

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the annual meeting of the Governing Body held at 5:00 pm at the School on Wednesday, 14 September 2022.

PRESENT

Mr G Muir (Chair), Mrs V Birchill-Edmondson, Mrs V Farrell,
Mrs M Greenwood (joined remotely at 5:30pm), Mr K Huby, Mrs E Hudson, Mrs R Jinks,
Mr J Pickles, Ms J Thompson, Mr G Thomson

In Attendance

Mrs N Holt (Governor designate, pending DBS clearance)
Mrs S Mollett (Deputy Head Teacher)
Mr M A Johnson (Minute Clerk)

The Minute Clerk opened the meeting for the item on Election of Chair.

1. ELECTION OF CHAIR

- RESOLVED:** (i) That it be noted there were no nominations from governors not present at the start of the meeting.
- (ii) That the term of office of the Chair be for twelve months.
- (iii) That in case of a tie this would be determined by a secret ballot.

A nomination for Chair was made, and no further nominations were received.

RESOLVED: That Mr G Muir be unanimously elected as Chair for twelve months.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence, all governors being present.

There were no declarations of interest.

(a) NGA Code of Conduct

RESOLVED: That the LA-adopted NGA Code of Conduct be approved and adopted.

(b) Declaration of Business Interest Information

Mrs Farrell reported that all governors had signed the Declaration of Business Interest Information and that this would be included on the school website.

(c) Get Information about Schools (GIAS)

It was confirmed that action would be taken to ensure that the school's record on GIAS was up to date.

ACTION: Mrs Farrell to check.

3. 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.
- Governor Skills Audit,
- Key Fobs for Governors.

4. REPRESENTATION

The following matters of representation were noted:

(a) Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Erica Hudson	Co-opted Staff	13.07.2022
Melanie Greenwood	Co-opted	22.07.2022

(b) Appointment of Co-opted Governors

It was agreed to inform the Governor Clerking Service, via these minutes, that the Governing Body understands there is currently just one co-opted governor vacancy.

ACTION: Governor Clerking Service to note.

(c) Other Governor Vacancies

It was agreed to ask the Governor Clerking Service, via these minutes, to inform the school if it was aware of any potential candidates to fill the vacancy of LA governor; and for that service to note that Mrs Natalie Holt has already been appointed to fill the parent governor vacancy, pending her DBS clearance.

ACTION: Governor Clerking Service to note.

5. ELECTION OF VICE-CHAIR

Prior to the process for election of Vice-Chair, the Chair reported that he had canvassed interest from governors to take on the role of Chair/Vice-Chair, but had received no response.

RESOLVED: (i) That it be noted there were no nominations from governors not present at the start of the meeting.

(ii) That the term of office of the Vice-Chair be for twelve months.

(iii) That in case of a tie this would be determined by a secret ballot.

A nomination for Vice-Chair was made, and no further nominations were received.

RESOLVED: That Mrs V Birchill-Edmondson be unanimously elected as Vice-Chair for twelve months.

6. REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That Committee membership be as follows:

Finance, Premises and Resources Committee

Head Teacher
Mrs E Hudson
Mrs V Birchill-Edmondson
Mrs V Farrell
Mrs N Holt
Mr G Muir
Ms J Thompson

Standards and Effectiveness Committee

Head Teacher
Mrs V Birchill-Edmondson
Mrs M Greenwood
Mr K Huby
Mrs R Jinks
Mr G Thomson

Staffing Committee (to include Head Teacher's Performance Management)

Head Teacher
Mrs V Birchill-Edmondson
Mr K Huby
Mr G Muir

Staff Dismissals Committee

Mrs V Birchill-Edmondson
Mr G Muir
Mr G Thomson

Staff Dismissal Appeals Committee

Mrs N Holt
Mr K Huby
Ms J Thompson

Governor Monitoring Committee

Mrs V Birchill-Edmondson
Mrs M Greenwood
Mr G Muir
Ms J Thompson

(b) Terms of Reference

RESOLVED: That the Terms of Reference, as contained in the LA document Committee Matters, be adopted for all Committees

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors be appointed with special responsibility for:

Special Education Needs Governor	Mr K Huby
Governor Training Contact	Mrs V Farrell
Governor for Looked After Children	Mrs V Birchill
	Edmondson
Protection/Safeguarding Governor	Mrs V Birchill-
	Edmondson
Early Years Governor	Mrs M Greenwood
Health and Safety Governor	Mr G Muir
Equality Governor	Ms J Thompson
Premium Link Governor	Mr G Thomson
Data Protection Governor	Mr G Muir
Staff Wellbeing Governor	Mr G Muir

Appointment of Link Governors

RESOLVED: That the following class governors be appointed to each class:

Year 6	Ms J Thompson
Year 5	Mr G Thomson
Year 4	Mrs V Birchill-Edmondson
Year 3	Mrs N Holt
Year 2	Mr K Huby
Year 1	Mr G Muir
Reception & Nursery	Mrs M Greenwood

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

- (v) That the Head Teacher be authorised to spend up to a limit of £5,000 without prior referral to the Governing Body.

