

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 14<sup>th</sup> March 2023.

PRESENT

Mrs K Bottomley, Ms M Farrar, Ms L Hall, Donna Johns, Mr Y Lorgat, Mrs S Murwisi, Mr M Neild, Mr J Page (Headteacher)

In Attendance

Miss L Roche (Associate Member)  
Mrs T Ilyas (Associate Member)  
Mr S Walsh (School Business Manager)  
Mrs R Holmes (Associate Member)  
Mrs T Maguire (Minute Clerk)

| No. | Item  | Action                         |
|-----|---|--------------------------------|
| 62. | <p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr T Pruchniewicz, Mrs K Womack and Ms L Watts all with consent.</p> <p>There were no declarations of interest.</p> <p>Donna Johns took the Chair for this meeting in the absence of Mr Pruchniewicz.</p>   |                                |
| 63. | <p><u>NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</u></p> <p>The following item would be raised under any other business:</p> <ul style="list-style-type: none"> <li>• Discuss the proposals regarding road outside school</li> </ul>   |                                |
| 64. | <p><u>REPRESENTATION</u></p> <p>Governors noted the following vacancies:</p> <p>1 x Co-opted Governor<br/>1 x Staff Governor<br/>1 x Trust Foundation Governor</p> <p>Mr Nisar Bengali was nominated and seconded as the Trust Foundation Governor</p> <p><b>RESOLVED:</b> That Mr N Bengali be elected as Trust Foundation Governor from 14<sup>th</sup> March 2023 (pending DBS clearance).</p> <p><b>ACTION:</b> Mr Page to check with LA re vacancies</p> | <p><b>Head<br/>Teacher</b></p> |

|     |   |  |
|-----|---|--|
| 65. | <p><u>MINUTES OF THE MEETING HELD ON 31 JANUARY 2023</u></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 31 January 2023 be agreed and approved as a correct record and signed by the Chair.</p>  |  |
| 66. | <p><u>REPORTS FROM COMMITTEES</u></p> <p>Mr Lorgat provided a brief update from the Resources Committee held prior to the governors' meeting.</p> <p><u>Budget and Financial Monitoring</u></p> <ul style="list-style-type: none"> <li>• No change to the financial position of school. £65k surplus which would be held as contingency funds.</li> <li>• A positive meeting had been held with Kirklees finance to discuss the budget for 2023/24. Fairfield will be setting a balanced in year budget. A clearer position was anticipated by May depending on staff salaries.</li> <li>• Fundraising - £55k has been raised towards the playground development, school had received an anonymous generous donation of £28,500k.</li> <li>• Pinnacle and Fairfield would be holding a joint fundraising event on 10<sup>th</sup> June for anyone who was interested.</li> </ul> <p><u>Staffing</u></p> <p>4 x leavers<br/> 4 x New ASOs<br/> 3 x New ASOs commencing after Easter<br/> 1 x ETA vacancy – interviewing this week<br/> 3 x Employees on Long Term Sickness</p> <p><u>Premises</u></p> <p>Update included items on completed, planned and future long term works. There was a lot of work planned for Easter.</p> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• No major injuries reported</li> <li>• Fire evacuation completed on 7<sup>th</sup> February</li> <li>• Lockdown completed on 8<sup>th</sup> February</li> <li>• New member appointed to the H&amp;S Committee</li> <li>• All staff have completed Safer Moving and Handling Training</li> </ul> |  |
| 67. | <p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>Mr Page introduced Jackie Nellis, the school's Kirklees Learning Partner (KLP).</p> <p>The Head Teacher had prepared a written report which was circulated prior to the meeting. The following updates were provided:</p>   |  |

(a) School Development Plan (SDP)

The SDP was updated last week, significant progress was reported.

The following priorities were discussed:

Priority 1

There were no significant changes to report. The KLP had provided support work with the new provision leads. Mrs Clee continued to go from strength to strength with oracy, making links with the English Hub, she had attended networks and made a successful bid to the DfE. Progress was being made with the multi-sensory approach to reading. Fairfield had been included in some of the case studies.

It was early days with communication, physical and sensory. The school was moving forward in PSE with planned monitoring visits and learning walks. Following the input received prior to Christmas by subject leads training sessions were in place with external providers and staff continued to be coached. Monitoring would be completed in pairs and the outcomes seen over time.

Mrs Nellis reported her work with an Associate KLP in Calderdale and Kirklees, working in all Special Schools across Kirklees. She had met with Mrs Clee earlier in the year and confirmed her expertise in the area. She sees lot of strengths in Fairfield and noted what has been a massive improvement over the last 2/3 years. Budget wise the school was not in a good place and the transformation that had taken place was an amazing achievement. In terms of the current position and recommendations from the Ofsted report, there were a couple of areas for development which were receiving the necessary focus. Mrs Nellis confirmed a positive meeting with the PSHE lead, there were areas around staff development which she would pick up after Easter. In terms of Maths, she would meet with the lead next term. Mrs Nellis had experience working with lots of School Leaders and this insight determined the focus on planning, assessment and accreditation. Other aspects acknowledge the importance of CPD, training, quality assurance and transition. She enjoyed working with Fairfield and wants what she does to be helpful and tailored to the needs of school.

