

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the meeting of the Governing Body held at 5.15 pm at the School on Thursday, 17 November 2022.

PRESENT

Mr G Muir (Chair), Mrs V Edmondson, Ms V Farrell, Mrs M Greenwood, Mr K Huby, Mrs E Hudson, Mrs R Jinks, Mr J Pickles (Head teacher), Ms J Thompson, Mr G Thomson

In Attendance

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

24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs N Holt (with consent).

There were no declarations of interest.

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

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

26. REPRESENTATION

The following matters of representation were noted:-

(a) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Graham Thomson	Co-opted	24.09.2022

(b) Vacancies

Governors noted that the Governing Body currently have the following vacancies:

- 1 Co-opted Governor
- 1 LA Vacancy

27. MINUTES OF THE ANNUAL MEETING HELD ON 14 SEPTEMBER 2022

RESOLVED: That the minutes of the annual meeting held on 14 September 2022 be approved by the Chair as a correct record

28. MATTERS ARISING

There were no matters arising.

29. REPORTS FROM COMMITTEES

Finance & Premises

The minutes had been circulated prior to the meeting. Ms Thompson reported on this meeting verbally and Governors noted the following:

- The actual -v- budget report had been circulated to Governors, with accompanying notes.
- Governors were informed that the likely increase in costs of utilities could be 400% for gas and 118% for electricity from 2021/22. Clarification from the LA was awaited
- Teachers pay award for 2022/23 is 5% increase compared to the advised budget of 2%, therefore the school would have to find a further 3%.
- Support staff pay award has been agreed at an increase of £1,925 backdated to April 2022. The school currently has 28 members of support staff. This will impact significantly on the budget.
- Work to the playground has now completed
- An in-vacuation has been held and was successful.

Standards & Effectiveness

The minutes had been circulated prior to the meeting. Mrs Edmondson reported on this meeting verbally and Governors noted the following:

- The Committee had discussed catch up premium spend
- Data Summary 2022/23 and targets
- Pupil Premium Strategy Statement
- Curriculum developments

30. FINANCIAL MANAGEMENT AND MONITORING

Governors had received the finance report prior to the meeting.

The actual -v- budget report had also been circulated.

The Chair advised that during the budget announcement on 17 November the Chancellor had announced that schools would receive £2.3 billion from the autumn statement into the education budget. Further news was awaited.

31. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report was circulated prior to the meeting and the Head teacher gave a verbal summary section by section and invited questions from Governors.

Q: The alternative provision panel is meeting around now. When do pupils get spaces allocated?

A: Applications for alternative provision had to be in by the end of October. Pupils will be allocated places for specialist provision in early January. No doubt there will be pupils that require provision who won't get it as there are not enough places. Once a pupil is acknowledged to require specialist provision then legally they have to be provided with it.

Q: Attendance is a bit below where it should be. Why is this?

A: We had a lot taking holiday before half term, particularly in Y4 and Y5 who have at least a quarter of persistent absentees. If we took out the holiday absences then we would be at 96.3%. A pupil only needs to have 3.5 days' absence to become a persistent absentee.

Q: Is this because of BBG or academies where they have two weeks holiday at half term?

A: Yes. Mrs Hudson monitors attendance daily. We have a non-attender in Y3 who has not been at school for 4 weeks, this makes a big difference also. We have already had meetings with quite a few parents. Compared to last year, there are only 4 or 5 on it again from then so our work from last year seems to have had an impact.

The Head Teacher reported that a parent had been officially barred from the premises due to verbally and aggressive behaviour towards staff specifically. There had also been an online safety incident relating to an inappropriate search on a computer.

Mr Huby arrived at this point

Q: Why has there been a low turnout and low interest from parents in the information evenings? Is this lower than normal?

A: It is definitely lower than normal. It seems to be common across all schools. This has all been since Covid. It is more of a challenge to get them to come in. However, we have introduced a coffee morning which has been well attended so far.

Q: How are the pupil ambitions assemblies going?

A: Mrs Mollett has a range of different people coming in. A firefighter came in and the children loved it. We also have an actor coming, an author, a mental health nurse and a barrister.

