

❖ **Pay Ranges for Headteachers**

Mrs S Bryden confirmed there are 8 groups in the pay ranges and the group a school comes under is determined by the roll number. We are in Group 1 which is L6 – L18.

2.6 Headteacher's Report

The Report was distributed prior to the meeting and presumed read. Are there any questions? Mrs A Bewsher reported on the repercussions of the resignation of Mrs V Bell. Mrs V Bell works Point 5 and this includes covering Year 2 in the afternoon, Year 4 and Year 5 all day Friday and teaching French in the carousel. Starting in the spring term Miss M Tweddle will move from Point 7 to teaching Year 2 full time and will also teach French in the carousel. Mrs A Bewsher will teach Year 4 and Year 5 all day Friday. Her Tuesday afternoon teaching science to Year 3 and Year 4 will be taught by Mr D Martin. When Mrs H Taylor returns from maternity leave it is hoped Mr D Martin will teach Year 4 and Year 5 all day Friday.

This week we welcomed back Mr Martin Harker as Caretaker/Cleaner who will be working alongside Mr B Hewitson after the resignation of Mrs A McAvoy. Orian took over the contract from WF Support Services on 01 November 2023.

There were no questions.

A discussion followed relating to training Mrs A Jefferson had completed and also a meeting Mrs K Woodcock had attended with Mrs S Sapsford (Chair of Fairfield Governing Body). This then led to a discussion on the questions Ofsted may ask Governors.

Parents not applying for Free School Meals was discussed. This tends to be the parents of children in Early Years and KS1 as these children already receive UIFSM (Universal Infant Free School Meals). Mrs A Bewsher and Mrs L Turpin carry out a regular audit and parents who they think may be eligible are encouraged to apply.

It was suggested the School Council might like to attend a meeting whereby they can keep Governors informed of what they have been doing in school. This will be arranged for the meeting in January 2024.

Dr C Bateman arrived at this point in the meeting 17:45

Staff wellbeing was discussed and it was agreed Governors would create their own Staff Wellbeing Questionnaire rather than wait on the results of the school one.

Mrs A Bewsher reported on absence since the pandemic and how we encourage good attendance. Currently we are at 94.6%, nationally it is 95.0%. A discussion followed relating to authorised and unauthorised absence.

Mrs H Taylor had prepared a SDO Report and this was distributed prior to the meeting. It was agreed to put this back as a separate item on the Agenda.

2.7 SIP Progress Update

A copy of the SIP had been distributed prior to the meeting and Mrs A Bewsher reported on the updates that had been made. Governors were reminded this is on SharePoint where it can be accessed at any time.

Q: Behaviour & Attitudes – How do you carry this on outside of school? (PL)

R: Part of our school ethos is to try and create well-rounded citizens, behaviour is also frequently talked about to the children relating to when they are inside or outside of school. A PCSO (Police Community Support Officer) often visits school to talk to the children about keeping themselves safe. Mrs A Bewsher and Mrs L Turpin have created a safeguarding mapping document which will be shared with the Governors.

A: Mrs A Bewsher

A discussion followed on the changing behaviour of children once they leave primary school.

Q: As my section of the SIP covers Personal Development who would be the best person to see when visiting school? (CB)

R: Mrs L Turpin as SENDCo, DSL (Deputy Safeguarding Lead) and PSHE Subject Lead. Also, Mrs A Cockton and Miss R Vevers who run our Nurture Group.

At this point Mrs A Bewsher talked about British Values.

Q: As my section of the SIP covers Quality of Education who would be the best person to see when visiting school? (KW)

R: Miss K Lightfoot as the Maths Subject Lead to start with. It was arranged Mrs K Woodcock will visit Tuesday 28 November 2023.

2.8 Finance Update

Q: Can we have an update on the MUGA (Multi Use Games Area) hire? (GW)

R: We are presently earning approximately £500 per month from:

FootyTykes

Walking Football

1:1 Football Coaching

In the summer when the weather was better it was hired a few times for a football birthday party.

The money raised will be used to maintain the MUGA.

We have today bought 4 re-chargeable flood lights for use in the winter months.

Q: What will be the position regarding the budget once the teaching and support staff salary increases are applied? (GW)

R: These increases are included in the budget.

2.9 Risk Register Update

Mrs A Bewsher reported going forward we are going to use CalQRisk together with Fairfield Primary School whereby our Risk Registers are integrated online. Mrs A Bewsher has received some training for using this software and is now awaiting user/log in details.

2.10 Health & Safety Audit Update: Premises Maintenance Plan/CIF

Mrs A Bewsher confirmed the CIF bid was going in and this week we have had an electricity 5year check carried out. This is needed as we are also applying for a new fire alarm system. Nationally it is thought there is very little money available and therefore applicants are being made to jump through more hoops. We have confidence in the company that are applying on our behalf but don't feel particularly confident we will be successful.

Mrs A Bewsher reported that all the actions from the Health & Safety Audit had now been collated and were being worked through.

2.11 Safeguarding

Mrs A Bewsher reported on the Safeguarding Audit and confirmed herself and Mrs L Turpin are working through the amber actions.

2.12 Trust/Linked Trustee Update

Mrs G Wells reported our Link Governor, Mr J Brettle would not be attending Governing Body meetings in the future. Following a discussion with the Trust it had been agreed that attending every meeting wasn't working. Mrs G Wells will meet up half termly with Mr J Brettle to keep him updated and informed, facilitating an exchange of information from the Learning for Life Trust.

2.13 Governor Recruitment & Training

Mrs G Wells confirmed to the meeting that we still need to recruit new Governors.

It was also reported that Governors need to be seen to be completing training, National College and the NGA (National Governors Association) were discussed. Governors were reminded that safeguarding training is mandatory and should be completed annually.

At this point the SCR (Single Central Record) was discussed and when or if DBS Certificates should be renewed. It was agreed to seek advice on this.

A: Mrs A Bewsher to contact Jordan Gale

A: Mrs S Bryden to contact Kym Allan

2.14 SharePoint Presentation

Mrs A Bewsher demonstrated to Governors how they can access and use SharePoint. Dr C Bateman also informed the meeting of another way to access this too which would also work on your mobile phone. Mrs A Bewsher will send a link to all Governors.

A: Mrs A Bewsher

1.15 Policies:

Mrs A Bewsher reported herself and the Health & Safety Governor (Mr K Kirkup) meet once a term and go through the Kym Allan Health & Safety Audit. Items highlighted green are complete, items highlighted amber are ongoing and items highlighted red are outstanding. The Audit is nearly complete, a couple of Risk Assessments need to be reviewed. Mrs A Bewsher will be attending the Institution of Occupational Safety & Health (IOSH) training in November 2024.

1.16 Any Other Business

School Vision – do we need a separate meeting for this? Following discussion, it was agreed to arrange a meeting for the spring term.

Meeting closed at 18:50