

THE GOVERNING BODY OF FAIRFIELD SCHOOL

Minutes of the meeting of the Governing Body held at the school at 6.00pm on Tuesday 23 May 2023.

PRESENT

Mr A Pruchniewicz (Chair), Mr J Page (Headteacher), Miss K Bottomley, Ms M Farrar, Ms L Hall, Donna Johns, Mr Y Lorgat, Mrs S Murwisi, Mrs K Womack.

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																								
79.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr Neild and Mr Bangali (consent).</p> <p>There were no declarations of interest.</p>																									
80.	<p><u>TOUR OF THE SCHOOL (Minute 67 (j) refers)</u></p> <p>Governors were invited to tour the playground area. Governors were impressed with the recent improvements.</p>																									
81.	<p><u>NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS</u></p> <p>There were no items brought up under any other business.</p>																									
82.	<p><u>REPRESENTATION</u></p> <p>The following matters of representation were noted:</p> <table border="0"> <tr> <td colspan="3"><u>Resignation</u></td> </tr> <tr> <td><u>Name</u></td> <td><u>Category</u></td> <td><u>With Effect From</u></td> </tr> <tr> <td>Gary Denison</td> <td>Trust Foundation</td> <td>3.10.22</td> </tr> <tr> <td colspan="3"><u>Appointments</u></td> </tr> <tr> <td><u>Name</u></td> <td><u>Category</u></td> <td><u>With Effect From</u></td> </tr> <tr> <td>Nisar Bangali</td> <td>Trust Foundation (designate)</td> <td>9.2.23</td> </tr> <tr> <td>Mr M Neild</td> <td>Co-opted</td> <td>5.2.23</td> </tr> <tr> <td>Miss L Watts</td> <td>Parent</td> <td>10.3.23</td> </tr> </table>	<u>Resignation</u>			<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Gary Denison	Trust Foundation	3.10.22	<u>Appointments</u>			<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Nisar Bangali	Trust Foundation (designate)	9.2.23	Mr M Neild	Co-opted	5.2.23	Miss L Watts	Parent	10.3.23	
<u>Resignation</u>																										
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>																								
Gary Denison	Trust Foundation	3.10.22																								
<u>Appointments</u>																										
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>																								
Nisar Bangali	Trust Foundation (designate)	9.2.23																								
Mr M Neild	Co-opted	5.2.23																								
Miss L Watts	Parent	10.3.23																								

83.	<p><u>MINUTES OF THE MEETING HELD ON 14 MARCH 2023</u></p> <p>RESOLVED: That the minutes of the meeting held on 14 March 2023 be agreed and approved as a correct record and signed by the Chair.</p>	
84.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Resources Committee</u></p> <p>Governors were updated at the meeting held on 14 March 2023.</p> <p>(b) <u>Standards & Effectiveness Committee</u></p> <p>Mrs Farrar provided a brief update from the Standards & Effectiveness committee held prior to the governors' meeting on 23 May 2023.</p> <p>Provision Leads had prepared reports and delivered presentations to update governors on progress.</p> <p>The following points were noted by governors:</p> <ul style="list-style-type: none"> • All areas were working well together. • Learning walks were taking place. • The Phonics steering group had been set up. • Data was good, however, the predominant reason that some students were not reaching target was generally due to attendance and medical issues. Wherever possible the curriculum could be tweaked to accommodate when the student was in attendance. • The outside environment was especially useful with students accessing regularly. • The Sensory Pod and Sensory Integration Room were now up and running. • Staff training was being rolled out, including a second MOVE trainer who had been identified. • Good practise was shared with other schools. • Mrs Ettienne was in the final stages of her dissertation and had received support from SLT. <p>Overall, it was noted that great work was taking place in school.</p>	
85.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher had prepared a written report which was circulated prior to the meeting. The following updates were provided:</p> <p>(a) <u>Staffing update:</u></p> <p>It was reported that this time of year was a good time to review staffing. As people progressed within school, gaps were left which when filled with lower grade support staff allowed for progression.</p> <ul style="list-style-type: none"> • Interviews were scheduled for internal permanent ASO positions on Friday 26 May, fixed term contracts were due to expire, and it was hoped that permanent appointments would be made. 	

- External recruitment advertisements for ASO, Teacher, HLTA and LTS had been placed.

Governors congratulated Mrs Clee and Mrs Murwisi upon successful completion of their NPQTL Leadership Programme.

Mrs Holmes and Mrs Ilyas were attending the NPQSL Programme and Ms Roche was undertaking the NPQH Leadership Programme (MPQH).

