

Kirklees Directorate for Children & Young People**THE GOVERNING BODY OF FAIRFIELD SCHOOL**

Minutes of the meeting of the Governing Body held at the school at 6:00 pm on Tuesday 23 November 2021.

PRESENT

Ms D Johns (in the chair), Mr G Denison, Ms M Farrar, Ms L Hall, Ms A Helie, Mr M Neild, Mr J Page, Miss K Press, Ms J Proctor and Ms L Watts.

In Attendance

Mr Y Lorgat (Parent Governor Designate)
 Ms R Holmes (Associate Member)
 Ms T Ilyas (Associate Member and Children and Families Manager)
 Mr S Walsh (School Business Manager)
 Mr M A Johnson (Minute Clerk)

24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mr A Pruchniewicz (consent).

There were no declarations of interest.

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

The following items of other business were identified at this point in the meeting:

- Governor Fobs
- School Christmas Party

26. REPRESENTATION

The following matters of representation were noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Lisa Hall	Co-opted (staff)	5. 10. 21
Kirstie Press	Co-opted	1. 11. 21
Mandy Farrar	Co-opted	3. 11. 21
Yasin Lorgat (pending DBS clearance)	Parent (designate)	5. 10. 21

27. MINUTES OF THE ANNUAL MEETING HELD ON 5 OCTOBER 2021

RESOLVED: That the minutes of the Annual Meeting held on 5 October 2021 be approved and signed by the Chair as a correct record, subject to the following amendment:

Minute 11 (d) – In the first line, change the number of pupils currently on roll to 121.

28. MATTERS ARISING

There were no matters arising.

29. REPORTS FROM COMMITTEES(a) Resources Committee: 23 November 2021

The Committee Chair, Mr Denison, provided a verbal account of the business discussed at the meeting of the Committee held immediately prior to the Governing Body:

- The current deficit had been noted, which had been reported back to the local authority to see if this could be written off.
- A fundraising update had been given with a further request for financial contributions towards the target amount (the School Business Manager undertook to send out the link to all governors to use for donations and share with their contacts).
- The School Fund had been audited.
- A Covid update had been provided.
- Support had been given for expenditure in excess of £10k in acceptance of the lowest quote for the replacement of handrails and kickboards across the school.

RESOLVED: That the Committee Chair's report be noted and that approval be given for the requisite expenditure on replacement handrails and kickboards across the school.

(b) Standards and Effectiveness Committee: 5 October 2021

The minutes of the Standards and Effectiveness Committee held on 5 October 2021 had been circulated to governors and were duly noted.

30. LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had circulated his Leadership Report to governors prior to the meeting. He and other members of the school staff team drew attention to particular elements.

(a) Staffing Update

Governors noted the staffing update provided to the Resources Committee. Additionally, Stella Murwisi, newly accredited trainer, had completed additional training (final assessment on 3 November 2021) and had passed with flying colours and would be of great benefit to the school, and was drawing up an action plan for the year, including a monitoring role, e.g. on health and safety practices and work around the school.

(b) Kirklees Learning Partner Visit – Feedback

Governors noted the very positive feedback provided by Jackie Nellis (KLP) following her visit to the school on 3 November 2021. She had been very impressed with how the school was coping in spite of all the challenges.

Updates on previous recommendation:

The SEF had been updated following recommendations from the KLP in the summer term, with the school judging itself to be 'good' and working towards 'outstanding', and she had provided the school with some pointers for improving the SEF further.

Quality of Leadership and Management:

The KLP had acknowledged the continued focus on quality assurance of the curriculum and teaching and learning, post 16 and attendance and safeguarding, despite the challenges of Covid 19 and the long-term absence of the Deputy Head. Leadership of the curriculum and reading would be a focus of the KLP visit in the spring term 2022. There had been a recent review and report from the National Literacy Trust, which had supported the range of positive and effective approaches implemented by the school to support and develop early reading (governors noted a copy of the report produced by Allison Potter, Middlesbrough Reads Manager, National Literacy Trust).

The KLP had acknowledged that the governors had a range of skills, including safeguarding, and that the Chair was an NLG; the KLP would be attending the next full Governing Body in the spring term.

Pupil Performance and Outcomes:

The KLP had been provided with an overview of pupil progress monitoring in advance of her visit, and had discussed with senior leaders in the meeting, identifying where further support of teachers was needed, which was being addressed.

Safeguarding:

The KLP had acknowledged the work of the safeguarding lead, who met regularly with the nursing team and families, and monitored the progress and well-being of students at home, and who regularly met with the governor responsible for safeguarding in school, acknowledging that governor was highly experienced, and who worked as a safeguarding lead in a local Kirklees primary school. The KLP had suggested that the school commissioned an external review of safeguarding to support this work.

