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 Thursday, 30 January 2025.

PRESENT

Mrs M Greenwood (Chair), Mrs V Edmondson, Miss N Holt, Mr K Huby, 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.

41. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs V Farrell and Mrs E Hudson (both with consent).

There were no declarations of interest.

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

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

- Spenborough Trust.

43. REPRESENTATION

The following matters of representation were noted:

(a) End of Term of Office

Name	Category	With Effect From
Mr G Muir	Co-opted	11.03.2025

Mr Muir accepted the Governing Body's offer to continue as Governor at the school for another term.

Appointment

Name	Category	With Effect From
Mr K Huby	Parent	17.11.2024
Mrs R Jinks	Staff	20.01.2025

(b) Appointment of a Co-opted Governor

RESOLVED: That Miss Webb accepted the Governing Body's offer to become a Co-opted Governor

(c) LA Vacancy

Governors noted that there was an LA vacancy.

44. MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2024

RESOLVED: That the minutes of the meeting held on 20 November 2024 be approved by the Chair as a correct record subject to the following amendment:

Insertion of 'Mrs Farrell' being present at the meeting.

45. MATTERS ARISING

There were no matters arising.

46. REPORTS FROM COMMITTEES

(a) Finance

Miss Holt reported that the Committee had met on 22 January. Draft Minutes had been circulated to Governors prior to the meeting. The following had been discussed:

- £35,000 overspend but a £9,500 surplus. Costs were higher than the budget but there had been extra income due to SEND pupils
- Year end was looking to be approximately £5,700 surplus
- Mrs Farrell to compile separate report on school meals
- Nursery was full
- Reception was anticipated to be full in September
- There were 6 spaces in school but the October census had 2 spaces
- Health and Safety visit to school scheduled with Mr Muir

(b) Standards & Effectiveness Committee

Mr Thomson reported that the Committee had met on 22 January. Draft Minutes had been circulated to Governors prior to the meeting. The following had been discussed:

- Geography curriculum presentation by Mr Pickles including next steps and look at pupil work books.
- Data and target report. In general the school was on track
- Phonics update by Mrs Simper. Numbers were down due to the cohort.

Q: The Christmas data predictions are generally lower than the school target. Why is this?

A: In most cases where there is a variation it is usually just 1-2 children. By and large we are fairly on track and won't be far off target. Targets are usually aspirational and it is not a negative forecast. We have already held progress meetings and interventions were set up by week 2 this term. We are satisfied with the direction we are going in.

47. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS INCLUDING STAFF WELLBEING AND SCHOOL IMPROVEMENT PLAN UPDATE

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

(a) Numbers on Roll

There had been three applications for two places in Y3. Two places had been allocated alongside a place in Y2. Y3 would be back up to 30 pupils. It was expected there would be an appeal for the third application into Y3. It was expected that numbers in Y5 would drop to 29.

(b) Staffing

Mrs Newby was having a positive impact in Reception. Two new staff members had been recruited and their posts would run until the end of the academic year. There had been a strong field of applicants. Governors were advised that another full time member of staff was required for 1:1 support for a pupil who had significant SEND issues. This would be a temporary appointment through until the end of the Summer term. Governors agreed that the welfare of children and staff was paramount.

Q: How much does one of these posts cost?

A: Up until the end of the current financial year it would be £4,000 then an additional £9,000 to the end of summer.

Two members of staff were on sick leave. It was anticipated that one would return to school before Easter.

(c) Attendance

Attendance had dropped before Christmas due to sickness, colds, chest infections etc. Persistent absence numbers had stayed the same. Those with significant concerns had been contacted and meetings arranged. The target for these pupils was to achieve over 90% attendance between now and Easter.

(d) School Development Plan

The SDP had been circulated to Governors within the Head Teacher's report. It was noted that improvements to spelling and grammar knowledge had already had schemes implemented and these were being monitored. The target to raise standards was being focused on with Early Years writing. The school had arranged for a consultant in early writing, Kim Scott, to visit and implement an action plan as early writing was becoming a focus by Ofsted.

Q: Do you know anyone that has used her before?
A: No, but the LA have approached her before.

Q: How much will it cost?
A: £1,000.

It was noted that 'My Happy Mind' continued to go well.

Q: Do we know how much it is likely to cost after the first year?
A: It could be £9 per child.

Miss Holt advised that she would organise a wellbeing visit to school.

ACTION: Miss Holt to arrange wellbeing visit to school.

The Head Teacher was thanked for his report.

48. ACADEMIES

There were no items to report

49. SAFEGUARDING

This item had been discussed within the Standards and Effectiveness meeting held on 22 January.

50. FINANCIAL MANAGEMENT AND MONITORING

(a) Approve SFVS

RESOLVED: That Governors approved the SFVS as recommended by the Finance Committee, subject to a couple of minor amendments.

(b) Finalise next year's Budget

The draft budget had not yet been received.

51. REVIEW/APPROVAL OF POLICIES

RESOLVED: That Governors approved the following policies:

- Staff Grievance
- Whistleblowing
- Privacy
- Business Continuity Plan
- Early Years
- Uniform
- Suspension and Permanent Exclusion
- Recruitment of Ex Offenders

52. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair advised that she had completed an Early Years monitoring visit on 22 January to observe provision and meet staff.

The report had been circulated to Governors and the Chair spoke to the contents. It was noted that language was a challenge and the level of demand was high. Staff dealt with issues very well. It was evident that children were progressing due to the strong leadership and staff. Children were significantly behind where they should be in terms of communication, language and independence skills. This would have a knock on effect through school. It was noted that staff were doing the best that the could do.

Mr Muir had a health and safety visit scheduled for the following week. Ms Thompson advised that she had a visit booked in.

53. SCHOOL SELF-EVALUATION 2024/25

The Governor self-evaluation form had been circulated to Governors prior to the meeting. The Chair spoke to the contents. It was agreed that the Chair would look on The Key to find a 360 review of Chair form.

ACTION: Chair to look on The Key to find a 360 review of Chair form.

54. ANY OTHER BUSINESS

Spenborough Trust

The Head Teacher advised that a Governor was required to join the Board of Trustees at the Spenborough Trust to represent the school. Mr Muir offered to take on the role. The Head Teacher agreed to advised Mr Muir when the next meeting was due to take place.

ACTION: Head Teacher to advise Mr Muir of date of next meeting of Spenborough Trust.

55. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Full Governing Body

Thursday, 1 May at 5.00 pm
Tuesday, 8 July at 5.00 pm

Standards & Effectiveness Committee

Tuesday, 29 April at 5.45 pm

Finance Committee

Tuesday, 29 April at 5.00 pm
Wednesday, 18 June at 5.00 pm

56. 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 47 (d)	Head Teacher's Report and Governors' Questions including staff wellbeing and SDP Miss Holt to arrange wellbeing visit to school	Miss Holt
Minute 53	School Self-Evaluation 2024/25 Chair to look on The Key to find a 360 review of Chair form.	Chair
Minute 54	Any Other Business – Spenborough Trust Head Teacher to advise Mr Muir of date of next meeting of Spenborough Trust	Head Teacher

The meeting closed at 6:40 pm