

THE GOVERNING BODY OF FAIRFIELD SCHOOL**STANDARDS AND EFFECTIVENESS COMMITTEE**

Minutes of the meeting of the Standards and Effectiveness Committee held at the school at 5.15 pm on Tuesday, 31 January 2023.

PRESENT

Mrs K Bottomley, Ms M Farrar (Chair), Ms L Hall (via TEAMS), Mrs S Murwisi, Mr J Page, Ms L Watts, Mrs K Womack.

In Attendance

Miss L Roche (Associate Member)
Mrs T Maguire (Minute Clerk)

No.	Item	Action
9.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence.</p>	
10.	<p><u>MINUTES OF THE MEETING HELD ON 4 OCTOBER 2022</u></p> <p>The minutes of the meeting held on 4 October 2022 had been distributed to Governors prior to the meeting.</p> <p>RESOLVED: That the minutes of the meeting held on 4 October 2022 be agreed and approved as a correct record by the Committee.</p>	
11.	<p><u>QUALITY OF TEACHING AND LEARNING</u></p> <p><u>Provision Lead Review and Monitoring Feedback</u></p> <p>Mr Page provided an update following presentations given at the last meeting by the four Provision Leads. The reports had been distributed prior to the meeting.</p> <p>Two Leads have been promoted out of the authority and replaced internally by Mrs Murwisi (Physical) and Mrs Clee (Communication).</p> <p>Fairfield School had a solid group now in position. A schedule had been set up to involve staff in monitoring which included learning walks focusing on each of the specific areas.</p> <p>Mr Mackie and Miss Helie were asked to complete a report in December, prior to them leaving. Learning walks were carried out in pairs as part of the monitoring process to look at what provision was being given and offer feedback. This created a good opportunity to reiterate where the school was and that no new areas stood out.</p>	

	<p>Initial induction had been carried out with the two new Leads who had taken the folders away to look at where the gaps currently were. Action planning was in place and being built on.</p> <p>School was pleased with the new appointments. One benefit of promoting internally was that relationships across school have already been developed. Mrs Murwisi was involved in the 'MOVE' programme; school held the silver award and was now working towards gold.</p> <p>Reports would be updated and fed back on a termly basis to governors. It was important that data was used to identify gaps in learning, and this would help Ms Roche to assess the impact of the tuition programme. Governors noted that there was more information around data on the Communication and Physical reports as this was an area for further development and school must ensure that this was analysed and followed up action taken and not just reported on.</p> <p>It had been agreed that termly Physical and Sensory progress data would be split as putting these together did not really fit and it proved difficult to analyse the data.</p> <p>Governors agreed that the layout of the documents made for better understanding and commented on the strength of school to be up and running with the new Leads so quickly.</p> <p>There had been a move from being department-led a few years ago and the school now had people in those positions which encapsulates whole school and makes sharing and collaboration much easier.</p> <p>There were staff allocated under each provision. Some teams seemed a little staff heavy, and a good spread of staff was required, with each person under the umbrella having a responsibility. This also provided opportunities for staff to develop and it had been surprising to see how pro-active some staff were, which helped bolster others.</p>	
12.	<p><u>PUPIL PROGRESS</u></p> <p><u>Update on Review of Assessment Frameworks</u></p> <p>Ms Roche took governors through the Learning Walk Summary Report which was circulated prior to the meeting.</p> <p>The purpose of the walks was to quality assure. The walks were carried out in different pairs each time with focus on their own area. Teams discussed the lessons, provided feedback to teachers and the following points were noted:</p> <ul style="list-style-type: none"> • Staff positivity evident – non-threatening process, informal • Strong relationships between students and staff • Student engagement <p>Each of the four areas were covered highlighting positive strategies and potential development points. The report was a snapshot, and further context could be incorporated into the next walk to pinpoint specifics and provide better perspective. If a consistent issue was reported, this would be investigated further.</p>	

	<p>The following action points were identified for guidance:</p> <ul style="list-style-type: none"> • Follow up availability of sensory resources to implement activities effectively regarding planning • Monitor the effective use of AAC and appropriate resources/ equipment to support communication – input to staff regarding planning • Focus on Oracy and use of language – whole school focus to ensure consistency in adult use of appropriate language in general communication and instruction • Develop further promotion of student voice and choice making and avoid adult leading where appropriate • Monitoring of recording evidence related to PSHE targets – development work here (on-going School Development Plan) <p>Q: With regards to training, is that ongoing? A: Yes, this is an ongoing programme. Safer handling falls under the remit of Mrs Murwisi and refresher courses are also carried out. The following courses are already planned:</p> <ul style="list-style-type: none"> • Makaton – 3 twilight sessions in March - 15 staff • Moving and handling – 22nd Feb – Agency Staff • Hydro – e-mail sent out to staff 	
13.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no further business to discuss.</p>	
14.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>The next meeting of the Committee would be held on Tuesday 23 May 2023 at 5.15pm.</p>	
15.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>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.</p>	

Meeting closed at 5.56pm.