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, 1 May 2025.

PRESENT

Mrs V Edmondson, Mrs V Farrell, Mrs M Greenwood, Miss N Holt, 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 (Designate – Co-opted)

57. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs E Hudson and Mr K Huby (both with consent).

There were no declarations of interest.

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

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

59. REPRESENTATION

The following matters of representation were noted:

(a) Appointment

Name	Category	With Effect From
Mr G Muir	Co-opted	12.03.2025
Miss A Webb	Designate (Co-opted)	Pending DBS

(b) Appointment of an LA Governor

Governors agreed to defer the approval of the appointment of Mr Kent as LA Governor as approved by the LA panel until the Chair and Head Teacher had met with Mr Kent.

ACTION: Chair and Head Teacher to arrange meeting with Mr Kent.

(c) Resignation

Miss Holt advised the Governors that she intended to resign from the Governing Body due to her work commitments. Governors thanked Miss Holt for all her input, particularly with the Resources Committee, given to the school during her tenure as Governor.

60. MINUTES OF THE MEETING HELD ON 30 JANUARY 2025

RESOLVED: That the minutes of the meeting held on 30 January 2025 be approved by the Chair as a correct record.

61. MATTERS ARISING

Wellbeing (Minute 47 (d) refers)

Miss Holt advised that she was still to arrange her wellbeing visit to school.

62. REPORTS FROM COMMITTEES

(a) Finance

Miss Holt reported that the Committee had met on 29 April. Draft Minutes had been circulated to Governors prior to the meeting. The B1 and B3 documents and finance report had been circulated to all Governors. The following had been discussed:

- Budget 2024/25 - £68,000+ carry forward.
- Budget 2025/26 discussed and approved, to be ratified by full Governing Body
- Breakfast club provision – funding model offered by the Government not advantageous to school.
- Health and Safety report by Mr Muir.

Q: Are all staff paediatric first aid trained?
A: No, a small number are and we have emergency training at work booked to take place in September. We do have quite a few people trained in first aid at work.

The Head Teacher agreed to check how many staff should be trained in paediatric first aid.

ACTION: Head Teacher to enquire how many staff should be trained in paediatric first aid.

RESOLVED: That Governors approve the draft budget 2025/26.

(b) Standards & Effectiveness Committee

Mr Thomson reported that the Committee had met on 29 April. Draft Minutes had been circulated to Governors prior to the meeting. The following had been discussed:

- Data and target report. In general the school was on track It had been noted that Y6 were a lower ability cohort.
- Phonics update by Mrs Simper. Numbers were looking positive.
- Curriculum - increased opportunities with writing in Early Years and a few changes had been made. Subject leads aware of Ofsted window approaching.

Q: Are the pupils coming into EYFS really much lower in phonics?
A: Yes, extremely low. Nationally numbers are lower

63. 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

Pupil numbers in September were very good, Reception being full and 34 children on the waiting list. Further pupils had come into Y3, Nursery and Y4. It was noted that numbers needed to be as high as possible for the October census.

(b) Staffing

Governors were informed that Mrs Pickles was to take a sabbatical and would not be working at the school during the next academic year, due to family reasons. The school would be advertising for a temporary 12 month part time teaching position.

It was anticipated that the same staff structure would be in place from September, with possibly another TA, depending on need.

(c) Attendance

It was noted that attendance was still an issue. Although two persistent absentees had since left the school, they would not be permanently removed from roll until the end of the year and would continue to affect figures.

(d) School Development Plan

The SDP had been circulated to Governors within the Head Teacher's report.

(e) Visits

It was noted that the recent trip to London had gone well. It was intended that a two day trip would take place in November for Y5 to visit London. This would also involve a visit to Parliament. The majority of the cohort had signed up to take part in the visit.

(f) Staff Wellbeing

It was noted that there were currently no issues with staff wellbeing. It was agreed that the Chair would send out a staff survey on behalf of the Governing Body.

ACTION: Chair to compile a short staff survey to be circulated to all staff.

(g) Parental Survey Report

The results of a recent parent survey were circulated to all Governors. The results of this were mainly positive with no significant concerns.

Q: How often are pupils asked to do homework?
A: It is all online. They are encouraged to do 5 minutes a day.

Q: Who checks it?
A: The Head Teacher checks on a weekly basis. We do rewards to encourage pupils to take part. It is not compulsory.

The Head Teacher was thanked for his report.

64. PREMISES UPDATES AND PROGRAMME OF ANY SUMMER WORKS

This item was not discussed.

65. STAFFING UPDATE/ARRANGEMENTS THE ACADEMIC YEAR 2025/2026

This item was not discussed.

66. PE AND SPORTS PREMIUM FUNDING

This item was not discussed.

67. ACADEMIES

There were no items to report.

68. SAFEGUARDING

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

69. FINANCIAL MANAGEMENT AND MONITORING

This item was discussed within Minute 62 above.

70. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Early Careers Teacher
- Menopause
- SEND Information Report

Miss Holt mentioned that she would try to find a policy schedule for Governors to monitor when policies required to be reviewed.

ACTION: Miss Holt to find policy review schedule and send to Governors.

71. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Muir's health and safety visit report which had been conducted in February had been circulated to all Governors. There had been no issues.

Ms Thomson advised that she would be rearranging her school visit.

72. ANNUAL EVALUATION OF A GOVERNING BOARD'S EFFECTIVENESS

The 360 review of Chair form was circulated to all Governors. Governors were requested to complete the same and return to Mrs Farrell to collate. This would then be discussed further at the next Governing Body meeting in July.

ACTION: Governors to complete and return 360 review of Chair form.

73. ANY OTHER BUSINESS

No items were notified.

74. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Full Governing Body

Tuesday, 8 July at 5.00 pm
Wednesday, 18 September at 5.00 pm (AGM)

Finance Committee

Wednesday, 18 June at 5.00 pm

75. 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
59 (b)	Representation Chair and Head Teacher to arrange meeting with Mr Kent	Chair and Head Teacher
62 (a)	Reports from Committees – Finance Head Teacher to enquire how many staff should be trained in paediatric first aid.	Head Teacher
63 (f)	Head Teacher's Report – Staff Wellbeing Chair to compile a short staff survey to be circulated to all staff.	Chair

67	<u>Review of Policies</u> Miss Holt to find policy review schedule and send to Governors.	Miss Holt
69	<u>Annual Evaluation of a Governing Board's Effectiveness</u> Governors to complete and return 360 review of Chair form.	All Governors

The meeting closed at 6.27 pm