

**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, 1 February 2021.

**PRESENT**

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

**In Attendance**

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

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

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

53. **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.

54. **REPRESENTATION**

(a) **Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr K Huby	Parent Designate	17/11/2020
Mrs R Jinks	Staff Governor	20/01/2021

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr G Muir	Co-opted	11.03.2021

Mr Muir confirmed that he would like to continue as Co-opted Governor at the School and Governors were happy to approve this.

**RESOLVED:** That Governors agreed to appoint Mr G Muir as Co-opted Governor for a further term

**RESOLVED:** That Governors agreed to appoint Mr G Muir as Chair until the end of the current academic year

(b) Appointment of Co-opted Governors

Governors are still looking for someone who works in the local business community to join the Governing Body but acknowledged that this is difficult due to the current climate.

55. MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2020

**RESOLVED:** That the minutes of the meeting held on 9 November 2020 be approved by the Chair as a correct record and signed at a future meeting.

56. MATTERS ARISING

There were no matters arising.

57. REPORTS FROM COMMITTEES(a) Finance Committee

Mr Bryden reported that the Committee had looked at the latest budget figures provided by Mrs Farrell. These showed a slight overspend but there are funds that will be coming back in as well as some expenses being front loaded. The budget should finish in line including maintaining the contingency of £18k. There has been a lot of spend on Covid-related items and there has been little reimbursement of this. Mrs Farrell will be providing the Committee with an updated three year forecast to give an indication of budget.

Premises – the caretaker is shielding and the peri caretaker is limited to opening and closing School. There is only a requirement for them to grit walkways and not the car park in full.

Mr Muir advised that a health and safety report had been received from the LA. The LA auditor had spoken to The Head Teacher, Mrs Farrell and Mr Muir. The report has been forwarded to the SLT to action as many of their points as possible. Much of this is just to get paperwork in order. Mr Muir advised that he would visit the School after half term for a health and safety update.

(b) Standards & Effectiveness Committee

Mr Pickles reported that the Committee did not currently have a Chair. Mrs Edmondson volunteered to take on the role.

**RESOLVED:** That Mrs V Edmondson be appointed Chair of the Standards & Effectiveness Committee

**Authority Note:** Election of Chair must be an Agenda item in order for somebody to be elected – this has been added to the next Standards and Effectiveness Agenda.

The Committee had discussed the RSHE curriculum as this year it is compulsory for RSHE to be included in the Curriculum. Schools have until Easter to ensure this is in place. Decisions need to be taken about the expectations of what is taught within sex education. If the Schools decide to teach this then parents have the right to withdraw their child from the lesson, but if the School teaches reproduction in science then parents cannot withdraw their child.

Consultation work needs to be done and a questionnaire is ready to go out to parents. The School has signed up to 'Walk With Me' run by Mrs V Flintoff at the LA. This walks through the process. A three hour session has been scheduled on 23 February with some other Schools and Mrs V Flintoff to complete a policy writing workshop.

Mr Jeffrey confirmed that he had met with The Head Teacher and Ms C Lavender and talked through the changes. It was confirmed that the School is working with the LA to get everything in place. Mr Jeffrey had been assured that development is where it needs to be. The policy should be in place by Easter and this should be available by the next full Governing Body meeting.

The Committee had also discussed reading and were advised what had been done on this topic since September. It is a big focus in School.

Pupil progress – national tests have been cancelled. All internal School targets were set before Christmas. These will be sent on to Governors.

## 58. 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.

### (a) Appeals and Attendance

Governors noted the following:

- An appeal into KS2 had been successful. This had already been rejected a couple of times previously when they had been unsuccessful to get into KS1.
- There is another new child in Year 2 who has EAL. There are now 9 EHC's in School.
- Attendance figures showed an overall slight increase in figures from September-October compared to November-December. No classes are causing concern. It was noted that if a child is absent due to isolating then this is not included in absence figures.
- Updated persistent absence figures were tabled compared to previous along with updated comments. It was noted that there are some improvements and some pupils can be removed from the list.

### (b) Staffing

The Head Teacher reported that the four-trainee teachers have all been a bonus to the School. Each person has taken on all they need to do and have been an asset.

There are a small number of staff who are shielding. There has been a rise in the anxiety levels of many members of staff due to the lockdown announcement but this has now settled down. The temporary staffing structure was tabled.

### (c) Trips

A residential for next year has been booked, in case the residential this year has to be cancelled.

(d) Covid-19/Home Learning

The number of children in School is significantly higher than in the first lockdown. Appeals have been made in newsletters to keep children at home and direct contact has been made with those parents who may be able to keep their child at home. It was noted that the School may have to go part-time if numbers continue to increase. A survey had been sent out recently to find out parental views on home learning. The responses received had been very positive.

