THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Minutes of the meeting of the Governing Body held at 4.40 pm at the School on Monday, 26 January 2026

PRESENT

Mrs M Greenwood (Chair), Mrs T Ball, Mrs V Edmondson, Mr K Huby, Mrs E Hudson, Mrs V Farrell, Mr G Muir, Mr J Pickles (Head Teacher)

In Attendance

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

43. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr R Bridges, Mrs R Jinks and Ms J Thompson (all with consent).

There were no declarations of interest.

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

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

45. REPRESENTATION

The following matters of representation were noted:

(a) Appointments

Name	Category	With Effect From
Ryan Bridges	Parent	04.11.2025
Joanne Thompson	Co-opted	17.11.2025
Vicki Farrell	Co-opted Staff	15.11.2025
Tracey Ball	Co-opted	03.12.2025

(b) Vacancies

1x LA
1x Co-opted

46. MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2025

RESOLVED: That the minutes of the annual meeting held on 19 November 2025 be approved by the Chair as a correct record.

47. MATTERS ARISING

Financial Management and Monitoring (Minute 35 refers)

Mrs Farrell advised that she was yet to create the report to Governors re school meals costs.

48. OFSTED PRESENTATION

The Head Teacher tabled a presentation on the whiteboard regarding the new Ofsted framework. The following were noted:

- There will be a new five point grading scale applied across a wider range of evaluation areas but with no overall grade.
- The introduction of a new 'inclusion' evaluation area will help break down barriers to learning and well-being.
- Inspections will emphasise education quality, staff wellbeing and pupil support over attainment data alone. The secure-fit model will ensure fairness and consistency across all school inspections.
- The evaluation areas will include; safeguarding, inclusion, curriculum and teaching, achievement, attendance and behaviour, personal development and wellbeing, leadership and governance
- Gradings will be; exceptional, strong standard, expected standard, needs attention and urgent improvement
- Each evaluation will be judged separately on the grades and there will be no overall grade for the institution. Safeguarding will be either 'met' or 'not met'.
- Deep dives will no longer exist but will be replaced by case sampling. This involves choosing approximately 6 pupils for case sampling from the schools' list of eligible pupils.

Q: If it is a PP child that is chosen won't it be difficult to prove that the school has supported the child as much as possible, ie how much responsibility will there be on the school to support the child if they don't take up the support?

A: We don't know as yet. Inspectors will also talk to staff.

- Report cards which are colour coordinated will be used for clarity. Headlines will appear at the top of the report followed by the narrative. A report card example was tabled.
- As a consequence of the inspection if any schools receive 'exceptional evaluation' areas they will be expected to share their exceptional success in the evaluation areas identified to support system-wide improvement.
- Schools with any 'needs attention' evaluation areas will receive monitoring on the area that was graded below the excepted standard. Any with 'urgent improvement' could either be placed in special measures, requires significant improvement or no category of concern. Those that require significant improvement will receive up to 5 inspections within 18 months.
- Examples of questions that Governors should ask were tabled.

Q: Could there be a Governor training session from the Spen Trust on the new Ofsted framework?

A: Possibly.

Q: How do you feel about it?

A: Fine, we have no worries. We just need to ensure that everything is embedded and know what we are saying and be aware of previous inspection feedback. We had whole staff training in January covering this.

The Head Teacher was thanked for his presentation.

49. 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) Success/Challenges

An overview of successes and challenges was tabled since the previous meeting. These included a positive inset day in January, positive Ofsted preparation, successful subject leader meetings across the Spen Trust and improvement in attendance. Challenges had included managing staff absences, challenges for the SENDCo to manage high numbers of EHCPs, managing work/life balance to ensure staff did not become overwhelmed.

(b) Pupil Data

There had not been much movement in numbers since the previous meeting. Governors were pleased to note that Nursery was full.

(c) Staffing

Mrs King was on long term sick and unlikely to be back prior to the end of the academic year. Mrs Lavender was temporarily covering Reception on Thursdays and Fridays and it was hoped this would continue. Mrs Lavender had worked at the school for many years and had previously job shared with Mrs Newby.

Q: Would this make any difference to the budget?
A: Not particularly. Mrs Lavender has always had a casual teaching contract and we are paying her as employed (ie not paying supply). It will hit us slightly but we have supply insurance cover which should cover the majority.

(d) Attendance

Attendance had risen to 95.4% and the school were in the top 30-40% nationally. The school were not complacent with their attendance and continued to push for further improvements. There were eight pupils who were in both the FSM and SEND categories.

Q: Does it make it easier to target and improve figures if it is the same pupils who are persistently absent?
A: It is easier to target. Mrs Farrell is currently picking up and taking one child home every day to ensure they attend. Persistent absence has dropped and we run a report of all children with below 93% attendance. We have meetings with parents arrange and still issue report cards and mention this in the newsletter.

