

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 6:00pm on Tuesday 5 July 2022.

PRESENT

Mr A Pruchniewicz (Chair), Ms K Bottomley, Ms M Farrar, Ms L Hall, Ms A Helie, Ms D Johns, Mr Y Lorgat, Mr M Neild, Mr J Page (Headteacher) and Mrs K Womack.

In Attendance

Ms R Holmes (Associate Member)
Mrs T Ilyas (Associate Member)
Ms L Roche (Associate Member)
Mr S Walsh (School Business Manager)
Ms M Riddle (Observer)
Mrs C Hall (Minute Clerk)

97. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Ms L Watts, with consent.

There were no declarations of interest.

A query was raised regarding governor declarations being up to date. The School Business Manager was awaiting information from the Governor Clerking Service.

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

There were no items to be raised under any other business.

99. ELECTION OF VICE-CHAIR(a) Nominations

RESOLVED: That nominations would not be accepted from governors not present at the meeting.

(b) Term of office

RESOLVED: That the term of office of the Vice-Chair of the Governing Body be one year from the date of this meeting.

A nomination for Vice-Chair was proposed.

RESOLVED: That Ms D Johns be re-elected as Vice-Chair (unanimous).

100. NHS EYE TEST PROGRAMME - UPDATE

Ms L Hall and Ms M Riddle gave an update on the progress of the NHS Eye Test programme, which had been running in school carrying out weekly testing since February 2022. Parents received a form to gather information on their child's eyesight

and were required to give consent to the eye test. Following the test parents received a report on their child's vision and any recommendations from the optician and the optometrist. The school was monitoring each child's situation via individual summary sheets.

Q: What if there was no consent from home for the eye test?

A: We would follow this up with parents and re-send the form if there was no reply. Not many parents had declined the test.

Governors were shown a film detailing the provision of the eye tests, including commentary and explanation by the optometrist and the optician administering the programme. The tests involved specialised equipment and expertise and a personalised approach to each child. The film showed pupils were relaxed and comfortable during the eye tests and governors commented that this was a much-needed provision.

This service was involving parents and having an impact on children's progress, particularly where glasses were prescribed. Children were more attentive, were producing better work and were getting more out of activities. In some cases, teachers had been advised on specific positioning of materials or screens, so that children could better see and access the activity or learning.

Q: Will there be annual eye tests for students?

A: Yes, the optician has a schedule of dates for re-testing.

Q: Was previous advice a misdiagnosis?

A: This programme represents best practice, with experts often diagnosing previously unknown issues and supporting children's development and progress.

Q: What about the cost of any glasses prescribed?

A: Two pairs of glasses were provided free on the NHS, so children could have a pair at school and a pair at home. In some cases, prescription sunglasses were also provided.

Similar services were proposed for hearing and dentistry.

ACTION: Show the Eye Test programme film at a staff meeting for information.

ACTION: Provide an update on the Eye Test programme before Christmas.

The Chair thanked Ms Hall and Ms Riddle for their informative and interesting update.

Ms M Riddle left the meeting at 6:25pm.

101. REPRESENTATION

Governors noted the following matter of representation:

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Kate Bottomley (pending satisfactory DBS clearance)	Co-opted (designate)	24.5.22

102. MINUTES OF THE MEETING HELD ON 24 MAY 2022

RESOLVED: That the minutes of the meeting held on 24 May 2022 be agreed and approved as a correct record and signed by the Chair.

ACTION: Headteacher to confirm staff names for circulation lists to Governor Clerking Service for governing body and committee minutes.

103. MATTERS ARISING.

There were no matters arising.

104. REPORTS FROM COMMITTEES

(a) Standards & Effectiveness Committee: 24 May 2022

The draft minutes of the meeting held on 24 May 2022 had been circulated to governors prior to this meeting.

(b) Resources Committee: 5 July 2022

Mr Neild, Chair of the Committee meeting (held prior to this meeting), gave a brief update of discussions covering the following areas:

- Finance: surplus of £65k expected
- Staffing: three posts filled (one resignation and two vacancies)
- Premises: Meadow development and work planned over the summer break
- Health & Safety: IOSH qualifications gained by H&S committee, H&S walks, risk assessments undertaken and training planned on use of hoist

105. SENIOR LEADERSHIP REPORT AND GOVERNORS' QUESTIONS.

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

Staffing

Mrs T Ilyas had been appointed to the Assistant Headteacher role and the recruitment process had provided an excellent opportunity for in-depth discussions with all four (internal) candidates.

There were two vacancies: one activity support officer (lunchtime supervisor) and one class teacher. There were seven employees on sickness absence receiving support through Employee Healthcare.

Kirklees Learning Partner

The school's KLP, Jackie Nellis, had visited the school on 16 June 2022 shortly after the Ofsted inspection and her report had been sent to Governors prior to the meeting. The KLP visit had focused on initial feedback from the Ofsted inspection and on school improvement activity.

