

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the annual meeting of the Governing Body held at 5:00 pm at the School on Thursday, 16 September 2021.

PRESENT

Mr G Muir (Chair), Mr O Bryden, Mrs V Farrell, Mrs V Birchill-Edmondson, Mrs V Farrell, Mrs J Galloway, Mr K Huby, Mr R Jeffrey, Mrs R Jinks, Mr J Pickles

In Attendance

Mrs A F Jewell (Minute Clerk)
Mrs S Mollett (Deputy Head Teacher)
Ms J Thompson (Observer)

Prior to the meeting, Ms Thompson was welcomed to the meeting and introductions were made

1. ELECTION OF CHAIR

RESOLVED: That Governors agreed the following:

- (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.

RESOLVED: That Mr G Muir be unanimously elected as Chair for twelve months.

The 360° Review of the Chair of Governors had been completed and submitted by Governors.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs J Leighton and Mrs J Hayes (both with consent)

There were no declarations of interest.

(a) NGA Code of Conduct

RESOLVED: That the LA-adopted NGA Code of Conduct was unanimously agreed and adopted by Governors and the register was signed by all Governors.

(b) Declaration of Business Interest Information

Governors confirmed that the Governing Body Declaration of Business interest information had been completed online and forwarded to the LA.

The Head Teacher will contact the LA to obtain the updated information.

(c) GIAS

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 to be brought up under any other business:

- Holiday fining.
- Car Park.
- 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 V Farrell	Co-opted Staff	19.11.2021

Governors discussed and agreed to invite Mrs Farrell to serve for another term. Mrs Farrell confirmed that she would be willing to serve for another term.

RESOLVED: That Governors agreed to unanimously appoint Mrs V Farrell as Co-opted Staff Governor.

The Chair informed Governors that Mr Jeffrey had advised he would not be renewing his term when it finishes in February 2022.

(b) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs V Farrell	Co-opted Staff	19.11.2021

RESOLVED: That Governors agreed to appoint Joanne Thompson onto the Governing Body as a Co-opted Governor.

5. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Governors agreed the following:

- (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 Mr O Bryden be unanimously elected.

RESOLVED: That Mr O Bryden unanimously elected as Vice-Chair for twelve months.

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 Jeffrey
Mr G Muir

Standards and Effectiveness Committee

Head Teacher
Mrs V Birchill-Edmondson
Mrs J Galloway
Mr K Huby
Mrs Jinks
Ms J Thompson

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

Head Teacher
Mrs V Birchill-Edmondson
Mr K Huby
Mr G Muir

Staff Dismissals Committee

Mrs V Birchill-Edmondson
Mr O Bryden
Mr G Muir

Staff Dismissal Appeals Committee

Mr K Huby
Mrs J Leighton
Ms J Thompson

Governor Monitoring Committee

Mrs V Birchill-Edmondson
Mr O Bryden
Mr G Muir
Ms J Thompson

(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 K Huby
Governor Training Contact	Mrs V Farrell
Governor for Looked After Children	Mrs V Birchill-Edmondson
Child Protection/Safeguarding Governor	Mrs V Birchill-Edmondson
Early Years Governor	Ms J Thompson
Health and Safety Governor	Mr G Muir
Equality Governor	Mr R Jeffrey
Premium Link Governor	Mr O Bryden
Data Protection Governor	Mr G Muir
Staff Wellbeing Governor	Mr G Muir

Appointment of Link Governors

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

Year 6	Mr R Jeffrey
Year 5	Mr O Bryden
Year 4	Mrs J Leighton
Year 3	Mrs V Birchill-Edmondson
Year 2	Mr K Huby
Year 1	Mr G Muir
Reception & Nursery	Ms J Thompson

8. 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.

9. 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.

10. MINUTES OF THE MEETING HELD ON 14 JULY 2021

RESOLVED: That the minutes of the meeting held on 14 July 2021 be approved
By the Chair as a correct record and signed at a future meeting.

