pm.