

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 24 May 2022.

PRESENT

Mr T Pruchniewicz, 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)
 Mr S Walsh (School Business Manager)
 Ms K Bottomley (Observer)
 Mrs T Maguire (Minute Clerk)

78. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mr G Denison and Ms D Johns, both with consent.

Ms Bottomley was welcomed to the meeting as an observer.

There were no declarations of interest.

Prior to commencement of the meeting, Governors completed a tour around the outside of the School, some areas of which have been undergoing re-development.

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

The following item would be raised under any other business:

- Ofsted update from the Head Teacher

80. REPRESENTATION(i) Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Jordanna Proctor	Co-opted	22.3.22

Thanks were expressed to Ms Proctor for her commitment to the Governing Body.

(ii) Appointment of a Co-opted Governor:

RESOLVED: That the Governors unanimously agreed to appoint Ms Kate Bottomley as Co-opted Governor.

(iii) Trust Foundation Governors

Governors confirmed the following re-appointments:

Re-appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Tony Pruchniewicz	Trust Foundation	26.4.22
Gary Denison	Trust Foundation	7.7.22

Governors also confirmed the position of Mr Pruchniewicz as Chair of Governors.

81. MINUTES OF THE MEETING HELD ON 15 MARCH 2022

RESOLVED: That the minutes of the meeting held on 15 March 2022 be approved as a correct record and signed by the Chair, subject to the following correction:

Minute 68 part iii – ‘Ms Farrah’ to read ‘Ms Farrar’

82. MATTERS ARISING.

The Chair raised the following matters arising from the previous meeting requesting an update on the areas below:

Q: Had all staff now attended the wellbeing sessions?

A: Not yet and further dates have not been communicated at this time.

Q: Has Mrs Ilyas received QTLS status?

A: Yes, congratulations were conveyed to Mrs Ilyas.

Q: Regarding the governor support requested for the Dismissals Committee hearing, did this go ahead?

A: This was confirmed.

There were no further matters arising.

83. REPORTS FROM COMMITTEES(a) Standards & Effectiveness Committee: 24 May 2022

Ms Farrar gave a brief update of the meeting (held prior to this meeting) covering the following areas:

- Quality of Teaching and Learning including a summary report on recent monitoring (lesson observations)
- Evaluation of recent planning scrutiny
- Update on National Tuition Programme
- Standards: Pupil Progress

(b) Resources Committee: 15 March 2022

The draft minutes of the meeting held on 15 March 2022 had been circulated to governors prior to this meeting.

Mr Walsh had reported on the Schools Financial Value Standard to which he would be providing an update for approval by the Governors at this meeting.

There were no amendments to be made to the minutes.

RESOLVED: That the minutes of the meeting held on 15 March 2022 be approved as a correct record of the meeting.

84. SENIOR LEADERSHIP REPORT AND GOVERNORS' QUESTIONS.

The Head Teacher had circulated his report in advance of the meeting and provided the following updates:

Staffing Update

Recruitment for 5x Activity Support Officers and 2x Class Teachers has taken place. The appointment of Mrs J Jones as a teacher following successful completion of QTS and Mrs L March who has covered as long-term supply in school and is very well respected, was noted.

There are currently 2x outstanding vacancies; 1x Activity Support Officer which is still open and 1x HLTA (temporary) for which the school is interviewing for on Friday 27 May.

There are currently 7 employees on LTS who are receiving support through Employee Healthcare.

Mrs Adams has recently completed 35 years' service at Fairfield School, a presentation was made to celebrate her long service.

A recent dismissal hearing had taken place with a long serving staff member after prolonged sickness absence. The staff member was very well thought of in the school and acknowledgement has been sent from SLT with appreciation for her long service.

SLT structure update

Following 18 months of interim arrangements due to the LTS absence of the DHT and followed by her subsequent resignation, the school is eager to ensure a stable and effective Leadership structure. The proposed model which was circulated prior to the meeting, was to extend the structure to include a third AHT.

Discussion included questions around what type of structure is required and consideration of a DHT was also taken into account. Agreement was reached to approve the proposed structure and for the Head to proceed with recruitment of an additional AHT. This post will be advertised internally.

RESOLVED: That the Head Teacher progress with the recruitment of a Full-Time AHT.

Kirklees Learning Partner

The next visit has been confirmed for 16 June 2022. The KLP will meet with Mrs Clee to look at reading, phonics and literacy and with Mr Walsh to focus on income generation/ funding bids.

Mr Walsh commented that this is a good opportunity to share best practice as the KLP works within other Trusts as part of her role.

