

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the meeting of the Governing Body held at the school at 5:30 pm on Thursday, 18 November 2021

PRESENT

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

In Attendance

Mrs A F Jewell (Minute Clerk)
Mrs S Mollett (Deputy Head Teacher)

26. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

There were no declarations of interest.

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

The following item was notified to be brought up under any other business:

- Governor Skills Matrix.

28. REPRESENTATION

(a) New Governor Vacancy

Governors noted that there was now a further vacancy on the Governing Body due to the death of Mrs Julie Hayes. Governors conveyed their deepest sympathies to the family of Mrs Hayes.

(b) End of Term of Office

| <u>Name</u> | <u>Category</u> | <u>With Effect From</u> |
|-----------------|-----------------|-------------------------|
| Joanne Galloway | Co-opted Staff | 31.01.2022 |

(c) Appointment of Co-opted Governors

It was noted that it was unlikely that Mr Topping would be taking up a post as Co-opted Governor. The Head Teacher advised that there may be a couple of other people interested in the roles. The Headteacher and Mrs Mollett agreed to contact a couple of individuals with suitable experience who may potentially be interested. Mrs Jinks may know a couple of people who could be interested.

29. MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2021

RESOLVED: That the minutes of the meeting held on 16 September 2021 be approved as a correct record subject to the following amendments:

Minute 6 – Review of Committees: Remove Mrs Jinks as member of the Finance, Premises and Resources Committee and replace with Mr Jeffrey and remove Mr Jeffrey from the Standards and Effectiveness Committee and replace with Mrs Jinks.

30. MATTERS ARISING

There were no matters arising.

31. REPORTS FROM COMMITTEES(a) Finance Committee

Mr Muir reported that the Committee had met on 1 November. The Committee had discussed the following:

- Finance and Premises report
- Benchmarking
- Health and safety

(b) Standards & Effectiveness Committee

Mrs Edmondson reported that the Committee had discussed the curriculum at their meeting held on 1 November. The Head Teacher reported the following:

- Data summary
- Catch up funding update

32. HEAD TEACHER'S REPORT AND SDP REVIEW

The report had been circulated to Governors prior to the meeting. The Head Teacher gave a verbal summary and invited questions from Governors. The following were discussed:

(a) Absence

There have been a large number of staff absences, very few were due to Covid, but were genuine illness and hospital appointments. This has been problematic finding cover.

A staff wellbeing survey has been circulated.

(b) Appeals and SEND

Two appeals have been rejected. Another two were held on 18 November for Y5 and Y2. Governors were advised that it will depend on whether viable alternatives are available. The outcome of the appeals were awaited.

The school will soon be up to 10 EHCPs.

One SEND child is likely to still be at the school into next year, even though SENACT have been advised that the school cannot meet this child's needs. This also impacts on staff support. The Head Teacher noted his concern for the SENCO who is currently trying to cope with a demanding role due to the number of pupils with EHCPs and their needs.

Q: Would school be better off – financially and in terms of work-load with fewer EHCP's. Would this then cause a financial problem?

A: Contract-wise we are prepared for this. We would much rather have fewer EHCPs as we have already budgeted for less and this would reduce the workload of the SENCO.

(c) Attendance

Attendance figures were tabled up to the October half term break. The numbers are average but could be better. Mrs Mollett advised that children who have had Covid appear to have a lower immunity and therefore are picking up various illnesses. If a child has missed a week, then they are classed as persistently absent. All schools have to follow the DfE guidance regarding absence.

Q: A lot of pupils on the persistently absent list are new. Why is this?

A: They only need to be away from school for 3 days to be on the list. Some will be added, some will be removed across the coming term. The list will continue to be closely monitored. The only pupil we worry about is the first one on the list, although their attendance has improved since half term.

(d) Incidents

Q: Is the numbers of cyber bullying up from previously?

A: Yes, although two incidents are linked. These are two separate cases which happened out of school and were in different year groups. Some verbal bullying is linked to one cyber incident. All incidents have been dealt with.

