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 Tuesday, 8 July 2025.

PRESENT

Mrs V Farrell, Mrs M Greenwood, Mr K Huby, 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 L Simper (Deputy Head Teacher)

Prior to the meeting Mr Kent and Mr Bridges were welcomed to the Governing Body and introductions were made

76. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs V Edmondson, Mrs E Hudson and Miss A Webb (all with consent).

Mr Thomson declared an interest in item 82 (Lettings Policy).

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

The following items were notified to be brought up under any other business:

- Promotion of Healthy Drinking
- Application for a Child into Y1
- Governing Body structure

78. REPRESENTATION

The following matters of representation were noted:

(a) Resignation

Name	Category	With Effect From
Miss N Holt	Parent	01.05.2025

Appointment

Name	Category	With Effect From
Mr R Bridges (Pending DBS)	Parent	03.07.2025

(b) Appointment of an LA Governor

Governors agreed to appoint Mr Kent as LA Governor.

RESOLVED: That Governors agree to appoint Mr Kent as LA Governor following his approval from LA Panel.

(c) Resignation

Mr Thomson advised that he would be resigning from the Governing Body. Governors thanked Mr Thomson for all his input given to the school during his tenure as Governor.

79. MINUTES OF THE MEETING HELD ON 1 MAY 2025

RESOLVED: That the minutes of the meeting held on 1 May 2025 be approved by the Chair as a correct record.

80. MATTERS ARISING

Annual Evaluation of a Governing Board's Effectiveness (Minute 69)

The Head Teacher advised that four forms were yet to be completed and had been chased up.

81. 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

Mrs Farrell confirmed that the school were trying to increase Nursery numbers and had had a conversation with the LA who confirmed they would allow the school to take 'rising 2s' but this would impact on teacher/pupil ratios. There were more pupils due to start in January. It was noted that numbers needed to be as high as possible for the October census.

Q: Are low numbers due to the low birth rate?
A: Not particularly as Reception will be full. It could be that more and more families are working.

Q: Are you confident that we can be on top of SEND?
A: We would have struggled to cope if Mrs Simper had not got involved with SEND. She has managed to claw back a significant amount of money and has really helped sort out this area. We are very appreciative of her help.

Governors discussed the increase in numbers of pupils with SEND across the LA and agreed that these were unlikely to decrease in the future.

(b) Staffing

The staffing structure for September 2025 was tabled. Due to the increase in SEND funding, it had been decided to create a 0.6 role in school for a teacher to be out of class for 3 days a week. This would enable the school to provide a range of CPD and leadership time for all members of staff across school. The role would also involve taking a lead on personal development across school. Mrs Jinks had been successful in her application to take on the role. The position would be for an initial 12 months and then reviewed.

Mrs Simper had taken on an increased teaching role in the morning to lead the second provision room which would result in more children being part of the group.

Q: Will teaching in the morning have an impact on Mrs Simper's role as Deputy Head Teacher and SENCo?
A: We hope not. Mrs Simper has caught up with the bulk of the SEND paperwork this year and any additional paperwork will just be items that crop up.

Q: Do EHCP applications get easier the more that are done?
A: Not particularly as the needs are specific.

Q: Why are you teaching in a morning?
A: Because pupils are most productive in the morning and we should have our most qualified teachers with SEND pupils.

(c) Attendance

The Head Teacher advised that attendance was still poor at 94.6%. Absence was mainly due to holidays taken during term time and random days off.

Q: Is there a national average?
A: Yes, we are only slightly below but our aim is to be 96% or above. Our attendance is slowly dropping and the main issue is term time holidays.

Q: Has the holiday situation been affected by BBG?
A: There are always one or two but not too much.

Q: Could we look at doing something more visual and involve the children like a half term report card?
A: Yes

ACTION: Chair to send Head Teacher a sample attendance report card

(d) School Development Plan

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

(e) Spen Trust

A copy of the Spen Trust Development Plan had been circulated to Governors prior to the meeting. The Heads from across the Trust continued to meet half termly and the Head Teacher confirmed that the meetings were very useful. Mr Muir attended the Governor meetings.