Ofsted Inspection Preparation:

The call plan was ready and the folder available on the SLT admin server; staff were clear about the school development priorities and their own roles in this.

Successes and Good Practice:

The KLP had acknowledged that work-related learning was a strength of the school, with a focus on preparing for adulthood, and that staff, students and parents felt part of a very caring and successful school, where their well-being was paramount.

Recommendations for the School:

Governors noted that these were to:

- Update the SEF in line with the recommendations and discussion with the KLP and senior leaders (actioned)
- Commission Kirklees to carry out an external review of safeguarding (actioned)
- Send copy of up-to-date SDP to KLP (received)
- Staff well-being survey to be revisited

Arrangements for Appraisal:

Performance management for teaching staff was now completed and documentation in place. Governors noted other staff training and qualifications achieved. The KLP had

supported governors at the Head Teacher's Performance Management on 5 November 2021.

Bespoke School-Based Priorities for Improvement

The SDP and SEF had been regularly updated and RAG rated, and the review of the SDP priorities had formed the basis of the recent staff training day, and governors were kept fully updated on the progress of those priorities.

Agreed Actions for the KLP:

To meet with the governors in the spring term 2022 and in the same term with leaders regarding reading and curriculum development, with possible support by Kirklees officers.

Agreed Segmentation: 2 – National Reading Strategy:

As previously reported, the research visit on 11 October 2021 had culminated in a positive report, acknowledging the range of effective and relevant approaches to reading implemented by the school.

(c) Safeguarding

Governors noted the breakdown of pupils currently on roll (121), of which there were 2 students who were presently Looked after Children; there were no families subject to a Child Protection Plan; there were 22 children on a Child in Need Plan; 46 families were involved in a Short Break Plan; and there were no families presently on a TAF (Team around the Family).

There were no online safety incidents, no CAMHS referrals, and no referrals to the Educational Psychologist. There had been one leave of absence request which had been authorised due to family circumstances.

The report provided the latest attendance breakdown for the whole school, together with authorised and unauthorised absences.

Rachel Holmes completed DSL Refresher training on 21 October 2021.

Steve Walsh completed Safer Recruitment Training on 6 October 2021.

All staff read and signed Keeping Children Safe in Education update, September 2021.

All staff read and signed the updated Safeguarding Policy.

All teachers, support staff and admin staff completed Keeping Children Safe in Education knowledge checker.

Mandy Farrar completed the Single Central Record Check on 22 October 2021

(e) Parent Survey Feedback Report

Governors had been provided with the results of the parent survey in November 2021 which had provided really positive feedback, with just two parents expressing concerns relative to Covid communications, and these parents had been contacted accordingly to allay their concerns.

(f) Spenborough Trust

Governors noted the latest update, which indicated that a meeting of Heads in December would discuss and review priorities for the future relative to school improvement. Governors also noted two trustees intending to retire at the year-end. Further,

arrangements for the Christmas Concert on 7 December 2021 were going well; the Head Teacher asked governors to inform him if they required any tickets reserving.

(g) Teaching and Learning

Data Summary:

Governors noted that the data from November 2021 indicated that 81% of students achieved or exceeded their targets in Cognition and Learning, 83% of students achieved or exceeded their targets in Communication and Interaction, with 83% of students in Social and Emotional and 79% in Sensory and Physical.

The data also showed that 86% of Pupil Premium students achieved or exceeded their targets in Communication and Interaction, with 94% in Social and Emotional and 88% in Sensory and Physical. Pupil Premium Students were achieving a higher percent of meeting and exceeding their targets compared to the Whole School in all areas of learning.

(i) Pupil Progress Meetings

These were held in the week beginning 15 November 2021 with 15 teachers, led by Rachel Holmes and mostly accompanied by the Head Teacher and the SLT link for the pathway. Prior to the meetings teachers had completed a form, detailing their students' progress on targets set. All the meetings were very positive, with teachers speaking confidently and in detail about their students' progress

Discussions regarding further interventions and action in addressing these were useful in planning for future improvement. The Head Teacher added that the further interventions had been really useful in targeting children for support. As part of the government Catch Up Scheme the school had been offered funding and was in the process of targeting pupils who would most benefit from this, and would measure the impact and hopefully see some improvements at the next data drop.

(h) Mental Health and Well-Being

The Staff Well-Being Survey had been circulated to all staff. The action plan would be shared at the next meeting.

ACTION: Governor Clerking Service to note item for next agenda.

(i) NHS Eye Test Scheme

Familiarisation took place on Wednesday, 17 November 2021, during which optometrist Faisal and optician Zainub met with staff and pupils to give them a comprehensive overview of school and range of students' needs. Mandy continued to co-ordinate the programme, which should see the project up and running from January 2022 in school.

