



CASTLE HILL INFANT SCHOOL
Minutes of Full Governing Body Meeting held on
Monday 25th November 2024 at 5.30pm via G Suite
 (The meeting was quorate)

Present: Sarah-Jayne Bird (left 7:15)
 Katie Cameron
 Stacey Chandler
 Jodie Crane
 Katie Fatania
 Emma Fitzpatrick
 Becky Portsmouth
 Marion Taylor

Chair
Headteacher

Apologies: Robert Megone
 Sam Taylor

Vice-Chair

In Attendance: Radhia Tarafder

LA Cover Clerk

	ITEMS	<u>ACTION</u>
12-24/25	Welcome and Apologies for Absence The meeting began at 5:50pm. The Chair introduced the Governing Body to the Clerk. Apologies were received from Robert Megone and Sam Taylor and accepted.	
13-24/25	Business & Pecuniary Interests There were no new interests to register, and no interests declared in agenda items.	
14-24/25	Approve Minutes of the last full GB meeting 23.9.2024 The minutes of the meeting held on 23 September 2024 were agreed as an accurate record. They will be signed electronically by the Chair, converted to PDF and filed by SAO	
15-24/25	Action Log and Matters Arising 4.1 Action Log – Please see 23.09.2024 table at the end of the minutes 4.2 Urgent Matters Arising – There were no urgent matters arising however governors were urgent to complete their declarations and audits.	
16-24/25	Governing Body roles and procedures	

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Signed:
Name:
Date:

Castle Hill Infant School
 Full Governing Body
 25 November 2024

	<p>5.1 Governor Positions Vacant: 1 Co-opted position, 1 LA position. A discussion took place previously to appoint KF to LA Governor at the end of her current term, which would leave 2 Co-opted governor vacancies.</p> <p>SC recommends a contact with HR experience and MT recommends a contact with expertise in taxation and auditing. Both will pass details to CM (Clerk): ACTION</p> <p>5.2 Collaborative agreement with MFIS – Governors agreed to this agreement.</p>	SC & MT
17-24/25	<p>School Strategic Objectives:</p> <p>6.1 HT Written Report</p> <p><u>Attendance</u> is in line with national figures, however, the school's figure was higher this time last year. One child continues with a poor attendance of 63% this half term. After 6 days in two or more absence occasions, the HT would meet with the parents to gain an understanding and offer support.</p> <p>There have been 2 new arrivals from the Roma/Traveler community, Jodie [REDACTED]X, Maddie [REDACTED] and the HT attended the Traveler Network Meeting following which EMTAS (Ethnic Minority and Traveler Achievement Service) will work with the school to help support those children.</p> <p>Q) Was the authorised absence was due to illness? R) Yes, a virus had affected a number of children.</p> <p>Q) Could you tell us of the admission applications? R) For September 2025 there have been 29 first choices, 61 applications in total to date, some of which are siblings. From the conversations that have taken place with parents, it would seem there will be an increase in high needs.</p> <p><u>Safeguarding, Child Protection, Welfare and Behaviour</u> Although there have been no instances of bullying, Mrs Cameron, Mrs Crane and the HT are working with a small number of Yr2 boys who are pushing their boundaries.</p> <p>Q) Do you still need support in getting hold of some safeguarding reports of new children? R) These are now in place, thank you. The office staff are tenacious in their duties!</p> <p><u>Health and Safety, Site and Premises</u> The current broadband contract will remain due to the cost in changing providers and will fit purpose for now. Money has not been spent on the grounds. Discussions regarding finance are not taking place at any meeting so will agenda it for finance committee.</p> <p>Nine violent incident forms have been completed for the same child. A PBS (Primary Behaviour Service) consultation will need returning to as no improvement has been seen.</p> <p>The Early Years climbing frame will be bought as part of motor skills provision. A full Health and Safety Walk took place and will pursue the SLA for the work needed, meeting with Vincent in January. A site walk will take place tomorrow with Chair, KF.</p> <p>Q: Is there a time frame by which things should be done? A: No, A position on the works list is given and at the moment there is no movement towards priority for the boiler to be resolved. In addition, the hot water cylinder has issues. Replacement parts are not available as the models are obsolete.</p> <p>Q: Is that a LA problem or an MP issue? A: Probably MP whom governors could approach</p>	

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Q) What is the issue with the fire exit routes?

R) Fire routes are not clear after children come indoors because the pegs are not fit for purpose.

Staffing

Mrs Ritchie is resigning to join her husband in Spain.

Q: Will the school be getting any trainees for the school?

A: Not aiming to as an ECT and an apprentice is in place, and 2 apprentices will join.

