

## **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 Monday, 3 February 2020.

### **PRESENT**

Mr G Muir (Chair), Ms V Birchill-Edmondson, Mr O Bryden, Mrs V Farrell, Mr R Jeffrey, Mrs J Leighton, Mrs M Peace, Mr J Pickles, Mr J Ratcliffe

### **In Attendance**

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

### **55. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received from Ms H Blackburn and Mrs J Galloway (both with consent).

There were no declarations of interest.

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

The following items were notified to be brought up under any other business:

- Documents for discussion at Governor meetings.
- Governor Meal with Mr Newby.

### **57. REPRESENTATION**

Governors noted the following matters of representation:

#### **Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Ms V Birchill-Edmondson	Co-opted	20 November 2019

It was noted that there is still a further Co-opted vacancy. Mr Bryden offered to make further enquiries with Lloyds Bank to see if they have anyone who may be interested.

**ACTION:** Mr Bryden to make further enquiries with Lloyds Bank.

### **58. MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2019**

**RESOLVED:** That the minutes of the meeting held on 12 November 2019 be approved and signed by the Chair as a correct record.

59. MATTERS ARISINGAny Other Business – Car Park Markings (Minute 52 (b) refers)

It was noted that there are sometimes issues with parking the minibus in the marked bay, due to the car park being busy at certain times of the day. Mrs Farrell advised that office staff do monitor the car park, which tends to be busier in the afternoon at the end of the School day. Governors discussed the safety issue, which arises when parents are parking around the zebra crossing.

*Mr Pickles left the meeting at this point*

60. REPORT ON HEAD TEACHER APPOINTMENT PROCESS**DELETED (Minute 72 refers)**

*Mr Pickles returned to the meeting*

61. REPORTS FROM COMMITTEES(a) Finance and Premises Committee

The following update from the meeting held on 20 January was given and Governors noted the following:

- A quote for the re-carpeting has been obtained with the work scheduled to be done during the summer break.
- SFVS was approved.
- The nursery heating issue's still being sorted with the LA.
- There's a slight overspend on cash budget but funds would be coming back in to cover this
- There had been a huge leak in the water supply to the sprinkler tank, but this has now been resolved.
- Quotes are being obtained for isolating the heating to the hall.
- Mrs Farrell and Mr Bryden attended health and safety and emergency procedure training. The School would need to conduct invacuation and lockdown procedures

**RESOLVED:** To approve the SFVS at the next Full Governing Body meeting.

(b) Standards and Effectiveness

The following update from the meeting held on 20 January was given and Governors noted the following:

- Update on assessment grids – how and where data figures come from.
- Update on staff curriculum training day.
- PSHE.
- Data update.
- Safeguarding, pupils who are on a child protection plan

It was noted that the School would like to employ more staff for interventions but due to budget restraints this cannot be done at the present time.

62. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated to Governors prior to the meeting. Mr Pickles spoke to the contents and the following was noted:

(a) Staffing

It was noted that Mrs Mollett would be working in Year 4 on Thursday and Friday. This was going well so far. Mr Thompson (PE) left at the end of the winter term. Bradford City are now supplying this provision with Mr Jack Strudwick, who is consistently covering lunchtime in the ball court, all PE lessons throughout school then two after school clubs. Mr Strudwick has been very good with the children and positive comments have been received. It is likely this contract would be renewed after the summer. Bradford City would also cover after school competitions. It was mentioned that training to drive the minibus is being organised. The football club also offer a reading programme for Schools to promote a love of reading.

(b) PAN

There is a new child in Year 3 (SEND information is awaited) who would need a degree of academic support. A new child in Year 4 has also started who speaks Polish and very little English. Support staff for this cohort are being drawn away from other children to support this child.

**Q: Does the child integrate well?**

**A:** Yes. Children from other classes have also been helping out.

The School is also expecting another child to start in Year 3 from Gambia, along with another child from Pakistan. It was noted that children from Year 5 and Year 1 would be leaving due to moving house.

(c) Attendance

The figures for September-December were tabled. Governors were pleased to note that figures had dropped. Unfortunately, the final week of term was affected by a large amount of sickness (staff and children), resulting in the school being closed on the final day. Since this, attendance figures have been at 95% and above. It was agreed that termly attendance figures would be included in future reports.

A persistent absence table was discussed. This included any absence over 10%. Letters have been sent to all parents (apart from a few who have improved). It was noted that one child had missed approximately one year of School due to absence during their time at the school, mainly due to family holidays.

**Q: What are the children like when they come back after an extended break?**

**A:** It takes some time for them to settle. We have also experienced problems with illness once they are back. There is always a noticeable difference.

(d) Safeguarding

Governors were advised that the School has re-organised the CPOMS categories since Christmas and that there are now 7 or 8 headings.

