

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

Minutes of the meeting of the Governing Body held at 6:00 pm at the school on Tuesday, 24<sup>th</sup> January 2017.

### PRESENT

Mr A Pruchniewicz (Chair) Ms D Johns, Mr M Neild, Mr J Page and Ms J Thompson.

### 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)

### 2300. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.

Apologies for absence had been received from Mr G Denison, Ms R Baker and Ms K Jameson.

RESOLVED: That the apologies be received with consent.

There were no declarations of Interest.

### 2301. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items would be dealt with under any other business:

- School visit by Nick Hughes
- Teacher working hours
- Prospectus
- Health & Safety Policy
- Signing in arrangements

### 2302. REPRESENTATION

The following appointment was reported.

<u>Name</u>	<u>Category</u>
Ms Donna Johns	Local Authority (governor designate)

It was noted that full DBS clearance had not yet been received, and Governors sought clarification whether this would have any impact on the new Governor's voting position.

The Clerk would clarify the position with the Clerking Service, with relation to this and future appointments.

Nominations were still sought for a suitable Parent Governor, with the necessary attributes to offer to the governing body.

2303. MINUTES OF THE MEETING HELD ON 6 DECEMBER 2016

The minutes of the meeting held on 6 December 2016 had been distributed to Governors prior to the meeting.

RESOLVED: That the minutes of the meeting held on 6 December 2016 be signed as a true and correct record.

2304. MATTERS ARISING

(a) Minute 2296 – Governor Training

Governors required the electronic template for training and visits. It was agreed that co-ordination of Governor training would be undertaken by the school.

(b) Minute 2290 – Financial Management

The school business manager would outline the position in his statement to be dealt with under agenda item 9: Financial Management and Monitoring.

2305. REVIEW OF COMMITTEES

In order that Governors could review the constitution of committees, details were requested from the clerking service of existing committees, to be supplied prior to the next meeting of the Governing body.

Notwithstanding the deferral of appointments to committees, a meeting of the Resources and Finance committee was essential prior to the next Governors' meeting.

RESOLVED: That the Finance and Resources Committee consist of Mike Neild, Gary Denison, Tony Pruchniewicz, Donna Johns and John Page with Steve Walsh and Jeanette Tate also to be invited as attendees.

The Chair would liaise with Governors with a view to the meeting being held on a Monday.

2306. REPORTS OF COMMITTEES

There were no reports from Committees.

2306. ACTING HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Governors had been issued with the Acting Head Teacher's written report.

Both the Acting Head Teacher and Jeanette Tate drew attention to particular aspects of the report and answered questions.

The report covered the following matters:

Staffing update

The report detailed the staffing/financial review, ETA contracts, staffing levels and additional training.

**Q. With the changes in staffing levels, by the loss of some ETAs, would a reduction in pupil numbers help?**

A. With every child, there is an income to the school; any reduction would be counterproductive.

**Q. Are there any health and safety implications following the staffing changes?**

A. The school is always mindful of health and safety and ensures that all requirements are met; any medical requirements are also considered.

**Q. What is the staff reaction to the changes?**

A. Obviously, no one really liked it, however, there was the opportunity for those leaving to apply for the permanent posts being advertised for Activity Support Workers.

### Monitoring of Teaching and Learning

Monitoring had been done in line with OFSTED guidelines, with learning walks to observe staff and their work. Some staff were better qualified and experienced; however, the overall outcomes were very positive.

**Q. Do those staff with a particular, well developed skill share this with others?**

A. This was the case and evidence was witnessed in the use of Makaton. Generally broad areas of training are needed to develop staff toward becoming outstanding in their areas of work.

**Q. How many teachers are there?**

A. Twenty-two, but they are not all full time.

**Q. What are we doing, to ensure that all staff move from good to outstanding?**

A. There are a number of initiatives currently being developed with CPD and expectations are high. SLT members are now much more visible and supportive to staff. Staff monitoring and development is now linked in with the development plan and the Kirklees Learning Partner will be visiting school. All these elements will contribute to ensuring outstanding provision.

**Q. In terms of Heads of Departments, are they also included in the improvements?**

A. Work is in hand identifying roles and role models, monitoring, coaching and feedback from the SLT are all part of improvements.

**Q. Will the improvements be visible?**

A. It is felt that the impact of the new approach will be evident, but we have to be mindful of the fragility of staff, and take the correct approach. A culture of fear would be counterproductive, the concept of new channels for learning and development, and the openness of SLT will help.

**Q. How will the Governors receive feedback from the improvement process?**

A. Improvements and changes will be included in the Head Teacher's report to Governors at their meetings.

## Policies

The deputy head had updated the School Code of Practice and School Prospectus/Handbook. These had been made available to the Governors.

## INSET/CPD In-Service Training/Continuing Professional Development

Ongoing CPD continued to focus on personal development, ensuring a well-trained and knowledgeable staff.

