Kirklees Directorate for Children & Young People DfE: 2108

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the Annual meeting of the Governing Body held at 5.00 pm at the School on Wednesday, 10 September 2025

PRESENT

Mrs M Greenwood (Chair), Mr R Bridges, Mrs V Edmondson, Mr K Huby, Mrs E Hudson, Mrs V Farrell, Mrs R Jinks, Mr G Muir, Mr J Pickles (Head Teacher), Ms J Thompson

In Attendance

Mrs A Jewell (Minute Clerk)
Mrs L Simper (Deputy Head Teacher)

1. ELECTION OF CHAIR

RESOLVED: (i) That nominations will not be accepted from governors not present at the meeting.
(ii) That the term of office of the Chair be for twelve months
(iii) That in case of a tie there would be a revote.
(iv) That Mrs Greenwood be unanimously elected

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

(a) Governors Code of Conduct

RESOLVED: That the LA-adopted NGA Governors' Code of Conduct was unanimously agreed and adopted by all Governors

(b) Declaration of Business Interest Forms

The Head Teacher confirmed that he would circulate the declaration of Business interest forms to all Governors for completion

ACTION: Head Teacher to circulate Declaration of Business Interest forms to all Governors for completion.

(c) GIAS

RESOLVED: That Governors confirmed that the GIAS record was up to date.

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

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

4. REPRESENTATION

The following matters of representation were noted:

(a) End of Term of Office

Name	Category	With Effect From
Ms J Thompson	Co-opted	05.10.2025
Mrs V Farrell	Co-opted Staff	19.11.2025

Governors discussed and agreed to invite Ms Thompson and Mrs Farrell to continue on the Governing Body. Ms Thompson and Mrs Farrell confirmed their acceptance.

Resignation

Name	Category	With Effect From
Mr G Thomson	Co-opted	08.07.2025
Mr N Kent	LA	08.09.2025

Governors were advised that Tracy Bell had been recommended as a Governor by Mr Thomson. Tracy had been invited to attend the next Governing Body meeting.

(b) DBS Checks

Ms Thompson confirmed she would make contact with Miss Webb who had her DBS check pending.

5. ELECTION OF VICE-CHAIR

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 for twelve months
(iii) That in case of a tie there would be a revote.
(iv) That Mr K Huby be unanimously elected.

6. REVIEW OF COMMITTEES

The proposal to change the structure of the Governing Body document (Minute 87(c) refers) had been circulated to Governors prior to the meeting. After some discussion it was agreed to trial the removal of Committee meetings and to hold six Governing Body meetings per academic year.

RESOLVED: That Governors agree to remove Finance and Standards and Effectiveness Committee meetings during the academic year and include any required Committee information within full Governing Body meetings.

(a) Membership

RESOLVED: That Committee membership be as follows:

Staffing Committee (to include Head Teacher's Performance Management)

Head Teacher
Mrs V Edmondson
Mrs M Greenwood
Mr K Huby

Mr G Muir
Mr H Rowan – external adviser

The Committee had arranged to meet on 13 October.

Staff Dismissals Committee

Mrs V Edmondson
Mr G Muir
Ms G Thompson

Staff Dismissal Appeals Committee

Mrs T Bell (tbc)
Mr R Bridges
Mr K Huby

It was agreed that if there was a requirement to convene any other Committees throughout the academic year then this would be completed on an ad-hoc basis from a pool of available Governors.

(b) Terms of Reference

RESOLVED: That the Kirklees model Terms of Reverence be adopted for any Committees

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors be appointed with special responsibility for the following:

Special Education Needs Governor	Mr K Huby
Governor Training Contact	Mrs V Farrell
Governor for Looked After Children	Mrs V Edmondson
Protection/Safeguarding Governor	Mrs V Edmondson
Early Years Governor/Curriculum Governor	Mrs M Greenwood
Health and Safety Governor	Mr G Muir
Equality Governor	Ms J Thompson
Premium Link Governor/Sports Premium	Mr R Bridges
Data Protection Governor	Mr G Muir
Staff Wellbeing Governor	Ms J Thompson
Attendance Governor/Finance Governor	Mrs T Bell

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

(i) Planning and conducting the affairs of the school to remain solvent.

(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.

(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.

