

**THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL**

Minutes of the annual meeting of the Governing Body held at 6.00 pm at the School on Monday, 9 September 2019

**PRESENT**

Ms H Blackburn, Mr O Bryden, Mrs V Farrell, Mrs J Galloway, Mr R Jeffrey, Mrs J Leighton, Mr G Muir (Chair), Mr M Newby, Mrs M Peace, Mr J Pickles, Mr J Ratcliffe.

**In Attendance**

Mrs A F Jewell (Minute Clerk)

**1. ELECTION OF CHAIR**

- RESOLVED:** (i) That nominations will not be accepted from governors not present at the meeting.
- (ii) That the term of office of the Chair be for twelve months
- (iii) That in case of a tie there would be a revote.
- (iv) That Mr G Muir be unanimously elected.

The 360<sup>o</sup> Review of the Chair of Governors had been completed and submitted by Governors.

**2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

No apologies were notified.

There were no declarations of interest.

- RESOLVED:** (a) Governors confirmed their protocol for apologies and absence was to grant consent on an individual basis depending on the circumstances
- (b) the LA-adopted NGA Code of Conduct was unanimously agreed and adopted by Governors and the register was signed by all Governors
- (c) (i) The Head Teacher confirmed that the Governing Body Declaration of Business interest information had been uploaded onto the website. All business interest forms were completed by Governors and passed to the Head Teacher
- (ii) All Governors completed the register of business interest form and these were retained by the Head Teacher for inspection
- (d) The Head Teacher confirmed that the GIAS record was up to date.

### 3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items were notified:

- Confidentiality
- Staff wellbeing
- Review of Chair

### 4. REPRESENTATION

The following matters of representation were noted:-

#### (a) End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Peace	Co-opted	13.10.2019

It was noted that under Minute 1973 (a) from the Minutes held on 13 October 2015 that Mrs Peace had been re-appointed as Co-opted Governor and therefore her term would end on 13 October 2019. Mrs Peace confirmed that she would be willing to serve for another term.

**RESOLVED:** To unanimously appoint Mrs M Peace as Co-opted Governor.

#### (b) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Peace	Co-opted	13.10.2019

#### (c) Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs N Hunt	Co-opted	04.09.2019

The Chair informed the meeting that Mrs Hunt had retired and was moving away from the area. Governors conveyed their thanks and appreciation to Mrs Hunt for her support given to the school during her tenure as Governor.

#### (d) Appointment of Co-opted Governor

Mr Bryden advised that Mrs Vanessa Edmondson had expressed an interest in becoming a Co-opted Governor. It was agreed that the Chair would arrange to meet with Mrs Edmondson and discuss this further. Governors were asked if they could think of any people they knew that may be interested in becoming a Co-opted Governor and to advise the Chair.

**ACTION:** Chair to make contact with Mrs Vanessa Edmondson

### 5. ELECTION OF VICE-CHAIR

**RESOLVED:** (i) That nominations will not be accepted from governors not present at the meeting.

- (ii) That the term of office of the Vice-Chair be for twelve months
- (iii) That in case of a tie there would be a revote.
- (iv) That Ms H Blackburn be unanimously elected.

6. REVIEW OF COMMITTEES

(a) Membership

**RESOLVED:** That committee membership be as follows:

Finance, Premises and Resources Committee

Head Teacher  
Mr O Bryden  
Mrs V Farrell  
Mrs J Leighton  
Mr R Jeffrey  
Mr G Muir

Standards and Effectiveness Committee

Head Teacher  
Ms H Blackburn  
Mrs J Galloway  
Mrs M Peace  
Mr J Pickles  
Mr J Ratcliffe

Staffing Committee (to include Head Teacher's Performance Management)

Head Teacher  
Ms H Blackburn  
Mr G Muir  
Mrs M Peace  
Mr J Ratcliffe

Staff Dismissals Committee

Ms H Blackburn  
Mr O Bryden  
Mr G Muir

Staff Dismissal Appeals Committee

Mr R Jeffrey  
Mrs M Peace  
Mr J Ratcliffe

Governor Monitoring Committee

Ms H Blackburn  
Mr O Bryden  
Mr G Muir  
Mrs M Peace

(b) Terms of Reference

**RESOLVED:** That the Terms of Reference as contained in the LA document Committee Matters be adopted for all Committees