9. MINUTES OF THE MEETING HELD ON 13 JULY 2022

RESOLVED: That the minutes of the meeting held on 13 July 2022 be approved as a correct record and signed by the Chair.

10. MATTERS ARISING

There were no matters arising.

11. HEAD TEACHER'S REPORT

The Head Teacher's report had been circulated to governors prior to the meeting. The following matters were highlighted:

(a) Return to School

The children had returned to school with a good attitude and were very positive about the playground developments over the summer.

Q: How has the last week been handled following the death of the Queen?

A: It has been reported in Assembly and the children have been asked to watch a little bit of the funeral because of its historic significance. There has also been lots of discussion by class teachers, taking account of the age range, and we have a book of condolences to send around the classes. All the children know there will be a Bank Holiday for the funeral.

(b) School Profile

There have been 3 pupils who have left over the summer holidays, comprising two siblings moving to a school closer to their home, and one child moving to home education through parental choice/lifestyle.

We have had two new starters and currently have one appeal on 27 September 2022 for a place in Year 4, and a few appeals for Reception. We also have a family of 5 appealing for another school.

(c) Staffing

Governors noted the updated staffing structure, showing some significant changes in teaching staff, together with additional (replacement) Teaching Assistants in Year 2 and support for a new child in Reception.

Q: Is the school still within budget?

A: It is highly likely we are not within budget, given the impact of energy prices. I (Head Teacher) and the Bursar will be reviewing the position as appropriate. We have budgeted for a 2% pay increase for teaching staff so the increase should not be great.

(d) Staff Well-Being

Staff had a very productive staff training day on 4 September 2022. Staff well-being was to continue to be paid close attention, given the ongoing pressures through the impact such as tight staffing and restrictive budgets.

The Head Teacher was thanked for his report.

12. SAFEGUARDING

There had been no new safeguarding concerns, so there was nothing to report on this occasion.

13. LONG TERM STRATEGIC OBJECTIVES

The Chair reminded governors of the previous discussion on this matter which identified an ambition to achieve outstanding status for the school in the long term. The Chair invited identification of any other long-term strategic objectives.

The Head Teacher mentioned the need to be aware of the Academy agenda, and developing the strengths of the school to enable it to become really attractive, plus extending our classrooms.

These additional objectives were duly noted.

14. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2022/23, AND SELF EVALUATION FORM

The School Development Plan (SDP) and the Self Evaluation Form (SEF) embodied the priorities of Quality of Education; Behaviour and Attitudes; Personal Development; and Leadership and Management.

Governors considered these two items together, focusing first on the SEF.

Q: On page 7 of the SEF it states that “Teaching overall is judged as good although SLT recognises there is some variation in this”. What is that variation?

A: It relates to areas which are outstanding and others at least good, with some small pockets needing development.

Q: Regarding the maths mastery approach, is this all embedded?

A: Yes, across Years 1 – 6, and it is becoming embedded in Reception.

Q: Can you see results/a difference being made?

A: It has changed the focus of teaching the subject and leading the children onto the next year group, and looking in greater depth, including reasoning and problem-solving. Our results this year are pretty solid and above national and local authority averages.

Comment on pages 8/9 of the SEF - Key Stage 1 results look really good compared to national average, and are way above local authority averages, but Key Stage 2 results are not as good.

The Head Teacher responded that the school was addressing this, and that writing was a particular area for development.

Q: Comparing the SEF with the SDP, continuing to promote reading is in the SEF but is not explicitly mentioned in the SDP - why is this?

A: It is covered and referenced under writing, and to emphasise this is still an area for high priority.

There does not appear to be a link between the SEF and objective B (to establish effective interventions to support pupils to achieve their full academic potential) and objective D (To develop assessment and monitoring of SEND pupils).

The Head Teacher undertook to update the SEF to include links to both these objectives.

ACTION: Head Teacher accordingly.

Q: On page 14 of the SEF (Personal Development) with reference to linking with charities, has each class got a charity?

A: We will reword this to say from Year 2 upwards

Q: Is there any update regarding local MP visits?

A: Mrs Kim Leadbeater will be coming soon and we will be having question and answer sessions for Years 5 and 6.

Q: Have the displays on corridors been updated?

A: We are on with this and have updated material ready to display.

Q: With reference to Careers Week will the school be doing this again?

A: It may be worth redoing next year, and we will be having career-related assemblies.

Q: On page 19 of the SEF, with reference to the clear policies timetable, have we an updated timetable?

A: Yes, and I will be sending this out.

The Chair invited governors to identify if there was anything not currently included in the School Development Plan which they felt should be so included. The general feeling was that the document was very thorough.

RESOLVED: That the submitted School Development Plan be approved and that the Self Evaluation Form be noted.

15. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2022/23

The Chair reminded governors that two new members were needed, one of which should be an LA governor. The Governor Clerking Service had been asked to assist in identifying a suitable LA governor, but the governors could also nominate someone they knew and seek confirmation from the local authority of that nomination as an LA governor. He therefore invited governors to sound out anyone with local knowledge who would be interested in serving in this capacity.

The Chair had collated governors' responses to the Skills Audit. Current areas which needed strengthening were experience in chairing a governing body, and in premises/facilities management. He asked governors to keep an eye open for any local interest who would be suitable in filling the remaining vacancy.

