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 Monday 9, March 2026.

PRESENT

Mr R Bridges, Mrs V Edmondson, Mrs V Farrell, Mrs E Hudson, Mrs R Jinks, Mr G Muir, Mr J Pickles (Head Teacher)

In Attendance

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

Mr Muir took the Chair for the meeting

60. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs M Greenwood, Mrs T Ball, Mr K Huby and Ms J Thompson (all with consent).

There were no declarations of interest.

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

The following item was notified to be brought up under any other business:

- Health and Safety

62. REPRESENTATION

The following matter of representation was noted:

Vacancies:

1x LA
1x Co-opted

63. MINUTES OF THE MEETING HELD ON 26 JANUARY 2026

RESOLVED: That the minutes of the annual meeting held on 26 January 2026 be approved as a correct record.

64. MATTERS ARISING

(a) Financial Management and Monitoring (Minutes 35 and 47(a) refer)

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

(b) Financial Management and Monitoring – Premises (Minute 52 refers)

Mr Muir advised that he was yet to complete a method statement for the proposed works but would endeavour to complete this as soon as possible.

(c) Monitor School Improvement Plan (SIP) (Minute 54 refers)

The Head Teacher advised that the SIP would be sent out to Governors in due course.

65. 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

Governors were informed that there had been a number of staff absences in Spring 1 and a more rigid structure around absence had been agreed to try to control this better. A Staff Absence Policy had been introduced recently.

Q: Has this improved absence?
A: We have noticed an improvement with at least one person. We do not have a general staff absence problem, the majority of absences were legitimate.

Mrs Jinks arrived to the meeting at this point (17.13)

(b) Pupil Data

The school had been allocated a child from a FAP (Fair Access Protocol). The child had been out of education for over a year and had been home educated for a long period of time. The pupil was on a part time timetable and a member of staff had been employed to support on a 1:1. A parental EHCP had been applied for.

A pupil's behaviour in Y4 had deteriorated significantly. The pupil had been excluded internally.

(c) SEND

There were 17 pupils at the school who had an EHCP with a further two undergoing the process. If these were successful, then 8% of the pupils at the school would have an EHCP.

Governors were informed that the Head Teacher of Fairfield School who provide specialist provision for pupils with SEND had been invited to Howard Park to look at the provision and recommend any suggestions. The Head Teacher had been very complimentary and was surprised that there were so many children at the school with such a high level of need.

(d) Attendance

Attendance was stable. The overall average had improved and persistent absence figures were reducing and were at 10.6%.

Mrs Farrell had been picking up two PP children every day to ensure they attended school and this had improved both wellbeing and attitude. It was noted that there had been a couple of cases of chicken pox lower down the school. The school had introduced a treat incentive for a class achieving 100% attendance for a week.

Mrs Jinks advised that the school had been successful in obtaining 24 free bikes from a charity who refurbished bikes for children whose families could not afford to buy them. Pupils had also received a bell and new helmet with the bike. The incentive had been well received by both parents and children.

(e) Staff Wellbeing

Staff wellbeing was fine, but there was an impact when staff were on sick leave. Staff were always acknowledged and thanked if they stepped up to assist.

(f) SDP

The SDP had been updated. The Rotary Club had visited school to meet pupils and had agreed to support children who were in the provision rooms to go cycling. It was noted that this would cost £84 per week to take them. A response was awaited from the Rotary Club advising how much they would be contribute.

Q: Under 'increasing roles and responsibilities of other pupils', what is it that they had done?

A: We received nearly £400 from local Councillors and applied to the Blue Spark Foundation who gave a grant of £1000**.** We have now got committees, ie Eco, Playtimes, Art etc who all have to complete an application requesting funds. Everyone who has applied will receive 90% and they will then need to fundraise the rest. This will give them an understanding of how to access funding and teach them how to fundraise.

The Head Teacher was thanked for his report.

66. ACADEMIES

There were no items to report.

67. FINANCIAL MANAGEMENT AND MONITORING

(a) End of Year Update

A copy of the finance report and actual v budget with year-end projection to P10 had been circulated to Governors prior to the meeting. It was noted that the projected surplus was £45,000. Governors discussed the low numbers of children attending after school clubs and noted they were not as popular as they were pre-Covid. This could be due to more parents who work from home.

Q: Who comes in from Bradford City?

A: It is Jack who provides PE lessons during PPA cover and also does the after school club.

(b) Budget Allocation

The Head Teacher confirmed that the budget allocation for 2026/27 had been received and advised Governors of plans for the provision rooms if the budget allowed. It was noted that SP funding had not been included in the budget it had not been confirmed whether schools would receive this next year.

Q: When is your meeting with the LA?
A: 21 April.

68. SAFEGUARDING

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

Mr Muir confirmed he had completed safeguarding training in January.

69. REVIEW OF POLICIES

RESOLVED: That Governors approved the following policies:

- Staff Absence
- Appraisal
- Capability Procedure for Support Staff

70. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Muir had completed a health and safety visit on 23 January and the report 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 – TBA

71. ANY OTHER BUSINESS

Health and Safety

The health and safety report had been circulated to Governors prior to the meeting. It was agreed to add this as an item to future agendas.

Q: What do you class as a major incident?
A: This could be subjective, but probably if an ambulance was required.

72. 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, 29 April 2026
Thursday, 9 July 2026

73. 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
64 (a)	Financial Management and Monitoring (Minute 35 refers) Mrs Farrell to create report to Governors re school meals costs	Mrs Farrell
64 (b)	Financial Management and Monitoring – Premises (Minute 52 refers) 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
64 (c)	Monitor School Improvement Plan (SIP) (Minute 54 refers) Head Teacher to circulate SIP to all Governors once available	Head Teacher
71 (a)	Any Other Business – Health and Safety GCS to add Health and Safety as an item to future agendas.	GCS

The meeting closed at 6.32 pm