Governors had previously discussed the difficulties around the recruitment of staff with suitable experience to work at Fairfield. School had used the direction of supporting their own staff to develop teacher training by providing in service placements. There were no available bespoke courses for the context of Special Schools. Approximately 8 placements had been facilitated over the years which was beneficial for the staff and school as teachers tended to be of a high quality developed to the needs of this school.

(b) KLP Visit

A meeting with the KLP, Jackie Nellis had taken place on 17 April 2023; the report had been distributed prior to the meeting.

The meeting involved discussion with Mrs Clee about progress around literacy and oracy. She had also met with Mr Cullen to update around monitoring and next steps for those students who were not meeting social and emotional targets. Curriculum documentation and progression was also discussed with Mrs Marsden, the Maths Lead.

Mr Page reported a positive, comprehensive day confirming support for staff in areas requiring focus. Mrs Nellis would continue as KLP in September.

(c) Early Years Proposals

School awaited an official response from the LA regarding the proposal put forward to formally extend the age down to 2 years.

There were outstanding complications concerned with funding, however, if placed in a mainstream school funding would be the same and the LA would not be at a disadvantage. LA funding would only apply once a child had been assessed and turned 3 years; any 2-year-old benefitting from a placement would be funded by SENDIF.

To add context, Mr Walsh confirmed that school did not need permission from the LA. The school would like to present their comments prior to approval from the FGB. However, the school had been waiting for this since November 2022 and no official response had been received. If a response had not been received by the next FGB meeting, there may be a decision to proceed without them.

Q: When do you propose to start?

A: Upon approval from the FGB. There has been some interest shown with 3 children who would definitely want to start in September.

Q: Is there any reason why this cannot be approved this evening?

A: We should probably give the LA the opportunity to respond by a certain date.

Q: Would it be prudent to say, all things in perspective, we want to approve it?

Governors agreed that the proposal should be approved, however the question was raised as to whether school would be ready for September intake if approval was delayed until July.

Mr Page agreed to inform the LA that approval in principle had been agreed.

RESOLVED: That the Governing Body approve the proposal to formally extend the age down to 2 years.

(d) Safeguarding

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

- 2 students who were presently Looked after Children.
- 1 student 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).

Safeguarding Overview (10 March 2023 to 19 May 2023)	
TAF	1
Referrals made to Children with Disabilities	2
Referrals made to Duty & Advice	0
Contribution to Single Assessment	
Section 47 completed (CP)	0
15-minute rule referrals	0
15-minute rules outcomes known	0
Child in Need reviews attended	9
Attendance referrals	0
Children Missing in Education	1
DV Reports	0
Online Safety Incidents	0
Leave of Absence Request	2
CAMHS Referrals	0
Referrals to Educational Psychologist	0

Safeguarding Training

- Lucy Roche – DSL Refresher on 4 May 2023

- New Staff were booked to complete Kirklees Safeguarding Training on 10 July 2023

Governor Visit

Mrs Farrar visited school in her capacity as Safeguarding Governor to complete checks regarding the Single Central Record (SCR).

She had met with Mrs Ilyas who was responsible for keeping the SCR up to date and evidence was provided that confirmed appropriate systems were in place for maintaining the record and keeping it up to date.

(e) Attendance

Whole School attendance	05.09.2022 to 18.05.2023	Reason
Attendance	81.09%	Pupils attending full time
Authorised Absence	17.11%	Circumstances authorised Illness Medical appointments
Unauthorised absence	0.99%	Unauthorised holidays - first day contact made with all pupils

(f) Parent Survey Feedback

A summary of feedback from the parent survey was distributed to governors and Mrs Ilyas shared the following overview:

Feedback overall was positive with all parents having confirmed that their child was happy at Fairfield School.

One parent, however, was unhappy in several areas.

The following areas of improvement were noted:

- Continued use of the of Dojo/Home/School books/coffee and chat mornings.
- Homework.
- Additional shared pictures/videos of children to parents.

Parents had added positive comments that included praise for the school's excellent standard of work and care.

(g) Pupil Accidents

Mr Neild had requested data on pupil injuries during the Resources Committee Meeting on 14 March 2023 (Minute 19 refers).

The following breakdown of accidents including cause, were recorded during the period September 2022 to May 2023:

- Head injuries - 16
- Trips - 20
- Falls – 3

Q: Do you use a medical tracker?

A: All accidents are logged on CPOMS. Any accidents that warrant further examination are logged on system one and parents are informed.

