

**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the meeting of the Governing Body held virtually at 6:00 pm on Tuesday 2 February 2021.

PRESENT

Mr G Denison, Ms A Helie, Ms L Hall, Ms D Johns, Mr M Neild, Mr C Molyneux, Mr J Page, Mrs J Proctor, Mr A Pruchniewicz, Miss K Press.

In Attendance

Ms M Farrar (Associate Member)  
Miss D Horton (Minute Clerk)  
Ms T Ilyas (Family Welfare Manager)  
Mr S Walsh (School Business Manager)  
Miss L Roche (Associate Member)

41. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mrs B Brooks and Ms L Watts (both with consent).

There were no declarations of interest.

42. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

There were no items raised under Any Other Business.

It was noted that Health and Safety was not on the agenda – this would be raised under Any Other Business unless dealt with under other agenda items.

43. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Donna Johns	LA	1.2.2021

Re-appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Donna Johns	LA	2.2.21

**RESOLVED:** That the above re-appointment be approved by the Governing Body.

44. MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2020

**RESOLVED:** That the minutes of the meeting held on 10 November 2020 be approved and agreed as a correct record by the Governing Body.

45. MATTERS ARISING

There were no matters arising.

46. REPORTS FROM COMMITTEESStandards and Effectiveness Committee held 2 February 2021

Mr Molyneux gave a verbal report on this meeting. The main item was a presentation from Mr Cullen on his role as PSHE Provisional Lead and the Action Plan in place. He would be invited to another meeting later in the year to report on progress.

The Head Teacher would send a copy of the Action Plan to all Governors.

47. LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated his Leadership Report to all Governors in advance of the meeting. The following items were covered:

(a) Covid-19 Update

A timeline of events in the School leading up to the current situation was given. At the moment the School had 60 pupils being sheltered at home and 60 in the School. Staff were expected to come in to school, about 12 were on long-term sick leave; 75% were vaccinated. Covid testing had gone well and safety measures were in place.

**Q. Why have you not explored some staff working at home remotely to reduce transmission rates?**

A. We don't think this is feasible as it would reduce learning time. What we need is face to face support for quality learning. There are fewer pupils in the school and we need staff in to help with cleaning.

**Q. Is there any remote learning?**

A. We do have pupils at home and classes doing Zoom learning. Having staff in helps with learning.

**Q. You have sent details on Case no. 31. What jumped out was the delay of six days between the first symptom and the test date. What date was the bubble collapsed? Did you know the staff member had symptoms?**

A. We were aware that a staff member was off with symptoms. There was a delay in the test result as it was postal. As soon as there was a positive test result we closed the bubble for one day at the end of the 10-day cycle. We have got more flexibility for testing at school now.

**Q. Are they lateral flow tests?**

A. Yes.

(b) Recovery Action Plan

The current focus on remote learning was going well and continuing. There were various systems in place and the School's Remote Learning Summary Feedback sheet showed the Dojo system was successful. This was a free App that was tailored around students and could be used to share work with parents. Parent engagement had increased through Dojos. Other learning resources included home learning packs, resources on the website such as pre-recorded lessons, live lessons, resources on Twitter.

(c) Covid Catch-up Funding

Version 4 of the Action Plan has been sent out to Governors; the actions were mainly funded through Covid catch-up funding. The Plan would be monitored termly. Staff were keen and passionate about progressing with the plan.

**Q. The amount of funding was just less than £30,000. A lot has been ordered, such as iPads - are these unable to be used until everyone is back in school?**

A. The iPads were ordered beforehand as we were so short of them. There are so many pupils out of school and they all need to access systems on an iPad. Demand for iPads is really high and they have been used from day one to support remote learning. The Sensory Pod will not be used yet but other items are used as soon as they arrive and have an immediate impact.

(d) Teaching and Learning

Governors had received the summary feedback document for January 2021. Autumn Deep Dives had been completed for individual pupils and current practice would be monitored.

Provision Leads from different areas could be invited to give updates at future meetings.

(e) Staffing Update

Four staff were off long-term with Covid-related issues and no return to work date given. Two out of the four are SLT members and arrangements were in place to provide cover. Seven other staff were on long-term sick leave and were being supported appropriately.

Over the last year 13 staff had left without any recruitment for replacement. The School was currently missing 24 members of staff. There was a continual balance with half the pupils in school.

