



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held via G Suite on
Monday 22nd November 2021 at 5.35pm
(The meeting was quorate)

Present: Mrs. S Gaines (Chair)
 Mrs. A Story-Scrivens (Headteacher) (30-21/22)
 Mrs. E Fitzpatrick (30-21/22)
 Mrs. T Nocella (Vice Chair)
 Mr. S Taylor
 Mrs. E Edis
 Mrs. S Stanhope
 Miss. D Espera (30-21/22)
 Mr. R Megone
 Mrs. J Crane (Associate Member) (30-21/22)
 Mrs. K Fatania

Apologies: Dr. A Bishop (Associate Member)
 Mrs. G Gregory

In Attendance: Ms. T Clarkson (Associate Member)
 Mrs. C Massey (Clerk)

		<u>ACTION</u>
16-21/22	<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 Mrs G Gregory and Dr A Bishop.</p>	
17-21/22	<p><u>Declaration of Interests</u> No new declarations of business or pecuniary interests were made by the Governors.</p>	
18-21/22	<p><u>Minutes of the Meeting Held on 27 September 2021</u> The minutes of the meeting held on 27 September 2021 were agreed as an accurate record. They will be electronically signed by the Chair.</p> <p>A. Chair to sign minutes 27.9.2021 A. Clerk to convert to PDF A. SAO to file</p>	<p>Chair Clerk SAO</p>

Signed: Susan Gaines on Governor Hub
Name: Susan Gaines
Date: 22.03.2022

Castle Hill Infant School
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	<p><u>Matters Arising</u> No items to discuss.</p>	
20-21/22	<p><u>Items from the Chair</u> The Chair has found questions for Governors to introduce the topic of staff wellbeing and mental Health from the 'Governors for School' website.</p> <p><i>A) Chair to email the Clerk the document from Governors for Schools</i> <i>A) Clerk to upload the document to Governor Hub</i></p>	Chair Clerk
21-21/22	<p><u>Governing Body roles and procedures</u> <u>Governor Positions</u> There is currently 1 co-opted Governor position available. 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 has now contacted the local Chamber of Commerce and awaits a response.</p> <p><u>Governing Body Skills Audit</u> It was agreed that the Chair will accumulate the data to feed back into the SSP.</p> <p><i>A) Chair to accumulate the skills audit data and input into the SSP</i> <i>A) All Governors to complete their Prevent Training for this year and to email the certificate to the Clerk</i> <i>A) Clerk to upload the Prevent Certificates</i></p>	Chair All Govs Clerk
22-21/22	<p><u>School Strategic Objectives</u> <u>Headteacher's Report</u> The HT's report was uploaded to Governor Hub prior to the meeting. The Governing Body were asked to provide questions prior to the next meeting, in addition to any questions they have for this meeting, as it would allow the staff and HT to provide full answers including any data.</p> <p>The Chair would like to thank the HT and staff for such a comprehensive report covering all areas of the school.</p> <p>The HT's report was written by the HT and SLT. Each head of year wrote their sections with the DHT, SAO and SAA compiling and writing other sections. The whole team approach has resulted in a document that is not only fully comprehensive and informative for Governors but also a document that the teachers can refer to. This document will be produced twice a year at the FGB meetings in November and May.</p>	

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Governors were asked if they had any questions.

Q) Under areas of concern - Sustainability of the school grounds which facilitates outdoor learning. What do you mean by this?

R) Having the full site in working order all of the time. The costs are increasing and unknown. I would like to work in the capacity to the budget

Q) Key Objectives: Priority 3- 'To develop a trained and specialist wellbeing team' – what stage is this at? (January meeting)

R) Confirmed that this would be answered at next FGB meeting

The Health and Safety Governor has just completed her walk around and added to the HT's answer on the sustainability of the grounds.

- The update work to the playground was double booked by the Company carrying out the work so it is now booked for February
- The new equipment for the year 1 top play area is arriving in January
- Solar panels are being installed on the roof to save the school money

Staff Absence

The school were impacted by some staff contracting Covid before half term. The team in school did an outstanding job coping with the lack of staff and the high complex needs of the children. During the Chair's school visit she witnessed how the staff pulled together throughout this period. The report of the visit is on Governor Hub.