Lisa Hall (MSI Champion) provided an update, indicating that the team would be starting on 18 January 2022; there had been a lot of parent interest but the team would be first tackling those parents who had been reticent, in order to explain the benefits to them for their children.

It was reported that one parent had explained why she had declined for her child to participate in the scheme, having been advised that, as her child was under hospital direct care, the child should stay with the hospital.

Ms Hall responded that she could see no reason why the child could not receive both hospital care and under the scheme. It was agreed that Mandy Riddle (Eye Test Team Co-ordinator) should check this.

ACTION: Lisa Hall via Mandy Riddle accordingly.

(j) Policies

The policies on Behaviour; Pupil Attendance; Online Safety; and Health and Safety had all been updated.

RESOLVED: That the Behaviour; Pupil Attendance; Online Safety; and Health and Safety policies be approved and adopted for the school.

(k) Health and Safety

This had been covered under the Resources Committee report.

(l) Premises

This had been largely covered under the Resources Committee report. Further, it was noted that additional work on finishing installations to the Sensory Meadow had been completed after a successful grand opening on 15 October 2021. Also, plans were in place for further development of the outside learning areas.

(m) Re-Branding Update

This had been covered under the Resources Committee report. Everything was scheduled to be up and running for the re-signing and launch after Christmas

(n) Events

The Head Teacher provided an overview of the various events listed in his report, which included:

- Children in Need – Teddy Bears’ Picnic – visited by the BBC Look North and conducted interviews for BBC Radio Leeds – 19 November 2021
- Live Story Massage for Children in Need – 19 November 2021
- Pathway Christmas Performances – 8/9 December 2021
- Christmas Lunch and Jumper Day 10 December/Santa Visits – 14/15 December 2021
- Honley Male Voice Choir – 17 December 2021
- Continued visits out in the community – making a positive impact on experiences for students and making good use of the school minibuses

31. FINANCIAL MANAGEMENT AND MONITORING

The latest update on financial management and monitoring had been reported to the meeting of the Resources Committee held prior to the meeting of the Governing Body.

The School Business Manager reported that the Resources Committee had supported in principle a request to spend over £10k on the replacement of handrails and kickboards across the school, in accordance with the lowest of three quotations acquired by Pinnacle, as now reported.

RESOLVED: That approval be given for the requisite expenditure on the lowest quote received for the replacement of handrails and kickboards.

32. SAFEGUARDING

This matter was covered under the Leadership Report.

33. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This matter was covered under the Leadership Report.

34. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2021/22 (Minute 13 Refers)

The Head Teacher reported he had compiled all feedback on the priorities for the School Development Plan 2021/22 onto a central document and would update governors in due course and send out the summary of the input produced on the Inset day.

It was agreed that this matter be further discussed at the next meeting.

ACTION: Governor Clerking Service to note item for next agenda.

35. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2021/22 (Minute 14 refers)

The School Business Manager reported that the school had evidence of the training completed by governors to identify their skills set.

It was agreed that this item be deferred to the next meeting.

ACTION: Governor Clerking Service to note item for next agenda.

36. GOVERNOR TRAINING AND GOVERNOR SCHOOL VISITS

Mr Denison and Ms Farrar had partaken in the Head Teacher Appraisal on 5 November 2021.

Ms Farrar reported she would be undertaking another safeguarding visit on 29 November 2021.

The School Business Manager reported he had sent out a link to the training brochure which the school had bought into and asked governors to inform him of any training courses they were interested in attending.

ACTION: All governors, accordingly.

37. SPENBOROUGH TRUST

This item was covered in the Leadership Report.

38. ANY OTHER BUSINESS(a) Governor Fobs

The School Business Manager reported that the school was in the process of having a new cyber system installed, so asked governors to leave their fobs with him at the end of the meeting for reprogramming.

(b) School Christmas Party

The School Business Manager reported that the School Christmas Party would take place on 17 December 2021 at the Ponderosa, and invited governors to let him know of the level of interest.

ACTION: All governors, accordingly.

39. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing body be held at 6:00 pm at the school on:

Tuesday, 1 February 2022, to be preceded by a meeting of the Standards and Effectiveness Committee at 5:15 pm.

Tuesday 15 March 2022, to be preceded by a meeting of the Resources Committee at 5:15 pm.

Tuesday, 24 May 2022, to be preceded by a meeting of the Standards and Effectiveness Committee at 5:15 pm.

Tuesday, 12 July 2022, to be preceded by a meeting of the Resources Committee at 5:15 pm.

ACTION: Governor Clerking Service to note.

40. 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 7:07 pm.