Leadership and Management

The parent Survey relating to homework has been uploaded to Governor Hub. 46% of the families responded, success due to being approached at parents' evening. Issues noted were:

- A request for fewer logins (Arbor, lunches, homework)
- Parents want less screen time for their children for which a new homework policy will be created
- Parents wanted 15 minutes a day
- Reading 4 times a week, Writing and Maths (*I can't recall what was said about these*)
- Online access

Parent governors gave their feedback regarding online homework and discussed the programmes such as Purple Mash that have been used in the past and present and the features that work best.

Resources and budget

The school will not be renewing the programme Education City which was only used by less than 40% of KS1. Jane Warwick, Education consultant runs leadership days and will accommodate the HT on some free places as goodwill for the investment the school had previously made in the service.

Q: Is the Portage training related to SEND?

R: In pre-school the trainer works with the child at home and at the pre-school, but the waiting list for this service is getting so long most of the school's children do not benefit. KC spoke of the on-line training to be able to explore the provision offered by the LA to Early Years teams. A pilot being run allows schools to select members of staff to take Portage training which will help fill that gap in provision. LSA Emma Harding has attended two sessions with two remaining sessions. Another online training took place for supporting vulnerable children, the key speaker from PBS highlighting the assault cycle and how to support children struggling with behaviour and big emotions. This will be fed back to staff.

Update to the HT Report: There are now a total of 9 EHCPs in Yr4-the

Q) There was an Early Years child receiving support from PBS, but are the issues worsening?

R) Yes, that is for the child with 9 violent incidents in YrR

6.2 SIP review

This has been RAG-rated and will be updated as the year progresses. One focus is ethos in relation to the new behavior policy, embedding the value. The children can talk well about them across the school. A governor reported how the interaction from children and how well values were expressed. On Mondays, the HT speaks about famous/historical figures along with geographical reference and placed on a timeline.

Governor Comment: Progress has been made in many areas as identified by the green across the document.

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18-24/25	Governing Body Governance Review 7.1 GB Governance Plan Priorities to be defined once the skills audit has been analysed. 7.2 Monitoring Plan, most of which has been established at the curriculum committee. Governors were urged to make the monitoring arrangements that are outstanding. The Chair also recommended that governors attend school events wherever possible in addition to monitoring visits, in particular the school nativity where incredible efforts have been made by staff.	
19-24/25	Governor Training 8.1 Feedback form for all Governors attending training - HTPM training attended - Early Years attended - WGBT in January along with other trainings individually booked.	
20-24/25	Safeguarding 9.1 Safeguarding Update In addition to the report, all staff have completed safeguarding training via National College which is also open to governors. CPOMs records for all new children have been transferred. As a result of the violent incident, the HT is Team-teach trained (positive handling) and two further teachers are undergoing the training. Governors discussed and were satisfied with the consideration being given for the safety of not just the child and children around, but only the staff members involved. 9.2 Single central record (standing item) Mrs Yeabury is conducting the overview of the SCR which is a large piece of work, ensuring that the gaps are filled and records are up-to-date.	
21-24/25	Committees – Reports are available to governors on GovernorHub 10.1 Curriculum Committee Report Monitoring is taking place, and it was felt the grouping of subjects is working well, and the values are embedded. 10.2 Finance Committee Report – the report is not available yet on GovHub 10.3 Pay committee Report – The pay recommendations were made, based on the performance management of staff and the committee found the process to be fair, equitable and acceptable. The committee ratified the proposals as well the recommendations made to them by the HTPM. 10.4 HTPM – as reported above	
22-24/25	Finance 11.1 Approve the mid-year budget The HT gave governors the headlines to the report as scrutinised at the FC meeting on <u>15th November</u> : <ul style="list-style-type: none"> - The next financial year may see a deficit in £8k with the following year a deficit of £37k which is why the HT spoke about the cost saving measures already being taken in anticipation of that. - Funding owed in relation to SEND is expected imminently. 	

