

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held virtually at 6:00 pm on Tuesday, 30th June 2020.

PRESENT

Mr A Pruchniewicz (Chair), Ms L Hall, Ms D Johns, Mr C Molyneux, Mr M Neild, Mr J Page, Miss K Press and Ms J Proctor.

In Attendance

Ms B Brooks (Deputy Head Teacher)
Ms T Ilyas (Staff)
Mr S Walsh (School Business Manager)
Ms R Holmes (Associate Governor)
Miss L Roche (Associate Governor)
Mr D Rhodes (Minute Clerk)

75. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mr G Denison and Ms L Watts, with consent.

There were no declarations of Interest.

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

There were no items to be raised as Any Other Business.

77. MINUTES OF THE MEETING HELD ON 12 MAY 2020

RESOLVED: That the minutes of the meeting held on 12 May 2020 be approved and signed by the Chair as a correct record, subject to the number of pupils on roll being amended from 126 to 125 under Safeguarding and Attendance.

78. MATTERS ARISING

The were no matters arising from the minutes.

79. ELECTION OF VICE-CHAIR

Prior to the election for Vice-Chair Governors agreed that:

Nominations would not be accepted from those Governors not present at the meeting.

The term of office will be for the period of 12 months.

Ms D Johns was the only nomination

RESOLVED: That Ms D Johns be elected as Vice-Chair.

80. REPORTS FROM COMMITTEES

Due to the Covid-19 pandemic, no committee meetings had taken place. Key elements would be covered in the Leadership Report.

81. LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated the Leadership Report to Governors prior to the meeting. He and other members of the school staff team drew attention to particular areas:

(a) Covid-19- Update

The school had remained open from 11 May and an increasing number of pupils were attending. Communication with parents and families and other stakeholders continued for the best interest of children. Although the number of pupils attending had reached 18, it was considered preferable that they stay at home.

Q. What is the staffing position?

A. Staff are working on a rotation bases and we are ensuring that the staff know the children they are working with. Some children are still at home, due to the staffing position, but the school hope to admit many more in September.

(b) Staffing

Two teachers had confirmed their resignation at the end of term. A member of staff has returned from long term sickness.

Due to changes in the number of pupils on roll, with an expected figure of 123, there will be an impact on the budget and staffing provision will need to be evaluated. It is expected that there will be one less class in September.

(c) Teaching and Learning

Learning opportunities have continued to be personalised for pupils with access to school resources. It was important that pupils worked with at least one teacher known to them. Staff were maintaining contact with families of those pupils who were not in school and continued to support them.

Pupils' school reports had now been completed by staff and would be sent out to parents before the end of term.

Plans for September were in hand and pupil, staff and room allocations had remained relatively consistent, to support transition back to school. The Head Teacher had also been in with touch Ronnie Hartley (Education Safeguarding and Inclusion) on the transition arrangements and the adoption of a flexible approach.

Q. Have classes been held outside?

A. None of the classes have taken place outside; however, we have focused on key activities via Zoom. The Yoga activity proved particularly useful.

(d) Pupil Progress

Due to the closure of the school in March, no new data had been received from class teachers, however prior to lockdown overall progress had been made by nearly all pupils.

Details were provided of achieved targets in the following areas:

Cognition
Communication and Interaction
Social and Emotional
Sensory and Physical

All pupils had made good progress on ASDAN Personal Progress this year with Year 14 students leaving with an impressive combined total of 161 Units. Year 12 and 13 students are on target to achieve a diploma.

(f) Safeguarding and Attendance

The current number of pupils on roll is 125 and details of LAC, CP, CiN, Short Break Plans and Single Assessments were given. There were no families on TAF.

There had been 4 new Covid-19 referrals.

Attendance was disrupted due to the lockdown, although statistics were provided for the period September 2019 to June 2020.

(g) Spenborough Trust

The majority of schools in the Trust have remained open for the specific students during the government lockdown.

Meetings were now combined with the Spen Hub. At the recent meeting consideration was given to opening schools during the summer months for community use. It was evident that this was impractical for Fairfield for a number of reasons, primarily due to the specialist nature of the school and PFI commitments.

(h) CPD

During the last 3 months there has been a substantial amount of CPD online training. Safeguarding training has been compulsory for all staff. The SLT have been booked on Mental Health courses in order that they may qualify as Mental Health First Aiders.