Priority 2

This area represented Autism and the move towards effective provision to meet those needs. Fairfield was part of a 'Triad' working alongside Woodley and Joseph Norton. Fairfield had a focus on AAC provision and had specific classes in this area and which had provided a good opportunity to work with the other heads, for them to carry out QA and monitoring in that area. Feedback from observations supports conversations with the leads. The process was non-threatening and was about sharing and supporting each other. School was already seeing improvements in this area.

Priority 3

The school was moving towards 'gold' achievement of the 'wellbeing and mental health award' and 'gold' level award for Move QM. The school was moving forward on some areas more than others.

Priority 4

Assessment Framework - overseen by Mrs Holmes who had attended 4 meetings over last term reviewing the Insights Module. It was hoped that this would be in place by the end of the year.

(b) Early Years Proposal

A Business Plan was put forward in response to declining admissions to formally extend the age down to 2 years; there was a benefit to getting the children in early. The school was still in discussion with the LA and currently needed to respond to two points: criteria and funding. There was still a question regarding assessment.

Fairfield want to provide an alternative to parents, as Hollybank is the only option currently, but this has to be the right place for the right child. This would guarantee pupil numbers year on year, long term. The school was hoping for feedback from Kirklees to present at the next meeting.

**Q: If this goes ahead will it affect the level of risk across school, will there be specific needs for this age group?**

A: No, it is all in the business plan, there are no significant differences between age 2 and age 3.

(c) Safeguarding

|                               |            |
|-------------------------------|------------|
| <b>Current pupils on roll</b> | <b>118</b> |
| Early Years / KS1             | 23         |
| Pre-Formal Pathway            | 24         |
| Semi-Formal Pathway           | 44         |
| Post 16                       | 27         |

- 2 students who were presently Looked after Children.
- No families subject to a Child Protection Plan
- 32 Children on a Child in Need Plan
- 46 Families were involved in a Short Break Plan
- There were no families presently on a TAF (2 new referrals from today)

| <b>Safeguarding Overview (27 January 2023 to 10 March 2023)</b> |   |
|---|---|
| TAF   | 0 |
| Referrals made to Children with Disabilities                    | 1 |
| Referrals made to Duty & Advice                                 | 0 |
| Contribution to Single Assessment                               | 2 |
| Section 47 completed (CP)                                       | 0 |
| 15-minute rule referrals  | 0 |
| 15-minute rules outcomes known                                  | 0 |

|                                       |   |
|---------------------------------------|---|
| Child in Need reviews attended        | 8 |
| Attendance referrals                  | 0 |
| Children Missing in Education         | 0 |
| DV Reports                            | 0 |
| Online Safety Incidents               | 0 |
| Leave of Absence Request              | 3 |
| CAMHS Referrals                       | 0 |
| Referrals to Educational Psychologist | 1 |

(d) Attendance

| Whole School attendance | 06.09.2022 to 10.03.2023 | Reason   |
|-------------------------|--------------------------|--|
| Attendance              | 82.33%                   | Pupils attending full time                                     |
| Authorised Absence      | 15.69%                   | Circumstances authorised<br>Illness<br>Medical appointments    |
| Unauthorised absence    | 0.7%                     | Unauthorised holidays - first day contact made with all pupils |

Mrs Ilyas had circulated the Safeguarding Audit prior to the meeting and asked Governors if they had chance to look through it.

Mrs Farrar (Safeguarding) would be visiting school on Friday to discuss the report. An official report would be presented in due course.

(e) Pupil Progress

Mrs Holmes gave an overview on Pupil Progress:

Whole School Progress Feb 2023 (%)

|                             | Working towards | Achieved targets | Exceeded targets |
|-----------------------------|-----------------|------------------|------------------|
| Cognition & Learning        | 11%             | 83%              | 6%               |
| Communication & Interaction | 9%              | 82%              | 9%               |
| Social & Emotional          | 10%             | 82%              | 8%               |
| Sensory                     | 7%              | 92%              | 1%               |
| physical                    | 14%             | 77%              | 9%               |

Pupil Premium Student Progress Feb 2023 (%)

|                             | Working towards | Achieved targets | Exceeded targets |
|-----------------------------|-----------------|------------------|------------------|
| Cognition & Learning        | 15%             | 82%              | 3%               |
| Communication & Interaction | 9%              | 82%              | 9%               |
| Social & Emotional          | 9%              | 82%              | 9%               |
| Sensory                     | 3%              | 94%              | 3%               |
| Physical                    | 9%              | 85%              | 6%               |

