



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held via G Suite on
Monday 21st March 2022 at 5.30pm
(The meeting was quorate)

Present: Mrs. S Gaines (Chair)
Mrs. A Story-Scrivens (Headteacher)
Mrs. E Fitzpatrick
Mr. S Taylor
Mrs. S Stanhope
Miss. D Espera
Mrs. K Fatania
Mrs. G Gregory

Apologies: Mrs. T Nocella (Vice Chair)
Mrs. E Edis
Dr. A Bishop (Associate Member)
Mr. R Megone

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

		<u>ACTION</u>
33-21/22	<u>Welcome and Apologies for Absence</u> The Chair opened the meeting at 5.35pm and welcomed everyone. Apologies were received and accepted from Mrs T Nocella, Mrs. E Edis, Mr R Megone and Dr A Bishop.	
34-21/22	<u>Declaration of Interests</u> No new declarations of business or pecuniary interests were made by the Governors.	
35-21/22	<u>Minutes of the Meeting Held on 22 November 2021</u> The minutes of the meeting held on 22 November 2021 were agreed as an accurate record. They will be electronically signed by the Chair. A. Chair to sign minutes 22.11.2021 A. Clerk to convert to PDF A. SAO to file	Chair Clerk SAO

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



<p>36-21/22</p>	<p><u>Action Log</u> 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.</p> <p><u>06-21/22</u></p> <ul style="list-style-type: none"> • Governors to attend online HT Performance Management training if they have not already completed it – <i>On hold.</i> <p><u>07-21/22</u></p> <ul style="list-style-type: none"> • EE will review the document and arrange a visit in regard to inclusion – <i>Ongoing.</i> <p><u>19-21/22</u></p> <ul style="list-style-type: none"> • KF to write an article for the Castle Hill Chronicle – <i>completed.</i> KF happy to write another article before 25th March. <p><u>21-21/22</u></p> <ul style="list-style-type: none"> • Chair to accumulate the skills audit data and input into the SSP – <i>ongoing.</i> The Chair is working with KF on this action. • All Governors to complete their Prevent Training for this year and to email the certificate to the Clerk – <i>ongoing.</i> • Clerk to upload the Prevent Certificates- <i>ongoing.</i> <p><u>22-21/22</u></p> <ul style="list-style-type: none"> • Chair and Vice Chair to attend the internal monitoring morning – <i>ongoing.</i> Visit postponed. <p><u>27-21/22</u></p> <ul style="list-style-type: none"> • EE to write up visit report and upload to Governor Hub - <i>ongoing.</i> <p><u>Matters Arising</u> No items to discuss.</p>	
<p>37-21/22</p>	<p><u>Covid Update</u> There is a lot of covid in the community and in the school. The risk assessment has been updated and we now require two negative tests from staff before they can return to school.</p>	

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



	<p>Supply staff have been very hard to get so the school has been using internal cover. The SLT have been in class so that there are enough adults to continue safely. Other schools have had to shut bubbles due to there not being enough staff.</p> <p>Q) Have we agreed to pay staff if they are off with Covid? R) Yes, the challenge is when staff need time off to look after their children who are positive. We normally only pay one day of paid leave for this situation per year.</p> <p>Q) Would this be discussed normally or is it just due to Covid? R) Just due to Covid. Normally it would be done on a school-by-school basis, budget dependent and in stated in the staff absent policy</p> <p>Q) Can we benchmark this against other schools? R) Other schools in the primary cluster agreed on one day. Other schools have removed it completely</p> <p>A) The DHT will investigate how many paid days other schools allow for staff to take care of dependents</p>	DHT
38-21/22	<p><u>Governing Body roles and procedures</u> <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.</p> <ul style="list-style-type: none"> • The Chair has asked the local and County councillors if they would like to join the Governing Body but at this time there is no one that has the availability. She will try again after the election in May • She has contacted the local Chamber of Commerce and is still awaiting a response • Charity Trusts have been contacted including Basingstoke Action Volunteers • The Chair will approach local business • A parent expressed an interest but has joined Friends of school. GB needs a governor from wider community • The HT will ask AB if he can give her a contact name (possibly HR) to promote the vacancy within Basingstoke Hospital <p>A) HT to ask AB for a contact at the Hospital to help finding people who might be interested in a Governor position</p> <p>Q) Can we contact the local neighbourhood watch scheme? R) Yes, this would be a good area to look into for new Governors</p>	HT

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



EAL Plan & EAL Governor

DE gave a presentation to the Governing Body on the EAL Excellence Award.

