

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the meeting of the Governing Body held at 5.00 pm at the School on Tuesday, 2 May 2023.

PRESENT

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

In Attendance

Ms E Kilner (Minute Clerk)
Mrs S Mollett (Deputy Head Teacher)

60. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence and no declarations of interest.

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

The following item was notified to be brought up under any other business:

- School Minibus

62. REPRESENTATION

(a) Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Natalie Holt	Parent	19/10/2022

(b) Vacancies

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

- 1 Co-opted Governor
- 1 LA Vacancy

63. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2023

RESOLVED: That the minutes of the meeting held on 1 February 2023 be approved by the Chair as a correct record.

64. MATTERS ARISING

All actions had been completed.

65. REPORTS FROM COMMITTEES(a) Standards & Effectiveness

The draft minutes of the meeting held on 26 April 2023 were circulated at the meeting. Mrs V Edmondson updated on discussions including;

- The Howard Park Data Summary 2022/23 gave a very positive picture in all years including reception. Howard Park data compared well to other schools.

Q: The Easter predictions are low in year 2 and year 6?

A: This is 3% which represents one child in the class. The targets are aspirational.

(b) Finance & Premises

The draft minutes of the meeting held on 26 April 2023 were circulated at the meeting. Ms J Thompson updated on discussions including;

- It was noted that the issue with the flags outside the school had been resolved.
- There was a deficit of £28.4k for the 2022/23 financial year due in the main to energy costs and staffing costs.
- The 2023/24 Draft Budget was discussed in detail and an update would be provided in the Financial Management and Monitoring agenda item below.
- A Health and Safety update was provided covering pest control, the filing system and work in the adventure playground.

66. FINANCIAL MANAGEMENT AND MONITORING

The documents below had been circulated before the meeting.

- Business Plan 2023/24
- B1-B3 Budget Document 2023-24 & forecasting

The Head Teacher updated the meeting:

- The deficit for the 2022/23 financial year was £28.4k due to additional pay rises for support staff and teachers that were unfunded.
- If no steps were taken, the 2023/24 financial year deficit would be £42k.
- The steps taken to reduce the £42k deficit were summarised and included:
 - Non-renewal of two fixed term contracts.
 - Reduction in staffing for breakfast and after school club.
 - Reduction of PPA / sports provision within school.
 - Voluntary reduction in hours for staff.
 - Reduction in Learning Resources budget.
- A shortfall of £4.5k still remained after these steps.
- Additional staffing changes for cost savings were summarised. These had been discussed with Kirklees finance and it was felt that there would be sufficient reserves to allow the school to move forward sustainably.

RESOLVED: That the 2023/24 budget is agreed and approved including the proposed additional savings.

Q: Have the HR implications of cost saving been discussed with HR?

A: Yes. We have been assigned an HR contact in the LA.

Mr K Huby joined the meeting at 5.40pm

67. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Headteacher's Report to Governors Summer Term 1 had been circulated before the meeting. The Head Teacher updated the meeting on key areas in the report.

(a) School Profile

There have been no significant changes in the school profile.

Q: Do we want to have as many children as possible on roll?

A: Yes. Reception is full for September 2023. We are aware of some children who may leave the school. We are trying to fill up nursery places before the October 2023 census.

(b) Attendance

Attendance for the overall school was slightly lower due to an outbreak of chicken pox after Christmas. The school compared well to FFT data, the school was marginally above the national average for attendance.

The Head Teacher summarised the detail of comparisons by class and cohort.

Persistent Absence data was summarised. There were only 3 cases of significant concern.

(c) Safeguarding

An additional category for Encompass Calls had been added to Safeguarding data presented.

There would be a full Safeguarding report at the next Full Governing Body meeting in July.

Q: What do we do when we receive encompass calls?

A: This call is to inform the staff and class teachers but usually would not be disclosed to parents of the child.

(d) Staff Wellbeing

Staff wellbeing was currently good. The School had a lot of staff goodwill which was helpful to the school in covering staff absence.

Q: Is there a pattern of staff absence that we should be concerned about?

A: Issues are not school related, absence is due to external factors. Staff do take advantage of Employee Healthcare services. Stress is not work related.