11. MATTERS ARISING

There were no matters arising.

12. REPORTS FROM COMMITTEES

There were no items notified.

13. HEAD TEACHER'S REPORT, SCHOOL DEVELOPMENT PLAN, SCHOOL EVALUATION FORM AND GOVERNORS' QUESTIONS

The Head Teacher's report had been distributed to Governors prior to the meeting. Governors noted the following:

(a) Numbers on Roll

There are three new children who have started at the school – two in Y3 and one in Y5. They have all settled in well.

(b) SEND

The School currently has 7 pupils with EHCPs, this will shortly rise to 10. This has resulted in a lot more SEND work. There are a further 23 SEND pupils on roll. It was noted that there is a potential of another three applications for EHCPs throughout the year.

(c) Staffing

All four new trainee teachers have settled in well. There is one support staff change. There have been some anxieties regarding the lifting of Covid restrictions. The updated Covid-19 risk assessment has been circulated to Governors.

(d) School Evaluation Form

The SEF had been circulated to all governors prior to the meeting. The SLT had gone through the form in detail. The following were discussed:

Q: How is Maths Mastery doing?

A: It has had less focus during the past year. With the revision of Early Years curriculum it will have more focus this year. We have had a good foundation of it in Early Years. We have signed up again to start Mastery Number aimed at Early Years and KS1 where the Maths Mastery approach requires more impetus. It will be a good programme and will maintain the profile of Maths.

Q: Under 'bullying' it states that there are zero incident reports. What is the policy definition of that?

A: It is defined as persistent and targeted from one child to another child.

The Head Teacher reiterated that it is important for Governors to have a good familiarity of where the school is at – there is a statement in the renewed Ofsted framework of knowing where you are with the curriculum and having a clear plan of where the school is going. It is important that SLT demonstrate a good understanding of the school's strengths and areas for development.

Governors noted that the form was easy to read and understand and linked well to the SDP.

(e) School Development Plan

The SDP had been distributed to all Governors prior to the meeting. It had been split into the four areas of the Ofsted framework with the addition of resourcing and costs. A lot of actions are for the SLT and these need to be shared out more.

Q: Is there anything in resources that is a worry?

A: Some of these have already been bought. We need to resource subjects bit by bit. The general learning resources pot have allocated an amount per subject. From that we have divided funds.

Q: Will that be restricted towards the end of the year?

A: No, not necessarily, it is not rigid. This is just to make us more aware of what we are spending.

'Quality of Education' has the highest number of targets. 'Behaviour and Attitudes' is brief and focuses on reducing persistent absentees.

Mrs Jinks had suggested a good idea to attach each class to a local charity. This is not necessarily about fund raising, but about supporting the charity and understanding the work that is undertaken by volunteers.

Q: Whilst the number of 'targets' have been reduced, there are still as many targets and objectives sitting underneath them. Is this therefore actually a reduction in the number of targets?

A: The points underneath are needed as actions and therefore all the things that would have been required regardless.

Q: How are you going to get parents more engaged?

A: Curriculum overviews are going out tomorrow so parents will have more of an understanding of what is being taught. There will be parent workshops – a phonics one will be held in a couple of weeks. We are trying to offer more to parents to help them understand.

Q: Are they going to be involved only in academic things?

A: Not necessarily, we are hoping to form a proper PTA.

Governors noted a decrease in physical attainment targets. The Head Teacher advised that Ofsted Focus has shifted and they will not look at internal data, only national data of which at the moment there is none owing to the cancellation of SATs due to Covid-19.

RESOLVED: That the School Development Plan be approved.

The Head Teacher was thanked for his report.

14. OFSTED PREPAREDNESS

It was noted that only two of the current Governors had been present at the last school Ofsted inspection. It was agreed that a separate session would be organised for Governors to discuss Ofsted preparation. Mrs Farrell agreed to email all Governors with login details to the NGA as there is a course available on their site looking at to what to expect from Ofsted inspections and Governors were encouraged to access this.