Q: Do you know why the after school clubs have had a poor take up?

A: We have sent out a parental survey to ask parents which clubs they might like. We have only had three replies so far.

Q: Is there a cost linked to the clubs?

A: Yes, they are £4.50 per session.

Governors agreed that the low attendance at after school clubs could be because of the cost and would probably be the first thing parents would discount if they were trying to save on outgoings.

Results from the parent survey were tabled. All replies were anonymous. The majority of comments were very positive.

Q: There seem to be a few comments about bullying. Is it the same parent? Was something done about it?

A: A lot of time it is not always 'bullying' when we investigate. We are always prompt to react to concerns. There are only two people who mention this in the survey.

32. OFSTED PREPARATION

This is an additional Agenda item.

The Head Teacher circulated an article which had been produced via The Key. This was a checklist of things to do during the year, including duties as a Governor and expectations. It was agreed that there were no items to be concerned about on the checklist as these are all covered by the SDP and SEF. The Head Teacher advised that he would be re-wording the SEND SDP target as it had sounded slightly negative previously.

Mrs Farrell and Mrs Hudson confirmed that they would be attending a "Getting Ready for Ofsted" course during the following week.

33. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2024/25

No further information had been received.

RESOLVED: That the pan would remain at 30 per year

34. SCHOOL UNIFORM

The Head Teacher had sent out results of the parental consultation to Governors prior to the meeting. It was confirmed that during the transition period no children would have to change uniform and the idea is not to cause any more cost to parents. It was agreed to change the school uniform from September 2023.

RESOLVED: That Governors adopt the new school uniform policy from September 2023.

35. STAFF APPRAISAL PROCESS

This is an additional Agenda item.

It was agreed to defer this item to the next Governing Body meeting.

36. SAFEGUARDING

Mrs Edmondson confirmed that she had visited the school on 14 November and met with Mrs Farrell. A couple of training updates had been identified and already actioned. The school is reverting back to the LA single central record as the CPOMS staff safe area charge for this.

37. LONG TERM STRATEGIC OBJECTIVES

The long-term strategic objective remain the same; to be outstanding.

38. REVIEW OF POLICIES

RESOLVED: That Governors approved the following policies:

- Child on Child Abuse
- Children with Health Needs who Cannot Attend School
- Equality Information and Objectives
- Marking and Feedback

- SEND
- Staff Grievance
- Early Years Foundation
- Uniform

Mrs Greenwood left the meeting at this point.

- Staff Disciplinary Procedures – after some discussion, it was agreed to defer this item to the next meeting to enable amendments to be made

39. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Edmondson has undertaken a safeguarding and monitoring visit. A report will be submitted in due course. Mrs Thompson has completed a visit and submitted her report to the Head Teacher. A copy will be sent to the Chair. Mrs Greenwood visited on 17 November. The Chair advised that he will be visiting on 23 November. Mr Huby advised that he has completed a SEND visit and will be coming back to visit Y2.

Governors were invited to attend the whole school online safeguarding training on 22 February 2023 from 3.45 – 5.15 pm. Mrs Farrell agreed to email Governors with the invite.

ACTION: Mrs Farrell to email safeguarding training invite to Governors.

40. ANY OTHER BUSINESS

KLP Report

The KLP report had already been circulated to Governors prior to the meeting.

Q: Are pupils making faster progress in reading this year?

A: It appears so. There are big differences coming through compared to last year. Children are enjoying reading which underpins all the curriculum. Handwriting in Y2 is very good. The progress implemented for younger children will yield positive results.

41. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following meetings take place:

Full Governing Body

Wednesday 1 February 2023 at 5.00 pm

Tuesday 2 May 2023 at 5.00 pm

Standards & Effectiveness

Wednesday 18 January 2023 at 5.00 pm

Wednesday 19 April 2023 at 6.00 pm

Finance:

Wednesday 18 January 2023 at 6.00 pm

Wednesday 19 April 2023 at 5.00 pm

42. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of this agenda, minutes 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 7.15 pm