

## 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 Wednesday, 5 May 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, Mr J Pickles

### In Attendance

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

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

There were no apologies for absence or declarations of interest

The Chair reminded Governors that they needed to complete the annual Declaration of Business Interests form for 2021/22 online.

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

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

- School Uniform.
- Committee Members.

### 75. REPRESENTATION

#### (a) Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs M Peace	Co-opted	19.02.2021

The Chair advised that although he had already contacted Mrs Peace to convey thanks on behalf of the Governing Body for all her hard work and commitment shown to the School during her 30+ years as a Governor, he would like to convey that officially from the Governing Body via the minutes. This was agreed by all.

#### Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
<u>Gordon Muir</u>	<u>Co-opted</u>	<u>12.03.2021</u>
Mrs J Hayes	Co-opted	15.04.2021

#### (b) Appointment of Co-opted Governors

The Chair confirmed that the skills audit had been completed.

This had highlighted that skills were required for financial knowledge, membership of other Committees, experience of being board members, chairing boards, premises, links with local business and knowledge of the community. Governors were asked if they knew of anyone with any of these skills to inform the Chair. Mrs Farrell advised that she knew someone who runs a local day nursery and agreed to contact them.

76. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2021

**RESOLVED:** That the minutes of the meeting held on 1 February 2021 be approved by the Chair as a correct record and signed at a future meeting.

77. MATTERS ARISING

There were no matters arising.

78. REPORTS FROM COMMITTEES

(a) Finance Committee

Mr Bryden reported that the Committee had met on 22 March and discussed the budget for 2021/22. The forecast carry over figure is £15,138 which is more than originally expected. The Committee had recommended the budget for ratification by the full Governing Body.

Mr Muir had reported that he had visited the School on 24 February to go through the list of actions from the LA Health and Safety report and check the health and safety policy as well as looking round the premises. Mrs Farrell confirmed that any outstanding actions have all been completed.

(b) Standards & Effectiveness Committee

Mrs Edmondson reported that the Committee had discussed the curriculum at their meeting held on 19 April. The Head Teacher had tabled a presentation detailing changes that are being set up to address different parts of the curriculum. They had also looked at the up-to-date predictions as to where pupils were at as a result of assessments which had taken place just before Easter. These had shown pupils to be at lower than expected due to the lockdown and Covid. The Head Teacher had gone through what interventions are in place due to the catch up funding.

**Q: Do you think the interventions will make a big difference?**

**A:** They will not be a miracle cure and they will run for the next couple of years. We are hoping they will impact immediately but pupils have missed months of schooling.

**Q: Is there anything we can do?**

**A:** At the moment we are very full on and we don't want to overwhelm the children. Currently there is not much else we can fit in. We will have some funding available to continue interventions next year. A lot of the pupils have had so much time away from School that their focus and attention has also had to be addressed. They have had to readjust themselves. There has also been the impact on their mental health and emotional wellbeing. It has not just impacted on the educational side.

79. 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) Appeals and Attendance

Reception will be full from September. It was noted that one child joining the cohort has an EHC, there is already one child in Nursery for whom an EHC is being applied currently. There are also another two children with EHCs who are appealing to join Reception in September. If they are successful then potentially there could be four children with EHCs in Reception for September. There is already one child who is being considered for an EHC, with the potential of another two coming into Nursery. Therefore, there could be eight children within EYFS who have an EHC. There have been changes to funding for EHCs but the true impact of these changes are yet to be seen.

Tabled attendance figures looked good at 96.6%. Some of the absence including lockdown. There are still some persistent absentees although this list has reduced. The School has re-introduced their weekly attendance reward.

(b) Staffing

All members of staff have now returned to School following any period of shielding. Two members of staff will be leaving. Interviews will be held in a couple of weeks and applications have already been received.

(c) Trips

The Year 5 Lake District trip has been cancelled due to uncertainty of it going ahead. It has been moved to next year. Provisional bookings for Year 6 to go to Ingleton have been made.

(d) Parental Survey

The results of the survey were tabled. It was noted that one item of behavior is based around a single class in School.

**Q: Is this a class you might have concerns within terms of discipline in the class? Is it one pupil?**

**A:** We are being as proactive as possible and the behavior is not reflective across the School.

**Q: Have there been any reports of bullying?**

**A:** We have not had any cases. We do not know how historic the responses are and there are different types of bullying.

Generally, the results of the survey were good.

The Chair thanked the Head Teacher for his report.

80. FINANCIAL MANAGEMENT AND MONITORING, INCLUDING APPROVAL OF THE SCHOOL BUDGET 2021/22 AND 3 YEAR FORECAST

The documentation had already been circulated to Governors prior to the meeting.