(f) Safeguarding

An overview of safeguarding and figures were tabled; there were 123 pupils on roll. There were 3 LAC, 1 on a Child Protection Plan, 34 Children in Need, 42 on a Short Break Plan, 3 on single assessment.

Families continued to receive welfare calls and referrals were made as needed. The referral figures from 17 November to 31 January were given.

**Q. There is a lot to manage within safeguarding – is there enough support in terms of the DSL and deputy DSL?**

A. Yes. The Head Teacher is the deputy DSL and there are weekly safeguarding meetings. These safeguarding figures are normal.

**Q. Is there any external supervision for the safeguarding team?**

A. We have a link to a social worker for the disabled children. It is working very well.

(g) Attendance

An attendance breakdown was provided. Whole school attendance was 56% with 44% out of school. Children who were shielding were discussed at school and with the parents, who were able to raise any concerns. Referrals could be made if needed.

At this point Ms Farrar spoke about the Single Central Record, her report having been circulated to Governors prior to the meeting. All information on the Record was up-to-date and reports were in place. The team was working well to maintain this statutory requirement as part of safeguarding in the school.

(h) Spenborough Trust

Trust head teachers were in contact with each other via WhatsApp and were able to share experiences and provide support.

It was noted that Huddersfield New College was considering the Academy route and Governors agreed that a discussion on this would be beneficial to the School. Mr Neild offered to share his experiences at a future discussion. The Chair would write to Angela Williams to say Governors would like to discuss the item at a future (physical) meeting.

**ACTION:** Chair to write to Angela Williams.

(i) CPD

Governors congratulated Stella Murwisi and Hazel Ettienne who had recently completed their studies. Their training and knowledge would benefit the School.

Staff were being proactive in taking online courses at home. Resonance Board training had been booked for March.

(j) Mental Health and Wellbeing

Miss Roche provided an overview on this section of the report. The following was noted:

- Eleven staff were booked to complete the mental health first aid training. A link has been sent out to staff for free online training on mental health
- Place to Be resources were being used for Children's Mental Health Week in February
- A wellbeing working group had been established
- Ideas for activities included a remote art group, after school gardening group and filming
- Wellbeing resources were shared on the school website
- The recovery curriculum continued to support pupils.

**Q. What is the mental health training that is referred to?**

A. It is the two-day full mental health first aider course.

**Q. Is anyone trained in wellbeing support plans?**

A. We are not aware of any specific training. We have a generic Wellbeing Action Plan which is used for reference. It is up to individuals to complete the Plan and use it to identify and provide support.

**Q. What is the school doing as an employer to provide duty of care for staff?**

A. This is covered in individual staff risk assessments. It is used in our working practice. In addition, we have wellbeing meetings and complete staff records and identify any support needed.

(k) Careers

Ms Roche reported that a lot of usual activities were on hold at the moment. The following was noted:

- This term's topic linked well with careers
- Careers Week would take place virtually this year
- The Careers Advisor was very proactive in helping students with college applications

**Q. Is there an update on the transition meeting with the College?**

A. Previously students had a half-day transition every week, then schools began to be charged for this. This meeting would be an opportunity for schools to say what would work well for their students. Online meetings have been used before Christmas to share videos and remote visits could take place. We are asking Kirklees College to make a video and provide photographs.

(l) Policies

The Whistleblowing Policy and Remote Learning Policy had been sent out to Governors. The Whistleblowing Policy had been covered in a school staff meeting with information on where the policy is found and how it should be used.

**RESOLVED:** That Governors approve the following policies: Whistleblowing Policy, Remote Learning Policy.

(m) Health and Safety

Covid had been covered earlier in the report. The Fire Risk assessment had been updated in November 2020 and Catering Fire Risk in January 2021.

**Q. Do Pinnacle take care of the waste from the lateral flow testing?**

A. LA guidance is followed for storage and disposal of waste. Pinnacle have confirmed that they follow this and the School pays a small charge for it. Some waste is stored for 72 hours before collection.

**Q. Is it stored in a secure area?**

A. Yes, in a designated area.

**Q. Who is doing the quality control checks?**

A. It is not documented. SLT work in the testing centre and oversee the process.

**Q: Can you share the required quality control documents?**

A. The guidance says you need quality control in place; the monitoring will probably show that.

It was noted that everyone working in the Centre had a certificate to show they had done the training. The School could log which SLT member was overseeing the process on which day. It was suggested that the School had a named quality assurance person who was responsible for the overall process.