Safeguarding

An overview was presented, and Governors noted the breakdown of current (121) pupils on roll as follows:

- 2 students who are presently Looked after Children
- 1 family subject to a Child Protection Plan
- 23 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:

- 3 Referrals made to Children with Disabilities
- 0 Referrals made to Duty & Advice
- 0 Contribution to Single Assessment
- 1 Section 47 completed (CP)
- 1 15 Minute Rule Referral
- 1 15 Minute Rule Outcomes Known
- 8 Child in Need Reviews Attended
- 1 Attendance Referral
- 1 Children Missing in Education
- 0 DV Reports
- 0 Online Safety Incidents
- 2 Leave of Absence Requests
- 1 CAMHS Referral
- 2 Referrals to Educational Psychologist

Additional information included:

- Pupil Attendance review completed by Mr Lorgat (report to be presented)
- Funding secured to deliver 3-day holiday provision which was delivered during Easter with 24 places allocated over the 3 days; s22 pupils attended of which 18 were eligible for FSM.
- LPPA – verification day booked for 7 June 2022
- Interviews on verification day to be held with parents, staff, pupils and Governors
- Parent Survey – circulated prior to the meeting

Results of the parent survey, which was completed by 90 parents, was reported to Governors. The results were very positive.

Q: When students are taken off roll, are these positions filled quickly or is there a chance that the student may return?

A: The positions are filled very quickly; some parents assume that the space will remain open and that the student will be able to return without question. Re- application would be required, and approval sought by SENDACT.

Governors' Report – Student Attendance

Mr Lorgat circulated the report and provided a detailed overview to Governors.

A meeting had taken place with Mrs Ilyas who is the DSL and also responsible for attendance.

Findings included the following attendance data:

Attendance: 78.84%

Authorised Absence: 20.36%

Unauthorised absence: 0.80%

The aim of the report was to look at trends and to ensure the school has a clear strategy and effective policies in place, in line with statutory guidance. The report covered areas including:

- Areas of responsibility
- Attendance strategy
- Attendance Policy and Procedures
 - Attendance working group
 - Access to medical reports
- Monitoring persistent absence
- Referrals made to the appropriate agencies
- Leave of Absence requests

In summary it was found that the school have the appropriate attendance and absence management arrangements in place and that the school follows statutory guidance covered in the Education Act 1996, CME and EHE guidance. There are clear processes in place to manage attendance including an escalation process to contact police if no contact has been made with parents following telephone calls and home visits. All attendance processes/documents are managed by the DSL and are available on the shared system.

The DSL has good relationships with families and agencies and can positively challenge to bring about good outcomes for school attendance. She feels well supported by the wider team and her passion to ensure the safety and wellbeing of pupils is evident.

The school uses the G2 monitoring system to record attendance and track persistent absence within school, this will prove useful at the next Ofsted visit.

Further discussion followed around the links between attendance and safeguarding. The school currently buys in to Traded Services with the LA, however the DfE is holding webinars with information of changes that are coming which suggests that the LA have their own Attendance Team with an allocated person who will provide advice and guidance on how to manage cases. This may help to identify issues sooner and it was felt that it could work well for the School.

Mr Lorgat was thanked for the presentation.

Miss Watts left the meeting at this point.

CPD

Governors noted the varied range of training undertaken and scheduled for staff which were itemised in the Head Teacher's Report.

Q: How many First Aiders are there?

A: Currently about 20 who hold a range of First Aid at Work, Paediatric and emergency first aid certification

Q: Complementary Therapy training completed by Mrs Holmes: Is this being offered anywhere else? Could it be used as a possible fundraiser?

A: Just in-house currently supporting staff wellbeing.

School does offer external opportunities for Makaton training and this is something that may be charged for.

Spensorborough Trust

- Successful Heads Away Day on Thursday 28 April re-affirmed the aims and ethos of the Trust and facilitated a positive and critical evaluation of the aims of the Trust for future working for School improvement.
- Computer Leads completed 2 x twilight training sessions
- Continued subject lead training via Diocesan Network for all teachers across the Trust Schools

The School has recently received £2,000 from the Trust to provide and support training. Over COVID Trust funds have accrued and additional benefits include joint networking for training e.g. subject leaders are being facilitated. Worthy of mention was the community and pastoral support received during Covid and lockdown periods.

Mental health

Ms Roche gave a brief update confirming the following:

- The staff survey had been sent out with a deadline of Friday 27 May. Information will be collated and presented back to Governors.
- Mental Health Awareness Week commenced on 9 May 2022 with a theme of 'Loneliness'. There were a variety of activities including Live Story Massage online for whole school led by Ms Holmes as well as hand massage and reflexology sessions for staff. Mrs Rawnsley took the lead of meditation and mindfulness.
- Mrs Rawnsley and Ms Roche disseminated information from the Senior Mental Health Lead course to all teachers during CPD session to further enhance the mental health curriculum and support for students.
- Wellbeing workshops were held at SVHS.
- Ms Jameson is organising a staff wellbeing drawing session in the meadow.