**Q: Would you be able to do a comparison to see if improvements are being made or if things are getting worse?**

**A:** This would be difficult due to the new categories now in place. We can complete it termly moving forward. We don't have a significant problem in the School.

It was noted that there are five children across three families on Child Protection.

(e) Data

The data which had previously been discussed at the Standards and Effectiveness Committee was tabled.

**Q: Are the Christmas predictions a prediction of what we will have at the end of the year?**

**A:** At Christmas it is very difficult to predict, but we look at who we think will be at ARE at the end of the year. Some that stand out is the greater depth in Year 2 which we need to focus on, along with combined figures into Year 3. We have no concerns.

Mr Pickles was asked to leave the Christmas data in his next report due at Easter.

(f) SDP

An update summary was tabled and Governors noted the following:

- Notable 'reds' in the assessment column were because it could not be done until the curriculum had been concluded. This would get developed further as the year goes on.
- Marking would still need to be done. The monitoring cycle had been completely refreshed. There was a reduction in the number of data drops that staff complete, along with changes to dates for these to be completed.
- Maths Mastery was completely embedded.
- There are costs in the budget for staff training as there is currently a big push on CPD.
- Early signs are that the changes to teaching of phonics and reading have worked positively.

(g) Benchmarking

The school would be meeting with Gomersal after half term to complete moderation meetings and benchmarking exercises.

(h) Dates

Governors noted the following:

- The School would be running the 500 words competition again this year. This helps to encourage writing standards. World Book Day would be on 5 March – the School would focus on bedtime stories and parents would be invited to come in at the end of the day. A penalty shoot out event with Bradford City with support from Sports Relief had been organised.

(i) SEF

The SEF was tabled.

Mr Pickles was thanked for his report.

63. REVIEW OF SCHOOL DEVELOPMENT PLAN

This item was already discussed under Minute 62 (f).

64. REVIEW OF CURRENT ATTAINMENT

This item was already discussed under Minute 62 (e).

65. KIRKLEES FAIR ACCESS PROTOCOL (2020)

Governors discussed and recognised that each LA must have a Fair Access Protocol, agreed with the majority of Schools in its area.

**RESOLVED:** That the Governors agreed to adopt the new Kirklees Fair Access protocol dated April 2020 to be implemented from the start of the summer term on Monday, 20 April 2020 (unanimous).

66. LONG TERM STRATEGIC OBJECTIVES

The Chair asked Governors to bear in mind that Academisation may become a priority for the Government some time in the future, which may then need addressing.

67. SAFEGUARDING

This was discussed within the Head Teacher's report.

68. REVIEW OF POLICIES

**RESOLVED:** That Governors adopt the Emergency Plan.

69. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Peace reported that she had visited EYFS. Her report was circulated to Governors.

Mrs Peace and Ms Blackburn had also attended Ofsted training run by Mr D McCormick.

**RESOLVED:** That copies of the training slides be emailed out to Governors.

Mr Ratcliffe tabled his reports on SEND, Health and Safety and Year 2. Mrs Farrell confirmed that signed visit reports from all Governors are kept on file at the school.

Mr Bryden tabled his visit report to Year 5 and Year 6 to focus on curriculum.

The Chair had visited KS1 on 20<sup>th</sup> and the 25<sup>th</sup> of November to focus on curriculum. Visit reports were available for Governors to read. Mr Bryden and the Chair would conduct follow up visits later in the year (in Summer 2).

It was mentioned that Ms Blackburn visited before Christmas and that her report is to be completed.

Governor safeguarding training would be held at Birkenshaw in March. Governors were asked to inform Mrs Farrell if they would be attending.

**ACTION:** Governors to inform Mrs Farrell if they would be attending the Safeguarding training.

70. ANY OTHER BUSINESS

(a) Documents for discussion at Governor meetings

Mr Ratcliffe asked if reports and documents for discussion at the Governing Body meetings could be distributed from the school earlier. Mr Pickles confirmed that documents would be sent out a week prior to Governing Body meetings.

**ACTION:** Documents for discussion at Governing Body meetings to be sent out from school a week prior to the meeting.

(b) Governor Meal with Mr Newby

It was agreed to contact Mr Newby to organise a farewell meal with Governors. A letter of invitation from the School would also be sent to Mr Newby, inviting him to visit the School so that pupils can say their farewells.

71. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the future meetings of the Governing Body be held at the School on the following dates:

Full Governing Body

Tuesday, 5 May 2020 at 6:00 pm.

Tuesday, 7 July 2020 at 6:00 pm

Standards & Effectiveness Committee

Tuesday, 21 April at 6:00 pm.

Finance Committee

Tuesday, 21 April at 5:00 pm.

Head Teacher Ratification Meeting

Thursday, 13 February at 5:00 pm.

72. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 60 be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 8:31 pm.