Governors were asked to complete their yearly Safeguarding training prior to the commencement of the September term.

(i) Mental Health and Wellbeing (MHWB)

Students:

The Wellbeing Policy has now been written, phone calls to families continue and there is an increased number of pupils in school.

The Yoga video referred to earlier in the report, has now been posted on the school website and Twitter. The launch of the Art Club has been successful in keeping families connected. A wellbeing section also being developed on the school website.

Q. Are there any contingency plans in place should there be a second spike in the virus?

A. Our response will be proportionate, and we will also follow Government Advice. In addition, pupils will be in their “Bubbles” and cross contamination decreased. We also have a large pool of staff and will be able to rotate. We will be flexible and adaptable, and the 2/3-day attendance will help.

Staff:

There is an increased number of staff on a rota system, as well as regular contact with staff working from home via e-mail/Zoom/Teams. Regular suggestions of courses focusing on wellbeing are being sent to staff together with wellbeing information support and updates being shared with staff.

(j) Careers

The WYFS are liaising with Post 16 with a view to offering some virtual work experience activities.

(k) Policies

The Head Teacher had circulated the “Covid 19 School closure arrangements for Safeguarding and Child protection” and the “Early Years Policy 2020-2021” prior to the meeting and sought the Governors’ approval.

RESOLVED: That the two policies outlined above be formally approved and as appropriate be published on the School Website.

(l) Health and Safety

Since the partial re-opening of the school, risk assessments are continually reviewed, this has become a “live document”. Pupils also have their own individual risk assessments. The documents had been shared with Pinnacle, Kirklees Council and Trade Unions. Pinnacle and Kirklees Catering have their own separate policies.

Governors can be provided with copies of the relevant documents if required.

(m) Premises

The SBM provided details of works completed including the installation of the roundabout in the playground, additional sheds for storage following the development of the Post 16 store as a breakout area, and the installation of the hoist in the Post 16 classroom.

The planned program of work for the summer included the decoration of 2 classrooms and the change from carpet to vinyl in the middle corridor to facilitate easier mobility of wheelchairs. Also included in the works would be a pergola to cover the swing, the sensory Pod and 2 bathrooms in the Pre-Formal converted to break out rooms and conversion of the break out room from the Post 16 Store room.

Q. Are there any taps outside, or planned taps and sinks to facilitate the washing of hands?

A. There will be a tap with the additional work to the pond, but we do not plan taps and sinks since we have adequate facilities in school, and do not operate with conventional school issues.

(n) Events

Recent and future events included:

Virtual Sports Day – Friday, 19 June

Arts Club Launch on the Website

Post 16 Leavers – Drive through Prom Celebrations Thursday, 2 July. Governors were encouraged to participate in the Prom event.

82. SAFEGUARDING

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

83. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager had circulated his official financial report prior to the meeting.

In view of the current Covid-19 Pandemic there had been little change since his detailed SAP report in May.

There were concerns on how diminishing pupil numbers next year may impact on the available finances. If there were further strains on the budget spend, elements would need to be further evaluated during the year.

84. GOVERNORS TRAINING AND VISITS

There had been no visits or training due to the current lockdown.

85. SPENBOROUGH TRUST

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

86. DATES OF FUTURE MEETINGS

The next meeting of the Governors be held at the school at 6:00 pm on Tuesday 22 September 2020. The dates of meetings for the remainder of the 2021/22 academic year would then be agreed.

87. TLR (TEACHING AND LEARNING RESPONSIBILITY)

The following people left the meeting during consideration of this item: Ms B Brooks, Ms T Ilyas, Ms R Holmes and Miss L Roche

Further to Minute 65 (12.05.20), the Head Teacher reported that he had now completed his negotiations with the Unions and outlined proposed changes to the TLR structure and sought approval to the permanent appointment of two Assistant Head Teachers and removal of five TLRs.

As part of the process it was also proposed to provide an honorarium post to the Lead DSL role. The honorarium to be evaluated annually.

RESOLVED: (i) That 5 TLR positions be removed and that the process for the permanent appointment of two Assistant Head Teachers commence immediately.

- (ii) That the appointment of an honorarium to the Lead DSL be approved (pending outcome of SLT re-alignment discussions and to be reviewed annually).

88. 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 ended at 7:12 pm.