

**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the Governing Body held at 6:00 pm on Tuesday, 12 March 2019.

**PRESENT**

Ms D Johns (Vice-Chair), Ms K Jameson, Mr C Molyneux, Mr M Neild, Ms K Press,  
Ms L Watts.

**In Attendance**

Ms B Brooks (Deputy Head)  
Mr D Rhodes (Minute Clarke)  
Mr R Robinson (Deputy Head)  
Mr S Walsh (School Business Manager)

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

Apologies for absence had been received from Mr G Denison, Mr J Page, Ms J Proctor and Mr A Pruchniewicz.

**RESOLVED:** That the apologies be received with consent.

There were no declarations of Interest.

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

Approval of a number of School Policies would be considered under any other business.

**63. REPRESENTATION**

The following matters of representation were noted.

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr Mike Neild	Co-opted	05.02.19
Ms Jordanna Proctor	Co-opted (Designate*)	11.02.19
Mrs Leanne Watts	Parent	11.03.19

\* pending satisfactory DBS clearance.

**64. MINUTES OF THE MEETING HELD ON 5<sup>th</sup> FEBRUARY 2019**

**RESOLVED:** That the minutes of the meeting held on 5<sup>th</sup> February 2019 be approved and signed by the Chair as a correct record.

65. MATTERS ARISING

There were no matters arising from the minutes

66. REPORTS OF COMMITTEESStandards and Effectiveness Committee: 12<sup>th</sup> March 2019

Mr C Molyneux, Chair of the Standards and Effectiveness Committee, provided feedback from the meeting held prior to the Governors' Meeting. There had been a presentation by Lucy Roche (Post 16 Lead) covering the careers programme and the success of the recent careers week initiative.

Information was also provided on the school's new website, launched on 8<sup>th</sup> March. Governors were encouraged to research the improved website.

Resources Committee: 5<sup>th</sup> March 2019

A verbal report had been given to Governors at their Meeting on 5<sup>th</sup> February 2019, where it was noted that the school's deficit had decreased.

Further information regarding the budget would be considered under the agenda item Financial Management and Monitoring.

67. LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

The SLT Members circulated a highlight paper and drew attention to particular elements.

(a) Staffing Update

Congratulations were extended to Rik Robinson (Deputy Head Teacher) who has been appointed to the Headship of Newfield School in Blackburn. He would be taking up his new appointment in September 2019. The Head and Chair of Governors would consider staffing structure changes after Easter.

Details were also provided of teaching and admin interviews and appointments made, together with details of staff on long term sickness absence. There had also been a review of the Children and Families Welfare Manager's role.

**Q: With regard to the long-term sickness, has Occupational Health been consulted?**

**A:** All the appropriate procedures had been closely followed which included Occupational Health involvement where appropriate.

(b) Safeguarding

Safeguarding figures were provided together with an overview from 7 February 2019 to 8 March 2019.

(c) Attendance

Departmental attendance breakdown figures were published for the period 4 September 2018 to 8 March 2019. As requested by the Chair, graphical representation of the figures was provided in both bar and pie chart formats.

The Deputy Head Teacher advised that the need for children to attend medical appointments did have an impact on absences.

(d) School Development Plan

An overview of priorities had been circulated to Governors. Following a recent review of the plan, a revised document was being compiled to address immediate priorities and on-going improvements. Governors would be updated as this was completed and progress will be summarised for Governors' information. Governors were asked to examine the plan for further discussion at the next meeting.

(e) Ofsted Pilot Inspection

The Deputy Head Teacher confirmed that Fairfield School had been selected as one of 4 special schools in the NE, Yorkshire and Humberside Regions to take part in a friendly pilot inspection on Tuesday/Wednesday 19<sup>th</sup>/20<sup>th</sup> March.

**Q: Is this going to be a proper inspection in addition to our normal inspection?**

A: This is more to do with us helping OFSTED, it's a pilot and will be a learning process for both parties. There will be no judgements at the end of the visit and no formal report.

Mr Robinson added that the inspectors are hoping to see a few Governors at 4:00pm on the first day, if convenient.

RESOLVED: That this item be placed on the agenda for the next Governors' meeting in order to illustrate the outcomes.

