

**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the Governing Body held at 6:00 pm at the school on Tuesday, 19<sup>th</sup> September 2017.

**PRESENT**

Mr A Pruchniewicz (Chair), Mr G Denison, Ms K Jameson, Mr M Neild, Mr J Page and Ms J Thompson.

**In Attendance**

Ms B Brooks (Deputy Head Teacher)  
Ms L Hall (Staff)  
Mr D Rhodes (Minute Clerk)  
Mr Rik Robinson (SLT)  
Mr S Walsh (Business Manager)

**2363. ELECTION OF CHAIR**

It was agreed that the election of Chair be deferred to the next meeting bearing in mind that the current term of office does not end until November.

**2364. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.**

Apologies for absence had been received from Ms D Johns (consent).

There were no declarations of Interest.

**Consent Protocols on Apologies**

RESOLVED: That the Governors grant consent on an individual basis depending on the circumstances.

**Governors Code of Conduct**

Governors signed the register confirming that the NGA code of conduct had been agreed and adopted.

**Declaration of Business Interest Information**

Governors confirmed that declarations of any business and financial interests would be published on the school website, in accordance with appropriate legislative requirements.

**2365. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

The following item would be raised under any other business:

- Chair's briefing on the position of the Head Teacher

2366. REPRESENTATIONAppointment of Co-opted Governor

A staff member had agreed to be considered for the one of the co-opted governor vacancies.

RESOLVED: That Ms Lisa Hall be invited to serve as co-opted (staff) governor.

There were still a number of vacancies on the Governing Body, particularly parent representation. With the start of a new year intake, the acting head/deputy head would ascertain whether there were any suitable parents who may be interested.

2367. ELECTION OF VICE-CHAIR

An election for Vice Chair was not necessary since Mike Neild was elected Vice-Chair for 1 year at the meeting held on 2<sup>nd</sup> May 2017.

2368. REVIEW OF COMMITTEES

Consideration was given to the constitution of committees. A copy of the revised document "Committee Matters" had been made available to Governors via One Hub. The document detailing best practice, structure and model terms of reference for committees.

Membership

RESOLVED: That Membership of committees be as follows.

Resources Committee

Mr G Denison (Chair)  
 Ms B Brooks  
 Ms D Johns  
 Mr N Neild  
 Mr J Page  
 Mr A Pruchniewicz  
 Mr R Robinson  
 Ms J Tate  
 Ms J Thompson  
 Mr S Walsh

Standards and Effectiveness

Ms J Thompson (Chair)  
 Ms L Hall  
 Ms B Brooks  
 Ms K Jameson  
 Mr J Page  
 Mr R Robinson

**Authority Note: governors need to agree and minute terms of reference for committees or resolve to adopt the Authority model.**

2369. GOVERNORS WITH SPECIAL RESPONSIBILITIES

Governor Training Contact	Mr S Walsh
Looked After Children	Ms D Johns
Child Protection/Safeguarding	Ms D Johns
Early Years	Mr G Denison
Health and Safety	Mr M Neild

2370. CHAIR'S DELEGATED POWERS

RESOLVED: That the following powers be delegated to the Chair of the Governing Body:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

2371. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Acting Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body is such as to enable it to fulfil the obligations specified for it.

RESOLVED: That the Acting Head Teacher be authorised to undertake virement across budget heads to the value of £10,000.

2372. MINUTES OF THE INQUORATE MEETING HELD ON 4<sup>th</sup> JULY 2017

RESOLVED: That the minutes of the inquorate meeting held on 4<sup>th</sup> July 2017 be signed as a correct record and that the recommendations and decisions therein be endorsed.

2373. MATTERS ARISING

- (a) Budget and Finance (Minute 2355 (b) and minute 2356)

RESOLVED: That the Budget submitted at the meeting be formally approved for the 2017-2018 financial year.

- (b) Provision Development (Minute 2355(f))

The UPDATE element of the minute to be deleted.

2374. REPORTS FROM COMMITTEES

The had not been any committee meetings since the last Governors' meeting.