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	<p>The headlines, next financial year, has a deficit of £8k. the following year £37K. It is in light of the future deficit that the HT has been making cutbacks and seeking funding that is owed to the school relating to SEND</p> <p>Q) Are there any large grants, usual funds that are ending which may explain the deficits in future years?</p> <p>R) No, however, there are some funds that are noted at £0 which will come into the school that are unknown until the amount is received.</p> <table><tr><th colspan="2">Value (£s)</th></tr><tr><td>Income</td><td>1,115,287 one million, one hundred and fifteen thousand, two hundred and eighty-seven</td></tr><tr><td>Expenditure</td><td>1,144,527 one million, one hundred and forty-four thousand, five hundred and twenty-seven</td></tr><tr><td>In Year Surplus / (Deficit)</td><td>(29,240) twenty-nine thousand, two hundred and forty</td></tr><tr><td>Surplus Brought Forward</td><td>59,349 fifty-nine thousand, three hundred and forty-nine</td></tr><tr><td>Cumulative Surplus C/F</td><td>30,109 thirty thousand, one hundred and nine</td></tr></table> <p>Governors were satisfied that due scrutiny had been applied to the budget and approved the budget as reforecast. The FGB is aware of the future year's deficit as shown and will take action to address it.</p>	Value (£s)		Income	1,115,287 one million, one hundred and fifteen thousand, two hundred and eighty-seven	Expenditure	1,144,527 one million, one hundred and forty-four thousand, five hundred and twenty-seven	In Year Surplus / (Deficit)	(29,240) twenty-nine thousand, two hundred and forty	Surplus Brought Forward	59,349 fifty-nine thousand, three hundred and forty-nine	Cumulative Surplus C/F	30,109 thirty thousand, one hundred and nine
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23-24/25	<p>Policies</p> <p>12.1 Pay Policy (approved in draft by FC): APPROVED It is the HCC Model Policy. There have been changes to the terms and conditions which make things less complicated and is more streamlined.</p> <p>12.2 Staff Code of Conduct: From the HCC Model Policy. APPROVED</p> <p>12.3 Attendance Policy: From the HCC Model Policy. APPROVED In addition, the school has taken advice from EMTAS to not register as late in an attempt to not discourage absence; their attendance at their previous school was at 52%.</p> <ul style="list-style-type: none">- The absence request form has been changed to bring it in line with the policy- Writing to every parent that is requesting absence with contextual guidance. <p>Governor discussion took place to include media portrayal, the government strategy and the role of the school.</p> <ul style="list-style-type: none">- HT had replaced a paragraph that may be seen as challenging with a simple request for honesty and has created a quick guide regarding attendance/absence.- The Attendance Policy quick guide for parents will be shared with parents which highlights the impact of a 90% or less attendance (22 or more days absent) being a severe risk for underachievement. <p>12.4 Whistleblowing Policy: From the HCC Model Policy. APPROVED</p> <p>12.5 Exclusion Policy: From the HCC Model Policy. APPROVED</p> <p>Additionally,</p> <p>12.6 PSHE: Governors to approve via GovernorHub: ACTION: Governor Comment: Governors to be aware that there are certain topics that parents wish for their children to be pulled out of classes, but less so at Primary level.</p>												

EF

	<p>Q: How is Jigsaw going for all year groups and how does it compare with other programmes?</p> <p>KC: It is going well. Although too soon to tell, the children are more involved in the activities and have raised some significant issues which are now able to be addressed.</p> <p><i>S-JB left the meeting at this point.</i></p>	
24-24/25	<p>Visits</p> <p>13.1 Governor Visit Reports</p> <p>Science, Ukelele, RE, Geography, completed and the assessments to be reviewed by KF</p>	
25-24/25	<p>Reviewing Effective Governance</p> <p>14.1 What have we discussed at this meeting that demonstrates effective governance?</p> <ul style="list-style-type: none"> - Two governors with needed skills have been found. - The Finance committee report was thorough enough for governors to confidently make decisions. - The HT report was received well and demonstrated the data, development and progress clearly. Furthermore, the LLP is supportive of the work being done. - A temporary boiler will be provided if necessary. - The MP will be invited to attend the Nativity: ACTION 	EF
26-24/25	<p>Full GB Meeting Dates</p> <p><u>Dates 2024/25</u></p> <p>Monday 10th March 2025 – At school</p> <p>(PC before at 5pm)</p> <p>Monday 12th May 2025 - Virtual</p> <p>Monday 7th July 2025 – At school</p> <p>All meetings will start at 5.30pm.</p>	

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**ACTION LOG FOR THE FULL GOVERNING BODY MEETING OF CASTLE HILL INFANT SCHOOL
HELD ON 23.9.2024.**

UPDATED at Item 4.1 ON 25.11.2024

Ongoing, continuous actions			
Number	Description	Ownership	Status
59-23/24	<ul style="list-style-type: none"> Governors to utilise the Governance training on the National College portal ONGOING 	All Govs	Closed
60-23/24	<ul style="list-style-type: none"> Governors to incorporate a restrictive physical interventions check during their termly SCR check. COMPLETE 	All Govs	Closed
Number	Description	Ownership	Completed