ACTION: Mrs Farrell to email login details for the NGA to all Governors.

15. COVID REGULATIONS, PROTOCOLS AND RISK ASSESSMENTS

The Head Teacher advised that the Covid Risk Assessment covered four areas – hygiene, air flow ventilation, bins and maintaining good cleaning. Some CO2 monitors will be arriving soon. All staff have cleaning equipment and use when necessary. Children are still being encouraged to wash their hands.

16. VISION STATEMENT

The suggested school vision statement had been provided to all Governors prior to the meeting. After some discussion, it was agreed to amend the bottom half of the document to link with the wording at the top of the document. This would then be available on the school website.

RESOLVED: That the school Vision Statement be approved, subject to the agreed changes.

17. STAFF WELLBEING

This item was discussed within the Head Teacher's report.

18. LONG TERM STRATEGIC OBJECTIVES

The long-term objective of attaining an Ofsted outstanding judgement was agreed. It was also agreed that Covid recovery is a long term strategic objective.

19. SAFEGUARDING & SAFEGUARDING AUDIT

This item was not discussed.

20. FINANCIAL MANAGEMENT AND MONITORING

The finance report prepared by Mrs Farrell had been circulated to Governors prior to the meeting. Mrs Farrell discussed the following:

- The school is roughly on target and 46% of the budget has been spent. Most of the large buy backs have already been charged.
- The physical work to the library has been completed. Governors were invited to view the library after the meeting.
- Upgrading to the playground is a long-term project as the adventure playground and amphitheatre remain closed due to health and safety issues. It was hoped that a Lottery grant could be applied for. Mr Muir agreed to arrange a health and safety meeting.

ACTION: Mr Muir to arrange and health and safety visit.

- Governors were advised that the caretakers had worked hard during the summer break, completing work to a very high standard to ensure the school was prepared for the return of pupils in Autumn.

20. POLICIES FOR REVIEW BY FULL GOVERNING BODY

RESOLVED: That Governors approve the following policies:

- Whistleblowing.
- Menopause.
- Safeguarding and Child Protection.
- Lettings.

21. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24

It was agreed to defer this item, as the consultation period has not yet started.

22. GOVERNOR TRAINING AND GOVERNOR VISITS

This item was discussed within Minute 14 above.

23. ANY OTHER BUSINESS(a) Holiday - Fining

The Head Teacher asked for Governor opinion as to whether fines should be issued by the Council for pupils who take term time holidays.

After a lengthy discussion which resulted in a vote by Governors to 4 in favour of fining, with all others abstaining. It was agreed that a policy would be drafted and agreed at the next Governing Body meeting.

ACTION: Policy to be drafted and available for review at the next full Governing Body meeting.

(b) Car Park

The Head Teacher advised Governors that safety issues had arisen earlier in the week due to parents parking in the car park irresponsibly. This had resulted in the Head Teacher emailing all parents advising that the car park needs to be kept safe for children. Governors discussed this on-going problem but agreed that no solution was apparent. It was agreed that the Head Teacher should keep reminding parents to ensure the car park is kept safe.

(c) 360° Review of the Chair of Governors

The Chair tabled the results of the review and advised that improvements to induction of new Governors would be made. It was agreed that Mrs Farrell would be a Governor mentor for Ms Thompson.

RESOLVED: That Mrs V Farrell be a Governor mentor for Ms Thompson.

24. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held on Thursday 18 November 2021 at 5:00 pm (at the school)

Future Governing Body meetings

Wednesday, 2 February 2021 at 5:00 pm.

Standards & Effectiveness Committee

Monday, 1 November at 6:00 pm.

Wednesday, 19 January 2022 at 5:00 pm

Finance Committee

Monday, 1 November at 5:00 pm

Wednesday, 19 January 2022 at 6:00 pm

25. 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 8:36 pm.