2375. LEADERSHIP REPORT

The SLT presented their written report, which had been circulated prior to the meeting. The report covered a number of areas, including the following:

- (a) Staffing

Budget cuts were a continual issue with an impact on staffing and class sizes, together with the unexpected referrals of pupils from SENACT. Any further referrals of pupils would have to be supported by additional funding and staff. There had also been issues with "pupil banding" and the correct allocations would improve the financial situation.

Continuing Professional Development (CPD) of the staff to support the needs of students was on going, and attendance at appropriate training courses.

**Q. What are the concerns with the LA assessments?**

A. The LA are slow in providing assessments. The school would carry out an initial referrals from SENACT appear to have some misunderstandings about the student's requirements.

**Q. What are the current pupil Numbers?**

A. We currently have 129 students, which is in excess of our PAN. This has an impact on all resources, including equipment and staff.

**Q. When funding is eventually forthcoming from the LA for a particular student, is this backdated?**

A. Hopefully, but we need to check and make sure.

**Q. Due to students being referred, above the PAN, are there other schools where they could be sent?**

A. This is a continual problem. The majority of schools for special needs within Kirklees are full.

**Q. With regards to the CPD training for staff, does their time on such coursed have an impact in terms of staff availability for teaching?**

A. Ms Brooks co-ordinates the cover arrangements and is aware of the need to avoid using supply staff, thus exacerbating the budget position.

**Q. The appointment of two ETAs, are these additional staff?**

A. These are to replace staff who have left, and we aim to encourage existing staff to apply for the positions, which will be at a higher grade.

**Q. At the moment, staff receive approximately 5 days training a year. Is this enough?**

A. In view of the specialities regarding on-going and updating required training at the school, more training might be a good idea. Rik Robinson suggested following this up with the DfE as a national issue with respect to Special Schools and allowance for Training days.

(b) Monitoring of Teaching and Learning

Following recent lesson observations, the SLT have time-tabled in future drop-ins, where they will informally monitor teaching and learning increasing their presence around the school. This will provide a more realistic picture which planned visits sometimes do not permit.

The School, with the support of NLE, Jeanette Tate, had introduced the development of teacher professional partners throughout the school, providing a supportive opportunity for teachers to share practice, developing their roles as observers and coaches to their colleagues.

(c) Performance Management

The cycle of performance management reviews started on 18<sup>th</sup> September. The focus is on "personalisation" and staff will be briefed on this as part of their CPD. Team leaders had been allocated and Heads of Departments will develop leadership skills working by pairing up with members of the SLT. A high priority is being placed on performance management.

(d) Safeguarding

The current number of pupils on roll is 129. Details of class numbers, LAC, and various Needs Plans and Child Protection issues were given. Additional training had been given to staff.

The Safeguarding Policy had also been completed and this would now be submitted to Governors.

It was important that Governors also had the appropriate training in safeguarding. The School Business Manager would ascertain the availability of appropriate training courses.

(e) School Development Plan (SDP)

Staff had been consulted on the SDP and input had been varied from strategic issues as well as day to day elements. Staff needed to understand the long-term issues and planning.

The SLT are now preparing the final plan and anticipate its presentation to Governors at the next meeting.

(f) Inset/CPD

Details of courses and training were provided. Of particular interest was the TRUE COLOURS training involving staff and leadership sessions and group dynamics. There was a rolling program for all teaching staff as well as ETAs to receive the training.

(g) Health and Safety

Health & Safety continues to be a high priority; two additional risk assessments (Lone Working and Home Tuition) had been added to the portfolio.

The School Lockdown procedure had been communicated to staff, and included the installation of a lockdown switch in reception, operating the front doors. Classrooms had also been provided with hooks above the doors, allowing the easy access to keys enabling staff to lock the classroom door.

Additional staff had passed the minibus driving and Wheelchair clamping course.

**Q. Is there a plan in place for a full school evacuation?**

A. We have done this with staff, but not the pupils. However partial evacuations by zone have been successful.

**Q. In terms of the procedure, have you included scenarios of blocked exits, and “disappearing students”?**

A. We are currently looking at the various scenarios and concentrating on getting the core elements correct, then we will enhance the plan.

It was agreed that Mike Neild (Governor for Health & Safety) be given access to the school’s visitor’s log.

