

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 Wednesday, 22 November 2023.

PRESENT

Mrs M Greenwood (Chair), Mrs V Edmondson, Mrs V Farrell, Miss N Holt, Mr K Huby, Mrs E Hudson, Mrs R Jinks, 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)

23. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies for absence were received and there were no declarations of interest.

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

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

25. REPRESENTATION

The following matters of representation were noted:

(a)	<u>End of Term of Office</u>	<u>Category</u>	<u>With Effect from</u>
	Mrs V Edmondson	Co-opted	19/11/2023

Governors invited Mrs Edmondson to continue serving on the Governing Body. Mrs Edmondson accepted the invite.

RESOLVED: That Mrs V Edmondson serve a further term as Co-opted Governor with immediate effect.

(b) Vacancies

The following vacancies were noted:

- 1 Co-opted Governor
- 1 LA Vacancy

Ms Thompson advised that she was enquiring with a contact to see if they would be interested.

26. MINUTES OF THE ANNUAL MEETING HELD ON 13 SEPTEMBER 2023

RESOLVED: That the minutes of the annual meeting held on 13 September 2023 be approved by the Chair as a correct record subject to the following amendments:

Minute 6 – insert Mrs V Edmondson as committee member in the Staffing Committee. Remove Mrs V Edmondson from committee membership of the Staff Dismissals Committee. Remove Governing Monitoring Committee.

Minute 12 (a) – remove final question ‘Is there any reason why our numbers are lower?’

27. MATTERS ARISING

There were no matters arising. All actions had been completed.

28. REPORTS FROM COMMITTEES HELD ON 8 NOVEMBER 2023

(a) 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 targets set and FFT
- Attainment
- Attainment targets

The Head Teacher confirmed that he would circulate the attainment targets to all Governors via email.

- Data Breakdown
- Curriculum developments
- Pupil Survey results

(b) Finance & Premises

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

- The actual -v- budget report had been circulated to Governors, with accompanying notes.
- Governors had discussed the budget and were pleased to note the school was currently £7,000 above budget which included the £28,000 deficit
- Staff pay increases
- Health and Safety review held on 7 November. No concerns. Mr Muir would conduct a visit in January.

29. 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. The following were noted:

(a) Numbers on Roll

An appeal had been granted to a child in Year 4, which would mean a sibling would start in Year 2. This would bring the cohort up to 29 with 31 in Y4.

(b) Attendance

Attendance was at 96%. Persistent absentee numbers had improved since last year. Of those absent, 14/23 were due to holiday. There were two persistent absentees, which was a concern. Meetings had been arranged and the school was considering developing a contract with one parent regarding bringing their child to school.

(c) Staff Wellbeing

There were no issues. A staff survey had been circulated for completion.

(d) Safeguarding

Q: What is an Encompass call?

A: This relates to domestic violence. The school would receive a call if the police had been involved during the previous evening – the school is informed the following day, usually first thing. The information is logged on CPOMS and gives the school an understanding of what has happened.

(e) SDP

The School Development Plan was tabled, along with RAG rating and highlighting any updates made to the objective statements. The mental health section was likely to be updated in January.

(f) Parent Survey

The survey had been circulated to Governors prior to the meeting. Governors discussed the results. There were some concerns regarding safety in the car park due to irresponsible parking. It was suggested that staggered finishing times may alleviate this problem. The Head Teacher agreed to discuss further with staff and would report back at the next Governing Body meeting.

ACTION: Governor Services to add 'School Finish Times' to next Governing Body agenda

30. FEEDBACK FROM HEAD TEACHER'S PM ON 23/10/2023

The Chair informed Governors that the Head Teacher had met all targets and new targets were set which linked to the SDP. Performance management for staff was underway and the Head Teacher would send any recommendations to the Staffing Committee once completed.

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

The updated RAG rated form had been circulated to Governors prior to the meeting. The Chair spoke to the contents. The following were noted:

Focus 1 – successful transition of change of Chair of Governors. It was agreed this focus had been actioned.

Focus 2 – Clarify the role of the Chair. Chair currently completing Chair of Governor training with Mr Huby.

Focus 3 – Review the current roles of Governors

The following roles were agreed:

- SEND – Mr Huby
- Governor for LAC – Mrs Edmondson
- Protection/Safeguarding/Attendance – Mrs Edmondson
- Early Years – Mrs Greenwood
- Health and Safety – Mr Muir
- Equality/DGPR – Ms Thompson
- Premium Link – Mr Thomson
- Staff Wellbeing – Miss Holt
- Website Compliance – Miss Holt
- Curriculum – Mrs Greenwood

32. SAFEGUARDING

Governors were informed that there was a problem with accessing CPOMS when a child moves back from a previous school. Any incidents which had happened at the previous school had to be informed via phone instead. Mrs Farrell confirmed that this had been reported to CPOMS. The only way to access the information was by requesting a student report instead.

33. FINANCIAL MANAGEMENT AND MONITORING

This item was discussed within Minute 28 above.

34. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2025/26

Governors considered the contents of the consultation report.

RESOLVED: That the PAN would remain at 30 pupils per class.

35. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Complaints
- Pay
- Managing Serial or Unreasonable Complaints
- Parent Code of Conduct
- Suspension and Permanent Exclusion

36. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Edmondson had completed a SEND funding course. The Chair and Mr Huby were completing Chair of Governor training.

A timetable for Governor visits would be available for the next Governing Body meeting and a standard monitoring form would be introduced.

37. ANY OTHER BUSINESS

No items were notified.

38. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the following meetings take place at the school on the following dates:

Full Governing Body

Thursday, 1 February 2024 at 5.00 pm (Mrs Jinks submitted her apologies)

Wednesday, 1 May 2024 at 5.00 pm

Standards & Effectiveness

Wednesday, 16 January 2024 at 6.00 pm

Tuesday, 16 April 2024 at 5.00 pm

Finance

Wednesday, 16 January 2024 at 5.00 pm

Wednesday, 20 March 2024 at 5.00 pm

39. 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.

Action Number	Minute Number	Action	By Whom
1	28	Head Teacher to circulate targets to all Governors	Head Teacher
2	29 (f)	Head Teacher to report back regarding proposed staggered school finish times	Head Teacher
3	29 (f)	Governor Services to add as agenda item to next Governing Body agenda	Governor Services
4	36	Chair to circulate timetable of Governors visits and standard monitoring visit form	Chair

The Chair closed the meeting at 6.30 pm