Careers

Ms Roche also provided an update on careers:

- Y14 transition visits currently taking place
- Careers CPD for teachers – how to make the most of the Careers EfL Framework – ideas sharing session
- Compass Careers Assessment Tool completed May 2022 – confirmed that the School continues to fully meet the Gatsby Benchmarks (which is good evidence for Ofsted)

Policies to approve

The system has been trawled to ensure all policies have been updated with new logo etc. Approval was sought on the following policies:

- Prevent Policy
- Remote Learning Policy
- CCTV Policy / Procedures
- CCTV Code of Practice
- FGM Policy
- Intimate Care Policy
- Forced Marriage Policy
- Work Life Balance Policy
- Display Policy
- Rebound Policy
- Parent Partnership Policy

Q: Are we getting to the point where we have a policy for everything as a lot were approved at the last meeting?

A: In conjunction with an update of the school website, this has been a worthwhile exercise to bottom them and upload all new policies.

RESOLVED: That the above policies be approved by the Governing Body.

Health and Safety

Mr Walsh reported on the following H&S aspects:

IOSH training for the H&S Committee has been booked on 21 and 28 June 2022.

Since 1 April 2022, the School no longer tracks the total number of cases of COVID, or reports individual cases to the LA. The latest COVID RA was shared with Governors on 28 April 2022 and controls remain in place with a focus on cleaning, sanitisation and ventilation. This will remain in place for the foreseeable future.

Pupil Progress

This item was covered by the Standards & Effectiveness Committee.

Data has been collected and analysed against last year and indicates Pupil Premium students are achieving higher than the whole school. The next data drop will be on Friday 27 May which will enable comparison for the whole year. This information will be presented at the next meeting.

Quality of Teaching & Learning

This item had been covered by the Standards & Effectiveness Committee.

Lesson Observations

This item was covered in the earlier S&E Committee meeting. Paired observations were undertaken by SLT and newly appointed provision leads with a focus on teacher standards and quality of teaching. Feedback was given to individual teachers and summary points had been discussed in teacher meetings.

Q: When doing lesson observations, do you provide feedback relating to Ofsted requirements, eg good, requires improvement etc?

A: No, we don't provide feedback as a grade but indicate strengths and areas for development and discuss how these can be addressed for further improvement.

Premises

Mr Walsh reported the following work completed since the last governors' meeting held on 15 March 2022:

- Pond development and adjacent path to outdoor classroom.
- Entrance decoration work – corridor flooring
- Post 16 bathroom - windows now open
- Wall art to hydro, hall, dining hall and Post 16

There has been positive feedback on the work completed, particularly the windows in the Post 16 bathroom.

Q: Are you planning on taking the carpet up in the whole School?

A: Yes, however this must be completed in line with the amount of money we have on lifecycle as it is part of our contract. We can only have a certain amount of work done each year and ideally this will be completed by next Easter. Hygienically carpets are not ideal and it would make a big impact for children with different mobility needs.

There is further planned work including:

- Musical storyboard and animals on meadow path – May half-term
- Roundabout draining solution – summer holiday

Mr Walsh discussed plans for the playground development which is the school's current fundraising project. He circulated a plan to aid visualisation. The playground is currently a large open concrete space and plans which are not at final stage yet, will transform the area into 3 separate smaller areas with a safer soft crumb floor and artificial grass. Plans for the different areas include a 'bike zone' with race track and storage area, an 'active zone' with a roundabout, climbing frame and sunken trampoline and a 'sensory relaxation zone' with seating area, water play features and interactive lights and sounds.

Q: Are you still open to ideas on this development?

A: Yes, we are still at the planning stage, working with companies to make sure we get it right. This is a long-term plan and we need to cater for children with different needs so do not want to rush into it.

Other identified areas include:

- Remaining bathroom window – change to have opening mechanisms
- Classrooms to have air conditioning
- Classrooms to have exterior canopies
- Car park to have a canopy for all 18 buses

Events

Ms Roche took Governors through the section of the Head Teacher's report which covered events.

Governors discussed the catalogue of events which made clear that there has been a lot going on in and around school. Comment was made how the off-site visits enhance the curriculum and engage students, in addition to which recognition within the community is achieved.

The Chair who has been involved with the school since 2016 commented on how the school has transformed over the years, adding that nothing much happened in the early days due to financial constraints and limited ideas around what to do but offered congratulations to everyone for effort and impact of what is now being achieved.

Governors were invited to join 'twitter' where all activities are promoted.

