



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held at school on
Monday 27th September 2021 at 5.35pm
(The meeting was quorate)

Present: Mrs. S Gaines (Chair)
 Mrs. A Story-Scrivens (Headteacher)
 Mrs. E Fitzpatrick
 Mrs. T Nocella (Vice Chair)
 Mr. S Taylor
 Mrs. E Edis
 Mrs. S Stanhope
 Miss. D Espera

Apologies: Dr. A Bishop (Associate Member)
 Mr. R Megone
 Mrs. J Crane (Associate Member)
 Mrs. G Gregory
 Mrs. K Fatania

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

		<u>ACTION</u>
01-21/22	<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, Dr A Bishop, Mr R Megone, Mrs J Crane and Mrs K Fatania.</p>	
02-21/22	<p><u>Election of Chair and Vice Chair</u> Mrs. S Gaines confirmed that she was still willing to continue as the Chair. All Governors in agreement that she should continue as the Chair.</p> <p>Mrs. T Nocella confirmed that she was still willing to continue as the Vice Chair. All Governors in agreement that she should continue as the Vice chair.</p> <p>Decision- All governors happy for Mrs S Gaines to continue as Chair and for Mrs. T Nocella to continue as Vice Chair.</p> <p style="text-align: center;"><i>A. Clerk to update Chair & Vice Chair positions on Governor Hub</i></p>	Clerk

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Name: Susan Gaines
Date: 11.11.2021

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<p>03-21/22</p>	<p><u>Declaration of Interests</u> No new declarations of business or pecuniary interests were made by the Governors. The Clerk declared that she was temporarily the Clerk for Endeavour Primary School in Andover.</p> <p>The Clerk requested that their online declarations be completed for this year.</p> <p>A. Clerk to send email reminder to Governors to complete their declarations A. All Governors to complete online declarations</p>	<p>Clerk All Governors</p>
<p>04-21/22</p>	<p><u>Minutes of the Meeting Held on 5 July 2021</u> The minutes of the meeting held on 5 July 2021 were agreed as an accurate record. They will be electronically signed by the Chair.</p> <p>A. Chair to sign minutes 5.7.2021 A. Clerk to convert to PDF A. SAO to file</p>	<p>Chair Clerk SAO</p>
<p>05-21/22</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>75/20</u></p> <ul style="list-style-type: none"> SG to carry out a review in EY next time she is in school. – <i>Ongoing</i>. SG will carry out the review on Wednesday <p><u>39/21</u></p> <ul style="list-style-type: none"> SG to contact companies regarding their charity days – <i>Ongoing</i>. SG will speak to companies later in the year as they are not currently up and running with their charity days due to the pandemic <p><u>43/21</u></p> <ul style="list-style-type: none"> SS will go in to observe the new provisions in September – <i>Ongoing</i>. SS needs to book a date to visit 	

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	<p><u>Matters Arising</u> <u>Crossing Patrol</u> Mr. Martin and the HT are working on the plan for the crossing patrol. Previously HCC paid for the patrol but once the last employee left they didn't renew. Two thirds of the survey has been completed but the school does not hit the threshold for funding by HCC. There are grants available which the HT would like Governors to investigate but in the meantime a service level agreement has been agreed with HCC to pay for the patrol.</p> <p>Q. Are we splitting the SLA costs with the Junior school? R. Yes</p> <p>A. The Chair will speak to Local Councilors to see if there are any grants available</p>	<p>Chair</p>
<p>06-21/22</p>	<p><u>Governing Body roles and procedures</u> <u>Appointments</u> The Governing Body discussed the membership of the Committees and the specific Governor roles. All present were happy to continue in the roles that they were appointed for in 2020/21.</p> <p>Appointments were agreed as follows:</p> <p><u>Governors with Specific Responsibilities</u> SEND: Sam Stanhope Safeguarding/Child Protection: Gemma Gregory Pupil Premium: Toni Nocella Early Years: Toni Nocella Health & Safety: Emma Edis Equality & Inclusions: Emma Edis Development and Training Governor: Susan Gaines Forum Governor: Emma Fitzpatrick Wellbeing Governor: Gemma Gregory Pay Committee Chair: Emma Edis Associate Members: Andrew Bishop, Jodie Crane, Tracey Clarkson</p> <p><u>Committee Attendees</u> Attendees were agreed as follows:</p>	