**Q: Does the figure on the budget include the updated carry forward figure?**

**A:** Not yet as we only received it today. It also does not include the changes to staffing in Year 1.

Mrs Farrell confirmed that the 3-year budget did include staff changes in Year 1 on the assumption that it will be an ECT working 3 days a week. The vacancy is only being advertised as a temporary post for 12 months.

**Q: The forecast shows a carry forward from 22/23 into 23/24 of £5,000, how have we got that?**

**A:** The contingency will be different. The money we had in our contingency this year is our carry forward figure. I am forecasting we will need to keep that in there. We need to ensure that the annual expenditure fits in with the budget as we cannot rely on the contingency.

Mrs Farrell confirmed that the School have put a case forward to the LA regarding costs incurred during the present financial year, as the School is unique in terms of the income they generate. They have been particularly affected by the lockdown and claimed for £36,000 in lost income.

**Q: Do we expect funding for EHCs to be negative or no change?**

**A:** We have allowed £10,000 as an amount that we will have in addition to this year but this is an approximation. We don't know how the reform will impact on us yet.

Mrs Hayes suggested investigating match funding as she was aware that companies such as Barclays, Yorkshire Bank, Skipton Building Society etc. do it. Mrs Hayes agreed to investigate and contact Mrs Farrell with details.

**ACTION:** Mrs Hayes to investigate match funding and liaise with Mrs Farrell.

**RESOLVED:** That Governors agreed to approve the draft budget for 2021/22.

81. CURRICULUM UPDATE

The Head Teacher had already circulated the curriculum action plan and timetable of staff meetings to Governors prior to the meeting. The Standards and Effectiveness Committee had discussed the new curriculum plan in more detail. The staff training day was held after Easter with another on 14 May, the focus will be on detail and planning and looking at exactly what is required. Outcomes will be shared after the meeting.

**RESOLVED:** That Governors agreed 'Curriculum Update' would stay on the Agenda.

82. OFSTED UPDATE/PREPARATION

The Head Teacher tabled a document from The Key regarding Ofsted preparation. It listed things to evidence for Ofsted and guidance for Governors in what they need to do to make sure that they are Ofsted ready. The Head Teacher has also added in a list of questions that Ofsted could potentially ask Governors.

Governors noted that the Ofsted window could open in September.

83. STAFF WELLBEING

The Head Teacher confirmed that staff knew they could contact the SLT if they had any problems but currently there are no issues.

84. LONG TERM STRATEGIC OBJECTIVES

There were no items to report.

85. SAFEGUARDING & SAFEGUARDING AUDIT

The Head Teacher confirmed that the safeguarding audit had been completed by the Head Teacher, Deputy Head Teacher, Mrs Farrell and Mrs Galloway. This had been completed online and an action plan had already been sent out to Governors. An external audit of safeguarding is booked for 7 June.

The Whistleblowing policy is slightly out of date so this will be updated.

The Head Teacher confirmed that there are currently a variety of safeguarding concerns around one family. There are currently four families that are at high level concern or support. It was agreed that Mrs Hayes would visit the School during the following week to look at the single central record.

86. REVIEW OF POLICIES

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

- Anti-bullying
- Attendance
- Behaviour
- Health and Safety
- Lone Working
- Online Safety
- PSHE

87. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors confirmed that they had all received the training link via email from Mrs Farrell. The Chair reminded Governors that they should pick up and choose which training to complete. The Chair asked that Key Stage Governors arrange a remote visit to look at impact during the last half term. An email should be sent from Governors to teachers in lieu of the visit with a set of questions relating to impact.

Mr Bryden confirmed that he would arrange a finance visit with Mrs Farrell which would also include looking at Pupil Premium.

88. ANY OTHER BUSINESS(a) School Uniform

Mr Bryden informed the meeting that there were changes in the law regarding School uniform, in order to make School uniform costs affordable for all. Schools are now not supposed to use a single supplier for uniform and pupils will be allowed to wear unbranded clothing. The Head Teacher confirmed that the School already had this within their uniform policy.

Mr Bryden agreed to forward the changes to Governors.

**ACTION:** Mr Bryden to forward the changes to Governors.

(b) Committee Members

The Chair noted that with Mrs Peace resigning, there was a vacancy on the Standards and Effectiveness Committee. Mr Huby agreed to attend the Committee meeting in July.

Mrs Hayes agreed to be appointed as Governor with specific responsibility for Early Years & Looked After Children.

89. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting of the Governing Body be held at the School on Wednesday 14 July at 6:00 pm.

Future Governing Body meetings

Tuesday 14 September at 6.00 pm (AGM) at School.

Standard & Effectiveness Committee – Thursday 1 July at 6:00 pm at School.

Finance Committee – Thursday 1 July at 5:00 pm at School.

90. 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 7:26 pm*