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, 19 November 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)

In Attendance

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

Prior to the meeting Mrs Ball was welcomed to the Governing Body

24. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Ms J Thompson (with consent).

There were no declarations of interest.

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

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

26. REPRESENTATION

The following matters of representation were noted:

a) Update

Governors noted that Abby Webb was no longer proceeding with the process of becoming a Governor.

(b) DBS Checks

Mr Bridges confirmed that his DBS check had been returned. Mrs Farrell advised she would inform GCS that it had been completed.

(c) Re-Appointment

Name	Category	With Effect From
Ms J Thompson	Co-opted	05.10.2025
Mrs V Farrell	Co-opted Staff	19.11.2025 **(both pending DBS)**

(d) Co-opted Governor Appointment

Governors discussed and agreed to invite Tracy Ball to be a Co-opted Governor. Mrs Ball accepted the invitation.

RESOLVED: That Tracey Ball be Co-opted onto the Governing Board.

27. MINUTES OF THE ANNUAL MEETING HELD ON 10 SEPTEMBER 2025

RESOLVED: That the minutes of the annual meeting held on 10 September 2025 be approved by the Chair as a correct record.

28. MATTERS ARISING

There were no matters arising. All actions had been completed.

29. 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) Pupil Data

The school had been named on a number of EHCPs for children who attended different schools.

Q: How many pupils do we have with EHCPs?
A: We currently have 16. The DfE have sent an interim report looking at the uneven distribution of pupils with EHCPs across schools nationally. The report highlights that the highest quartile of schools have 7% of pupils with EHCPs. We also have 7% of pupils with EHCPs. The uneven distribution is mainly due to parental choice. Some schools are better at supporting SEND pupils than others. The SEND percentage is a lot higher for boys with 75% of boys on our SEND register. This is consistent with the national average.

Q: Where do you think we are going with SEND funding, do you get extra funding for being in the top quartile?
A: No. Our provision started around 4 years ago and we were one of very few schools creating provision for pupils with additional needs.

Q: Is that the future?
A: Yes, there is not currently enough specialist provision, particularly in KS1 and numbers keep rising.

Governors were aware that the school had a good reputation for supporting SEND pupils but noted that the school would still be judged the same as others with lower numbers when inspected. Mrs Simper advised that she had attended a cluster meeting during the previous week and all the other schools in the cluster had lower than average EHCPs.

Q: Do you feedback on this?
A: We try, whenever we are consulted we feedback.

(b) Staffing

Prior to half term staffing was significantly impacted due to staff illness and absence. These were mainly due to viruses and bugs that were circulating. Numbers had improved since half term.

Mrs Jinks had successfully launched the school parliament and pupils had taken to the sessions very well.

(c) Attendance

Attendance had dropped prior to half term due to increased illness. The figure was at 94.9% and was still a concern, particularly persistent absence. Nationally, the school was in the bottom 30-40% of schools for attendance. The Head Teacher confirmed that attendance report cards had been sent out and it was yet to be seen if they would have any lasting impact. The school would continue to celebrate and support pupils who had good attendance.

Q: Do you fine for parents who take children away during term time?
A: Yes.

(d) Educational Visits

Y5 had attended a residential trip to London during the previous week. The trip had gone very well and behaviour was excellent.

Q: Are staff thanked for taking time out of their home lives to support the trip?
A: Yes.

(e) Staff Training

Mrs Jinks had completed training to go to Young Voices next year, as well as ECT mentoring and EVC training.

(f) Staff Wellbeing

Mrs Jinks advised that the willingness of staff to support during the increase in staff illness prior to half term had been exceptional.

(g) Health and Safety Report

The health and safety report had been circulated to Governors prior to the meeting. There were no major incidents.

The Head Teacher was thanked for his report.

30. SCHOOL DEVELOPMENT PLAN AND SELF EVALUATION FORM

The SDP hand been circulated to Governors prior to the meeting. The Head Teacher advised that the SEF was still being looked at in line with the new Ofsted framework.

Overall targets in the SDP covered inclusion, curriculum, teaching and achievement, attendance and behaviour, personal development and wellbeing and leadership and governance.

Q: Is the resourcing cost in the budget?
A: Yes, in many respects the larger sums of money relate to the cost of cover.