(e) School Development Plan

The Head Teacher updated the meeting on progress with objectives in the School Development Plan. There were no areas with a Red RAG rating.

Q: Will more areas be Green by the end of the academic year?

A: Yes. Several areas are expected to be Green but other objectives will still be ongoing and will carry forward to the next academic year.

(f) Staff CPD

The Head Teacher noted that the Staff CPD record would be updated for further training that had taken place since January 2023.

(g) Extra-Curricular Activities

Q: Is there still poor take up of Extra Curricular activities?

A: There has not been a significant improvement. We are still trying to source a tutor for the Art Club. There was a lot of interest in the Art Club.

(h) Trips and Events

The School were trying to book as many events and trips as possible.

A London trip took place last week, which was incredible and included Houses of Parliament, 10 Downing Street and the Times.

(i) School Minibus

There were problems sourcing mini buses for hire and the cost of coach hire was very high.

The School were investigating the possibility of using the Scout Camp minibus but this was not yet confirmed.

68. MONITORING RECOVERY PREMIUM FUNDING

ACTION: The Chair to include Monitoring Recovery Premium Funding on the Full Governing Body agenda on Wednesday 12 July 2023

69. REGISTER OF BUSINESS INTEREST

ACTION: All Governors to complete the Business Interest Form by using the link provided on the agenda. The forms should be completed by 20 August 2023.

70. SAFEGUARDING

Safeguarding was covered in the Head Teacher's report above. A full Safeguarding report would be presented to the Full Governing Body meeting on 12 July 2023.

It was confirmed that all required Safeguarding procedures were in place and the school was fully compliant. There were no significant issues for discussion.

71. LONG TERM STRATEGIC OBJECTIVES

The Chair confirmed that there were no updates on Long Term Strategic Objectives.

72. CHAIR OF GOVERNING BODY SUCCESSION PLANNING

The Chair updated the meeting:

- Mrs J Thompson has had discussions with the Chair and the Head Teacher but had not yet confirmed that she would replace Mr G Muir as Chair.
- Other governors were asked to consider being Chair of the Governing Body.
- It was noted that the Chair should be a non-staff governor.

ACTION: The Chair to include Chair of Governing Body Succession Planning on the agenda of the Full Governing Body meeting to be held on 12 July 2023.

ACTION: All to contact the Chair or the Head Teacher if they want to be the next Chair of the Full Governing Body.

73. REVIEW OF POLICIES

RESOLVED: That Governors approve the GDPR Policy subject to agreed amendments.

Q: What do the GDPR company do for the school?

A: They provide Data Protection Officer services for any freedom of information act questions the school receive.

74. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor training completed

- Governors completed Safeguarding online training together with the whole school. It was noted that the school does keep a record of all training completed by governors.
- Mrs V Farrell and Mrs E Hudson completed Finance Training.

(b) Governor visits to school

- The Chair completed a Health and Safety visit to school on 5 February 2023.
- Ms J Thompson did a class visit to year 6.

ACTION: The Chair, Head Teacher and governors to organise the second round of monitoring visits to school.

Mrs N Holt left the meeting at 6.25pm

75. ANY OTHER BUSINESS

(a) School Minibus

The Head Teacher updated the meeting.

- The school was considering hiring out the school minibus. This could only be done subject to insurance and minibus lease conditions.
- The school could not make a profit, but could ask for a contribution to the school.
- Governor agreement was required for this to go ahead.

RESOLVED: That governors approved the hiring out of the school minibus subject to conditions from the insurers and lease company being met.

(b) Governor Briefing Update

The Chair and Mrs N Holt had attended a Governor Briefing meeting.

There was a focus on Head Teacher wellbeing and it was noted that the governors do want to ensure that the Head Teacher wellbeing was good.

Q: Is the Head Teacher OK?

A: Yes everything is fine.

76. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following meetings take place:

Full Governing Body

Wednesday 12 July 2023 at 5.00 pm

Wednesday 13 September 2023 at 5.00 pm

Standards & Effectiveness

Monday 26 June 2023 at 5.00 pm

Finance

Monday 26 June 2023 at 6.00 pm

77. 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 6.35 pm