EAL Excellence Plan 2022

EMTAS have developed an online school self-evaluation framework (EAL Excellence Award) for monitoring the impact of provision for pupils learning English as an additional Language (EAL) as well as the wider aspects of black and minority ethnic achievement.

The EMTAS Specialist Teacher Advisor team devised the EAL Excellence Award as a way of enabling schools to evaluate both strategic and operational aspects of their EAL practice and provision. It is an online, interactive tool that covers 5 core strands:

- Leadership and Management
- Data, Assessment & Progress
- Pedagogy and Practice
- Teaching & Learning
- Parental and Community Engagement

Within each strand is a series of statements at bronze, silver and gold levels. Progression is clarified as the statements are linear and there is help with the supporting evidence element in the form of a list of possible examples. Practitioners click on the statement they feel most closely reflects current practice in their school and type into a text box the evidence they have to support their judgement.

We would like to start our journey by going for Bronze. We require a Governor to be appointed to oversee EAL provision across the school. The Governor will have access to the E-Learning training Moodle on the EMTAS website.

We have included this initiative within the SSP and have written an EAL Excellence Plan outlining our aims and actions. We are in the process of creating an EAL policy and a role specification for the EAL co-ordinator.

We are currently looking to purchase resources to support our EAL learners from our budget of £556.

We would like it if this could be recognised as a whole school initiative as we feel it will ensure the provision, we are offering is making the best impact on our children.

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



EAL Excellence Plan (Bronze)

Improvement Priority (SSP Priority 2)

Strengthen inclusive policies, practice and ethos in order to improve outcomes for vulnerable children.

Aim: To ensure all children with English as an additional language are supported in accessing the school curriculum, whilst celebrating and having an appreciation of their language and culture.

ACTION	RESOURCES, COST, TIMESCALE	START DATE
1. To develop the leadership and management of EAL learners within the school > There is a lead member of staff with responsibility for EAL within the school > The EAL working party has attended EAL training and/or completed EAL E-learning > There is a named governor with the responsibility of monitoring the operational planning for EAL learners > Develop systems for monitoring the teaching, learning and progress of EAL learners > Using the EMTAS EAL guidance, a stand-alone EAL policy will be created > EAL lead understands the factors beyond a pupil's proficiency in English and works with class teachers to support inclusive EAL provision and use of LSA > Review how EAL funding is being used, ensuring specific resources are available to support EAL learners > To identify and update the EAL register, with existing and new arrivals	Subject development time, PPA, PDM	9/12/2021
2. To celebrate and value the cultural, linguistic and educational experiences that EAL learners and their families bring to the school > Promoting children's first language in the school environment using welcome posters and displays > We will use other children as peer buddies to support new arrivals, but we will be aware of safeguarding issues > To set up coffee mornings to welcome EAL parents to the school and support their needs > To use a range of different resources to support parental engagement such as the use of translated documents, google translate button and bilingual assistants as required > During topics invite parents in to celebrate cultural differences	Subject development time, PPA, Twilight sessions, PDM	9/12/2021
Maintenance: > Liaise with outside agencies e.g. EMTAS > Update EAL register and monitor data to ensure pupils with EAL are being supported > Maintain subject knowledge including latest resources and legal requirements for EAL		

30

We currently have 35 children who are EAL, but we have noted that there are more that should be included. Once the EAL policy has been produced we would like the Governing Body to review.

Q) Is there any support from HCC?

R) Yes, EMTAS is paid for by HCC to provide the school training, support and to visit any pupils that need more help

Decision - It was agreed that the role of EAL Governor would be shared between the DHT and KF due to availability and that it would link into the inclusions project.

A) Clerk to update Governor Hub with the EAL role

A) DHT and KF to work with DE on the EAL Excellence Plan

**Clerk
DHT/KF**

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
 Full Governing Body
 21 March 2022



39-21/22

School Strategic Objectives

Headteacher's Report

The HT's report was uploaded to Governor Hub prior to the meeting.