Various training sessions were outlined in the report including “Jabadao” with follow up workshops. A whole school training day had been arranged for all staff, to be held at Spen Valley High School, on 13<sup>th</sup> February covering online safety.

## Health and Safety

A Health and Safety inspection was undertaken on 8th December. The subsequent report focused on the safety of employees and measures to ensure safe working conditions and manage risk effectively.

The school had drawn up an action plan with specific targets and had submitted this to the Corporate Safety Unit.

**Q. Could Governors have sight of the Health & Safety Action Plan?**

A. It was agreed that the Business Managers would supply copies.

**Q. Was there an effective Disaster Recovery Plan? ie if the school burnt down where would the pupils go?**

A. At present pupils, would be bussed to alternative premises, but no formal plan had been devised to address true replacement provision. The PFI arrangement also complicated the matter.

## Financial Management update

There had been no significant change in the financial status.

## Safeguarding

The Policies are working well, and procedures were being followed with both the paper system and entering data into C-POMS.

**Q. Were there any trends emerging with safeguarding issues?**

A. No specific trends, but instances were followed through in more depth.

## Attendance

A breakdown of pupil attendance was given for all year groups, with an overall attendance figure of 87.31%.

## Events

Details of various visits to school were submitted, including that of Ms D Johns, the new Governor who had visited school on 23 January.

PREVENT training was being arranged for school Governors, and would they were asked to let the Head Teacher know which session they wished to attend (4th or 11th May).

2308. FINANCIAL MANAGEMET AND MONITORING

The School Business Manager reported that the school fund accounts for the years 2015 and 2016 had now been audited. Figures for this fundraising account were supplied.

Governors were mindful of the cuts in budgets by the Local Authority and noted that the fund was for the benefit of the school and should be spent on items for the children currently in attendance.

It was agreed that this be discussed at the next Governors' meeting.

2309. APPOINTMENT OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

Governors requested details of the previous appointments in order that this may be duly considered.

RESOLVED: That the Clerking Service provide governors with details of current appointments of special responsibilities in order that this matter may be considered at the next Governors' meeting.

2310. SAFEGUARDING

The Safeguarding Children's Board was specifically focusing on children's needs and would speak to children and parents directly. They were seeking a nomination to the board from Fairfield Governors.

RESOLVED: That Gary Denison be appointed as the school's representative on the Safeguarding Children's Board

2311. SPENBOROUGH TRUST

The deputy head informed Governors that he had attended meetings of the Spenborough Trust. It was questionable what benefits could be derived from the Trust, since it did not cater for Special Needs provision, and any training offered to teachers was not strictly relevant.

Governors discussed the relevance of the Trust as well as Community hubs and the legal differences between the two bodies, the latter having a greater legal aspect to membership.

Furthermore, local schools had been communicating with Fairfield about the formation of a community hub, however it was evident that Fairfield was not a community school, and provided for pupils throughout the Kirklees area. It would make more sense to collaborate with other special schools.

2312. GOVERNOR TRAINING AND VISITSVisits

The Chair informed Ms Johns, new Governor (designate), that she would be receiving a Governors pack from the Clerking Service. Furthermore, any training required could be co-ordinated by the school.

Ms Johns had visited the school, before Christmas and also on Monday 23rd January and had spent time observing activities and meeting staff.

The Health and safety inspection also required logging as a visit.

Karen Booth from Kirklees Business Solutions, Childcare Improvements, would be visiting on Wednesday 25th in relation to child care lists.

Community Use of the school

An outcome from the discussion over visits was the use of the school as a community resource; could greater use be undertaken by local groups, perhaps during evenings Monday to Friday?

Since the building was established under a PFI agreement there may be some legal issues, particularly with possible penalties. It was agreed that the PFI agreement be examined, and this matter be discussed at a later meeting.

2313. ANY OTHER BUSINESS(a) Prospectus/health & safety issues

The Prospectus and health and safety issues had been covered during the course of the meeting.

(b) Staff hours

Further to Minute 2297, governors considered a request for the reduction of days for a member of staff. Occupational Health and medical reports were submitted, together with information concerning the impact on teaching provision, based on particular options.

RESOLVED: That the 3-day week remain until Easter, at which time the position will reviewed again.

(c) Governors Signing In to school

A number of Governors were having difficulties gaining access to the school.

It was reported that all governors should be issued with appropriate ID cards and access tokens allowing access to the school. Rachel, in the school office would be asked to make the necessary arrangements.

(d) Visit to School by Nick Hughes

Nick Hughes made a visit to Fairfield on 17 January to meet with John Page, Jeanette Tate, Liz Singleton (Senior LA Learning Partner) to discuss some of

the ongoing issues and concerns he had raised over the past 2 years in relation to the school.

2314. FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at the school on:

Tuesday, 14<sup>th</sup> March 2017

Tuesday, 2<sup>nd</sup> May 2017

Tuesday, 27<sup>th</sup> June 2017

2315. 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.