(h) CPD

Ms Roche provided the following update:

- Positive Looking (Creating Stories session) with Gwyn McCormack on Thursday 18 May (teaching staff) – School have been provided with an access link and Fairfield School were included in a ‘shout out’.
- Menopause Workshop (twilight) on Weds 10 May (Employee Healthcare) – the event had been well attended and well received by staff.
- Working Together to Safeguard Children – Lucy Roche – 4 May
- Hydrotherapy – Aquatic Shallow Water Rescue training – booked for Friday 7 July (12 members of staff).
- Saima Yaqoob had completed a mainstream placement (4 weeks-teaching) as part of progression to QTS. Successful and positive placement at Hightown School.
- Sensory Integration whole school training booked for Monday 4 September as part of returning INSET day (OT4ME). The training followed recent assessment work and anticipated completion of the new bespoke sensory integration room.
- Jane Jones would attend the Autism Show on Saturday 8 July.
- Jane Jones had recently led in-house support/training for Soundbeam as part of Sensory provision (May 2023 – twilight).

(i) Spensorough Trust

Mr Page provided the following update:

- Newly appointed Trust Governor for Fairfield – Mr N Bangali
- The Head Teacher at Headlands had resigned.
- The LA representative on the Board of Trustees had resigned.
- The Next Trustees meeting was Wednesday 24 May and would be held at Fairfield.

(j) Mental Health & Wellbeing

There were no updates to be reported. Ms Roche confirmed that school continued to help staff and students wherever possible.

(k) Policy reviews

The Invacuation Policy was distributed to governors who were asked to review the policy prior to approval.

RESOLVED: That the Governing Body approve the Invacuation Policy.

(l) Careers

Ms Roche provided the following update:

- Recent achievement of Careers Standard following re-assessment before Easter. The school continued to fully meet all 8 of the Gatsby Benchmarks.

The report had been circulated to governors prior to the meeting.

Assessment was thorough and included interviews with Mr Page, Ms Watts, Provision Leads in addition to a discussion with focus groups of students from pre-16 and post-16.

The report was complimentary, and it was noted that Careers were strong at Fairfield School.

- Year 14 transition visits to colleges and day services were taking place. There was an outline of current arrangements and the range of destination providers.

(m) Health & Safety

- The Health & Safety Policy would be reviewed at the next meeting and circulated in advance.
- Annual online Health & Safety training for all staff would be carried out in September.

The following recommendations as highlighted on last year's Health & Safety Audit were in place:

- The Annual Management Check would take place in November.
- The Health & Safety group met monthly which provided the opportunity for anyone to raise concerns and put actions in place for everyone's safety.

(n) Events

Mrs Holmes provided the following update:

- Autism Awareness Week w/c 27 March
- Eid Celebrations – Weds 26 April
- Anchor Trust Post 16 Barge Trip – Friday 28 April
- Coronation Day celebrations – Friday 5 May
- Jayne Howroyd art workshops - Weds 10 May
- Monday 12 June – Grand opening of the New Playground including celebrity appearance.
- 6 secondary trained students had visited Fairfield to gain SEND experience.
- Sports day - Tuesday 20 June.

86.	<p><u>SAFEGUARDING</u></p> <p>This item had been discussed in the Head Teacher's Report (Minute 85 refers).</p>	
87.	<p><u>WELLBEING AND MENTAL HEALTH</u></p> <p>This item had been discussed in the Head Teacher's Report (Minute 85 refers).</p>	
88.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>The Budget and Financial Monitoring Report prepared by the School Business Manager (SBM) had been circulated to governors prior to the meeting.</p> <p>The report referred to P13 Kirklees Official SAP Budget Monitoring report.</p> <p>The End of Financial year report was summarised by Mr Walsh.</p> <p>(a) <u>Final outturn, surplus carryover, interest</u></p> <p>Mr Walsh provided an overview that showed the anticipated in year balance, carry over surplus and interest earned which was accumulated when in profit.</p> <p>(b) <u>P13 Budget Monitoring</u></p> <p>The report itemised the following areas of overspend and underspend:</p> <p>Overspend on budget lines due to the following:</p> <ul style="list-style-type: none"> • School Services – Excess Agency cover required offset by Income from sickness insurance. • School Resources – Industrial Washer and Dryer purchase (long term benefit to buy rather than rent), Side Lyer and wedges. • ICT – Server, Phone system, subscription to Insights license for assessment and monitoring. <p>Savings / additional income on budget lines were due to the following</p> <ul style="list-style-type: none"> • Extra Income generated – Covid Recovery grant extended, Donations from grants, Additional payments from other LAs, Income from sickness insurance. • Premises Cost savings – Delayed payment for Air con works into 2023 2024. • Employee Cost savings – Surplus from 2021 2022 was held on this budget line. <p>(c) <u>Budget for 2023/24</u></p> <p>Mr Page and Mr Walsh had met with Kirklees Finance in March to discuss the budget for 2023/24.</p> <p>Notable points to highlight from this year's budget included:</p>	

(i) Budget funding

This was based on income from 119 pupils.