(n) Premises

Mr Walsh referred to the items listed in the report. The main item was the Sensory Pod installation planned for February half term.

(o) Events

Forthcoming events were all listed.

(p) Fundraising

Mr Walsh referred to the successful bids which were all for the Meadow development. A link to the plans was given for Governors to view the project. The School was moving nearer to the provision it wanted to offer.

Funds for the minibus stood at £15,300. The target was £28,000.

The Chair thanked all contributors for their updates in the Leadership Report.

48. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager had circulated the Budget Monitor report for Period 9 prior to the meeting. The report was shared on screen at the meeting.

It was noted that there could be savings of £50,000 this financial year. All Variances to date were shown and explained. The History and Forecast tabs on the spreadsheet were explained. The deficit was expected to be cleared within a three-year period.

In summary, the bulk of the overspend was on employee costs, FSM vouchers and School Services. The CPD budget was cut in May on the assumption that n would take place but the spending has still been significant.

**Q. Given the 13 staff who have not been replaced, is this built in to the costing?**

A. We have lost 13 staff but also pupil numbers have reduced from 128 to 123, so we have had to make alterations to the budget for this.

School fund account

This account had been independently audited on 4 December and the document had been sent to Governors and was shared on screen. One significant expenditure was £9,440 for the path in the Meadow. There were numerous individual donations. The

closing balance for the period up to 31 August 2020 was £11,500. Since then the total had increased to just over £15,000.

### Benchmarking

The Benchmarking documents had been sent out to Governors today. Mr Walsh went through the charts at the meeting and intended to take specific questions at the next Governing Body meeting.

The following information was noted for Governors' attention:

- The in-year balance was noted.
- Revenue reserve showed a deficit, the only school with a deficit
- Total expenditure; it was pointed out that staff was the focus for getting the budget right
- The number of pupils per FTE teacher was 6.4
- Grant funding (from Government) per pupil was low. Two schools were notably better off, these were both sixth form colleges. The School wanted to move to a new funding banding system but the LA did not want to commit to this at the moment; this was an issue for further discussion
- High needs top up funding was notably lower than two schools who have moved to the new funding banding. Again, this was an item for further work for the School Business Manager, Head Teacher and Chair.

At this point the Chair stated that he wanted to scrutinise the data more and would come in to School to discuss possible next actions.

- Expenditure on educational supplies was average; ICT and learning resources was an area that the School wanted to invest in.

#### 49. SAFEGUARDING

This had been covered in Minute 47 (f) above.

#### 50. EVALUATION/CASE STUDIES ON THE AUTUMN HOLIDAY PROVISION

The Head Teacher spoke about the case study sent out to Governors. The comprehensive report showed how the money had been spent with a positive impact. Mrs Ilyas added that the holiday provision targeted the most vulnerable pupils in the School.

#### 51. KLP AUTUMN TERM VISIT

The KLP visit report for Autumn 2021 had been circulated to Governors in advance of the meeting. The comprehensive document included attendance figures which were higher for vulnerable pupils. It covered Covid-related issues and key issues not related to Covid. A spring KLP visit had just taken place.

There were also notes on the following areas: Safeguarding, Curriculum Planning and Design, Pupil Performance and outcomes, the SEF and SIF, and preparation for Ofsted inspection. The content provided some focus for the summer term.

The majority of the SEF had been achieved and the report was very positive.

On behalf of the Governing Body the Chair asked that the School staff be congratulated on their excellent work demonstrated in the report.

52. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This had been addressed in Minute 47 (l) above.

53. SPENBOROUGH CO-OPERATIVE TRUST

This had been addressed in Minute 47 (h) above.

54. GOVERNOR TRAINING AND VISITS

Ms Farrer was attending a training course next week. She had visited the School to inspect the Single Centra Record.

55. ANY OTHER BUSINESS

There were no items of any other business. Health and Safety had been covered in the Leadership Report (Minute 47 (m) refers).

56. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meetings of the Governing body be held on the following dates:

16 March 2021

11 May 2021

29 June 2021

Possible agenda items: Benchmarking data, Academy discussion

**RESOLVED:** That the next Standards and Effectiveness Committee meeting take place at 5.30pm (preceding the full Governing Body Meeting) on 11 May 2021.

57. 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 7:20 pm.