It was agreed that the Chair would write to all staff on behalf of Governors to thank staff for all their hard work during the crisis and offer any support that may be required.

**ACTION:** Chair to write to all staff on behalf of Governors to thank them for their hard working during the crisis.

(e) Staff Wellbeing

Mrs Jinks confirmed that there was a great deal of anxiety amongst many staff following the lockdown announcement in January. This has now settled. The recent staff survey results were tabled. The majority of responses were positive, a few were neutral but this could be because some questions did not apply to newer staff. The survey will be sent out again in the next few weeks.

The Chair thanked the Head Teacher for his report.

59. OUTCOME TARGETS AND CONFIRMATION OF SDP

The Standards and Effectiveness Committee did not have time to look through the targets. Governors were asked to look through these and then send any questions on to the Head Teacher, as well as copying in the Chair.

**ACTION:** Governors to email Head Teacher with any suggestions or questions regarding the SDP targets

60. STAFF WELLBEING

The Head Teacher advised that there are currently two members of staff shielding. One member of staff had taken a couple of weeks unpaid leave to look after relatives. The updated staffing structure had been included within the Head Teacher's report. The Head Teacher confirmed that any staff member who has had any issue has had it resolved. Since the staffing survey Mrs Galloway has been given a budget to set up a staff wellbeing box. The box contains a variety of gifts which staff can take when they wish to. This has gone down well.

**Q: Do the LA offer any support?**

**A:** We are able to access employee healthcare. We will be sharing with staff the external support that is available to them.

61. LONG TERM STRATEGIC OBJECTIVES

There were no items to report.

62. FINANCIAL MANAGEMENT AND MONITORING

This item had been discussed within Minute 57 (a) above.

63. SAFEGUARDING

There were no incidents to report. A serious case review had been completed during the previous week.

64. KLP AUTUMN TERM VISIT

The visit which had taken place on 17 November had finally been received during the previous week. The Head Teacher had corrected any factual inaccuracies.

The Head Teacher advised that a list of requirements to prepare for an Ofsted visit will be emailed to the Chair. Mrs Edmondson confirmed that the new School website was much improved compared to the previous one.

**ACTION:** Ofsted visit list of requirements to be sent to Chair.

65. REVIEW OF POLICIES

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

- Covid-19 addendum.
- Staff Wellbeing.

66. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Huby and Mrs Edmondson confirmed they had attended the new Governor induction training. Mrs Edmondson has also completed SEND training. Mr Huby noted that he had found the training insightful.

The Chair, Mr Bryden and Mr Jeffrey had also completed virtual Governor visits focusing on Curriculum development. The reports had all been sent to Governors prior to the meeting. Mr Jeffrey advised that he had picked up a strong sense of collaboration amongst teaching staff who felt supported by the SLT. Mr Bryden advised he would re-visit with the same questions next time. Further visits to look at impact of the curriculum would be arranged after Easter.

**Q: Do you know how far behind you would be if it wasn't for Covid?**

**A:** We have no control group, so it is difficult to say exactly however there has been a clear impact. Multiple staff meetings and training opportunities have been lost to focus on other Covid related issues, such as home learning in particular.

Mrs Peace confirmed that she had spoken with EYFS in July. She will try to have a meeting with them after half term. It was noted that SEND has been difficult since September due to the heavy workload.

69. PROPOSAL FOR 'VISION & MISSION STATEMENT'

The draft statement agreed with staff at their recent training day had been circulated to Governors prior to the meeting and the Head Teacher asked for any suggestions for improvement. The following were suggested:

- remove 'learning together friends forever'
- insert 'we aim to provide....', 'we aim to invest in all members of our School community'
- The mission statement should be listed as bullet points, i.e., what you are going to achieve and how you are going to achieve it.

It was agreed that the Head Teacher would amend, re-issue and email to Governors the statement. It was noted that it is important that in School everything staff and pupils do should revolve around the School vision.

**ACTION:** Head Teacher to amend Statement and School Vision and email to Governors.

70. ANY OTHER BUSINESS

Governor Skills Matrix

It was agreed that the Chair would email Mrs Jinks the Governor Skills Matrix to complete.

**ACTION:** Chair to email Mrs Jinks with Governor Skills Matrix.

71. DATES OF FUTURE MEETINGS AND AND POSSIBLE AGENDA ITEMS

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

Full Governing Body

Wednesday, 5 May 2021 (5:00 pm via Microsoft Teams)  
Wednesday, 14 July 2021 (6:00pm at the School)

Standards and Effectiveness Committee

Monday, 19 April 2021 (5:00 pm)  
Thursday, 1 July 2021 (5:00 pm)

Finance Committee

Monday, 22 March 2021 (5:00 pm via Microsoft Teams)  
Thursday, 1 July 2021 (5:00 pm)

72. 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 7:36 pm*