(ii) Budget increase

The Government had provided schools with 3.4% in additional funding compared to 2022/23, however unfunded pay rises last year were 5% for teachers and 7% for support staff and the same may apply this year. In terms of the additional funding, this would not cover the anticipated pay rises. Many schools were having to implement restructures. In addition, non-staffing costs were subject to record high inflation, as the Consumer Price Index for all goods had risen by 12.7% in the 12 months prior to March 2023.

(iii) General repairs and maintenance

It was noted there had been some expensive additions to school. The following works had been budgeted for:

- Air con for classrooms offset by Energy efficiency grant.
- Playground – offset by contributions from Fundraising.
- EYS Classroom canopy.
- Sensory Integration room.
- Car park canopy full design works.
- Library.

(iv) PPP Contract

This had increased by 12% from 2022/23, reflecting the rises in energy bills

(v) Equipment and furniture (Teaching)

This included the purchase of a 'Drive Deck', this is our current fundraising project, so we forecast income to offset this.

(vi) Financial history and 3-year forecast

There was a requirement to provide the LA with a 3-year forecast.

Financial history accounting that showed the Surplus / Deficit from 2011/12 was shared with governors.

To summarise, a proportion of the surplus accumulated in 2022/23 would be spent on the Air Conditioning works due for completion in August 2023.

The following year 2024/25 the level of expenditure would decrease as the scale of projects would be significantly less and it was forecasted that a surplus similar to 2022/23 would be regained and maintained.

	<p>(vii) <u>Financial Strategy</u></p> <ul style="list-style-type: none"> • 2 students would receive adjustments to banding levels. • There was an anticipated increase to student numbers in September 2023, however, funding could not be confirmed until the student numbers were known. The figures had not been included in the budget. <p>(viii) <u>Premises</u></p> <p>The following work had been completed since the last governors meeting:</p> <ul style="list-style-type: none"> • Further works to air conditioning, pending connections. • Decoration to the main corridor, meeting rooms and office. • Conversion of the toilet to breakout room in Pre-formal. • Library on Pre-formal. • EYS Canopy. • Main playground – further work was planned for May half term including resurfacing work. <p>Governors thanked Mr Walsh for his report.</p> <p>RESOLVED: That the Governing Body approve the 2023/24 Budget.</p>	
89.	<p><u>KLP VISIT</u></p> <p>This item had been covered in the Head Teacher's Report (Minute 85 refers).</p>	
90.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>This item had been covered in the Head Teacher's Report (Minute 85 refers).</p>	
91.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>All reports had been completed.</p>	
92.	<p><u>SPENBOROUGH TRUST</u></p> <p>This item had been covered in the Head Teacher's Report (Minute 85 refers).</p>	
93.	<p><u>MONITOR RECOVERY PREMIUM FUNDING</u></p> <p>ACTION: To defer this item to the next meeting.</p>	GCS
94.	<p><u>CONSIDER STAFFING ARRANGEMENTS FOR 2023/24</u></p> <p>This item had been covered in the Head Teacher's Report (Minute 85 refers).</p>	

95.	<u>ANNUAL EVALUATION OF A GOVERNING BOARDS EFFECTIVENESS</u> The Skills Audit had been completed and Mr Pruchniewicz would arrange a visit with Mr Walsh to discuss next steps.	
96.	<u>MONITOR SCHOOL IMPROVEMENT PLAN AND REVIEW GOALS</u> ACTION: To defer this item to the next meeting.	GCS
97.	<u>REGISTER OF BUSINESS INTEREST</u> Governor Business Interest Form 2023/24 All governors were requested to complete the register of Business Interest. ACTION: To add this item to the next meeting agenda.	GCS
98.	<u>ANY OTHER BUSINESS</u> There were no items to be brought up under any other business.	
99.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u> RESOLVED: That meetings of the full Governing Body and Committees be held at the school on 11 July 2023 as follows: Resources Committee: 5.15pm Full Governing Body: 6.00pm	
100.	<u>AGENDA MINUTES AND RELATED PAPERS – SCHOOL COPY</u> 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 7:46 pm.