

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 15 March 2022.

PRESENT

Ms D Johns in the Chair, Mr Y Lorgat, Ms M Farrar, Ms L Hall, Ms A Helie, Mr J Page (Head Teacher), Miss K Press and Ms L Watts.

In Attendance

Ms R Holmes (Associate Member)
Mrs T Ilyas (Associate Member)
Ms L Roche (Associate Member)
Ms J Nellis (Kirklees Learning Partner)
Mr S Walsh (School Business Manager)
Mr M A Johnson (Minute Clerk)

62. APOLOGIES FOR ABSENCE, CONSENT, DECLARATIONS OF INTEREST AND RESIGNATION

Apologies for absence had been received from Mr G Denison, Mr M Nield and Mr A Pruchniewicz, all with consent.

There were no declarations of interest.

Governors were informed that Ms J Proctor had given notice, since the last meeting, of her resignation from the Governing Body.

ACTION: Governor Clerking Service to note.

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

No items of other business were identified at this point in the meeting.

64. REPRESENTATION

The following matter of representation was reported:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Gary Denison	Trust Foundation	6. 7. 2022

It was reported that Mr Denison had indicated his wish to continue on the Governing Body.

65. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2022

RESOLVED: That the minutes of the meeting held on 1 February 2022 be approved as a correct record and signed by the Chair, subject to the following correction:

Minute 48 – Delete part (iii) of the Resolution.

66. MATTERS ARISING.

There were no matters arising.

67. REPORTS FROM COMMITTEES(a) Standards & Effectiveness Committee: 1 February 2022

The draft minutes of this meeting had been circulated to governors prior to the meeting of the Governing Body, and were duly noted.

(b) Resources Committee: 15 March 2022

Ms Johns reported on the principal business considered, indicating the key issue that the financial position of the school was now a zero balance, the local authority having cleared all of the remaining deficit. The Committee continued in the battle to secure core plus funding and had noted the reduction in pupil numbers, attributable in part to the significant reduction two years ago with post-16 referrals and in attracting sufficient numbers of pupils from an early age.

The School Business Manager reported on the requisite annual requirement to approve the Schools Financial Value Standard. The Chairs of the Governing Body and Resources Committee had been consulted and had approved the proposed responses to the 30 questions checklist, with 'yes' responses to all questions with the exception of 'in part' responses relative to collaboration with Spenborough Trust and Ravenshall School on training costs (question 22 concerning collaboration with others to improve value for money), and to highlight that the school had received the highest level grade following its LA audit last November and would conclude one recommendation following attendance by the Business Manager on school fund training (question 25 concerning any outstanding matters from audit reports).

RESOLVED: That the report from the Resources Committee be noted and that approval be given to the signing off of the Schools Financial Value Standard, for forwarding on to the local authority.

68. SENIOR LEADERSHIP REPORT AND GOVERNORS' QUESTIONS.

The Head Teacher had circulated his report in advance of the meeting.

(i) Staffing Matters

The resignation on the Deputy Head Teacher had opened up Leadership opportunities, as agreed at the last meeting, and appointments had been made to Provision Leads for Sensory (Hazel Ettienne) and Communication (Iain Mackie), both on a fixed term basis to allow for review in December 2022 and enabling distribution of roles and responsibilities from the existing Assistant Head Teachers, and providing middle leadership development for potential senior leaders of the future.

Additionally:

- Adverts had gone out for 5 x ASO to act as cover team from September 2022
- Most recent LTSA appointed
- 1 X HLTA appointed fixed term
- 2 x internal teacher posts to be advertised to meet staffing requirements in place for September 2022
- Tanzila Ilyas' graduation due 23 March following successful completion of two-year in-service teaching qualification and on track to gain QTLS by end of May 2022

A Staffing Dismissals Committee was required to meet by 30 March 2022 concerning a long-term member of staff on health grounds, and the Head Teacher sought to convene a panel of three governors to lead the hearing, with HR support and union representation.

Subject to checking diaries it was agreed that the panel consists of Ms Johns, Ms Farrar and Mr Lorgat, with backup from Ms Watts if required.

ACTION: Governor Clerking Service to note.

(ii) Kirklees Learning Partner Visit - Summary

The Head Teacher introduced Jackie Nellis, Kirklees Learning Partner, who provided governors with an overview of her background, principally teaching in English, and with head teacher experience. Her current role involved her working with seven schools acting as a link between the LA and (mainly maintained) schools, and also with alternate provision and specialist schools, including some academies. She provided a report on each of her visits and also attended performance management meetings for the Head Teacher.

Ms Nellis really enjoyed working with the school and indicated much positive work was being done, and that reading, phonics and writing would be the focus for her next visit. She then, in conjunction with the Head Teacher, took governors through the summary section of his report relating to her previous visit, which covered updates on the Autumn Term 2021 recommendations and school support plan objectives; bespoke school improvement activity; quality of leadership and management; pupil performance and outcomes, planning and assessment without data; and Ofsted Inspection preparation.

Ms Nellis would now meet with Rebekah Clee in the Summer term to discuss, as earlier indicated, progress around reading, phonics and whole school literacy, to include lesson visits and a tour of the school. She would also meet with the Business Manager to discuss supporting the school with additional bids for funding.

Finally, governors noted that the Head Teacher's performance management had been completed in the Autumn term 2021.

