

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

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Tuesday, 12<sup>th</sup> November 2019.

**PRESENT**

Mr O Bryden, Mrs J Galloway, Mr R Jeffrey, Mrs J Leighton, Mr G Muir (Chair), Mr M Newby, Mrs M Peace, Mr J Pickles and Mr J Ratcliffe.

**In Attendance**

Mrs G Hewitt (Minute Clerk)

Mrs Vanessa Birchill-Edmondson (Prospective Co-opted Governor)

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

Apologies were received from Mrs V Farrell (consent) and Ms H Blackburn (consent).

There were no declarations of interest.

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

The following items were notified:

- (a) Food Bank
- (b) Car Park Markings
- (c) Skills Matrix

**36. REPRESENTATION**

The Chair advised that Mrs Birchill-Edmondson had attended the meeting with a view to becoming a Co-opted Governor. Introductions were made.

A vote was held.

**RESOLVED:** That Mrs Birchill-Edmondson be unanimously elected as Co-opted Governor.

The Chair advised governors to consider whether they were aware of anybody who may be suitable to fill the remaining co-opted governor vacancy.

**37. MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2019**

**RESOLVED:** That the minutes of the meeting held on 9 September 2019 be agreed and signed by the Chair as a true record.

**38. MATTERS ARISING**

- (a) Communication – Minute 26 (a) refers

**QUESTION:** Did anything come of the discussion with parents regarding Communication via emails?

**ANSWER:** A long discussion was held with staff and they were all happy.

39. MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2019

**RESOLVED:** That the minutes of the meeting held on 16 September 2019 be agreed and signed by the Chair as a true record.

40. MATTERS ARISING

(a) Update on the Head Teacher recruitment – Minute 31 refers

The Chair reported that a meeting of the recruitment panel was held on 22<sup>nd</sup> October to discuss candidate requirements and a recruitment timetable. The advert will be live on 10<sup>th</sup> January 2020, applications will close two weeks after that and shortlisting will take place on the 31<sup>st</sup> January. An update on the quality of applications will be given at the next full governors meeting, this will enable a discussion to take place regarding whether or not it is necessary to re-advertise. If there are successful interviewees, the interviews will take place on the 12<sup>th</sup> and 13<sup>th</sup> February and the ratification meeting will take place on the 13<sup>th</sup> February at 6.00pm.

The advertisement package will need to be completed by the middle of December in order to be sent to Kirklees.

41. REPORTS FROM THE FINANCE AND PREMISES AND STANDARDS AND EFFECTIVENESS COMMITTEES

(a) Finance and Premises Committee

The following update from the meeting was given:

- The budget is tracking marginally behind, there is a slight surplus and the contingency is still in place.
- A lot of income is still due to come in which means the budget will be ok at year end.
- An update was given regarding ParentMail.
- Quotes are being sought for replacement hall doors and the re-carpeting of hallways to utilise some of the excess in the budget.
- The SFVS was discussed and various questions were asked.
- Governors discussed the Business Manager completing a disaster recovery course.

(b) Standards and Effectiveness Committee

The following update from the meeting was given:

- Some data was looked at.
- The Committee discussed actions to move forward.
- Some standing agenda items were agreed to ensure the committee has a clear structure.
- The new broader curriculum was discussed.

Governors discussed clerking for the sub-committee meetings. It was agreed that it is not practical for a governor to clerk and take part in the meeting effectively.

**ACTION POINT – SCHOOL**

The Chair is to contact Elizabeth Booth to discuss clerking requirements.

**(c) Staffing Committee**

The following update from the meeting was given:

- An update on the Deputy Head Teacher recruitment was given.
- The Acting Deputy Head Teacher interviews were held and Mrs Samantha Mollett had been successful.
- Interviews were due to take place for maternity cover for Ms Ombler, however, it has now been decided to use Mrs Mollett in class for one and a half days a week to give her some experience in KS2. To fill the other three days, Mr Maniyar has been employed on a supply basis. Governors were informed that Mr Maniyar carried out his teacher training at the school and was tutored by Mr Pickles. He had done a lot of supply across school and has been very well received by all staff. This way of covering is more cost effective than employing somebody on a fixed term contract for a term. He will start two weeks before Christmas and Samantha will start one week before Christmas.

**42. HEAD TEACHER'S REPORT AND GOVERNOR'S QUESTIONS**

Mr Pickles had circulated the Head Teacher's Report prior to the meeting. He gave the following update:

**(a) Parents Evening**

Parents evening was due to take place the following day. Staff will be ensuring all parents have the ParentMail app during the evening.

**(b) Pupil Numbers**

There is one appeal for a Year 5 child due to take place as the year group is full.

**(c) SEN Update**

Rising SEN numbers were noted, particularly the number of EHCs which have risen to seven. This has a knock-on effect with staffing and funding and is a significant number of children for a school of this size.

**(d) Attendance**

Attendance is generally as it should be. An absence report was included in the report showing a breakdown of Persistent Absences. Approximately 50% of these are due to term time holidays, most of these parents have been fined. Some absences are due to illness and it is expected that the attendance for these children will even out.

**(e) Staffing**

The staffing structure had been updated with any trainee teachers currently in school.

(f) Behaviour

The behaviour reports from September to October half term were included. Mr Pickles advised that it is necessary to look at the way some members of staff are logging behaviour. There were two records of racial incidents, these are new issues with these individuals.

**QUESTION:** Did you follow up on this?

**ANSWER:** Yes we did. We asked the child it was aimed at if this had happened before and his response was that he has never heard anything like that in this school before.