Effectiveness of leadership and management

- ROMEO – Record of Monitoring and Evaluating will be presented at the next C&S Meeting
- SSP – Evaluated week beginning 07.03.22, Strategic plan which focuses on the 4 key areas of: Reading,
- Progress and attainment, Wellbeing and Subject Leadership
- Community Survey to be initiated in May 22
- The Pay Committee meeting is scheduled for 21.03.22 at 5:00-5:20pm
- Whole Governing Body Training to be discussed with TLG
- Staffing structure has been published for 21/22
- E-Safety update: *There have been no incidents. Paul Hay has given his e-safety training for this year to children and staff during classes and a whole school assembly. The school has uploaded the information from this training to the website for parents.*
- LLPR to be arranged for summer term 22 (a new LLP has been appointed)
- Recruitment challenges – *This is Hampshire wide and possibly national. It is hard to get permanent staff. We have advertised for a LSA and have interviewed but the school wanted to maintain their high standard so have not appointed. We have solved this staffing issue for the summer term and will advertise again in September*

Q) Is the LSA position the only position that the school needs to fill?

R) We also need an experienced teacher

Q) Are you open to looking at a newer qualified teacher?

R) We need someone who can take on at least one subject lead responsibility, possibly IT or Music. We have a few promising people who are in their third year of teaching. This would be their first move are their ECT position. We don't preclude ECTs but a lot of capacity is needed

Vivid Webinar

Slides from the webinar were uploaded to Governor Hub prior to the meeting.

The Vivid webinar was to discuss the regeneration of the area behind and next to the school including the fort hill site. There are proposing 206 highly sustainable new homes, 40 being affordable homes. A new healthcare facility, preschool, play park, electric car charging, bike storage and 4.5 hectares of open space. It is a 60 million investment with the first stage to be completed by Spring 2025.

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



Q) Will it affect the catchment or intake?

R) No, this is being proposed due to the Manydown site, as they want to invest in Winklebury as well to revitalise the area. There are no plans for a school on this site just a preschool as it was already there. The catchment for this area will be shared with Winklebury school

Quality of teaching, learning and assessment

- The school has returned to normal routines with regular monitoring due to ongoing COVID-19 outbreaks
- The PM calendar for 21/22 has been implemented
- All year groups continue to provide a robust remote learning offer for families who are self-isolating
- Weekly newsletters to support new learning
- Equality and Inclusion: LAC-1/PLAC-1/CP-0/CIN1/Pupil Premium-28/EAL-27/Ethnic Minority51/SEND-23/EHCP-3/EI-8
- There have been no racial incidents 20/21
- There have been no exclusions 20/21

Personal development, behaviour and welfare

- Number on Roll: There are 179 pupils on roll with 1 space in EY – *this has been offered to a child*
- There have been 132 applications for September 2022 with 59 first choices. This will be confirmed in April 2022 – *This means all 60 spaces will be filled. The SLT will look at the induction for new families*
- Online welcome packages have been successful
- Attendance figure 95.3% (95.5% with covid taken out) 17.03.22
- Weekly return to the DfE reporting on data
- SAO and H&S Governor review general H&S procedures biannually. COVID-19 risk assessment robust. Refer to Mrs Edis for update
- Pupil Voice work continues as the school signs up to become an 'Equality and Rights Advocate'
- Committed partner with the LA for Diversity & Inclusion
- Inclusion Project Cohort 2 – *See item below*

Outcomes for pupils

- Induction programme for Sept 22 to be planned
- 'Catch up' year group discussions for all children are being held regularly to identify vulnerable pupils and to support their progress
- Pupil Premium pupils' attainment is regularly scrutinised by SLT
- Pupil conferencing and progress meetings are currently supported by PDM moderation
- Mid-year reports to parents 11.03.22
- Pupil data will form part of PM reviews
- Parent consultations held face to face and virtually week beginning 14.03.22

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



Jodie Crane leaves the meeting

LLP Report

The LLP visit was postponed.

Report on progress against School Development Plan

This was covered in the headteacher's report.

Inclusion Project

HCC is running the Inclusion Project. There have been twelve schools across Basingstoke and Dean chosen for this project. These twelve are made up from Infants, Juniors, and Primary Schools. As part of this project the school attends regular book clubs and mini conferences with different speakers.