(h) Spen Valley Trust

Details of various meeting and activities of the Trust were discussed. Of particular note was the plans for the Festival of Learning. Teachers and staff from Fairfield will have the opportunity to take part in the whole day training initiative which includes a keynote speaker and a range of 20 workshops, allowing all staff in the Trust schools to develop knowledge and skills.

The trust still provided a good opportunity for Fairfield students to be part of the wider community and access the skills of external staffing and enabling networking.

(i) School Website

Although the school website is in line with OFSTED recommendations, a review is to be undertaken, with a view to making it more user friendly. The site is a key component for school promotion and meeting legal requirements.

Governors will be kept up to date, as changes progress.

(j) Forthcoming Events

A list of forthcoming events including charity mornings, lectures, visits and Christmas activities was tabled.

The SLT were thanked for their comprehensive report.

2376. SAFEGUARDING

This item was discussed as part of the SLT report.

2377. FINANCIAL MANAGEMENT AND MONITORING(a) Budget

The Budget had been approved earlier in the meeting.

(b) Budget Monitoring

The school business manager submitted the school budget paper in three formats, a summary, LA layout and a detailed school formatted spreadsheet. All covering the same data, but with differing layouts and detail.

Governors expressed concern about the budget deficit, and stated that any financial model adopted over the forthcoming years, to clear the deficit, must not be to the detriment of either students or staff. The Chair would be holding further discussions with David Gearing, Kirklees Financial Delegation Manager, on the matter.

(c) School Fund Audit

The School fund is to be audited and the resulting report will be submitted to the Governors for approval, in accordance with the LA's Financial regulations, at its meeting in October or December.

2378. DEALING WITH CONCERNS AND COMPLAINTS

A "toolkit" had been forwarded to the Acting Head Teacher, outlining the procedure for dealing with concerns and complains. Governors had also been provided with details of the appropriate link on One Hub.

Governors agreed to:

- (i) Read the contents and adopt the Kirklees Model School Complaints Policy. The Acting Head Teacher will adapt the policy to tailor fit into Fairfield.
- (ii) One Member of the Complaints panel to attend the necessary training.
- (iii) Ensure that the Complaints Policy is available to access on the school website and that all staff are made aware of the procedure.
- (iv) Review the Policy every tow /three years in accordance with the DfE recommendations.

2379. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Teacher Appraisal Policy and Teacher Pay Policy are required to be reviewed annually and published on the School website.

The current policies have been completed and have now been submitted for ratification, prior to their publication.

2380. WHISTLE BLOWING POLICY

Following the review of the Whistleblowing Policy, this had been approved and published on the school website in accordance with the LA's Financial requirements.

2381. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

A period of consultation will shortly commence if schools wish consult with the Authority on any changes to admission arrangements for 2019.

The Governing Body agreed to:

- (i) Consider the contents of the report and key dates, to be published on the Kirklees website on Tuesday 1 November 2017.
- (ii) To confirm the PAN figure 107 (according to DfE online data).
- (iii) To submit feedback or comments to [pupiladmissions@kirklees.gov.uk](mailto:pupiladmissions@kirklees.gov.uk) by Monday 12 December 2017.

Governors expressed concern at the short, 6 week consultation period.

2382. GOVERNOR TRAINING AND VISITS

The Chair had visited the school on a number of occasions, during which he had carried out a Learning Walk with the SLT and the Acting Head.

**Q. Is there a training register for Governors?**

A. Not at the moment. This would prove useful with the skills audit of Governors.

2383. SPEN VALLEY TRUST

The Spen Valley Trust had been covered as part of the SLT report. Minute 2374(h)

2384. ANY OTHER BUSINESS

Head Teacher

The Chair updated Governors on the position of the Head Teacher.

2385. DATES OF FUTURE MEETINGS

**RESOLVED:** That future meeting of Committees and the Governor Body be held on the following dates:

Monday 16<sup>th</sup> October 2017:

Finance and Resources Committee	5:00 pm
Full Governing Body	6:00 pm

Tuesday 12<sup>th</sup> December 2017:


Full Governing Body	6:00 pm
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2386. 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 closed at 8:04 pm

  
**Chair**  
**Date** 16/10/17