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

**RESOLVED:** That the following Governors be appointed with Special Responsibility for:

- Special Education Needs Governor – Mr J Ratcliffe
- Governor Training Contact – Mrs V Farrell
- Governor for Looked After Children – Mrs M Peace
- Child Protection Governor/Safeguarding Governor – Ms H Blackburn
- Early Years Governor – Mrs M Peace
- Health and Safety Governor – Mr J Ratcliffe
- Equality Governor – Mr R Jeffrey
- Premium Link Governor – Mr O Bryden
- Data Protection Governor – Mr G Muir
- Staff Wellbeing Governor – Mr J Ratcliffe

8. APPOINTMENT OF LINK GOVERNORS

**RESOLVED:** That the following class Governors be appointed to each class:

Year 6	Mr O Bryden
Year 5	Mr R Jeffrey
Year 4	Mrs J Leighton
Year 3	Ms H Blackburn
Year 2	Mr J Ratcliffe
Year 1	Mr G Muir
Reception & Nursery	Mrs M Peace

9. RESIGNATION OF HEAD TEACHER

The Chair advised Governors that he had received a letter of resignation from the Head Teacher who would be taking up a position as HM Inspector, Education from January 2020. Governors conveyed their thanks and appreciation to the Head Teacher during his time at the school.

The Chair briefly explained the Head Teacher recruitment process.

**RESOLVED:** To hold an extra Governing Body meeting on Monday 16 September at 6.00 pm to discuss Head Teacher recruitment

10. CHAIR'S DELEGATED POWERS

**RESOLVED:** That the Chair be given the following delegated powers:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that that a governor would have become disqualified if the matter had to wait for the next governors' meeting.

- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

## 11. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

**RESOLVED:** That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) That the Head Teacher be authorised to spend up to a limit of £5,000 without prior referral to the Governing Body.

## 12. MINUTES OF THE MEETING HELD ON 10 JULY 2019

**RESOLVED:** That the minutes of the meeting held on 10 July 2019 be approved and signed by the Chair as a correct record.

## 13. MATTERS ARISING

- (a) Head Teacher's Report and Governors' Questions – Staffing (Minute 2545 (a) refers)

**Q: How did the interviews go for support staff?**

**A:** Very well. We appointed two members of staff plus one other who is to support a child in Reception who has an EHCP.

- (b) Update on Multi-Academy Trusts (Minute 2551 refers)

**Q: Have the Co-op Academy Trust been contacted to come and present to us?**

**A:** Not yet. We will arrange for them to do a separate presentation.

- (c) Governor Training and Governor Visits (Minute 2557 refers)

Mr Ratcliffe confirmed that he would be arranging a health and safety visit and will be speaking with Mr Pickles.

- (d) Any Other Business – Fare Share (Minute 2558 refers)

A meeting with Mr Jeffrey and Ms Blackburn is yet to be arranged to discuss this.

#### 14. REPORTS FROM COMMITTEES

There were no items notified.

#### 15. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been distributed to Governors prior to the meeting. Mr Pickles spoke to the contents.

##### Numbers on Roll

Since the end of the summer term a total of six children have left school, either as a result of house moves or moving to a closer school. There were five appeals for five children looking for reception places, none of these were successful.

The school continues to have a large number of SEN pupils on roll. There is a potential of another three applications for EHCPs throughout the year plus one is currently being worked on.

##### Staffing

All new trainee teachers have settled in well. Miss Ombler in Y4 will be going on maternity leave around Christmas. There is a possibility an NQT will be appointed to cover this.

##### Attendance

Figures from 2016 to current were tabled in comparison. The figure is around 95%. The same group of children have persistence absence (ie greater than 10% during the academic year) and the school was aiming to bring this figure down.

##### Attainment

A summary of key attainment data showing the current two or three year trend was tabled. Phonics would be a target in EYFS. In KS1 reading has dropped slightly below national but the greater depth figure was good. KS2 – greater depth was good in most areas, showing an improving trend over the last few years. Although some further work does need to be done, the gap is definitely smaller. Maths and reading are above the national figure, with a slight drop in reading.

##### Safeguarding

CPOMS is still used to good effect in school, recording a variety of incidents. Charts tabled showed the entire number of safeguarding related incidents in the previous academic year. Governors spoke about these results.

**Q: Is it possible to find out from other schools who use CPOMS how their results compare to ours?**

**A:** This would be impossible as other schools use the system differently to us.

**Q: Is there anything we need to be worried about?**

**A:** We have a very proactive school. Anything recorded is taken seriously. We do have a number of children with significant needs.