Concern was expressed for the wellbeing of staff given the additional pressures in school exacerbated by the outbreak of Covid-19 among staff before half-term. The Chair would like to use the wellbeing questionnaire with HT and or SLT (mentioned in Items from the Chair). Either the Wellbeing Governor or Chair to discuss with HT

Q) Appendix A1- early years baseline data the percentage of children below in each section is 14%. Is that made up of the same children?

R) Predominantly yes, it is.

Q) Year 1's data is that in line or lower than previous years?

R) It is in line. Any data that shows 80 or 90% of the children achieving ARE or above is very good

Q) Internal monitoring on the quality of teaching and learning across both the Foundation Stage and Key Stage 1. Would it be possible for a Governor to attend?

R) We would be more than happy for a Governor to attend

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	<p style="text-align: center;">A) Chair and Vice Chair to attend the internal monitoring morning</p> <p><u>Safeguarding</u> The HT was invited on the 11th November to be part of a small select group as part of her work with the Hampshire Safeguarding Children’s Partnership Education Subgroup to discuss the impact of the ‘Front Door’ of Social Care with Ofsted. This Joint Targeted Area Inspection (JTAI) is an inspection of services for vulnerable children and young people and will be reviewed over three weeks. Karen Nye emailed to thank the HT, commenting on how well the panel articulated their positive views with clarity around the impact of safeguarding processes. The HT is awaiting the outcome of the working group.</p> <p><u>E-Safety Report – D. Espera</u> A child in Year R mentioned to a teacher that they had watched a violent game of Green Light Red Light like the one depicted in Squid Games on Netflix. The teacher spoke to the parents who assure her that the child had not watched Squid Games but had been playing an unofficial game on Roadblocks which was a version of the game played in Squid Games. There have been other children who have also played this game and their parents have also been spoken to regarding the content. Marion spoke to Paul Hay (external e-safety specialist) to gain some advice on how to tackle the situation. In addition, a parent mail was sent making all parents aware on this unsuitable content on Roadblocks.</p> <ul style="list-style-type: none"> • Paul Hay has been booked for the schools e-safety day this year <p><u>Covid- 19 Management Review</u> The Management plan was successful. The school and none of the bubbles had to close. The team pulled together and are very good in a crisis.</p> <p style="text-align: center;">Thanks was given to the school for all their hard work and for managing to keep the school open.</p>	SG/TN
23-21/22	<p><u>Governing Body Strategic Objectives</u> <u>Governing Body Strategic Plan Priorities 2021/22</u> <u>Competence – Accountability</u> Chair revisited John Adair’s Action Centered Leadership to reinforce its relevance to this competence -‘Team, Task and Individual’</p> <p>Action Centred Leadership and Accountability What is the Task?</p> <ul style="list-style-type: none"> • Ensure clarity of vision, ethos & strategic direction for the school 	

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	<ul style="list-style-type: none"> • Holding the H/T to account for the educational performance of the school and its pupils • Overseeing the financial performance of the school and making sure its money is well spent <p>Accountability how do we do this as a team?</p> <ul style="list-style-type: none"> • Question and challenge reports • Approve policies • Carry out governor visits • Talk to staff and pupils • Carryout audits (e.g., financial) <p>What can the individual do?</p> <ul style="list-style-type: none"> • Prepare for FGB and committee meetings • Improve knowledge: training, reading • Use mentor system • Prepare for and carryout governor visits • when appropriate • Look at school website and use Governor Hub <p>All Governors agreed that this is comprehensive and covers all that they should be doing.</p>	
<p>24-21/22</p>	<p><u>Safeguarding</u> <u>Safeguarding Update</u> Included in the HT's Report.</p>	
<p>25-21/22</p>	<p><u>Committees</u> <u>Curriculum Committee</u> The Committee Chair and SS attended the Inset day training on Essential Letters and Sounds. This is a new phonics scheme being implemented in the school. Mrs Crane reviewed the nine companies registered and this scheme was the best fit for the school and Ofsted guidelines. The new scheme has been in use for the last 2-3 weeks and parents have already seen the difference in their children and how they are blending the sounds. Teachers believe that there is far more blending of sounds by this point than in previous years. One child who is in the bottom 25% and only knew one sound is now blending sounds. The children are excited, engaged and because of the structure prepare themselves for the lesson. However, it is time consuming for the teachers.</p> <p>Q) Is there a potential issue with Kinetic Letters? R) No, we have been able to match the Essential Letters and Sounds scheme to the Kinetic Letters on the whiteboards</p>	

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Q) If it is more time consuming, have you had to condense other subjects?

