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, 29 April 2026.

PRESENT

Mrs M Greenwood (Chair), Mrs T Ball, Mr R Bridges, Mrs V Edmondson, Mrs V Farrell, Mr K Huby, Mrs E Hudson, 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)

74. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

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

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

- Website
- Head Teacher performance management meeting date

76. REPRESENTATION

The following matters of representation were noted:

(a) End of Term of Office

Name	Category	With Effect From
Mrs M Greenwood	Co-opted	21.07.2026
Mrs E Hudson	Co-opted Staff	12.07.2026

Governors discussed and asked Mrs Hudson and Ms Greenwood if they would continue to serve on the Governing Body for a further term of office. Mrs Hudson and Ms Greenwood both accepted the request.

(b) Vacancies

1x LA
1x Co-opted

77. MINUTES OF THE MEETING HELD ON 9 MARCH 2026

RESOLVED: That the minutes of the annual meeting held on 9 March 2026 be approved as a correct record.

78. MATTERS ARISING

(a) Financial Management and Monitoring (Minutes Passim refer)

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

(b) Monitor School Improvement Plan (SIP) (Minutes 54 and 64 (c) refer)

The Head Teacher advised that some work had been completed with the Spen Heads. This would be discussed further at the next Governing Body meeting

(c) Head Teacher's Report and Governors' Questions – SDP – (Minute 65 (f) refers)

Q: Is there any update from the Rotary Club contribution?
A: They donated £250 towards the cycling sessions which should support us for 4-5 weeks.

Governors discussed fundraising initiatives. It was agreed that the school should enrol for the Tesco Community Grants programme again.

79. 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

There were two staff members on long term sickness. One staff member had a meeting scheduled with employee healthcare concerning their return to work.

Q: Do we know how long Mrs Lavender will stay for?
A: We have only spoken to her to continue until the end of the year.

(b) Pupil Data

Deleted – Minute 73 refers.

(c) Attendance

Attendance was stable at 95.4% which was still higher than the Government target. Ideally the school would like to be nearer to 96%.

Q: Is the comparison you have provided with other schools similar to ours or national?
A: The figures are for national. We can provide a comparison to other similar schools

ACTION: Head Teacher to provide attendance figures comparison with other schools with similar cohort to Howard Park for next meeting.

The persistent absence figures were tabled. It was noted that one child was on a part time timetable. The Permanent Exclusion Team had been contacted, but no alternative provision was available.

Q: If children are home schooled are they left on roll?
A: No, they are removed from roll but they are still included in the figures unfortunately. We have had pupils leave and they can be classed as a persistent absentee in two schools.

(d) Staff Wellbeing

Staff were anxious due to budget constraints and the implications of this on support staff.

(e) School Trips

The list of school trips included a Y1 visit to Yorkshire Wildlife Park, Y3 to Skipton, Y4 to Bolton Abbey, Y2 to Oakwell Hall, Reception to Ponderosa, Y5 to a Sikh Temple and the Y6 Lake District residential in June.

(f) SDP

The SDP had been updated and the Head Teacher spoke to the contents. Mr Rowan had been booked to complete a learning walk to particularly look at SEND provision on 8 June.

The Head Teacher had attended training on spelling and this was being trialled across the school.

Q: Were we going to have a training session on the new Ofsted framework?
A: Yes, we could have this in the autumn. We will enquire if Mr Rowan could do it.

ACTION: Head Teacher to enquire if Mr Rowan could provide Ofsted training.

ACTION: Head Teacher to compile an Ofsted Governor crib sheet.

(g) SEND

Mrs Ombler and Mrs Newby had received Makaton training. This had been funded by the SEND cluster.

The Head Teacher was thanked for his report.

80. ACADEMIES

There were no items to report.

81. FINANCIAL MANAGEMENT AND MONITORING

(a) End of Year Update

A copy of the finance report had been circulated to Governors prior to the meeting, along with actual v budget P12 figures.

Mrs Farrell spoke to the contents. The following were noted:

- The contingency was £57,909
- Some overspend included the IT equipment, adventure playground, planting of trees in EYFS and classroom redecoration. There had also been a clawback of funding for Nursery due to the lower numbers.
- The school had been required to contribute towards the cost of a new alarm system

(b) Budget 2026/27

The 2026/27 summary had been circulated to Governors and the Head Teacher spoke to the contents. A proposed staffing structure was tabled which would provide a sustainable budget for the next 12 months and have the biggest positive impact on pupils.