(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

(v) That the Head Teacher be authorised to spend up to a limit of £7,500 without prior referral to the Governing Body.

9. MINUTES OF THE MEETING HELD ON 8 JULY 2025

RESOLVED: That the minutes of the meeting held on 8 July 2025 be approved by the Chair as a correct record.

10. MATTERS ARISING

Head Teacher's Report and Governors' Questions – Attendance (Minute 81 (c) refers)

The Chair had circulated a sample report card to all Governors. Governors discussed attendance issues and ideas to improve the same.

11. 2025 ACADEMIC DATA REVIEW

The whole school data summary for the previous academic year had been circulated to all Governors prior to the meeting. Phonics was 86.2% compared to national at 82%. The Y6 results were pleasing and SPAG had risen to 69%. Targets for the current year were to improve SATs results and achieve national or above. Results were dependent on the cohort.

12. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated to Governors prior to the meeting and the Head Teacher gave a verbal summary.

(a) Staffing

The school were very happy with the appointment of the three members of staff who had been appointed to work 1:1 with pupils.

(b) Premises

Significant work had been completed to the school during the summer break. Repairs and improvements to the adventure playground had been exceptional and Governors conveyed their thanks and appreciation to the parent who had completed this.

(c) Safeguarding

There had been no safeguarding incidents during the summer break.

The Head Teacher was thanked for his report.

13. ACADEMIES

There were no items to report.

14. FINANCIAL MANAGEMENT AND MONITORING

A copy of the recent school finance audit was distributed to Governors. The audit had gone well and any of the minor actions had already been implemented. Governors conveyed their congratulations to Mrs Farrell on the successful audit.

Mrs Farrell confirmed that an interim finance report would be circulated to Governors in due course.

ACTION: Mrs Farrell to circulate interim finance report to Governors.

15. SCHOOL DEVELOPMENT PLAN: PRIORITIES 2025/26

The SDP overview had been circulated. The new Ofsted framework had been released on 9 September and the SDP would be updated to be in line with the framework. A more detailed SDP and SEF would be available at the next Governing Body meeting. Objectives for the year included:

- To increase roles and responsibilities of all pupils
- Promote healthy eating
- Invigorate Houses
- Develop the playground further
- Effectively induct new Governors
- Prepare the Governing Body to become Ofsted Ready

16. GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2025/26

The Governing Body action plan had already been circulated and updated by the Chair. It was agreed that familiarisation with the new Ofsted framework would be discussed further at the Governing Body meeting to be held on 26 January 2026.

ACTION: GCS to add familiarisation of Ofsted framework to agenda of meeting to be held on 26 January 2026

17. SAFEGUARDING

There were no items to report.

18. THE SCHOOL TEACHERS' PAY AND CONDITIONS ORDER 2025 AND MODEL TEACHERS PAY POLICY

RESOLVED: That Governors approve the Kirklees Model Pay policy with removal of PRP.

19. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Kirklees Model Complaints 2025
- Whistleblowing

- Safeguarding & Child Protection

The appraisal policy had not yet been approved by the LA.

Governors were reminded to confirm to Mrs Farrell that they had read KCSIE.

ACTION: Governors to confirm to Mrs Farrell that they had read KCSIE.

20. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Thomson's visit report dated 2 July as premium link Governor had been circulated to all Governors. The focus of the visit had been to look at the impact of PP funding spending on academic achievement, the impact of PP spending on wider strategies in school and the impact of strategies to increase parental involvement in wider strategies.

21. ANY OTHER BUSINESS

There were no items to report.

22. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

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

Full Governing Body all at 5.00 pm

Wednesday 19 November
Monday 26 January 2026
Monday 9 March 2026
Wednesday 29 April 2026
Thursday 9 July 2026

23. 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
2 (c)	Apologies for Absence, Consent and Declarations of Interest Head Teacher to circulate Declaration of Business Interest forms to all Governors for completion	Head Teacher
14	Financial Management and Monitoring Mrs Farrell to circulate interim finance report to Governors	Mrs Farrell

20	Governing Body Development: Actions and Priorities 2025/26 GCS to add familiarisation of Ofsted framework to agenda of meeting to be held on 26 January 2026	GCS
21	Review of Policies Governors to confirm to Mrs Farrell that they had read KCSIE	Governors

The Chair closed the meeting at 7.08 pm