

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

Minutes of the meeting of the Governing Body held **remotely (via Microsoft Teams)** at 5:00 pm on Monday, 9 November 2020

### PRESENT

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

### In Attendance

Mrs A F Jewell (Minute Clerk)  
Mr K Huby (Governor Designate)  
Mrs J Hayes (Governor Designate)  
Mrs S Mollett (Deputy Head Teacher)

*Prior to the meeting Mr Huby was welcomed to the Governing Body.*

### 30. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies were received and there were no declarations of interest.

Mrs J Hayes and Mrs J Leighton confirmed that they had read and understood the Governors Code of Conduct.

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

There were no items notified to be brought up under any other business.

### 32. REPRESENTATION

#### (a) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs J Hayes	Designate (Co-opted)	Pending DBS

The Head Teacher reported that feedback from the parent election had been very good with 90-100 responses. Four people had applied for the position. Governors noted that Mr J Huby was appointed as Parent Governor.

#### Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr J Ratcliffe	Parent	02.10.2020

Governors conveyed their thanks to Mr Ratcliffe for all the support that he has given to the Governing Body, staff and the School during his time as Governor.

(b) Appointment of Co-opted Governors

Governors discussed the vacancy and some suggestions were made. The Chair asked if members could think of anyone they might know that could be interested.

(c) Staff Governor Vacancy

The Head Teacher advised that an advert for the Staff vacancy was being re-submitted.

33. ELECTION OF VICE-CHAIR

**RESOLVED:** That the Governing Body agreed the following:

- (a) That nominations will not be accepted from governors not present at the meeting.
- (b) That the term of office of the Vice-Chair be until the next AGM.
- (c) That in case of a tie there would be a revote.

**RESOLVED:** That Mr O Bryden be unanimously elected as Vice-Chair.

34. MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2020

**RESOLVED:** That the minutes of the meeting held on 17 September 2020 be approved by the Chair as a correct record and signed at a future meeting subject to the following amendment:

Long Term Strategic Objectives (Minute 19)

Second paragraph should read 'It was also noted that the Chair will be retiring as a Chair at the conclusion of the 2020-21 academic year'.

35. MATTERS ARISING(a) Head Teacher's Report and Governors' Questions (Minute 13 (a) refers)

**Q: Is there any update on the Covid claim?**

**A:** Anything that was marked under 'other' has not yet been paid. Mr D Gearing wrote to the School asking for details of the claim which we submitted. We have not had a payout as yet as a lot of expenses we were seeking for reimbursement of were under 'other' items, i.e. lettings, after School clubs, additional materials etc.

**Q: Have you had reimbursement for the FSM vouchers?**

**A:** They will be paid for. We ordered vouchers as the LA have confirmed they would cover the cost of these during half term. There will be some cover for vulnerable families across Christmas.

(b) Matters Arising (Minute 11 (a) refers)

**Q: How is the development of the new school website progressing?**

**A:** 80% of it is ready. It just needs transferring to the domain which hopefully will start on Wednesday afternoon.

(c) Any Other Business – Use of School Hall (Minute 21 (a) refers)

**Q:** **Is anyone using the School hall at present?**

**A:** No. No-one can use it at the moment.

(d) Any Other Business – Dogs on the School site (Minute 21 (c) refers)

**Q:** **Have you had any further issues with dogs on the site?**

**A:** Not since we sent out a newsletter. We have had one issue very recently and will have a word with the owner.

36. MINUTES OF THE DHT RATIFICATION MEETING HELD ON 14 OCTOBER 2020-11-

**RESOLVED:** That the minutes of the meeting held on 14 October 2020 be approved by the Chair as a correct record and signed at a future meeting.

37. MATTERS ARISING

There were no matters arising.

Mrs Mollett was congratulated on her appointment.

38. REPORTS FROM COMMITTEES

(a) Finance Committee

Mr Bryden reported that the Committee had met virtually. Covid finance had been discussed. The Committee had looked at the budget which was broadly in line with expected. The budget is tight in a couple of areas but there are still some funds in the contingency budget. Governors reviewed the School in terms of the benchmark report and came out where they would expect. One area which was higher was teaching assistance due to the high number of SEND pupils. There is a small change to the staffing budget. Regarding health and safety, there has been a minor issue regarding the soft floor outside Nursery. Payment for this work will come out of devolved capital. This is not a high-risk problem but it will need replacing.