18.05 Mr Bridges left the meeting at this point

Deleted – Minute 73 refers.

It was noted that under General Repairs the figure had reduced from £15,263 to £3,000. This was due to spending £12,000 on the adventure playground during the previous year. Grounds maintenance had also reduced. The Head Teacher confirmed that Sports Premium funding had been included in the budget, but confirmation of this being provided was yet to be received.

The school had budgeted £8,500 for teacher absence insurance, but hadn't decided whether to take it out yet.

Q: Do you need to budget sick pay being eligible from day 1?
A: No, our option is to get it slightly cheaper or not do it. It is difficult to know what to do. We have put it in as if we have someone on long term sick again then we would lose out.

Q: Do you think you have enough in Resources?
A: We have budgeted and it will be tight. As long as we are sensible and make slight changes to how we order we should be fine. We will keep a tight eye.

RESOLVED: That Governors approve the budget 2026/17

The Chair thanked Mrs Farrell and the Head Teacher for their work on providing a balanced budget.

82. SPRING DATA UPDATE

The whole school data summary had been circulated to Governors. It was noted that girls were outperforming boys in almost every situation.

83. SAFEGUARDING

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

84. HEALTH AND SAFETY

A summary of accident reports detailing location of incidents and details had been circulated to Governors. At least three quarters of incidents occurred in the playground.

85. REVIEW PROGRESS AGAINST SIP AND SEF

This matter had been discussed within Minute 79 (f).

86. STAFF UPDATES/ARRANGEMENTS FOR ACADEMIC YEAR 2026/27

This item was discussed within Minute 81 above.

87. PE & SPORTS PREMIUM

It was agreed to defer this item to the next Governing Body meeting.

ACTION: GCS to add item to next FGB meeting agenda

88. PREMISES UPDATES AND PROGRAMMES OF ANY SUMMER WORKS

There was no items notified.

89. REVIEW OF POLICIES

RESOLVED: That Governors approve the following policies:

- Fidget Tools
- Restrictive Interventions
- SEND
- Capability of Support Staff (Head Teacher to check whether this should refer to 'Dismissal Appeals Committee' instead of 'Staffing Dismissal Committee').

90. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Ball had completed a Premium Link visit on 24 April. The report had been circulated to Governors. Mrs Ball confirmed that she had enjoyed her visit to see how PP was being used. A follow up visit had been booked for the Autumn term.

Mrs Greenwood confirmed that she had visited on 30 April to look at EYFS and Curriculum, looking at the long and middle term plans to see what was being taught in history and geography. The Governor visit reports had been forwarded to the Head Teacher for circulating to Governors in due course.

91. ANY OTHER BUSINESS

(a) Website

The Head Teacher confirmed that there were still ongoing issues with the school website and IT were looking into it as there may have been an issue with the server.

(b) Head Teacher Performance Management meeting

It was agreed to hold the meeting on 18 May at 9.00 am.

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.

(c) Declarations of Interest

Governors agreed that they would continue registering their Declarations of Interest via the school.

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

Thursday 9 July 2026

73. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That the **Minute 79 (b)** be excluded from the copy of these minutes to be made available at the School, in accordance with the Freedom of Information Act and the **second paragraph** under **Minute 81 (b)** and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.

Action Log

Minute Number	**Action**	**By Whom**
78 (a)	Financial Management and Monitoring (Minutes Passim refer) Mrs Farrell advised she was yet to create the report to Governors re school meals costs	Mrs Farrell
78 (b)	Monitor School Improvement Plan (SIP) (Minutes 54 and 64 (c) refer) The Head Teacher advised that some work had been completed with the Spen Heads. This would be discussed further at the next Governing Body meeting	Head Teacher
79 (c)	Head Teacher's Report and Governors Questions – Attendance	

	Head Teacher to provide attendance figures comparison with other schools with similar cohort to Howard Park for next meeting.	Head Teacher
79 (f)	<u>Head Teacher's Report and Governors Questions – SDP</u> Head Teacher to enquire if Mr Rowan could provide Ofsted training. Head Teacher to compile an Ofsted Governor crib sheet.	 Head Teacher Head Teacher
87	<u>PE & Sports Premium</u> GCS to add to next FGB agenda	 GCS

The meeting closed at 7.16 pm