85. FINANCIAL MANAGEMENT AND MONITORING

Approve the 2022/23 Budget

Mr Walsh had circulated the following financial reports prior to the meeting:

- P13 Official Kirklees SAP Budget Monitoring Report
- P13 Budget Monitor
- B3 Budget
- End of financial year report

Mr Walsh presented a detailed overview, top line information being the final year-end figures are in surplus for the first time in 14 years, leaving the school in a good financial position to enable large scale capital improvements in the future.

The Budget was set based on income from 120 pupils, and there may be adjustments as final pupil numbers are currently unconfirmed. Governor approval will be sought on any spend over £10,000.

Overspends on budget lines included School services (agency cover), Premises, (unplanned works) Employee costs due to back pay on Support staff pay award, Catering and Admin supplies. Some of these costs are offset against income generation including sickness insurance rebate, the Kirklees Council contribution to deficit repayment, summer school grant, sports premium, Covid onsite mass testing, Covid exceptional costs claim, Covid recovery payment, National tutoring programme and donations from grants (the donations were not confirmed at the time when the budget was set).

Kirklees Council have confirmed the School will not be moving to the new banding system and this item will be removed from the Action Plan.

The Chair congratulated and thanked Mr Walsh for doing such a great job in achieving current results and helping to put the school in such a strong financial position.

Mr Walsh also offered thanks to the Governing Body for putting so much trust in him to allow him to do his job effectively.

RESOLVED: That approval be given to the School Budget 2022/23 and it be signed off by the Chair

Fundraising

Mr Walsh reported on funds raised through bid writing, events and activities in 2022 and upcoming events which include:

Platinum Jubilee Celebration – Thursday 26 May
 Yorkshire 3 Peaks Challenge – Friday 17 June
 Rotary Dragon Boat Race – Saturday 9 July

Funds raised so far for development of the playground stand at £2,176 with a target of £90,000.

86. POLICIES FOR REVIEW BY FULL GOVERNING BODY

This matter was covered under the Leadership Report.

87. GOVERNOR TRAINING AND GOVERNOR SCHOOL VISITS

ACTION: Following the tour of outside areas taken this evening, it was requested that Governors prepare a report.

88. SPENBOROUGH TRUST

This matter was covered under the Leadership Report.

89. REVIEW AND PUBLISH PE AND SPORTS PREMIUM FUNDING

Updated information can be found on the School Website.

90. MONITOR RECOVERY PREMIUM FUNDING

Updated information can be found on the School Website.

91. SCHOOL'S CYBER SECURITY

Mr Walsh confirmed a change to Government RPA insurance. All staff require training which will take place after May half term.

92. ANNUAL EVALUATION OF GOVERNING BODY EFFECTIVENESS

This item was deferred to the next meeting

93. REGISTER OF BUSINESS INTEREST

This information should be completed in July. It was requested that all Governors submit their declaration using the following link:

[Governor Business Interest Form 2022/23](#)

94. ANY OTHER BUSINESS

Ofsted Update

The Head recently (17 May) attended a Special School Heads meeting where Kate Rowley, Senior HMI was invited to present an update to the inspection framework regarding special schools in particular. Heads had prepared questions in advance of the meeting for Ms Rowley to respond to; she presented a PowerPoint which will be shared at a later date. The presentation focussed on curriculum, staff confidence, deep dives, intent, implementation and impact.

In comparison with other schools, the Head Teacher felt reassured that staff were well prepared for an Ofsted visit. Over the last two years, as evidenced in pupil progress meetings, school had pushed and seen staff confidence grow. In addition, staff development meetings have remained focused on specific subjects and aspects of curriculum development across the school.

Q: Have any of our partners been through the Special Schools Framework?

A: No, we haven't received any feedback.

It was reported that there have been complaints raised following an Ofsted visit at a special school in Rotherham when an inspection had taken place. One of the questions raised was around the level of training and background of the inspectors who didn't appear to fully understand the ethos or complexities of specialist provisions.

As long as leaders and teachers within school are confident and know what they are doing i.e. substantiate the curriculum is correct for students and required outcomes are achieved, the rationale can be justified. It is up to the school to ensure that information is conveyed, and that the curriculum has been developed, reviewed and monitored.

Q: In anticipation, should the Governors receive some information on what to expect? Teachers will know but Governors may not?

A: Information can be provided to present a wider picture.

Q: Do we know of anyone who could come in and carry out a 'Mocksted'?

A: It would need to be someone with Special School specific experience.

ACTION: Head to contact Mr Whitaker for advice.

95. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings be held at 6:00 pm at the school on Tuesday, 5 July 2022, to be preceded by a meeting of the Resources Committee at 5:15 pm.

ACTION: Governor Clerking Service to note (change of date).

96. 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 8.15pm.