(b) Standards & Effectiveness Committee

Details of the figures that the Committee had looked at were contained within the Head Teachers report. Achievement targets have not yet been agreed as pupil progress meetings need to be held first.

39. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

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) Coronavirus Update

The School has continued as much as it can but things are constantly up and down. Another class isolated on Friday evening. As the weeks have progressed, some children have found this more challenging and difficult and some underlying issues have come to light. Concentration is not as good as it was, this is not a major issue but some pupils are more fidgety. This has been made worse with some classes being isolated and then back in. Mrs Galloway confirmed that some children are still suffering with lockdown and restrictions and are missing their extended family. A lot of work was done during the first half term concerning wellbeing and mental health.

(b) Appeals and Attendance

An appeal to Year 3 had been successful. This had already been rejected a couple of times previously.

Attendance started well. Currently LAC is 5% below due to two pupils from the same family and does not reflect the whole group. EHC is lower due to one pupil being on holiday and another due to illness.

A list of persistent absentees was tabled. This included any attendance below 90%. Some of the children on the list are of a concern and the School has already started to take action and are looking at involving the LA Attendance Officer in one case due to the family not responding.

(c) Home Learning

It is now a legal requirement for Schools to provide home learning for pupils who need to do work from home due to isolation. During the first half term the School had to close two classes due to confirmed cases.

**Q: If pupils aren't attending online are you following this up?**

**A:** Yes, we have had some from Reception and Year 3 bubbles. It is difficult as some parents are having to take time off work and some pupils don't want to engage. We have adapted the home learning slightly and are now asking for work to come back into School. We are just trying to let them know what our level of expectation is. In some cases, there are genuine reasons why they cannot engage. The way we have done it is by uploading videos. We have tried to facilitate need and cover all bases.

(d) School Development Plan (SDP)

The SDP was tabled with the majority of areas currently at amber. A couple of red objectives were regarding Governors, including 'experienced members of the Governing Body are able to fully support newer members to fulfill their duties and responsibilities' and 'to plan for succession for the role of Chair of Governors in twelve months time'.

(e) Safeguarding

Mrs Galloway and Mrs Farrell are now qualified as DSL's. There are currently new families who are presenting safeguarding concerns.

There have been two incidents regarding some level of bullying. Both have been individual incidents although cases have been reported previously. Both cases have been dealt with and the situations are being monitored very closely.

The Chair thanked the Head Teacher for his very detailed report.

#### 40. OUTCOME TARGETS AND CONFIRMATION OF SDP

Governors agreed to approve the SDP subject to any final approval targets. An outline of achievement targets is already available. The School wants to also improve the percentage of pupils achieving. Numbers are being finalized, along with individual class targets. FFT targets are all available but they won't take into account the impact of Covid. The Head Teacher advised that he wants to complete progress meetings to obtain a proper meaningful figure. An update for this will be available at the next Governing Body meeting. Progress meetings should be completed during class time but due to issues re mixing bubbles etc and availability of staff this has not been as straightforward as normal.

#### 41. STAFF WELLBEING

Governors noted that they appreciate that staff are currently under a lot of pressure due to the additional workload. Mrs Galloway advised that a staff wellbeing survey has been sent out and the school will respond appropriately in light of any issues that may be identified.

It was agreed that the Chair would liaise with the SLT to organize a system to monitor the situation as Wellbeing Governor and that this item would stay on the agenda for future Governing Body meetings.

#### 42. STAFF APPRAISAL PROCESS

The Head Teacher confirmed that there were no issues. It was noted that the Staffing Committee should approve any recommended pay rises for which the Head Teacher is to provide a summary of pay rise recommendations.

#### 43. HOME SCHOOLING

It was noted that home schooling is now legal and the responsibility lies with the Governing Body and implementation is down to the Head Teacher. Governors agreed that home schooling is subject to change and that staff should be allowed to obtain as many resources as possible to accomplish this.