The DHT has been looking at the data in different groups and initially was going to look at summer born children and the progress that they make compared to others. This is not a massive issue, but it is a normal trend which the school will look at independently. However, for this project the school has decided to look at EAL children. Dolly is currently doing the project on EAL children, Sally a project on diversity and Carol on parental engagement especially EAL therefore this project would be an umbrella overview of EAL and developmental inclusion. The school will look at certain trends with EAL children for example communication with parents and their language and how to develop language with EAL children. The school is going to present to other schools by a video which will capture the pupil's voice.

Q) What are your plans to help summer born children?

R) We will raise awareness and investigate how to raise cultural capital for this group. Some of the summer born children are the highest ability children but it is the mindset which needs to change

Q) Have there been any official reports or studies?

R) There have been no books or studies just information on parenting sites

Q) How integrated are older and younger children? Are younger children confident or more introvert?

R) Previously younger children were part time for longer when they started school which meant that there was a slight division between the two but as all children are in full time after a week, they are more integrated and there are no friendship groups by birthdays

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



40-21/22

Governing Body Strategic Objectives

Governing Body Strategic Plan Priorities 2021/22

Competence – Structures

We have recently been delighted to welcome some new governors. We now have a new internal induction pack and have introduced a mentor/buddy system. Potential governors are invited to attend a Full Governing Body meeting and are invited to meet the HT and Chair in order that they can make a formal decision about putting themselves forward for election. This practice will continue.

Each new governor is encouraged to join the curriculum and standards committee which provides an invaluable overview of CHIS and its goals. It is at the heart of the school and through the committee new members can develop their knowledge of CHIS.

As part of the changing structure of the board we have had new chairs for the board and for committees. The meetings are led effectively but time and experience of the role will no doubt result in more honed leaders. Attendance at all meetings is very good and members are encouraged to participate and alternative views are welcomed and taken into account. Succession planning will ensure that chairing roles are easily filled.

We are proactive in ensuring that we have a full complement of governors with relevant skills and actively target recruitment at specific potential candidate groups based upon their skills and experience. We work as a team, sharing responsibilities and tasks. The board ensures there are proper schemes of delegation in place and these are compliant with the regulatory framework.

There are various Codes of Conduct in place for the GB and for the committees. The codes of conduct will be reviewed annually. All members of the board, and staff are reminded of the need for work-life balance and supported as and where appropriate.

The agenda and relevant paperwork are distributed in a timely manner before each meeting and minutes are checked by the Chair and HT then published in a reasonable time following the meeting.

A) Clerk to update the front cover of the SGP

A) Chair to reintroduce the mentor/buddy scheme for Governors

Decision - All Governors were happy with this competence and their objectives.

EAL Plan

See item 38-21/22.

Governor Visits

This item will be moved to the next FGB meeting.