(e) Curriculum/SDP

The school were paying for a consultant to come in to train staff on Read Write Inc as the school were potentially looking to re-do phonics training for staff.

Q: Have you already got spelling materials for Read Write Inc?
A: Yes, we have the login details.

The Head Teacher was thanked for his report.

50. PUPIL PROGRESS AND ATTAINMENT UPDATE

The overview of whole school data had been circulated to Governors prior to the meeting. The Head Teacher tabled the same on the whiteboard and spoke to the contents.

Q: The lower cohorts of the school are not doing as well as Y4/5/6. Have you noticed that there is a problem?
A: This is evidence that the school has had a positive impact and has introduced clear interventions that have improved progress and attainment.

Q: Why are there no figures for SEND in Y6?
A: There are no pupils in Y6 with SEND who will meet the expected level.

Mrs Simper advised that she had conducted a phonics check in the Autumn term and results had been stronger than expected. The phonics results were still likely to drop this year as there were four pupils in the cohort with EHCPs. Of this at least three of the pupils were non verbal.

The Y4 multiplication check average scores were tabled compared to 28 other schools. The school were also above the national average.

51. ACADEMIES

There were no items to report.

52. FINANCIAL MANAGEMENT AND MONITORING

The SFVS draft document had been circulated to Governors prior to the meeting.

RESOLVED: That Governors approve the SFVS.

A copy of the finance report and actual v budget with year-end projection to P9 had been circulated to Governors prior to the meeting.

Q: Have the clawbacks been taken from the budget heading 'lab assts/tech/ancil'?
A: Yes, they have given for SEND funding and taken funding for Nursery.

Mrs Farrell reported that the school meal budget was £95,226 and actual spend was at £85,171 so this was likely to go over budget by £5,000. It was noted that this was difficult to cost as the LA always charged two months in arrears. When the budget was set the funding for meals had been put in but had not been taken out, therefore the original forecast had been incorrect. It was not picked up by the LA when it was checked. FSM numbers were dropping and this would impact on the budget as the school received £1480 per eligible child.

Q: Why is this?
A: More children will be eligible for FSM from September for the means tested one as the threshold will be lowered. We believe that at the moment if parents claim universal credit then they cannot have FSM and this is being changed. We have not yet had any further information about this.

53. PREMISES

An agreement was being sought with the LA to move a wall in the Children's Centre to enable service users to access the disabled toilet without coming through school. The LA were seeking further information before approving the works. Mr Muir agreed to liaise with Mrs Farrell concerning this.

Mr Muir advised that he had completed a health and safety visit on 23 January and a report would follow. A health and safety report had been circulated to Governors prior to the meeting.

Q: Have we got any health and safety consultants?
A: We have to go externally for this and are looking to do it with the Spen Trust collectively.

Q: Who services the fire extinguisher?
A: Churches Fire and Security

Q: Who are the fire safety wardens?
A: We have one for upstairs and one for downstairs and there will be training available in due course.

Q: Who does the legionella testing?
A: IWS do it monthly.

54. MONITOR SCHOOL IMPROVEMENT PLAN (SIP)

The Head Teacher advised that the SIP was currently being worked on.

55. SAFEGUARDING

The safeguarding report had been circulated to Governors prior to the meeting.

Mrs Farrell reported that she had completed training on Martyn's Law and the school came under the standard tier based on the number of people in the building. It was noted that this would come under the emergency lockdown plan. A link on the website would be available once the new site was up and running.

The Chair left the meeting at this point. The Vice-Chair took the Chair for the rest of the meeting.

56. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Policy for the Education of Pupils
- Equality Information and Objectives
- First Aid

57. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Muir had completed a health and safety visit on 23 January. A report would follow in due course. Mrs Edmondson's safeguarding visit report held on 10 November 2025 had been circulated to Governors.

The following Governor visits were agreed:

Role	**Date of Visit**
EYFS/Curriculum Governor	Mrs Greenwood - April 29th
SEND	Mr Huby – 12th March
Safeguarding	Mrs Edmondson – 8th June
Health and Safety	Completed 23rd January
Premium Link	Mrs Ball – 24th April
Staff Wellbeing	Ms Thompson – TBA
Website Compliance	TBA
LAC	Mrs Edmondson – 8th June
Data Protection	Mr Muir – 6th March

58. 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, 9 March 2026
Wednesday, 29 April 2026
Thursday, 9 July 2026

59. 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
47 (a)	Financial Management and Monitoring (Minute 35 refers) Mrs Farrell to create report to Governors re school meals costs	Mrs Farrell
52	Financial Management and Monitoring – Premises Mr Muir to liaise with Mrs Farrell regarding the LA request for further information to move the wall in the Children's Centre	Mr Muir/Mrs Farrell

The meeting closed at 6.32 pm