- Sensory and Physical have now been split. This is the first time the school has done this, comparisons could be made at the next data drop.
- Whole School was achieving in line or just exceeding Pupil Premium. This data was on par with what happened last year.
- Pupil Progress meetings would be taking place w/c 13<sup>th</sup> March. All Teachers meet with Mrs Holmes and the SLT pathway link to describe in detail each student and how they were progressing. To date this had been really positive, the Teachers were confident and were expressing what was happening in class.
- Lesson observations are taking place w/c 20<sup>th</sup> March.

**Q: Looking at the data it appears that EY are achieving less well than other groups.**

A: There have been a lot of children missing through absence and this is reflected in the figures.

(f) CPD

Ms Roche gave an overview of CPD.

- L Roche – DSL Refresher on 8<sup>th</sup> March was cancelled
- Whole School Safer Handling Training completed
- 25 staff members completed Physical Skill Training (Part 2)
- T Ilyas – ongoing SENDCO Training and attending regular SENDCO Network Meetings
- Peer Review visit completed, Triad set up
- R Clee – Literacy consultations with Paul Lomas
- Intensive interaction network hub (Ben Randles leading)
- J Page – Peer Review at Joseph Norton continuing
- R Holmes – 6 secondary teacher students visiting for day to experience a SEND school
- S Walsh – Attending Special School National Network Conference for business managers.

(g) Spem Trust

Mr Page circulated the Trust Improvement Plan prior to the meeting to inform Governors of ongoing progress.

He had attended a Trustee meeting last week which provided an opportunity for all the Heads to get together. Schools have access to priority areas. Funding was focused where similar areas of development were identified. Schools within the Trust who were due for Ofsted were receiving preparation support, 3 of the schools including Fairfield had already been through Ofsted. Feedback from the Inspector who was supporting schools had been positive. Mr Page had found this a good platform to discuss issues which were affecting the schools.

(h) Mental Health and Wellbeing

Childrens' Mental Health week was held w/c 6<sup>th</sup> February and was a big success. There were lots of wellbeing activities planned for the students. This event came on the back of the staff wellbeing day.

(i) Policy Reviews

The following policies had been distributed for review in advance of the meeting:

- Safer Recruitment Policy
- Staff Absence Policy
- Anti-Bullying Policy
- Acceptable Use Policy
- RSE Policy
- Staff Induction Policy
- Attendance Management Policy
- Teacher Appraisal Policy (LA Model)
- Learning Walk Policy
- Children Looked After Policy

**RESOLVED:** That the policies above be approved by the Governors.

**Q: What is a learning walk?**

A: A tool used for observation but less formal than a sit-down observation. It can involve looking around the environment, talking to staff, asking how the children are making progress. It is geared more to overall provision, looks at specific classrooms.

(j) Careers

Ms Roche reported a busy last week with visits from Air Ambulance, Police, Fire Service and a Doctor. There were lots of hands-on workshops including one from a dry-stone waller.

There had been a C&K careers visit, a successful 'Dragons Den' and a visit from Leeds Museum and Art Galleries, in addition to lots of STEM challenges.

School had sent out lots of 'tweets' showcasing the children completing activities.

The Careers Quality Standard assessment date had been confirmed for 22<sup>nd</sup> March. Evidence had been submitted and the assessor will meet with various middle leaders. The school was confident that the Standard would be achieved.

Moving on event – this event was held on 23<sup>rd</sup> February with Fairfield holding their own event this year. 'Local offer Live' had offered this event previously, however they no longer include 'preparing for adulthood'. The event was very well attended and received really good feedback. Parents had the opportunity to speak to providers to see what options were available for children when they leave school.

