



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held via G Suite on
Monday 16th May 2022 at 5.30pm
(The meeting was quorate)

Present: Mrs. S Gaines (Chair)
 Mrs. A Story-Scrivens (Headteacher)
 Mrs. E Fitzpatrick
 Mr. S Taylor (53-21/22) (56-21/22)
 Mrs. S Stanhope
 Miss. D Espera
 Mrs. K Fatania
 Mrs. T Nocella (Vice Chair)
 Mrs. E Edis

Apologies: Dr. A Bishop (Associate Member)
 Mr. R Megone

Absent: Mrs. G Gregory

In Attendance: Mrs. C Massey (Clerk)
 Mrs. J Crane (Associate Member) (39-21/22)

		<u>ACTION</u>
48-21/22	<p><u>Welcome and Apologies for Absence</u> The Chair opened the meeting at 5.35pm and welcomed everyone.</p> <p>Apologies were received and accepted from Mr R Megone and Dr A Bishop. No apologies were received from Gemma Gregory.</p>	
49-21/22	<p><u>Declaration of Interests</u> No new declarations of business or pecuniary interests were made by the Governors.</p>	
50-21/22	<p><u>Minutes of the Meeting Held on 21 March 2022</u> The minutes of the meeting held on 21 March 2022 were agreed as an accurate record. They will be electronically signed by the Chair.</p> <p>A. Chair to sign minutes 21.03.2022 A. Clerk to convert to PDF A. SAO to file</p>	<p>Chair Clerk SAO</p>

Signed: by Chair on Governor Hub
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Date: 5.9.2022

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51-21/22

Action Log

The Action Log for the above meeting had been e-mailed with the agenda. Only those actions outstanding or requiring further comment will be listed below. The numbers correspond to the number on the log.

06-21/22

- **Governors to attend online HT Performance Management training if they have not already completed it – *On hold.***

07-21/22

- **EE will review the document and arrange a visit in regard to inclusion – *Ongoing.***

21-21/22

- **Chair to accumulate the skills audit data and input into the SSP – *ongoing.***
The Chair is working with KF on this action. They will be meeting on 14th June and will combine it with training
- **All Governors to complete their Prevent Training for this year and to email the certificate to the Clerk – *ongoing.*** *The Clerk will contact the Governors who have not completed their prevent training*

22-21/22

- **Chair and Vice Chair to attend the internal monitoring morning – *ongoing.***
The Chair and the Vice Chair will attend the LLP visit on 14th June.

40-21/22

- **Chair to reintroduce the mentor/buddy scheme for Governors – *completed.***

Jodie	Dolly
Sue	Katie
Emma	Gemma
Sam	Robert
Toni	Sam
Susan	Emma

42-21/22

- **KF to discuss with TN which subject she could review (possibly science) as her school term ends early and she could review a subject and visit then – *completed.*** *KF will review science and will book a date in July to visit. TN will share her curriculum visit plan for 2022/23 at the Curriculum Committee meeting in June*

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	<p><u>45-21/22</u></p> <ul style="list-style-type: none"> • All Governors to sign the Acceptable Use, Internet and E-Safety Policy – ongoing. <p><u>Matters Arising</u> No items to discuss.</p>	
<p>52-21/22</p>	<p><u>Covid Update</u> There is currently one staff member and one child off with Covid. The school now asks staff and pupils to isolate for five days and to have two negative test results before returning.</p>	
<p>53-21/22</p>	<p><u>Items from the Chair</u> <u>Quality of Service Questionnaire</u> The Chair went through the six questions with the Governors and recorded their answers for the questionnaire.</p> <p><i>A) Chair to record and submit the quality of service questionnaire to Governor Services</i></p> <p><u>Wellbeing</u> The Chair had a meeting with the HT and DHT to discuss their wellbeing. The notes from the meeting were uploaded to Governor Hub prior to the meeting. The Chair was very pleased with the support the staff show each other and all of the provisions that are in place for staff. The outcome from the meeting was to formally implement a wellbeing policy for staff and to look at how the Governors can support staff wellbeing financially.</p> <p style="text-align: center;">Sam Taylor joins the meeting.</p>	<p>Chair</p>

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54-21/22

Finance

The budget was amended by the bursar on Friday and was uploaded to Governor hub prior to the meeting. There was an improvement in the cost of staffing which had meant that the cumulative surplus for 2022/23 has increased from £21,280 to £25,620.

The finance committee Chair explained that the school was in a much better financial position going forward. The Chair explained that the three-year budget is a conservative budget so that the deficit 2024/25 is not something to worry about.

	2022/23	2023/24	2024/25
Total Expenditure	946,547 (Nine hundred and thirty-six thousand six hundred and thirty-one pounds)	979,093	1,014,764
Total Income	963,825 (Nine hundred and sixty-three thousand eight hundred and twenty-five pounds)	970,913	975,791
In Year Surplus (Deficit)	17,278 (Twenty-seven thousand one hundred and ninety-four pounds)	(8,180)	(38,973)
Surplus (Deficit) Brought Forward	(1,574) (One thousand five hundred and seventy-four pounds)	15,704	7,524
Cumulative Surplus (Deficit)	15,704 (Twenty-five thousand six hundred and twenty pounds)	7,524	(31,449)

Q) I have noted that the Admin and Clerical staff is budgeted for a 28% increase in 2023-4. Is there a reason for that? Total staffing costs up by 5%?