69-23/24	<ul style="list-style-type: none"> SJB and HT to discuss the creation of a mental health team in school. The new programme has been shared. COMPLETE HT to find out if the site manager has been monitoring concerto. Affirmed. COMPLETE 	SJB/HT	Closed
		HT	Closed
70-23/24	<ul style="list-style-type: none"> All Governors to complete the Skills audit prior to the next meeting and email to the Chair. C/F to complete at the start of the next face-to-face meeting Clerk to produce an induction pack and share with the HT and Chair. C/F 	All Govs	Ongoing
		Clerk	
71-23/24	<ul style="list-style-type: none"> Clerk to add Safeguarding audit actions to the agendas in Spring 2 and Summer 2 DEFERRED 	Clerk	On hold
02-24/25	<ul style="list-style-type: none"> Clerk to add the Chair and Vice Chair appointments to Governor Hub. COMPLETE 	Clerk	Closed
03-24/25	<ul style="list-style-type: none"> All Governors to complete their annual declarations on Governor Hub. C/F 	All Govs	
04-24/25	<ul style="list-style-type: none"> Chair to sign minutes 01.07.2024 Will check and confirm Clerk to convert to PDF SAO to file 	Chair	
		Clerk SAO	
05-24/25	<ul style="list-style-type: none"> Governors to complete the skills audit, health check and safeguarding and Prevent training and to send their certificates to the Clerk. Remains OUTSTANDING 	All Govs	
06-24/25	<ul style="list-style-type: none"> Clerk to add both new Governor to Governor Hub and Hampshire Services for schools. COMPLETE SAO to carry out a DBS and 128 check on the new Governors. COMPLETE Clerk to send RM the personal declaration form to complete. COMPLETE RM to complete the form and email back to the Clerk. C/F Clerk to update Governor Hub and HSfS. COMPLETE Clerk to update the dates on Governor Hub and to send to Governors. COMPLETE ST, BP and SC to attend the NSPCC Safer recruitment training. National College also has this training. C/F All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub. C/F Clerk to upload the final PDF copies of the CoC, HTPM ToR and PC ToR to Governor Hub. COMPLETE Chair to sign the final documents. C/F 	Clerk	Closed
		SAO	Closed
		Clerk	Closed
		RM	Closed
		Clerk	Closed
		Clerk	Closed
		ST/BP/SC	
		All Govs	
07-24/25	<ul style="list-style-type: none"> HT to add a note to the attendance guidance stating that the attendance fines do not go to the school but go to the Local Authority. On Agenda. Complete HT to talk to local companies to see if they are able to help with the carpets, fencing and signage. Companies have been sourced and will be approached once budget allows. COMPLETE Clerk to add a priority 5 question to the governor monitoring visit form. COMPLETE 	HT	
		HT	Closed
		Clerk	Closed
			Closed
08-24/25	<ul style="list-style-type: none"> Clerk to add Monitoring plan to November FGB agenda Clerk to add monitoring visits plan to the Curriculum Committee agenda. COMPLETE 	Clerk	See agenda item 7.2
		Clerk	Closed
09-24/25	<ul style="list-style-type: none"> HT to submit the safeguarding audit prior to the deadline 	HT	Closed

11-24/25	<ul style="list-style-type: none"> • Clerk to add the Pay Policy, Staff Code of Conduct and the Attendance Policy to the next FGB agenda • HT to make updates to the Staff Code of Conduct and the MOPP list • Chair to sign the updated MOPP list • Clerk to update the policy matrix and upload to Governor Hub. COMPLETE 	Clerk	See agenda item 12
		HT	
		Chair	
		Clerk	Closed

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04-24/25	<ul style="list-style-type: none"> Chair to sign minutes 01.07.2024 Will check and confirm Clerk to convert to PDF SAO to file 	Chair Clerk SAO	
05-24/25	<ul style="list-style-type: none"> Governors to complete the skills audit, health check and safeguarding and Prevent training and to send their certificates to the Clerk. Remains OUTSTANDING 	All Govs	
06-24/25	<ul style="list-style-type: none"> RM to complete the form and email back to the Clerk. C/F ST, BP and SC to attend the NSPCC Safer recruitment training. National College also has this training. C/F All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub. C/F Chair to sign the final documents. C/F 	RM ST/BP/SC All Govs Chair	
16-24/25	<ul style="list-style-type: none"> SC recommends a contact with HR experience and MT recommends a contact with expertise in taxation and auditing. Both will pass details to CM (Clerk to process) 	SC & MT Clerk	New
23-24/25	<ul style="list-style-type: none"> PSHE Policy to be uploaded to GovHub to be reviewed, share questions if arises, and approval declared by all governors. 	All	New