**Clerk
Chair**

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



	<p>A) Clerk to add EE Governor Monitoring visit report to the agenda of the next FGB meeting</p>	<p>Clerk</p>																					
<p>41-21/22</p>	<p><u>Safeguarding</u> <u>Safeguarding Update</u> The safeguarding Newsletter and safeguarding Development Plan were shared with Governors during the meeting.</p> <ul style="list-style-type: none"> • The safeguarding Newsletter has been uploaded to Governor Hub. It contains reminders and scenarios which relates to incidents in school • The safeguarding Development Plan (part of the SSP) has been uploaded to Governor Hub. It shows how the school is strengthening safeguarding within the school <table border="1" data-bbox="267 814 1390 1373"> <thead> <tr> <th colspan="3" style="background-color: #c8e6c9;">Safeguarding Development Plan</th> </tr> </thead> <tbody> <tr> <td colspan="3"> Aim: <ul style="list-style-type: none"> • To ensure staff have a framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities. • To ensure consistent good practice across the school. • To demonstrate the schools' commitment to protecting children. </td> </tr> <tr> <th style="width: 65%;">ACTION</th> <th style="width: 20%;">RESOURCES, COST, TIMESCALE</th> <th style="width: 15%;">START DATE</th> </tr> <tr> <td> 1. Strengthen procedures for visitors to the school site > Invest in an electronic system to sign in visitor with the capacity to print photographs > Ensure all visitor have a red or green lanyard to denote DBS checks > Governors to monitor the system when they come in for visits </td> <td>TBC</td> <td>01/09/2021</td> </tr> <tr> <td> 2. Ensure that all staff, Governors and volunteers have appropriate and updated training for safeguarding > All staff to have refreshed training in safeguarding and Prevent in the Autumn INSET day > All staff to read the new KCSIE > New staff and volunteers to have induction including safeguarding, prevent and KCSIE and to have relevant policies > Half termly newsletters to highlight key safeguarding points and to include case studies > Training records to be held electronically alongside SCR </td> <td>On-going</td> <td>01/09/2022</td> </tr> <tr> <td> 3. Continue to develop CPOMs as a safeguarding tool for all staff > Continue to refine the categories on CPOMS so staff are aware of incident type > Continue to monitor use of CPOMS by staff monthly > Ensure that all records are passed on/ requested promptly to new schools </td> <td>Leadership time</td> <td>01/09/2022</td> </tr> <tr> <td colspan="3"> Maintenance: <ul style="list-style-type: none"> > SCR monitored monthly > Monitoring plan adhered to > Safeguarding audit completed and sent to LADO > Safeguarding register to be up dated following referrals and meetings > Safeguarding continues to be a standing item on Governing Body meeting agendas </td> </tr> </tbody> </table> <p>A) Clerk to add the SDP and Newsletter 4 to the safeguarding folder on Governor Hub</p> <p>Q) Do all staff have Cpoms access? R) All staff have access, except for the dinner staff who report any issues to their line managers or teachers who will then sit with them to add the information to CPOMs</p> <p>Q) Is CPOMs used for interventions? R) Carol uses it a lot and makes sure she picks up regular children. There is a box for actions</p>	Safeguarding Development Plan			Aim: <ul style="list-style-type: none"> • To ensure staff have a framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities. • To ensure consistent good practice across the school. • To demonstrate the schools' commitment to protecting children. 			ACTION	RESOURCES, COST, TIMESCALE	START DATE	1. Strengthen procedures for visitors to the school site > Invest in an electronic system to sign in visitor with the capacity to print photographs > Ensure all visitor have a red or green lanyard to denote DBS checks > Governors to monitor the system when they come in for visits	TBC	01/09/2021	2. Ensure that all staff, Governors and volunteers have appropriate and updated training for safeguarding > All staff to have refreshed training in safeguarding and Prevent in the Autumn INSET day > All staff to read the new KCSIE > New staff and volunteers to have induction including safeguarding, prevent and KCSIE and to have relevant policies > Half termly newsletters to highlight key safeguarding points and to include case studies > Training records to be held electronically alongside SCR	On-going	01/09/2022	3. Continue to develop CPOMs as a safeguarding tool for all staff > Continue to refine the categories on CPOMS so staff are aware of incident type > Continue to monitor use of CPOMS by staff monthly > Ensure that all records are passed on/ requested promptly to new schools	Leadership time	01/09/2022	Maintenance: <ul style="list-style-type: none"> > SCR monitored monthly > Monitoring plan adhered to > Safeguarding audit completed and sent to LADO > Safeguarding register to be up dated following referrals and meetings > Safeguarding continues to be a standing item on Governing Body meeting agendas 			<p>Clerk</p>
Safeguarding Development Plan																							
Aim: <ul style="list-style-type: none"> • To ensure staff have a framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities. • To ensure consistent good practice across the school. • To demonstrate the schools' commitment to protecting children. 																							
ACTION	RESOURCES, COST, TIMESCALE	START DATE																					
1. Strengthen procedures for visitors to the school site > Invest in an electronic system to sign in visitor with the capacity to print photographs > Ensure all visitor have a red or green lanyard to denote DBS checks > Governors to monitor the system when they come in for visits	TBC	01/09/2021																					
2. Ensure that all staff, Governors and volunteers have appropriate and updated training for safeguarding > All staff to have refreshed training in safeguarding and Prevent in the Autumn INSET day > All staff to read the new KCSIE > New staff and volunteers to have induction including safeguarding, prevent and KCSIE and to have relevant policies > Half termly newsletters to highlight key safeguarding points and to include case studies > Training records to be held electronically alongside SCR	On-going	01/09/2022																					
3. Continue to develop CPOMs as a safeguarding tool for all staff > Continue to refine the categories on CPOMS so staff are aware of incident type > Continue to monitor use of CPOMS by staff monthly > Ensure that all records are passed on/ requested promptly to new schools	Leadership time	01/09/2022																					
Maintenance: <ul style="list-style-type: none"> > SCR monitored monthly > Monitoring plan adhered to > Safeguarding audit completed and sent to LADO > Safeguarding register to be up dated following referrals and meetings > Safeguarding continues to be a standing item on Governing Body meeting agendas 																							