R) I will need to get the bursar to answer this question

A) SAO to ask the Bursar why the Admin and Clerical staff budget increases in 2023-24 by 28%. SAO to feedback at the next FGB meeting.

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	<p>Decision – All Governors were happy to approve the three-year budget.</p> <p>A) Chair to sign the three-year budget for submission before 31st May 2022</p> <p><u>Agree budget for staff training & development</u> There is £5,100 budgeted for training for 2022/23. This does not include the HIAS SLA cost as the HT is still waiting to see if the school can buy into it for one year instead of three years.</p> <p>Decision – All Governors were happy to approve the budget.</p> <p><u>Plan and approve Capital Spend 2022/23</u> The Capital Spend will be around £6,000 this year and will be spent on IT equipment.</p> <p><u>Curriculum Bids</u> It was decided that the Curriculum Bids should be postponed until September/October 2022 as the curriculum will change.</p> <p>A) Clerk to add Curriculum Bids to the Curriculum Committee agenda in October 2022</p> <p>A) Clerk to add Curriculum Bids to the Finance Committee agenda in November 2022</p> <p>A) Clerk to add Curriculum Bids to the FGB agenda in November 2022</p> <p><u>Grants</u> The Chair has asked the Friends of Castle Hill to apply for grants to pay for the playground. In addition, she will also email local Councillors to apply for their private grants.</p> <p>Rocon will be carrying out the refurbishment work on the playground during the summer holidays although it was agreed that further quotes need to be obtained before the work starts in order to apply for any grants. Copy of Rocon’s quote to be requested. A governor mentioned that part of the playground may still be under warranty.</p> <p>A) HT to check the warranty on the play equipment</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>HT</p>
55-21/22	<p><u>Governing Body roles and procedures</u></p> <p><u>Governor Positions</u> There is currently 1 co-opted Governor position available. This will increase to 2 co-opted vacancies at the end of the year when EE leaves. EE will complete a Health & Safety walk and an Inclusion and Diversity walk before she leaves.</p>	

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	<ul style="list-style-type: none"> • The Chair has emailed the borough councillors and will email the new borough councillor • She will contact the Winklebury Community Action Group • Charity Trusts have been chased including Basingstoke Action Volunteers • Governors for schools will conduct a wider search for Governors <ul style="list-style-type: none"> • The Chair has emailed HR at Basingstoke and Dean Council-no response • The HT will ask AB if he can give her a contact name (possibly HR) to promote the vacancy within Basingstoke Hospital <p>A) The Chair will continue to make contact with local groups and business especially solicitors specialising in HR looking for new Governors</p>	Chair
56-21/22	<p><u>School Strategic Objectives</u> <u>Headteacher's Report</u> The HT's written report was uploaded to Governor Hub prior to the meeting.</p> <ol style="list-style-type: none"> 1. The DHT and TN have restarted the Honeycomb Cluster Group and held their first meeting in February. They are planning another meeting in the summer term. All who attended found it very useful and it was well attended. They shared issues and strategies that were working and that hadn't worked. Going forward they are going to organise training on selective mutism which seems to be on the rise. The cluster felt that it was important for them to find out more on this topic and how best to support these children. Furthermore, pre-schools need more help with SEND, behaviour and working with parents. Therefore, TN will contact the area ISSOs to give them more understanding of what faces pre-schools in the local area. The DHT will also contact a speech and language consultant to see if they are able to give any training to the cluster. This network is a great support to all involved. <p>A) TN to contact the local ISSO A) DHT to contact a speech and language specialist</p> <ol style="list-style-type: none"> 2. Visit Reports – The HT would like all Governors to upload any outstanding reports to Governor Hub. The Chair and Vice Chair will upload their visit reports to Governor Hub and they will be discussed at the next Curriculum Committee meeting. <p>A) TN to upload her Safeguarding visit report to Governor Hub A) Chair to upload her R.E report to Governor Hub A) Clerk to add the R.E and Safeguarding visit reports to the agenda for the Curriculum Committee meeting</p>	<p>TN DHT</p> <p>TN Chair Clerk</p>

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Questions about the HT Report

Q) Priorities for improvement - One of the priorities is Wellbeing is this just for pupils or will you upgrade to include staff as well?

R) I think we will do this for the new term

Q) Progress reports for key improvement areas do not seem to have been updated fully. Key improvement 2 strengthen inclusive policy- I have seen the improvement around the school but not included yet why is this?

R) If we haven't put in any development and it is not consistent across all subjects then we have not included it yet

Report on progress against School Development Plan

The update of the development plan has been included in the report and we will review at the end of the year and then it will become our springboard ready for the next term.