Q: Have you adopted anything useful?
A: This year has been more about setting up and having conversations with other Heads, looking at standardised TAFs and attendance etc. Other schools in MATs have opportunities to share and this will help with that. The formation of the Development Plan has been stretched over a couple of years.

Q: Are we paying anything into this?
A: Not at the moment but if we do it might only be £1-2 per child across school.

The Head Teacher was thanked for his report.

82. ACADEMIES

There were no items to report.

83. SAFEGUARDING

The safeguarding report had been circulated to Governors. There were no major issues.

Q: Under 'attendance and exclusions' was the same child suspended?
A: Yes, the same child was suspended twice in the same week. They had been hitting and assaulting staff and children. Following multiple meetings with the child's parents and external agencies the decision was taken to suspend.

Q: What year group was this?
A: Y2. The child in question had complex needs.

Q: Has it worked?
A: We have made significant changes in managing the child.

84. FINANCIAL MANAGEMENT AND MONITORING

The B1 and B3 had been circulated to Governors prior to the meeting. It was noted that the budget had been amended to include SEND funding.

A quotation for replacement laptops, smartboards and balance box totalling £19,000 was circulated to Governors for approval. It was agreed not to obtain any other quotations as it was highly unlikely any cheaper quotes would be found due to the discount already given on the provided quote. Funding would be taken from the DFC and budget already set aside.

RESOLVED: That Governors approve the purchase of the IT equipment.

Q: How are the pupils' computers?
A: We got a new set last year and another set will probably be unsupported from next year but we can manage.

Governors passed on their congratulations to Mrs Farrell for a successful LA financial audit.

85. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Lone Working
- Lettings
- Designated Teacher
- Capability of Staff

86. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Thomson advised that he had conducted a Pupil Premium visit looking at universal FSM, attendance, wellbeing, writing, lessening numbers of PP and the impact of this. Mr Thomson advised that he would circulate his visit report once this was available.

Mrs Farrell advised that the school had bought into the LA Governor learning and development package. The Chair agreed to forward the list of training courses to new Governors once this was available.

ACTION: Chair to email new Governors with training course dates once available.

87. ANY OTHER BUSINESS

(a) Promotion of Healthy Drinking

Governors discussed the promotion of healthy eating amongst pupils and agreed that children should be asked to only bring smaller bottles into school with just water in them. Mrs Jinks advised that she would be addressing this issue in the Autumn term.

(b) Application for a Child into Year 1

The Head Teacher advised that the school had been named on an EHCP for a child due to go into Y1. The child had visited the school on 7 July and as a result of this visit there were now significant concerns for the child's safety. The Head Teacher explained the situation and Governors discussed and agreed with the Head Teacher's recommendation that the school should refuse to admit the child on safety grounds due to their proclivity to climb and escape. The Head Teacher confirmed that he had already spoken to Early Years SEND who had also been in full agreement.

(c) Restructure of Governing Body

The Head Teacher tabled a proposal to change the structure of the Governing Body which would include the removal of committees and instead have six FGB meetings per academic year instead of the current five. It was agreed that Governors would take the document to read through and discuss again at the AGM in September.

ACTION: Governors to read the proposal thoroughly and discuss again in September.

(d) Data Summary

The SATs data summary was circulated to Governors. The Head Teacher advised that there had been a slight drop in numbers, but not as much as had been expected. Some papers would be looked at further for pupils who had been close. The Head Teacher advised that phonics was 86% with a breakdown to be provided in the Autumn.

88. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Full Governing Body

Wednesday, 10 September at 5.00 pm (AGM)
Wednesday, 19 November at 5.00 pm

89. 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**
81	Head Teacher's Report and Governors' Questions Chair to send Head Teacher sample report card	Chair
86	Governor Training and Governor Visits Chair to email new Governors with training course dates once available	Chair
87 (c)	Any Other Business – Governing Body Restructure Governors to read proposal and discuss at next meeting GCS to add to agenda in September	GCS

The meeting closed at 6.53 pm