(f) School Day

The consultation process had been completed with staff and agencies. A letter had been sent to parents seeking their comments with a deadline for responses set for Friday 12<sup>th</sup> April and a view to a consultation meeting with Head Teacher and Chair of Governors on Thursday, 2<sup>nd</sup> May at 6:00 pm.

(g) INSET/ CPD

Details were provided of various courses and training that had taken place as part of Inset/CPD.

(h) Health and Safety

Oxygen locations had now been added to the map in the Fire Log Book

**Q: Are the oxygen cylinders secured by straps?**

A: The cylinders are stored in a corrugated style enclosure.

The Governor for Health & Safety voiced concerns about the storage of items above the oxygen, allowing the opportunity for falling items to compromise safety.

Missing lockdown keys had now been ordered and software had been updated to provide lockdown flash-up on computer screens in school.

(i) Premises

Modification to the hoist in class 4 from U to an H configuration had been completed. The medical room swap would take place at Easter and the path across the meadow area was planned for May.

An additional class base for Post 16 was also required for September, and there was a possibility that the staff workroom could be utilised.

**Q: Why is the school looking for more class place, perhaps allowing a greater NOR?**

**A:** The additional class space is not to increase numbers, but to provide room for smaller classes. This is about quality.

(j) Events

A number of key events had taken place with positive outcomes. These included:

The Breakfast Club launch, funded by Huddersfield Town  
Careers Week during the week commencing 4 March 2019  
World book day on 7<sup>th</sup> March 2019

Forthcoming Events

Forthcoming events included:

- Red Nose Day
- Artist workshop with Lou Sumray
- Autism Week
- Whole School talent show
- Light Water Valley
- Shebang Theatre
- Soundtrax

Governors were invited to attend and join in the school events.

68. FINANCIAL MANAGEMENT AND MONITORING(a) Schools Financial Value Standard (SFVS)

The SFVS documents had been submitted to Governors 7 days prior to the meeting, and copies were tabled at the meeting. The Business Manager explained that the SFVS is submitted to the Local Authority for auditing every year, following signing off by the Chair of Governors.

Information was also provided about meetings with David Gearing (Kirklees Financial Delegation Manager) together with relevant professionals and school representatives, with a view to eliminating the deficit as well as determining correct banding information.

**Q: Are the meetings being properly recorded, in terms of assurances given by the Authority. Our concern is that they have reneged on promises in the past?**

**A:** Everything is being logged.

**Q: Do other schools have incorrect banding issues?**

**A:** Yes, but the problem is not as severe as it is at Fairfield.

**RESOLVED:** That the SFVS be signed off by the Chair of Governors and submitted to the LA.

(b) Benchmarking

Details of Benchmarking outcomes were submitted in graphical form, covering the financial year 2017/18. The details allowed Governors to witness the differences in funding and spending across comparable establishments. Of particular note was comparisons with Castle Hill School since it was the most like to like establishment, despite being an academy.

Reference was also made to supply agency costs, educational supplies, income, grants, and yearly balances.

Governors noted the excellent work undertaken to achieve cost savings as a result of the strategy to reduce using supply teachers by offering in-house solutions. Further information on this would be welcome.

(c) Budget Monitoring Report

The Governors' Summary report P10 had been circulated to Governors. The SBM added that there had been little change since the last report and that there were no new issues requiring clarification.

69. GOVERNOR TRAINING AND VISITS

Mike Neild was planning a visit to School to undertake a health and safety update inspection.

70. SPENBOROUGH TRUST

It was reported that the final invoice had now been paid in relation to the Land Charges issue and that a meeting with Pinnacle was planned to confirm closure.

71. ANY OTHER BUSINESS

Policies

The following policies were agreed and where appropriate would be published on the school website.

Code of Conduct  
Pupil Transition Policy  
Disciplinary Policy  
Looked After Children (LAC) Policy

72. DATES OF FUTURE MEETINGS

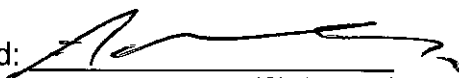
Future meetings of the Governing Body would be held at the school, to begin at 6:00 pm, on the following dates:

Tuesday, 7 May 2019  
Tuesday, 2 July 2019

73. 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 7:10 pm.

Signed:   
(Chairperson)

Date: 7/5/19.