

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, 13 September 2023.

PRESENT

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

In Attendance

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

1. ELECTION OF CHAIR

The minute clerk took the chair.

RESOLVED: That before requesting nominations, the following was agreed:

- (i) That the term of office of the new chair would be for twelve months
- (ii) That in the event of a tie this would be resolved by a toss of a coin.

Nominations were received from Mrs Greenwood and Mr Huby. A secret ballot was held.

RESOLVED: That Mrs Greenwood be elected Chair for a period of twelve months.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs R Jinks (with consent).

There were no declarations of interest.

The Governing Body also confirmed the following:

(a) Approve the Governors' Code of Conduct

Governors had been sent the 2023 copy of the NGA code of conduct, which Governors were encouraged to adopt, it was noted that much of the content remained unchanged.

RESOLVED: That the Governing Body agrees to adopt the NGA's revised Code of Conduct and the Governors present confirm they have read the code of conduct and agree to adhere to the contents of the Governors Code

(b) Declaration of Business Interest information

The Head Teacher confirmed that all Governors had completed the register of business interest form.

RESOLVED: That the school will publish the Declaration of Business Interest information on the school website as required by the DfE

(c) Get Information about Schools

It was highlighted that in the interests of transparency, the Governing Body must ensure that its record on Get Information about Schools (GIAS) remained up to date and checked regularly when changes on the GB occurred. The Headteacher confirmed that GIAS was checked on a regular basis and remains up to date.

RESOLVED: That Governors note the requirement to provide all governance information to the DfE and ask that the school continue to do this on behalf of the Governing Body.

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

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

4. REPRESENTATION

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

- 1 Co-opted Governor
- 1 LA Vacancy

5. ELECTION OF VICE-CHAIR

Before requesting nominations, it was agreed that the term of office of the vice chair would be for a period of twelve months.

A nomination was received from Mr Huby.

RESOLVED: That Mr Huby be elected vice chair for a period of 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 Farrell
Mrs N Holt
Mr G Muir
Ms J Thompson

Standards and Effectiveness Committee

Head Teacher
Mrs V Edmondson
Mrs M Greenwood

Mr K Huby
Mr G Thomson

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

Head Teacher
Mrs M Greenwood
Mr K Huby
Mr G Muir
Mrs V Edmondson

Staff Dismissals Committee

Mr G Muir
Mr G Thomson
Mrs M Greenwood

Staff Dismissal Appeals Committee

Mrs N Holt
Mr K Huby
Ms J Thompson

(b) Terms of Reference

RESOLVED: That the Terms of Reverence, 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 Edmondson
Protection/Safeguarding Governor	Mrs V 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	Mrs N Holt

8. 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 Edmondson
Year 3	Mrs N Holt
Year 2	Mr K Huby
Year 1	Mr G Muir

9. 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.

10. MINUTES OF THE MEETING HELD ON 12 JULY 2023

RESOLVED: That the minutes of the meeting held on 12 July 2023 be approved by the Chair as a correct record

11. MATTERS ARISINGSATs Results (Minute 85 (f) refers)

The data was compiled within the SEF, which all Governors had received.

12. HEAD TEACHER'S REPORT/DATA REPORT AND GOVERNORS' QUESTIONS INCLUDING STAFF WELLBEING

The report was circulated prior to the meeting along with a number of supporting documents and the Head Teacher gave a verbal summary section by section. The following were noted:

(a) Numbers on Roll

During the summer holidays a small number of pupils had left and two joined Y5. All pupils who left were moving to schools nearer their homes.

EHCs were rising again with a two further pupils being approved for an EHC which would bring the number up to 12. It was expected that another two applications would also be made. The school would be reviewing those who receive school support.

Q: How was the meeting with Joanne Sanders?

A: It was ok, we may be looked on slightly more favourably in future.

Mrs Farrell confirmed that she had sent out details for the Governor information evening, which would be held re SEND.

(b) Attendance

Q: Is there any reason why our pupil numbers are lower?

A: We did have a number of children leave, including one family who had four children in school. There is an appeal in a couple of weeks for Reception and we have already had 5-6 parents looking round for next year. We are not concerned.

The attendance monitoring had a positive impact during the previous year and this would be continued. It was noted that a couple of persistent absentee pupils had now left the school.

(c) Staffing

Governors were informed that two additional members of staff had been appointed over the summer to work 1:1 with children in Y5 and Reception. Both had settled in well.

(d) Safeguarding

One child left in July. Mrs Farrell confirmed she would be attending a child protection conference during the following week for the pupil, after which any involvement with the school would be finished.

(e) Staff Wellbeing

The Head Teacher confirmed that all staff had returned for a training day on 4 September and that staff morale currently felt positive.

13. SCHOOL DEVELOPMENT PLAN & SEF: PRIORITIES 2023/24

The SDP and SEF had been circulated to Governors prior to the meeting. The Chair noted that the SDP was clear and concise and Governors considered both documents with the Head Teacher speaking to the contents.

Q: How often is the SDP shared with staff?

A: It has already been shared with them and they are aware of the contents.

The Head Teacher confirmed that the object of the SDP was to focus on a 3 year window with foundation subjects and strengthen each one individually so that the eventual objective will be that a deep dive can be completed satisfactorily on all subjects across the curriculum.

It was noted that the SEF had been updated with changes highlighted. This had already been updated prior to the Ofsted visit. Maths has dropped in KS2 as a result of cohort variation so this has its' own focus. National phonics results were awaited.

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

14. FINANCIAL MANAGEMENT AND MONITORING

Governors were advised that the teacher pay award had been agreed and was currently with the LA and Unions. Currently an update regarding a proposed support staff pay rise was awaited.

15. LONG TERM STRATEGIC OBJECTIVES

It was agreed to remove this item from future agendas.

16. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023/24

The Chair advised that she would look at this further and would then compile updated documents. Once these had been updated they would be circulated to Governors.

17. SAFEGUARDING

This item was discussed within Minute 12 (d) above.

The Head Teacher had circulated Keeping Children Safe in Education to Governors prior to the meeting. Two major changes to the document were a new emphasis on filtering and monitoring systems online and clarification between children absent from education -v- children missing from education. There had also been changes to the law around forced marriages.

18. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Policies had been circulated to Governors prior to the meeting.

RESOLVED: That Governors approve the following policies:

- Designated Teacher
- ECT
- Whistleblowing
- Safeguarding
- Kirklees Model Appraisal

It was agreed to defer approval of the Kirklees Model Complaints policy until the next meeting.

19. GOVERNOR TRAINING AND GOVERNOR VISITS

It was agreed that visits would be arranged after the Chair had updated the forms discussed within Minute 16 above. This would be discussed further at the next Governing Body meeting.

20. ANY OTHER BUSINESS

No items were notified.

21. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following meetings take place:

Full Governing Body

Wednesday 22 November at 5.00 pm

Thursday 1 February 2024 at 5.00 pm

Standards & Effectiveness

Wednesday 8 November at 6.00 pm

Tuesday 16 January 2024 at 6.00 pm

Finance

Wednesday 8 November at 5.00 pm

Tuesday 16 January 2024 at 5.00 pm

22. 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 6.52 pm

Summary of Actions

Action Number	Minute Number	Action	By Whom
1	15	Remove item from future agendas	Governor Services
2	16	Chair to update documents and then circulate to Governors. To discuss further at next meeting.	Chair
3	18	Head Teacher to review school complaints policy	Head Teacher