The KLP had met with the Headteacher for an update and to discuss the strengths identified in the Ofsted inspection as well as areas for development. The KLP also met with the School Business Manager regarding fundraising opportunities and with Mrs R Clee, Literacy Lead, to look at the school's approach to reading and phonics.

In the autumn term, the KLP would be working with PSD and Maths Leads, which followed on from the spring term visit. The KLP would also be attending a Standards &

Effectiveness Committee and a full Governing Body meeting. The KLP had confirmed that she would be continuing to work with the school for the next academic year.

School Development Plan

The Headteacher referred to the summer 2022 review of the SDP, as detailed in his report under each of the six priorities for the school's development, and he advised Governors that he would be sending them a draft revised SDP.

Safeguarding

An overview of safeguarding was presented and Governors noted that two pupils had been taken off roll due to long-term health issues, so there were now 118 children on roll.

- Looked after Children - 2 students
- 1 family subject to a Child Protection Plan
- Child in Need Plan - 23 children
- 47 families on a Short Break Plan
- 1 family on Team Around the Family (TAF)

The safeguarding summary comprised:

- 2 referrals made to Children with Disabilities
- 2 referrals made to Duty & Advice
- 2 contribution to Single Assessment
- 1 15 Minute Rule Outcomes Known
- 6 Child in Need reviews attended
- 1 attendance referral
- 1 Child(ren) Missing in Education
- 1 DV report
- 2 leave of absence requests
- 1 CAMHS referral
- 2 referrals to Educational Psychologist

Attendance

Whole school attendance for the academic year to date stood at 80.48%. Authorised absence accounted for 18.71% and included COVID-19, illness and medical appointments. Unauthorised absence of 0.82% related to unauthorised holidays during term-time and two Children Missing in Education.

Q: Are the Children Missing in Education still on roll?

A: Yes. One is back in school and the other is due back.

Additional information

The school was awarded the Leading Parent Partnership Award (LPPA) in June 2022. LPPA is a national award that recognises commitment to working with parents and carers and provides a framework for continuing school improvement. School leaders were delighted with the award and planned to apply for re-verification in October 2025.

CPD

Governors noted the varied range of staff training undertaken recently and scheduled for September, as itemised in the Headteacher's report. Inset training in September would

include sessions on feeding, physiotherapy, occupational therapy and manual handling & moving.

Spensorough Trust

The Trust provided a support mechanism for school improvement and enabled sharing of CPD, local support and networking opportunities.

Q: Is there a combined buying or bargaining aspect to the Trust?

A: There were no economies of scale through the Trust.

The school had recently received £2,000 from the Trust for appropriate training. Fairfield's needs were generally different to those in mainstream schools.

Mental Health & Wellbeing

Ms Roche reported on the positive feedback from the staff questionnaire completed in June 2022 and from staff to Ofsted during the recent inspection.

- Staff reported managing workload, feeling safe, having good relationships at work, being happy to ask colleagues questions and feeling confident in communications with parents and carers
- Staff had welcomed the 'no emails at weekends or after 5pm' rule, as it was sometimes hard to switch off and relax
- There was a suggestion to brighten up or improve the staff room

Q: Does everyone use the staff room?

A: Not everyone uses the staff room but it is busier than previously. Mental health support is available in the staff room, the kitchen had been refurbished two years ago and general refurbishment of the staff room is included in the makeover plans.

Q: Is there any support for the Headteacher and SLT members?

A: There are supportive conversations within the SLT but nothing formal.

Q: Does anything need to be added to the Development Plan for SLT support?

A: There is access to Employee Healthcare for SLT members. There are currently no issues needing to be addressed.

Careers

Ms Roche reported that the Compass Careers Assessment Tool had been completed in May 2022. This confirmed that the school's careers programme continued to be strong and that the school continued to fully meet all of the Gatsby Benchmarks, which had been provided as evidence for Ofsted. The Compass tool was completed each half term.

Pupil Progress

Ms Holmes reported on whole school progress data and compared students' achievements to the previous year:

Percentage of students achieving or exceeding targets	Whole school 2020-2021	Whole school 2021-2022	Pupil Premium 2021-2022
Cognition and Learning	77%	92%	89%

Communication and Interaction	79%	92%	94%
Social and Emotional	79%	93%	94%
Sensory and Physical	79%	88%	86%

Analysis of pupil premium students showed they were working in line with their peers and in two categories they were achieving a slightly higher percentage of meeting or exceeding their targets.

Quality of Teaching & Learning

Governors were informed that all teachers had completed detailed, individual pupil progress forms prior to meeting with Ms Holmes and the SLT Pathway Link. All teachers demonstrated a clear understanding of where students were in their learning and their next steps and they spoke confidently about pupils' progress using the evidence collated through the EFL app (Evidence For Learning).