(g) Safeguarding

The number of safeguarding incidents was included. Mr Pickles advised that the majority of these are existing concerns, there was only one new safeguarding incident, but this was not a family without any previous concerns. An update on the number of children with Safeguarding concerns was given.

(h) Targets

Target setting data which has been discussed by the standards and effectiveness committee was included. This has now been updated and completed as all progress meetings have now been held. Challenging targets have been set for the children. Writing targets consider both FFT20 and FFT50, however, reading and maths use FFT20.

(i) Performance Management

Anonymised Performance Management reviews were included. It was noted that pay increments will need to be discussed by the staffing committee. One target relates to data, one relates to reading and the final target is based around curriculum and curriculum leadership.

**QUESTION:** Why are some ticks for meeting targets highlighted in yellow?

**ANSWER:** This is because they have met targets but not completely due to reasons out of teachers' control.

(j) School Development Plan

An update on the SDP was given, most actions were at amber as it is too early in the academic year to be fully completed. A governor commented that revitalising the Science curriculum was red and felt that as this has been delayed previously, it is important that this target is acted on soon.

(k) Extra-Curricular Activities

An update on trips and activities was given. Mr Pickles gave feedback on the trip to Eden Camp and Manchester United football club.

Mr Pickles was thanked for his report.

43. SCHOOL DEVELOPMENT PLAN AND ATTAINMENT TARGETS

This was covered in the Head Teacher's report.

44. SEF REVIEW

There has been no update on this since it was shared with governors in September.

**ACTION POINT** – Mr Pickles is to resend the SEF to governors.

45. STAFF APPRAISAL NON-SPECIFIC OUTCOMES

This was covered in the Head Teacher's report.

**QUESTION:** Are you happy that all staff are making improvements?

**ANSWER:** Yes staff are very good. Middle Leaders and Subject Coordinators will be key for the Ofsted inspection.

**QUESTION:** Do they need any help with that?

**ANSWER:** A lot of preparation work will be required.

46. FINANCIAL MANAGEMENT AND MONITORING

This was covered during the report from the finance committee.

47. LONG TERM STRATEGIC OBJECTIVES

Continued improvement under a new Head Teacher will be a focus for next year.

**QUESTION:** When should we expect another Ofsted inspection?

**ANSWER:** We feel this could be any time from the next academic year.

48. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22

(i) **RESOLVED:** That governors will consider the contents of the report on admission arrangements for 2021/22.

(ii) **RESOLVED:** That the PAN of 30 is noted by governors.

49. SAFEGUARDING

This was covered in the Head Teacher's report.

50. REVIEW OF POLICIES(a) Safeguarding and Child Protection Policy

The Safeguarding and Child Protection Policy was circulated prior to the meeting. It was noted that although parts one and two are mentioned, these are not identified in the Policy.

**RESOLVED:** That the Safeguarding and Child Protection Policy be approved by governors.

51. GOVERNOR TRAINING AND GOVERNOR VISITS

The following training and visits were reported:

- The Chair and Mr Pickles had carried out online Safer Recruitment training.

- Mrs Peace and Ms Blackburn will be attending 'Preparing for Ofsted' training.
- Mrs Leighton will be starting initial governor training next week.
- Training is to be planned for Mrs Birchill-Edmondson.
- Governor monitoring visits will be taking place in accordance with the governor monitoring calendar.

A health and safety walk has been carried out, there are still some actions to be completed.

The Chair asked that governors with specific responsibilities arrange any necessary visits.

## 52. ANY OTHER BUSINESS

### (a) Food Bank

The Head Teacher reported that the Kirklees food hygiene visit took place last week and the food bank achieved five stars. Governors were informed what the inspection involved.

### (b) Car Park Markings

The car park will be remarked on Friday.

**QUESTION:** What is the cost?

**ANSWER:** £1500 which is very reasonable. They will colour the staff parking a different colour and include various lines to indicate where people can park at home time.

**QUESTION:** Will you still have disabled bays?

**ANSWER:** Yes, however we are losing one disabled bay for a minibus bay.

**QUESTION:** Is there a statutory minimum number of disabled bays you should have?

**ANSWER:** We will look into this before the work is carried out.

### (c) Skills Matrix

The Chair explained the skills matrix to the Mrs Birchill-Edmondson and asked her to complete this.

He advised the results show that the governing body has the following skills gaps:

- Experience of chairing a board/governing body or committee.
- Experience of being a board member in another sector or another school.  
Experience of premises and facilities management.
- Links with local businesses.
- Financial experience

(d) Leaving assembly for Head Teacher

It was agreed that a special assembly should be held on Mr Newby's last day at the school. This could be linked with the Christmas or end of term assembly.

The Head Teacher left the meeting at this point.

A discussion took place regarding how governors could mark the Head Teacher leaving the school.

The Head Teacher returned to the meeting.

Governors officially noted their thanks to the Head Teacher for the huge amount of work he has carried out to bring the school to where it is today.

53. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meetings of the governing body be held at the school at 6:00pm on the following dates:

Monday, 3<sup>rd</sup> February 2020  
Tuesday, 5<sup>th</sup> May 2020

**RESOLVED:** That the ratification meeting for the appointment of a new Head Teacher be held at the school at 6.00PM on the following date:

Wednesday, 13<sup>th</sup> February 2020

**RESOLVED:** That the next committee meetings be held at the school on the following date:

Monday, 20<sup>th</sup> January 2020  
Standards and Effectiveness Committee at 5:00pm  
Staffing Committee at 5:45pm  
Finance Committee at 6:00pm

54. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be omitted from the copy to be made available at the school under the Freedom of Information Act.