(e) SDP

The SDP is generally looking positive with progress in nearly every area.

Governors discussed the 'red' area regarding attendance.

(f) Extra Curricular Activities

The after-school clubs are well attended and this has a positive impact on the numbers in the car park at the end of the school day. A 'walking to school' project has been introduced which is encouraging parents to walk their children to school. This has also reduced the numbers of cars in the car park.

33. MODEL TEACHER PAY POLICY

RESOLVED: That Governors approve the pay policy.

34. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2023/24

RESOLVED: The current PAN is 30. Further information was still awaited.

35. HOLIDAY – FINING

The draft policy had been circulated to Governors prior to the meeting. After some further discussion it was agreed to adopt the policy.

RESOLVED: That Governors agreed to approve the Attendance policy

36. STAFF WELLBEING

Mrs Jinks confirmed that staff wellbeing was good and staff felt supported if they were away from school due to illness. All staff Governors advised that staff morale was good. The staff wellbeing survey had been circulated and results were awaited.

37. STAFF APPRAISAL PROCESS

Staff appraisals had been tabled within the Head Teacher's report. It was agreed that the Head Teacher would email Governors with information explaining why some staff had been recommended to move up a level and therefore receive a pay increase. Governors discussed support staff appraisals which do not require approval from the Governing Body. It was agreed to insert a paragraph in the Appraisal Policy regarding support staff appraisals.

38. LONG TERM STRATEGIC OBJECTIVES

There were no items to note. This had been discussed within Minute 18 previously.

39. SAFEGUARDING

The Head Teacher confirmed that an episode had occurred away from school with a pupil on a Child in Need Plan and any further incident had been averted.

Numbers of safeguarding incidents are tabled within the Head Teacher's report. Mrs Edmondson confirmed that she has arranged a safeguarding visit and has completed safeguarding training.

40. OFSTED PREPARATION

Mrs Edmondson, Mr Huby and Mr Jeffrey are attending the Ofsted training on 23 November. Governors were encouraged to work through the Ofsted questions which had already been circulated and bring a question with them to the next Governing Body meeting.

41. REVIEW OF POLICIES

The draft Attendance, Accessibility plan, Capability of Staff and Appraisal policies had been circulated to Governors prior to the meeting.

Suggestions regarding the Accessibility plan were agreed that this needs to be more specific for people with disabilities with evidence tabled.

The Capability of Staff Policy only referred to teachers. It was agreed the staff handbook required checking to see if support staff need to be included.

The Appraisal Policy required a section inserting regarding support staff.

It was agreed that the Head Teacher would make the required amendments to the policies and these would then be re-circulated to Governors with the changes highlighted.

42. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Edmondson, Mr Huby and Mr Jeffrey are attending the Ofsted training on 23 November. Ms Thompson has completed Early Years training and New Governor induction training. The Chair has completed NGA Ofsted preparation training and is booking a health and safety training session for January as well as School Data training on 8 December. The Chair completed a monitoring visit the previous week and looked at the curriculum. Mrs Edmondson has visited and met with Mrs Mollett and talked to pupils. A safeguarding visit is planned. Mr Bryden is hoping to visit on 30 November. Mrs Thompson will be organising an EYFS visit.

43. ANY OTHER BUSINESS

Governor Skills Matrix

The Chair tabled the results of the Governor Skills matrix, the results of which were positive. There were a couple of gaps regarding experience of being on another Governing Board and links to premises facilities management. It was agreed that the Chair and Head Teacher would meet with any prospective new Governor.

44. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held on the following dates:

Full Governing Body

Wednesday, 2 February 2022 at 5.00 pm at the school
Thursday 12 May at 5.00 pm

Standards & Effectiveness Committee

Wednesday 19 January 2022 at 5.00 pm
Wednesday 27 April 2022 at 5.00 pm

Finance & Premises Committee

Wednesday 19 January 2022 at 6.00 pm
Wednesday 30 March 2022 at 5.00 pm

45. 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 Chair closed the meeting at 7:37 pm