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, 20 November 2024.

PRESENT

Mrs V Edmondson, Mrs V Farrell, 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 L Simper (Deputy Head Teacher)
Miss A Webb (Observer)

Prior to the meeting Miss Webb was welcomed to the meeting.

25. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs M Greenwood and Miss N Holt (both with consent).

There were no declarations of interest.

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

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

27. REPRESENTATION

This was an additional agenda Item.

Parent Governor

The Chair informed Governors that Mr K Huby had been re-elected as Parent Governor following an election.

28. ELECTION OF VICE-CHAIR

This was an additional agenda Item to re-confirm Mr K Huby's position as Vice-Chair following his re-appointment.

RESOLVED: (i) That nominations will not be accepted from governors not present at the meeting.
(ii) That the term of office of the Vice-Chair be until the next annual meeting
(iii) That in case of a tie there would be a revote.
(iv) That Mr K Huby be unanimously elected.

29. MINUTES OF THE ANNUAL MEETING HELD ON 11 SEPTEMBER 2024

RESOLVED: That the minutes of the annual meeting held on 11 September 2024 be approved by the Vice-Chair as a correct record.

30. MATTERS ARISING

There were no matters arising.

31. REPORTS FROM COMMITTEES

(a) Finance

Ms Thompson reported that the Committee had met on 11 November. The following had been discussed:

- Miss Holt elected Chair
- Children's Centre
- Slight overspend on budget
- Teaching staff update
- Utility cost reduced by 10%
- Support staff pay rise backdated to April 2024
- Nursery full from September
- Health and safety report

(b) Standards & Effectiveness Committee

Mr Thomson reported that the Committee had met on 11 November. The following had been discussed:

- Science curriculum presentation by Miss Ombler
- Data and target report

32. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS INCLUDING STAFF WELLBEING

The report had been circulated prior to the meeting and the Head Teacher gave a verbal summary section by section. The following were noted:

(a) Numbers on Roll

The number of pupils with an EHCP had dropped slightly. It was noted that there were more children in Nursery who were receiving SENDIF funding.

(b) Staffing

Miss Cheema was leaving on 11 December. Advertisements for two posts had been sent out to begin after Christmas and run until the end of the academic year. The school were covering the other staff absence through supply. It was noted that there was no insurance for support staff due to costs.

(c) Attendance

Attendance had dropped due to multiple holidays being taken during the week before half term. There had also been an increase in short term illness.

Q: Is there anything we can do about attendance?
A: There is a DfE attendance toolkit which we will be going through. We would like attendance to be a bit higher if possible.

Q: Ever 6 FSM are at 92.4%, are they a target group?
A: We need to dig deeper to look at this as the 30 pupils in persistent absentees will probably make up the 50 in that group. We have had meetings with parents of persistent absentees who are classed as a significant concern.

(d) Staff Wellbeing

Staff had been very supportive helping to fill in when there had been staff absences.

The Head Teacher was thanked for his report.

33. ACADEMIES

There were no items to report.

34. FINANCIAL MANAGEMENT AND MONITORING

This item had been discussed above.

35. SAFEGUARDING

The safeguarding report had been circulated to Governors prior to the meeting. The school had completed a self safeguarding audit in October.

36. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Attendance
- Intimate Care
- Online Safety
- LA Teach Pay (without performance management)
- Staff Code of Conduct

37. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Muir advised that he had completed complaints training and would be conducting a health and safety visit in January. Mrs Edmondson had completed a follow-up safeguarding visit and had spoken to all year groups and children as part of her visit. The report had been sent to the Head Teacher. The Head Teacher agreed to email this to all Governors.

ACTION: Head Teacher to share Mrs Edmondson's safeguarding visit report with all Governors via email.

38. ANY OTHER BUSINESS

No items were notified.

39. 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, 30 January 2025 at 5.00 pm
Tuesday, 6 May at 5.00 pm

Standards & Effectiveness Committee

Wednesday, 15 January 2025 at 5.00 pm
Tuesday, 29 April at 5.45 pm

Finance Committee

Wednesday, 15 January 2025 at 5.45 pm
Tuesday, 29 April at 5.00 pm

40. 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 Log:

Minute Number	**Action**	**By Whom**
Minute 37	Governor Training and Governor Visits Head Teacher to share Mrs Edmondson's safeguarding visit report with all Governors via email	Head Teacher

The Vice-Chair closed the meeting at 6.40 pm