The Chair further reminded governors of the need to have a discussion on succession planning at a future meeting.

Mrs Farrell informed governors that the school would be putting on safeguarding training as a whole school, with governor attendance invited, over two evening sessions. Details would be notified in due course.

The Chair enquired if governors felt there were any other development areas they felt should be pursued; the general consensus was that governors were currently fully covered.

RESOLVED: That an item on Governing Body Development Review be included on the agenda for the February 2023 Governing Body meeting, and that the Chair sends out beforehand details of the last review undertaken.

ACTION: Chair, and Governor Clerking Service to note item for agenda.

16. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25

It was agreed that this item was too early for consideration at this meeting, and should be deferred to the next meeting.

ACTION: Governor Clerking Service to note item for next agenda.

17. TEACHERS PAY AND CONDITIONS PROPOSALS - SEPTEMBER 2022

Governors noted the latest update, the Secretary of State for education having announced acceptance of the recommendations from the School Teachers' Review Body on teachers' pay for 2022/23, comprising a 5% increase on all pay, allowance ranges and advisory points, which the DfE had advised were estimated to have an average of 5.4% increase to a school's pay bill, with no expectation of schools receiving extra funding to cover the increased rises.

There now followed a statutory consultation regarding the government's proposals and a revised model Pay Policy for 2022 would be circulated to schools later in the year, to be backdated to 1 September 2022.

Also noted were details of the Support Staff Pay Award 2022 September Update, on which the unions were now consulting.

Q: What effect will the pay award have on our budget?

A: This amounts to an extra three percent on what we had budgeted for so there will be a small effect on the school budget; things will be tighter but we should manage.

18. REVIEW OF POLICIES

(a) Parent Code of Conduct

The Head Teacher reported that the school had looked at the LA model policy and had tweaked this to suit our circumstances, but that the submitted document largely followed the LA version.

Governors noted a repeated comment in the document, for deletion.

RESOLVED: That subject to the minor amendment required in accordance with the identified governor comment, the Parent Code of Conduct be approved.

(b) Safeguarding and Child Protection

The Head Teacher reported that the Safeguarding and Child Protection policy had been updated to reflect principal changes identified in the document Keeping Children Safe in Education. He went through these principal changes, which included an obligation for staff and governors to complete appropriate safeguarding training and update this every three years, and other updates around online safety.

Q: Has the safeguarding training to be undertaken individually?

A: Yes. We will send out links to the update to all governors, as appropriate.

ACTION: Mrs Farrell.

RESOLVED: That the Safeguarding and Child Protection policy be approved.

(c) Safer Recruitment

The Head Teacher reported that this was a new policy created by the local authority and was in line with the Keeping Children Safe in Education document.

RESOLVED: That the Safer Recruitment policy be approved.

19. DATA PROTECTION ACT (DPA); GENERAL DATA PROTECTION REGULATIONS (GDPR); AND INFORMATION SECURITY – GOVERNORS' USE OF PERSONAL EMAIL ACCOUNTS

It was noted that the Governing Body was complicit with the recommendation in the regulations regarding governors having school email addresses.

20. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Farrell had emailed governors the previous day to remind all to take the opportunity to utilise the training offered.

There had been no governor visits since the previous report, with the exception that the Chair had looked at history and PSHE on which he had prepared a report reflecting these two positive visits.

Governors were asked to contact the school to arrange a schedule of visits, and it was particularly important that link governors made a commitment to undertake at least one visit per year.

ACTION: All governors.

21. ANY OTHER BUSINESS

(a) School Uniform

The Head Teacher sought governors' views on doing away with the separate uniforms for Years 5 and 6, and replacing these with one for the school, in order to avoid us looking like two schools, and which would be also more economical for parents.

RESOLVED: That a letter of proposal be put out to parents and the response fed back to the next meeting for decision.

ACTION: Head Teacher; Governor Clerking Service to note item for next agenda.

(b) Key Fobs for Governors

There was general agreement that key fobs for governors to gain entry to the school were not required.

(c) Governors Skills Audit

This item had been covered under minute 15 above.

Mrs N Holt left the meeting at this point (7:14 pm)

22. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

- RESOLVED:**
- (i) That the next meeting of the Governing Body be confirmed for Thursday, 17 November 2022 at 5:00pm at the school.
 - (ii) That the meeting of the Governing Body thereafter be held on Wednesday, 1 February 2023 at 5:00pm at the school.
 - (iii) That the next meeting of the Standards and Effectiveness Committee be held on Wednesday, 18 January 2023 at 5:00pm at the school, to be followed by a meeting of the Finance, Premises and Resources Committee at 6:00pm.
 - (iv) That a meeting of the Governor Monitoring Committee be held on Monday, 17 October 2022 at 10:00am at the school (no minute clerk needed).
 - (v) That a meeting of the Staffing Committee to consider the Head Teacher Appraisal be notified to the appropriate governors by email by the Chair when it is known who the school's Kirklees Learning Partner will be.

ACTION: Chair.

23. 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 meeting closed at 7:21 pm.