## 16. SCHOOL DEVELOPMENT PLAN

The SDP was circulated to all governors. Areas identified for improvement were:-

- Achievement of pupils (improve phonics, reading outcomes, monitoring cycles, benchmarking exercises, assessment of wider curriculum, greater parental involvement, ensure pupils have a good knowledge of multiplication tables)
- Quality of education (embed revitalised curriculum, continue to develop writing, revitalise the science curriculum and ensure Maths Mastery is embedded)
- Leadership and Management (develop middle managers, promote CPD and develop BlueSky to support monitoring of SDP)
- Personal development, welfare and behaviour of pupils (develop pupil behaviour, develop pupil empathy, clarify behaviour and reward systems in school and ensure pupils are aware of what life in Modern Britain means)

**Q: It is disappointing that some of the reading results were low, is there any particular reason for this?**

**A:** There are fluctuations, it depends on the cohort. We would like more practical resources. If there are things that a teacher needs to support them then this needs addressing by the SLT. There are a lot of books upstairs that have never been touched.

**Q: Do you know what the national figures are yet?**

**A:** This year's figures are not yet available. We will add in targets after the next staff meeting. This will be addressed by the S&E committee.

**Q: Adapted timescales – how realistically are you going to do that?**

**A:** We want to reduce teacher workload. We want things done time efficiently and with a meaningful outcome. The marking policy will be adjusted to ensure it is about feedback rather than just marking.

**Q: Which year takes the multiplication screening test?**

**A:** The multiplication test is national. Our current Y4 did a lot of work on this. Pupils have to sit at a computer and complete 20 questions relating to multiplication and division facts. There is an expectation that all children at the end of Y4 will know their multiplications up to x12.

**Q: To develop middle managers – is this going to be done throughout school?**

**A:** Yes, this is to ensure greater distribution of leadership throughout the whole school.

**Q: Do you have regular staff meetings and SLT meetings?**

**A:** Yes we have regular staff meetings but not SLT meetings as these are not necessary.

**RESOLVED:** To approve the draft School Development Plan, subject to approval of the attainment targets.

17. SCHOOL SELF EVALUATION

The SEF was distributed to all Governors. It had been split into the four areas of the Ofsted framework with subjects linked to the SDP. It was agreed that a 'RAG' rating would be added to the document. A summary on the back page was similar to the one on the SDP.

18. FINANCIAL MANAGEMENT AND MONITORING

The school fund audit report was tabled and agreed by all Governors.

**RESOLVED:** To approve the school fund audit report.

19. LONG TERM STRATEGIC OBJECTIVES

It was agreed to defer this item to the meeting to be held on 12 November 2019.

20. SAFEGUARDING

The Head Teacher confirmed that there had been no incidents.

21. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

Noted.

22. POLICIES FOR REVIEW BY FULL GOVERNING BODY

**RESOLVED:** To approve the following policies:-

- Whistleblowing

23. CCTV POLICY

**RESOLVED:** To approve the CCTV policy subject to a couple of minor changes.

24. CONSULTATION ON FAIR ACCESS PROTOCOLS

It was agreed to defer this item to the Standards and Effectiveness Committee on 21 October, since this suits the programmed dates for publishing and ' comments.

25. GOVERNOR TRAINING AND GOVERNOR VISITS

There were no visits to report. Mrs Peace advised that she had met with Mrs McPherson during the summer break to look at current Nursery figures.

Mrs Farrell will check if Mrs Leighton is booked on any new Governor courses. Mrs Farrell will send Mrs Leighton a Governor skills matrix for completion and return to the Chair. Mrs Peace advised she was attending a course on 26 November covering the new Ofsted criteria. Safer recruitment training is being organised. Mrs Farrell will discuss updating a Governor training matrix with the Head Teacher and check if any Governors require SEN training.



26. ANY OTHER BUSINESS

(a) Staff Appreciation and Wellbeing

Mr Ratcliffe advised the meeting that some staff members had been working hard to improve the exterior of the school during the summer break completing landscaping works and removing the amphitheatre. It was suggested that Governors should send a letter of thanks to the staff members. Mrs Farrell agreed to organise this.

It was suggested that staff should not be expected to reply to parent emails out of school working hours (ie late at night). Parents should understand that it is not an expectation but Governors noted that there is a consistency issue with this. After some discussion, it was agreed that this could be raised with parents in the next newsletter but that it would be firstly mentioned at the next staff meeting.

27. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting of the Governing Body be held on Monday 16 September 2019 at 6.00 pm at the school

Agenda item – Head Teacher recruitment process

Future Governing Body meetings – Tuesday 12 November 2019 at 6.00 pm  
Monday 3 February 2020 at 6.00 pm

Standards & Effectiveness Committee – Monday 20 January at 5.00 pm  
Finance Committee – Monday 20 January at 6.00 pm  
Staffing Committee – Monday 21 October

28. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda 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 8.35 pm.