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
 Full Governing Body
 21 March 2022



<p>42-21/22</p>	<p><u>Committees</u> <u>Curriculum Committee</u> The Curriculum Committee minutes were upload to Governor Hub prior to the meeting.</p> <p>Governor Report by TN, presented by the Chair.</p> <p>I have attached updated information about subjects and allocated Governors for each subject. This helps break down the subjects between all Governors and as Chair of Curriculum. The subject Governor will know in advance if any observations are due to be carried out, therefore they can organise a monitoring visit at a time that is suitable for all.</p> <p>I have been into the school a lot over the last term observing ELS and had the pleasure of sharing some of Internet Safety Day with the children in Class 1. Please do read the reports for impact and any future actions for the Governors. I still have one report to complete for Class 3 in regards to ELS.</p> <p>Children are achieving well throughout the school in ELS – The progress the children are making is strong and any identified support is in place to help the children who are not on track/additional needs. Staff are consistent in their teaching and this reflects throughout the whole school. This mirrors the training on the Inset Day and the staff can really see the benefits of using the same language and techniques. Will look at data in September for overall impact.</p> <p>Will be looking at R.E as a subject next academic year due to changes in the expectations of teaching the subject. Other areas of focus for observations will be based around Data and changes for the school.</p> <p>The Chair asked subject Governors to speak to the Curriculum Chair if they have any issues and to book visits to look at their subjects and to speak to the subject leads. The Clerk will ensure that each subject report and policy is uploaded to their subject folder and that their visit report would be fed back to the Curriculum Committee when that subject is reviewed if they are unable to attend in person.</p> <ul style="list-style-type: none"> • <i>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</i> • <i>Math, English and Science to be reviewed at the FGB meeting every November</i> • <i>TN to add P.E to the list of subjects and Clerk to create a folder on Governor Hub</i> <p><u>Finance Committee</u> The Finance Committee minutes were upload to Governor Hub prior to the meeting.</p>	<p>KF/TN Clerk TN/Clerk</p>
-----------------	--	---------------------------------------

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



Governor Report by ST,

- At the start of the year the school we had a £6,100 surplus, this then became a £4,700 deficit but we are now ending the year breaking even
- This is mainly due to supply costs. The Committee discussed the benefit of using HLTAs instead of supply. The result would be a £12,000-14,000 reduction in supply costs per annum
- The number on roll has increased by 8, which means there has been an increase in our budget share of £28,425
- PP funding has increased by 3%
- There has been a reduction in cost of staff as we have to replace a staff member on a high paygrade
- Friends of Castle Hill will apply for grants for the school. Hopefully £3,000 for the playground markings

	2021/22	2022/23	2023/24
Total Expenditure	948,510 Nine hundred and forty-eight thousand five hundred and ten pounds	905,471	905,624
Total Income	897,897 Eight hundred and ninety-seven thousand eight hundred and ninety-seven pounds	924,994	935,466
In Year Surplus (Deficit)	(50,612) Fifty thousand six hundred and twelve pounds	19,523	29,842
Surplus (Deficit) Brought Forward	48,620 Forty-eight thousand six hundred and twenty pounds	(1,992)	17,531
Cumulative Surplus (Deficit)	(1,992) One thousand nine hundred and ninety-two pounds	17,531	47,372