R) At the moment it has had an impact but once the children become more independent, they will use their sparkle time

The Governors are looking forward to seeing the progress of this scheme and to see if it can close gaps in the children's progress. There will be more training in the new year.

The HT would like to look at working together and improving communications between early years care settings and the local schools. Therefore, the committee Chair and the HT are going to organise a Honeycomb Cluster planning meeting before Christmas.

A) HT and TN to organise Honeycomb Cluster planning meeting before the Christmas holidays

HT/TN

Finance Committee

The finance committee minutes (10.11.2021) were uploaded to Governor Hub prior to the meeting. No questions were raised by the Governing Body.

- TC is leaving the Governing Body so there is now a space on the Finance Committee
- This is the first time the budget is not the worst-case scenario as it would have caused a £19,000 deficit for this year. Therefore, on the advice of EPS the budget is now a realistic but still conservative with a deficit of £1,992 for this year but a surplus going forward.
- The Capital budget is now £100 due to the Curriculum bids
- The Curriculum bids have allowed the finance committee to see where and on what money is being spent on. They would now like the Curriculum Committee to review the impact of the bids on the progress of the children

Q) Were the Curriculum bids conservative bids?

R) We have ordered what we needed with only a little surplus. However, we have seen a big impact on the children already

	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	924,994	935,466

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	Eight hundred and ninety-seven thousand eight hundred and ninety-seven pounds		
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

Decision – All Governors happy to approve the budget

Approve ToRs

Decision – All Governors happy to approve the ToR for each Committee

A) Chair and Committee Chairs to organise a meeting to discuss subject deep dives for Ofsted and allocating Governors to a subject

Chair/TN/ST

26-21/22

Policies

- **Pay Policy- See Confidential Minutes**
- **Exclusion Policy – Approved. All happy to adopt this policy.**

Decision – All Governors happy to approve the Exclusion Policy

27-21/22

Visits

- TN – review visit in January to see the progression in early years. Links to wellbeing. TN will also organise visits to Year 1 and 2 to observe grammar and phonics lessons
- EE – Health and Safety visit. She will complete the visit form and upload to Governor Hub
- SS- carried out a visit observing Class 2 in early years and their interventions
- SG – has carried out observation visits

A) EE to write up visit report and upload to Governor Hub

A) Clerk to add to the agenda in March 2022

**EE
Clerk**

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<p>28-21/22</p>	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> The Chair has attended Governor training on R.E presented by Justine Ball the R.E Lead. The training explained how R.E is integrated into the curriculum and what questions to ask on a learning walk. <p>A) <i>The Chair will email the R.E training screens to the DHT</i></p> <ul style="list-style-type: none"> SS is attending the SEND Conference tomorrow 	<p>Chair</p>
<p>29-21/22</p>	<p><u>Reviewing Effective Governance</u></p> <ul style="list-style-type: none"> Challenged the effectiveness of Essential Letters and Sounds Challenged the HT's Report Aware and observing the higher significant needs of the cohort Challenging the budget and financial implications of decisions Evaluating inclusion and safeguarding procedures, bringing together external agencies to support the needs of the children and staff 	
<p>30-21/22</p>	<p><u>Annual Planner</u></p> <ul style="list-style-type: none"> WGBT – Monday 17th January 2022 at 5.30pm to be held at the school. <p>All staff Governors, staff Associate Members and the HT left the meeting.</p>	
<p>31-21/22</p>	<p><u>Pay Committee Update</u> See confidential Minutes.</p>	
<p>32-21/22</p>	<p><u>Full GB Meeting Dates</u></p> <p style="text-align: center;">Monday 21st March 2022 – At School (PC to be held before at 5.00pm) Monday 16th May 2022 - Virtual 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 7.40pm.</p>	

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