31. TARGET SETTING

The target setting summary for 2025/26 had been circulated to Governors prior to the meeting. It was noted that pupil progress meetings held prior to half term had formed the basis of the targets.

Q: Was this completed fresh for each class?
A: We started with where they were last year and go on from there. Every cohort is beyond where they were from the previous year (with the exception of Y1).

Q: Did staff absences have any impact on the pupil progress meetings?
A: No, Mrs Jinks provided cover and they were timetabled so that the HT and DHT could run meetings whilst Mrs Jinks covered.

It was noted that the predictions for phonics was low. The previous 3-4 year results had been above national but this was not likely this year due to the cohort.

Q: Do parents have access to their child's progress?
A: Yes, we report to parents at parents evenings and they receive an update three times a year.

Governors discussed the pros and cons of homework. The school had attempted to try to get more children to complete homework. Reading was still an important part of homework.

Mrs Jinks left the meeting at this point

32. PUPIL PREMIUM REPORT

The Pupil Premium report had been circulated to Governors prior to the meeting. It was noted that PP numbers had gone down to around 19-20%. The school were still continuing to push reading and had one member of staff who only did reading with pupils 4 days per week. The Deputy Head Teacher was still providing interventions in a morning and Ms J Galloway was the nurture lead. Funding was available for those in breakfast and after school clubs. Mrs Farrell provided family support for those on low income or disadvantaged.

A large portion of funding went on staffing and training. The school had received £81,000 for PP this year. It was noted that there would be a change in eligibility from September 2026.

33. SPORTS PREMIUM REPORT

The school had responded to the Sports Premium questionnaire in July. Sports Premium funding had been spent on upskilling staff and providing more extracurricular groups.

34. ACADEMIES

There were no items to report.

35. FINANCIAL MANAGEMENT AND MONITORING

A copy of the finance report and actual v budget with year-end projection to P7 had been circulated to Governors prior to the meeting.

Mrs Farrell reported that the contingency had been used towards purchasing some new laptops and completing the playground work outside. It was agreed that the money had been well spent.

School meals were still causing an issue with reporting these costs to Governors. The cost of school meals compared to what is taken in did not match up. Mrs Farrell agreed to look into creating a report to present to Governors detailing how the school meal costs are balanced out.

ACTION: Mrs Farrell to create report to Governors detailing school meal costs

Q: How much has been saved from the photocopier contract?
A: Around £2-£3,000.

It was noted that Nursery numbers were low and these would impact financially going forward. The birth rate had dropped. Governors discussed the school Nursery provision and ideas to market this. It was agreed to look into creating an Instagram account.

36. SAFEGUARDING

Mrs Farrell confirmed that she had completed a DSL refresher course. The school had returned to using CPOMS. Mr Muir agreed to complete Safer Recruitment training via The Key. There were 7 LAC and no pupils on CIN plan. There was one TAF matter.

37. REVIEW OF POLICIES

RESOLVED: That Governors approves the following policies:

- Accessibility
- Staff Code of Conduct and Low-Level Concerns Guidance
- Children with Health Needs who Cannot Attend School

Q: Would those not attending affect attendance?
A: Yes, they would be on a part time timetable. Pupils on a dual register does not count against you.

38. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2027/28

Governors considered the contents of the consultation report.

RESOLVED: That the PAN would remain at 30.

39. GOVERNOR DBS REQUIREMENTS

RESOLVED: (a) That newly appointed Governors will be restricted until their DBS certificate has been seen and verified
(b) That reappointed Governors may continue in their role while a new DBS is being processed.

40. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were reminded to book in their link visits. The Chair had booked to complete the EYFS/Curriculum visit on 22 April 2026. Mrs Edmondson advised that she had recently completed a safeguarding visit.

The visit report would be available in due course. A further date would be booked in later on in the academic year.

ACTION: Governors to book in link visits

41. 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

Monday, 26 January 2026
Monday, 9 March 2026
Wednesday, 29 April 2026
Thursday, 9 July 2026

42. 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
35	Financial Management and Monitoring Mrs Farrell to create report to Governors re school meals costs	Mrs Farrell
36	Safeguarding Mr Muir to complete safer recruitment training	Mr Muir
40	Governor Training and Governor Visits Governors to book in link visits to the school	Governors

The Chair closed the meeting at 6.52 pm