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



<p>43-21/22</p>	<p>Finance <u>Approve SFVS</u> There have been no major changes since the last SFVS. New changes were that they budget now needs to be reviewed six times per year and that staff now need to complete pecuniary interest form which should be reviewed at the FGB meetings at least once a year.</p> <p>The benchmarking is slightly better than last year. The school still has a high pupil to teacher ratio but as discussed at the finance Committee the school is happy with the level of experienced staff members they have.</p> <p>Decision- All Governors were happy to approve the SFVS.</p> <p>A) SAO to submit the SFVS before the deadline</p> <p><i>Thanks was given to the Chair of the Finance Committee and the SAO for completing the SFVS.</i></p> <p><u>Agree budget for staff training and development</u></p> <ul style="list-style-type: none"> • This year the budget will be £10,000 compared to £7,000 last year this is mainly due to training for the new caretaker. • The Finance committee have looked into a Service Level Agreement (SLA) with HIAS which will reduce the cost of training but it is a three-year subscription. <p>Decision – All Governors were happy to approve the training budget.</p> <p><u>Teachers' Pension Indexation and Teachers' Pay 2021</u> This no longer applies to the two staff members discussed at the Finance Committee.</p>	<p>SAO</p>
<p>44-21/22</p>	<p>Reviewing Effective Governance <u>`What have we discussed at this meeting that demonstrates effective Governance`</u></p> <ul style="list-style-type: none"> • Community engagement • CPOMs and safeguarding update • Inclusion Project • EAL award • Appointment of Subject Governors • Governor Strategic Plan review • SFVS, PP and Sports funding update 	

Signed:
 Name: Susan Gaines
 Date:

Castle Hill Infant School
 Full Governing Body
 21 March 2022



<p>45-21/22</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> ● Acceptable Use, Internet and E-Safety Policy – <i>Approved.</i> <i>This has a section for Governors which needs to be signed.</i> <p>A) All Governors to sign the Acceptable Use, Internet and E-Safety Policy</p> <ul style="list-style-type: none"> ● GDPR Data Protection including <ul style="list-style-type: none"> – Privacy Notice – Staff – Privacy Notice – Pupils – Privacy Notice – Looked after children – Privacy Notice – Governors – Data Protection Officer Statement of Intent – <i>All Approved.</i> <i>The DHT has completed her Data Protection Officer Training.</i> ● Confidentiality Policy - <i>Approved.</i> ● Freedom of Information Publication Scheme (HCC) inc School Information Regs and website content - <i>Approved.</i> ● Managing Sickness Absence Policy - <i>Approved.</i> <i>HCC policy.</i> ● Early Career Teachers (ECTs) - <i>Approved.</i> ● Pay Policy - <i>This policy needs to be updated again so it will be moved to the next FGB meeting.</i> ● Admissions Data 2023/24 – <i>This has been uploaded to the school website as it is from HCC and does not require the approval of the Governing Body</i> <p>A) Clerk to add Pay Policy to the next FGB agenda</p> <p>Decision – All Governors happy to approve the above policies excluding the Pay Policy which be reviewed at the next FGB meeting.</p>	<p>All Govs</p> <p>Clerk</p>
<p>46-21/22</p>	<p><u>Governor Training</u> <u>Agree WGB Training 2022/23</u></p> <p>A) The HT will book the WGBT for 2022/23 with Governor Services</p> <p><u>Feedback from Governor Training</u> The Chair attended ‘Chairing Matters’</p> <ul style="list-style-type: none"> ● The Governors are responsible for the strategic direction of the school ● The strategic plan is operational and that is the schools’ responsibility ● The Governing Body needs to be more forward looking and the Governors need to be more involved in the school. Due to Covid the Governors need to be reintroduced to the parents, children and teachers through Governor visits and attendance of school functions 	<p>HT</p>

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022



	<ul style="list-style-type: none">• The Chair would like the Governing Body to restart the buddy scheme and to be more proactive on Governor Hub• From the training I have seen that other Governing bodies work more with the HT and SLT in relation to the SIP and wellbeing• The Chair and the DTG will work together to develop Governors through training	
47-21/22	<p><u>Full GB Meeting Dates</u></p> <p>Monday 16th May 2022 - Virtual Monday 4th July 2022 – At School</p> <p>All meetings to take place at 5.30pm unless otherwise advised.</p> <p>Meeting concluded at 7.19pm.</p>	

Signed:
Name: Susan Gaines
Date:

Castle Hill Infant School
Full Governing Body
21 March 2022