Events

Ms Roche reported to Governors on recent events in and around school and the local community including Hawaii three-day sensory event, MOVE day in the Meadow and Big Sing in the park at Heckmondwike.

The RSE Day with a sparkle theme had included talent shows, giving everyone a chance to shine and show off their talents. The Rotary Club had supported sports day, which had been attended by over 100 parents and carers.

The Coop School was bringing Reception and Year 1 children to play in the Meadow on Wednesday 6 July and Year 14 Leavers' celebrations were planned for Thursday 7 July. Parents and carers were invited to an Eid Enrichment Day on Tuesday 19 July, which the Rotary Club was supporting.

106. SCHOOL DEVELOPMENT PLAN - UPDATE

This item had been covered in the Leadership report.

107. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager (SBM) had circulated the P2 Kirklees official SAP budget monitoring report prior to the meeting. The forecast was still showing a surplus of £65k for the financial year.

Fundraising

Mr Walsh reported on recent fundraising events, in particular the joint school/Pinnacle team that took on the Yorkshire Three Peaks Challenge. Nine entrants, including Mr Walsh and Mr Lorgat had completed all three peaks and raised £2,600 towards the playground development.

Purchases over £10k

(i) Playground development

The SBM took Governors through the plans for redeveloping the playground, referring to the circulated designs from Pentagon Play. Staff had been consulted on the redevelopment and the SBM had obtained three quotes for the work, of which Pentagon Play was the best. The school was bidding for funds and applying for

grants. The deposit would be paid in this financial year and the balance in 2023/24.

Governors expressed their views that a high-quality redevelopment was essential and that any specialist maintenance requirements needed to be covered in an appropriate service level agreement. Governors voted unanimously in favour of the proposal.

RESOLVED: That the allocated budget for the playground redevelopment be approved.

(ii) Bathroom windows

The SBM reported on the benefits and the success of the replacement opening windows fitted to some bathrooms in school and requested approval from Governors to fund opening lights for the remaining bathrooms in the building. Governors voted unanimously in favour of the proposal.

RESOLVED: That the allocated budget to replace the remaining bathroom windows in school with opening lights be approved.

(iii) Air conditioning

The SBM reported that the air conditioning installed in five rooms had proved very successful: the quality was very good and the cooler temperature had helped with pupils' learning and with everyone's health and wellbeing. The removal of fans had taken away a physical hazard and had helped with students' sensory issues.

It was proposed to install air conditioning in the remaining classrooms, the dining hall, the nurses' office and the physiotherapy room, in three zones with a central control facility.

Q: Can parts of the system be isolated in case of an outbreak?

A: Each room has a control point in addition to the central control.

Q: Are there heat exchange units and are they programmable/timed?

A: Yes and there is a master control.

Q: Would the current heating system work against the air conditioning?

A: The current heating was an under-floor system.

Q: Would we need to build in additional costs for these projects?

A: No, not once the quotes were agreed with Pinnacle.

Governors voted unanimously in favour of the proposal.

RESOLVED: That the allocated budget for the air conditioning project be approved.

108. POLICIES FOR REVIEW BY FULL GOVERNING BODY

There were no policies for review at present.

109. GOVERNOR TRAINING AND GOVERNOR SCHOOL VISITS

It was noted that there was a variety of governor training available online and the school subscribed to the Gold Pack, allowing governors to undertake any relevant training at no extra cost to the school.

ACTION: In the autumn term Governors to confirm their respective responsibilities and pathways.

ACTION: School Business Manager to send Governors details and dates of training courses.

It was noted that under the "Keeping Children Safe in Education" guidance all Governors would need safeguarding training from September 2022.

110. SPENBOROUGH TRUST

This matter was covered in the Leadership report.

111. ANNUAL EVALUATION OF A GOVERNING BOARD'S EFFECTIVENESS

The Chair circulated copies of 'Governing Board Self-evaluation Questions' from the National Governance Association (NGA) and reported that the NGA recommended school governing bodies assess their effectiveness annually.

Governors discussed questions one to eight, concerning Board Culture & Practice and Board Structure and approved positive responses. Questions nine to twenty were deferred to the next meeting.

ACTION: The Chair to circulate skills audit information to Governors for completion and return to the Headteacher for collation.

ACTION: Governor Clerking Service to add Governor Skills Audit to the agenda of the first Governing Body meeting in the autumn term.

112. ANY OTHER BUSINESS

There were no items of any other business.

113. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at 6:00pm at the school on the following Tuesdays, to be preceded by meetings of the Committees as follows:

4 October 2022	(Standards & Effectiveness Committee)
22 November 2022	(Resources Committee)
31 January 2023	(Standards & Effectiveness Committee)
14 March 2023	(Resources Committee)
23 May 2023	(Standards & Effectiveness Committee)
11 July 2023	(Resources Committee)

114. 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 7.50pm.