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Finance Committee

Susan Gaines
Sam Taylor
Gemma Gregory
Alison Story-Scrivens
Tracey Clarkson
Robert Megone
Danielle Brindley

Curriculum Committee

Toni Nocella
Emma Fitzpatrick
Susan Gaines
Alison Story-Scrivens
Jodie Crane
Robert Megone
Sam Stanhope
Dolly Espera

It was agreed that the Curriculum Committee meetings would be a mixture of Virtual and face to face. The autumn and summer term meetings will be virtual, and the spring term meeting will be face to face and will include a learning walk prior to the meeting.

- A. The Chair will ask KF if she would like to join a committee***
- A. Clerk to set up virtual meeting for the curriculum committee***
- A. Clerk to add learning walk to the curriculum committee agenda February 2022***

Pay Committee

1. Alison Story-Scrivens
2. Tracey Clarkson
3. Gemma Gregory
4. Emma Edis (Chair)
5. Sam Taylor

- A. The Chair will ask RM if he would like to join the Pay Committee***

Chair
Clerk
Clerk

Chair

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Pay Appeals Committee

Chosen at random if needed.

Headteacher's Performance Management Review

1. Tracey Clarkson
2. Andrew Bishop
3. Toni Nocella
4. Sam Stanhope (to observe the next meeting)

A. Governors to attend online HT Performance Management training if they have not already completed it

**HTPM
Governors**

Safer Recruitment Accredited Governors

1. Alison Story-Scrivens
2. Emma Fitzpatrick

Pupil Discipline Committee

1. Andrew Bishop
2. Susan Gaines

Pupil Discipline Appeal Committee

Chosen at random if needed.

Staff Discipline and Grievance Committee

1. Andrew Bishop
2. Susan Gaines

Staff Discipline and Grievance Appeal Committee

Chosen at random if needed.