|     |   |  |
|-----|---|--|
|     | <p>Mrs Watts in her absence had reiterated feedback about how positive and informative this event had been.</p> <p>Health &amp; Safety and Premises had been covered in the Resources report and Mr Walsh suggested that he would like to give a tour of school at the beginning of the next meeting in May to have a look at all the improvements that have been made.</p> <p>(k) <u>Events</u></p> <ul style="list-style-type: none"> <li>• Zoolab visit 21<sup>st</sup> February</li> <li>• Moving On event 23<sup>rd</sup> February was very well attended and very successful</li> <li>• World Book Day 2<sup>nd</sup> March 2023</li> <li>• Turkey/Syrian Earthquake Fundraiser – 3<sup>rd</sup> March 2023</li> <li>• Parent Consultations – w/c 6<sup>th</sup> March 2023</li> <li>• Careers Week w/c 6<sup>th</sup> March 2023</li> <li>• Red Nose Day 17<sup>th</sup> March 2023</li> <li>• Autism Awareness Week – w/c 27<sup>th</sup> March 2023</li> </ul> |  |
| 68. | <p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p><u>Complete and approve SFVS</u></p> <p>A copy of the SFVS had been circulated in advance of the meeting. This item had been discussed in detail at the Resources Committee and Mr Pruchniewicz had also reviewed the document. He was happy to recommend approval.</p> <p><b>RESOLVED:</b> That the SFVS be approved by the Governors.</p>  |  |
| 69. | <p><u>SAFEGUARDING</u></p> <p>This item had been covered in the Head Teacher's Report.</p>  |  |
| 70. | <p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>This item had been covered in the Head Teacher's Report.</p>  |  |
| 71. | <p><u>WELLBEING AND MENTAL HEALTH</u></p> <p>This item had been covered in the Head Teacher's Report.</p>   |  |
| 72. | <p><u>CONSIDER THE IMPACT OF THE COST OF LIVING CRISIS</u></p> <p>Mr Page confirmed that discreet support was available for staff and parents.</p> <p>Leaflets were also available with information and guidance to provide support around the current crisis.</p>  |  |
| 73. | <p><u>SCHOOL IMPROVEMENT PLAN</u></p> <p>This item had been covered in the Head Teacher's Report.</p>   |  |



|     |   |            |
|-----|---|------------|
| 74. | <p><u>SPENBOROUGH TRUST</u></p> <p>This item had been covered in the Head Teacher's Report.</p>   |            |
| 75. | <p><u>GOVERNOR TRAINING AND GOVERNORS' SCHOOL VISITS.</u></p> <p>Mrs Farrar would be visiting school on Friday 17<sup>th</sup> March.</p> <p>Ms Watts would be visiting w/c 20<sup>th</sup> March regarding Careers.</p> <p>Mrs Murwisi had completed the induction Training</p> <p>Mr Walsh was collating the Governor Skills Audit. The majority had been submitted but it was requested that the outstanding ones be completed.</p>  | <b>All</b> |
| 76. | <p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Discuss the proposals regarding the road outside school</u></p> <p>Mr Walsh confirmed this had come as no surprise to the school and governors. A letter had been written to Kirklees Highways 3-4 years ago to bring attention to the dangers on the road outside school. During the school day, turning left or right can be dangerous and school wanted some parking restrictions putting in place.</p> <p>There was a lack of response initially and no plans to make any changes at that point, as there had been no casualties. Unfortunately, now there had been a fatality, and the parking restrictions being suggested were the ones requested by the school in the first place.</p> <p>The junction at Carlinghow Lane would be converted to a mini roundabout. Parking restrictions would be put in place directly outside of the gate, and periodically down White Lee Road there would be humps to slow traffic, additional restrictions would stop people turning right at the crossroads. To give a balanced view, this would impact on staff. Restrictions would go back to the entrance of the rugby ground and some staff will have to park further up the road and walk down. Mr Walsh invited views from the room.</p> <p>Governors brought up concerns around the staff who would have to walk further and the potential to impact on more staff in the future if pupil numbers / staffing numbers increase.</p> <p>A potential 'green element' was discussed with a view to incorporating into policy the idea of 'car sharing' or cycling to work. School was not obliged to provide staff parking.</p> <p><b>Q: Is there any capacity to make the school car park bigger?</b><br/>A: No, only by building a multi-storey. Perhaps those who car share could be offered a reserved car parking space.</p> <p><b>Q: Have there been any incidents at the mouth of the junction near the staff gate?</b><br/>A: Yes, there was a recent one only last week where someone was trying to get out of the car park. We are also aware of several collisions at the junction where the roundabout is planned for.</p> |            |

|     |   |            |
|-----|---|------------|
|     | <p>Mr Walsh suggested the potential for the large section of unused land near the rugby field being used for car parking.</p> <p>Additional comment raised the issue of parking over the weekend when rugby was played. There could be twice as many cars, sometimes blocking the school gateway. Had the impact been assessed over the weekend, it might be worth suggesting that this is also reviewed.</p> <p>A response was required by the middle of March and Mr Walsh confirmed he would submit a response on behalf of school capturing all points discussed.</p> <p>(b) <u>Kirklees Schools Forum</u></p> <p>Governors were reminded of the deadline tomorrow (Wednesday 15<sup>th</sup> March) if they were interested in applying.</p> | <b>SBM</b> |
| 77. | <p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>The following dates for meetings of Governing Body and Committees were agreed:</p> <p>23 May 2023 - Governing Body/Standards &amp; Effectiveness Committee<br/>11 July 2023 - Governing Body/Resources Committee</p>  |            |
| 61. | <p><u>AGENDA MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> 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.</p>  |            |

Meeting closed at 7:33pm.