(ST leaves the meeting)

ASP Data

- Some children in Early years may have slightly spikey profiles when the data is available as they are exceeding in some areas and then struggling in other areas.
- SATs – we haven't had any surprises yet. All of the children have tried their best.

Review Inspection Dashboard & School Comparison Tool

This is available and will be uploaded to Governor Hub.

A) HT to upload the dashboard information to Governor Hub

HT

SEND Information Report

Included in the HT's Report.

Effective use of PP (TN)

The PP document uploaded to the school website is very clear on the provisions and spending.

This will be discussed at the next FGB Meeting.

A) Clerk to add Effective use of PP (TN) to the next FGB agenda

Clerk

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	<p><u>Staffing Structure</u> Teachers have until 31st May to resign. We currently know that three experienced teachers will be leaving. One is retiring, one has taken a promotion to Head of School elsewhere and one for personal reasons. Recruitment is very hard at the moment with a lot of schools finding it difficult to recruit.</p> <p><u>Approve Inset Days 2022/23</u> The HT proposed the Inset day dates for 2022/23. She also invited all Governors to attend the training on the inset days.</p> <ul style="list-style-type: none"> • Thursday 1st September 2022 • Friday 2nd September 2022 • Monday 31st October 2022 • Friday 10th February 2023 • Monday 5th June 2023 <p>Decision – All Governors were happy to approve these dates.</p>	
57-21/22	<p><u>Governing Body Strategic Objectives</u> <u>Governing Body Strategic Plan Priorities 2021/22</u> <u>Competence – Compliance</u> The board can demonstrate compliance with all statutory and contractual requirements, ensuring statutory returns are submitted within the prescribed time frames, but there is room for improvement in terms of organising ourselves in advance. A governor’s calendar containing not only dates of meetings but also the dates of all key events is published. It includes dates by which policies must be reviewed/updated and any statutory requirements. The calendar will be available to all current CHIS governors for clarity of upcoming tasks.</p> <p>The board are aware of their duties in respect of Safeguarding, The Prevent Duty, special educational needs and disabilities (SEND), Equalities, Data Protection and Freedom of Information and what action needs to be taken to satisfy each of these duties. Training is regularly provided on these areas and discussed with full board meetings.</p> <p>Decision - All Governors were happy with this competence and their objectives.</p> <p><u>Governor Visits</u> The Health and Safety Governor uploaded her visit report to Governor Hub prior to the meeting.</p> <p>No Questions were raised.</p>	

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<p>58-21/22</p>	<p><u>Safeguarding</u> <u>Safeguarding Update</u></p> <ul style="list-style-type: none"> • The DHT has produced a new Safeguarding Newsletter • The school holds fortnightly DSL meetings where the DSLs discuss the outcomes for every individual child that has had an update input into CPOMS during that time. In addition, they update the vulnerable children tracker where they review every family and assign a child to a specific member of staff to support them. The Chair viewed this system in action and monitored inputs into CPOMS • The Safeguarding strategic plan is a core subject • There has been one safeguarding incident. The school liaised with all agencies, parents and carers and followed up today. All parties are happy and the parents commented on how swiftly the school had dealt with the incident <p>Q) Have you had any incidents with manipulative parents? R) We are mindful but all support each other</p> <p>Q) Are you duplicating work for staff with the vulnerable children tracker? R) It is an overview and doesn't include all of the details that are held on CPOMs</p> <p>Q) Are the wider staff aware? R) The DSL are the only ones who view the list but all staff are aware if any of their children are on it and if the DSL need more information</p> <p>A) The DHT will upload the safeguarding newsletter to Governor Hub</p>	<p>DHT</p>
<p>59-21/22</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Pay Policy – Approved. This has been updated by HCC. • Staff Code of Conduct – Approved. • Health & Safety Policy - Approved. The previous SAO's name has been removed and a lot of the jobs have been moved to the caretaker or DHT. • Complaints Policy - Approved. • Children with Health needs who cannot attend school - Approved. <p>Decision – All Governors happy to approve the above policies.</p>	

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<p>60-21/22</p>	<p><u>Governor Training</u> <u>Agree WGB Training 2022/23</u> The HT is liaising with Governor Services. They will confirm the WGBT in the Autumn term.</p> <p><u>Feedback from Governor Training</u> The Clerk attended her bi-annual 'Clerk Support Meeting' and uploaded her training report to Governor Hub prior to the meeting.</p>	
<p>59-21/22</p>	<p><u>Reviewing Effective Governance</u> <u>'What have we discussed at this meeting that demonstrates effective Governance'</u></p> <ul style="list-style-type: none"> • Safeguarding System • Wellbeing meeting with staff • Holding the school to account financially • Governor numbers and the constitution 	
<p>62-21/22</p>	<p><u>Full GB Meeting Dates</u></p> <p style="text-align: center;">Monday 4th July 2022 – At School</p> <p style="text-align: center;">All meetings to take place at 5.30pm unless otherwise advised.</p> <p style="text-align: center;">Meeting concluded at 7.11pm.</p>	

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