The Head Teacher responded by acknowledging the helpful support from Ms Nellis and highlighting the benefits which their great working relationship brought to the school.

The Vice-Chair thanked Ms Nellis for her attendance.

(iii) Safeguarding

Ms Ilyas took governors through the section of the Head Teacher's report on safeguarding.

Governors noted the breakdown of current (120) pupils on roll and that there were:

- 2 students who were presently Looked after Children;
- no families subject to a Child Protection Plan;
- 21 children currently on a Child in Need Plan;
- 44 Families involved in a Short Break Plan;
- no families presently on a TAF.

Additionally, there were:

- 2 referrals made to Children with Disabilities
- 0 referrals made to Duty and Advice
- 0 contribution to Single Assessment
- 0 Section 47 completed (CP)
- 1 15-minute rule referrals
- 1 15-minute rule outcomes known
- 6 Child in Need reviews attended
- 0 Attendance referrals
- 2 Children Missing in Education
- 1 DV reports
- 0 Online safety incidents
- 4 Leave of Absence requests
- 1 CAMHS referrals
- 3 referrals to Educational Psychologist (two for additional funding and one for a change of provision)

Ms Ilyas had attended Improving Assessments in Child Safeguarding training, and Safeguarding Recording Skills for SEND, both on 1 March 2022.

Rachel Holmes had attended Impact of Parental Substance Misuse training on 18 February 2022.

Funding had been secured to deliver three-day holiday provision 11-13 April, and the school was in the process of identifying families to be targeted.

The Kirklees Safeguarding review had been completed and the report thereon by Ms Ilyas, which had included an action plan, had been distributed in advance to governors. Both Ms Farrar (who undertook a safeguarding visit on 8 March 2022) and Mr Lorgat commended this excellent report.

Further, a safeguarding audit had been carried out by Kirklees Council, producing a very positive report with only one area for action which had been addressed.

(iv) CPD

Governors noted the varied range of training undertaken and scheduled for staff and were additionally informed that Hazel Ettienne had undertaken training for passenger assistance on Kirklees transport and had provided very positive feedback; further, Rachel Holmes and Emma Marsden had undertaken online

reflexology training, this being a Rainbow programme for pupils and parents to help relaxation.

(v) Spenborough Trust

The previous two meetings had been face-to-face and two new trustees from Heckmondwike Primary and Headlands had been appointed to replace outgoing trustees. Marius Smith-Connor would replace Angela Walker as representative trustee from New College Huddersfield at the end of the Summer term.

(vi) Mental Health and Wellbeing

Ms Roche took governors through the section of the Head Teacher's report on mental health and wellbeing, governors noting the range of supportive activities and events. She highlighted the effectiveness of the staff wellbeing sessions and the plans to offer some outreach wellbeing sessions to other schools in the Trust, which was also a step towards achieving the Gold Award. Twenty staff had initially taken part and provided very positive feedback, and remaining staff would attend after Easter.

(vii) Careers

Ms Roche took governors through the section of the Head Teacher's report on careers.

Governors noted there had been a range of students in attendance at the Autonomous Sensory Meridian Response filming project at Lotherton Hall on 10 March, and the release of the resulting film taken was now awaited.

Careers Week the previous week had been a huge success, with visits from a range of services and lots of employer engagement.

(viii) Policies to Approve

The Head Teacher referred to the specified policies in his report, indicating those which were new, and stating all had been reformatted and updated, and sought governors' approval thereto.

RESOLVED: That, subject to any comments made to the Head Teacher within one week, the following policies be approved:

- Accessibility Plan
- Anti-Bullying Policy
- Attendance Management Policy
- Early Years Policy
- English Policy
- Equality Policy
- Managing Serious Complaints Policy
- Maths Policy
- PSHE Policy
- Pupil Premium Policy
- Pupil Transition Policy
- Safer Recruitment Policy
- Staff Absence Policy
- Supervision Policy

Teacher Appraisal Policy
Total Communication Policy

(ix) Re-Branding - Update

The School Business Manager took governors through the specified progress made since the last meeting.

(x) Events

Ms Roche took governors through the section of the Head Teacher's report on events.

69. STAFF/PUPIL WELL-BEING

This matter was covered under the Leadership Report.

70. FINANCIAL MANAGEMENT AND MONITORING

Further to the earlier report from the Resources Committee the School Business Manager alluded to the information set out in the budget and financial monitoring report circulated to all governors prior to the meeting, and he reiterated that now the deficit had been cleared the school would close at the financial year end with a £0 balance. He further reported that a budget setting meeting had taken place with the local authority and a report would be made to the next meeting.

71. SAFEGUARDING

This matter was covered under the Leadership Report.

72. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This matter was covered under the Leadership Report.

73. GOVERNOR TRAINING AND GOVERNOR SCHOOL VISITS

In addition to her safeguarding visit in school on 8 March as earlier reported, Ms Farrar had also attended safer recruitment training on that date.

The School Business Manager reminded all governors undertaking training to send in all certification to the school for records purposes.

74. SPENBOROUGH TRUST

This matter was covered under the Leadership Report.

75. ANY OTHER BUSINESS

There was no other business.

76. DATES OF FUTURE MEETINGS

RESOLVED: That the Governing Body confirms that its next meetings will be held at 6:00 pm at the school on:

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.

77. 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 7:18 pm.