#### 44. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2022/23

**RESOLVED:** To keep the PAN at 240.

#### 45. LONG TERM STRATEGIC OBJECTIVES

The Head Teacher confirmed that long term planning is still in place and the recent staff meeting had discussed the history curriculum. The School is trying to continue as much as possible but each day is different due to the current pandemic situation.

**Q: If the virus went away overnight would you have an idea of what you wanted to do?**

**A:** Yes, but firstly it would be about recovery. We will be picking up the pieces to recover and this will take the best part of a year.

47. REVIEW OF POLICIES

**RESOLVED:** That Governors approved the following policies:

- Covid-19 addendum.
- Remote Learning.

48. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair confirmed that he had attended a webinar on RSHE training. The PowerPoint presentation has been forwarded to all Governors. Mrs Farrell confirmed that all Governors should now have their login details for the LA Business Solutions website. Mrs Farrell confirmed she would forward details of the new Governor induction course to Mr Huby. Mrs Edmondson would also need to complete this training.

The Head Teacher confirmed that he would be meeting with Mrs Claire Geisler (KLP) via Microsoft Teams during the following week. The Chair agreed to email Mr Jeffrey and Mr Bryden separately with questions concerning remote Year G monitoring.

**ACTION:** Mrs Farrell to organize new Governor induction training and Chair to email Mr Jeffrey and Mr Bryden regarding monitoring visit.

49. ANY OTHER BUSINESS(a) RSHE Policy

The Chair advised that he had attended online training for this policy and has forwarded details of the course to Governors. The Head Teacher confirmed that the school already started work on a policy for this. It was hoped to organise parental consultation and possibly pupil consultation and the Head Teacher has been speaking to Mrs Lavender (PSHE lead in School) about it. The School has until Easter to put the policy in place but there are many decisions to make first and has to be respondent to the needs of the class. There is a lot of work to go through as well as the consultation aspect. This has been complicated by Covid.

**RESOLVED:** That Mr R Jeffrey be appointed as Governor to oversee this policy and liaise with the Head Teacher.

**ACTION:** Mr Jeffrey to report and update Governors at the next Full Governing Body meeting.

(b) Membership of Committees and Appointment of Governors with Specific Responsibilities

**RESOLVED:** That the following Governors be appointed to Committees:

Standards & Effectiveness Committee

Mrs J Hayes

Staff Dismissal Appeals Committee

Mrs J Hayes

**RESOLVED:** That the following Governors be appointed with specific responsibility for:

Special Educational Needs Governor – Mrs V Birchill-Edmondson  
Health and Safety Governor – Mr G Muir  
Staff Wellbeing Governor – Mr G Muir

Year 2 – Mrs V Birchill-Edmondson

It was agreed that the Head Teacher would put Mrs Birchill-Edmondson in contact with a SEND Governor at another School who also works supporting children with SEND to speak about what the role of SEND Governor entails. Mrs Farrell agreed to book Mrs Birchill-Edmondson onto a SEND training course in January.

**ACTION:** Head Teacher to provide SEND Governor contact details  
Mrs Farrell to book Mrs Birchill-Edmondson onto SEND training

(c) Governor Skills Matrix

It was agreed that the Chair would email Mr Huby with the Governor skills matrix for completion. Mrs Birchill-Edmondson advised she would return her matrix.

**ACTION:** Chair to email Mr Huby with the Governor Skills Matrix for completion.

50. DATES OF FUTURE MEETINGS AND AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting of the Governing Body be held remotely (via Microsoft Teams) on Monday, 1 February 2021 at 5:00 pm.

Future Full Governing Body Meeting

Wednesday, 5 May 2021 at 6:00 pm (venue to be confirmed)

Future Standards & Effectiveness Committee Meetings

Monday, 18 January 2021 at 5:00 pm (online)

Monday, 19 April 2021 at 5:00 pm

Future Finance Committee Meetings

Monday, 18 January 2021 at 6:00 pm (online)

Monday, 22 March 2021 at 5:00 pm

51. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 46 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 7.35 pm*