Allegations of abuse against the HT

1. Tracey Clarkson
2. Sam Taylor

A. Clerk to update the Committee membership document

Clerk

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<p><u>Governor Positions</u> There is currently 1 co-opted Governor position available.</p> <p><u>Membership Renewal for Toni Nocella</u> Toni Nocella would like to continue as a Co-opted Governor for the next year. All Governors were happy for Toni Nocella to continue.</p> <p>Decision – All Governors happy for Toni Nocella to continue as a Co-opted Governor</p> <p><u>Associate Members</u> Decision - All Governors were happy for Tracey Clarkson, Andrew Bishop and Jodie Crane to continue as associate members for the next year.</p> <p>A. Clerk to email TN the Governor renewal form A. TN to complete and email back to the Clerk A. Clerk to update Governor Hub to reflect the changes in the Governing Body</p> <p><u>Governing Body Code of Conduct</u> All Governing Body Code of Conduct 2021/22 was uploaded to the Governor Hub by the Clerk prior to the meeting.</p> <p>Decision-All Governing Body members present were happy to adopt this document. No amendments made. To be signed by the Chair.</p> <p>A. Chair to sign the Code of Conduct A. SAO to file</p> <p><u>Governing Body Skills Audit</u> It was agreed that the remaining Governors must complete their audits by the next FGB Meeting.</p> <p>A. Chair to send a reminder email to relevant Governors A. All remaining Governors to complete the skills audit</p> <p><u>HTMP Terms of Reference</u> All Governors were happy to approve the document.</p> <p>Decision-The Governing Body approved the HTPM Terms of Reference for 2021/22.</p> <p>A. Clerk to send, SAO to file HTPM TOR</p>	<p>Clerk TN Clerk</p> <p>Chair SAO</p> <p>Chair All Governors</p> <p>Clerk/SAO</p>
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<p>07-21/22</p>	<p><u>School Strategic Objectives</u> <u>Headteacher's Report</u> The HT gave a verbal report to the Governing Body.</p> <p>Effectiveness of leadership and management</p> <ul style="list-style-type: none"> • ROMEO –Record of Monitoring and Evaluating will be presented at the next C&S Meeting • SSP –Chairs meeting held on 28.06.21 to discuss the School Strategic plan which focuses on the 4 key areas of: Forest Schools, Progress and attainment, Wellbeing and Subject Leadership. SSP will be revised for 21/22 • Community Survey results to be analysed and discussed ready for the next FGB – <i>The electronic survey didn't work so the school is going to go back to issuing paper surveys</i> • The Pay Committee meeting is scheduled for 22.11.21 at 5:00-5:20pm • Whole Governing Body Training re Staff Wellbeing presented by EPS has been booked for 19.01.22 5:30-7:30pm • Staffing structure has been published for 21/22 • E-Safety update: Refer to Staff Governor – <i>The school is now using an IT Safeguarding toolkit for online safety called Project Evolve. It will be threaded into the curriculum and it gives you a lesson plan and resources to use. The Governors were shown the toolkit during the meeting and were able to review a lesson plan. Oak Academy is being used again this year for remote learning if children have to isolate.</i> <p>The Strategic Plan has changed so the HT will upload it to Governor Hub for the Governors to review. The four focus areas will now be;</p> <ol style="list-style-type: none"> 1. Engender a love of reading 2. Inclusion 3. Wellbeing – Including outdoor learning 4. Subject Leaders <p>Q. Would it be useful for the Governors to arrange a visit to review area 2?</p> <p>R. Yes, the more governors that come in and visit the better</p> <p>A. HT will upload the new strategic plan to Governor Hub A. EE will review the document and arrange a visit in regard to inclusion</p> <p>Q. Can we go back to face to face parent evenings?</p> <p>R. The preference has been virtual due to childcare so that both parents can attend</p>	<p>HT EE</p>
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	<p>A. DHT to ask staff what their preference would be for parents evening</p> <p>Quality of teaching, learning and assessment</p> <ul style="list-style-type: none"> • The school continues to work cautiously, mostly in year group bubbles for the time being • 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/remain abroad • Weekly newsletters to support new learning • Curriculum Presentation from EY & KS1 has been produced and is available for the GB-feedback • Equality and Inclusion: LAC-1/PLAC-1/CP-0/CIN-2/Pupil Premium-25/EAL-27/Ethnic Minority-51/SEND-18/EHCP-1 with 2 pending/EI-8 • There have been no racial incidents 20/21 • There have been no exclusions 20/21 <p>Personal development, behaviour, and welfare</p> <ul style="list-style-type: none"> • Number on Roll: There are 178 pupils on roll with 2 spaces in Y2 (1 place accepted for 11.10.21) • We have 60 children who joined EY in September 2021 with 25 on the waiting list • Online welcome packages published for all year groups 21/22 • Attendance figure 97.7% 20.09.21 – <i>All Governors were very happy with the attendance figure especially as Covid isolation now counts towards attendance</i> • Daily 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 – <i>EE will review H & S procedures on Friday with Richard Whistler the new caretaker</i> • Pupil Voice work continues as the school signs up to become an ‘Equality and Rights Advocate’ • BAME Conference (Pupil Voice) 11.06.21, now a partner with the LA for Diversity & Inclusion • Inclusion Project Cohort 2 – <i>This is an approved programme where the school is moving to Essential Letters and Sounds (ELS) when teaching phonics. This needs to be in place by March 2022. The school wants to implement this as quickly as possible. The Inset day set for 21.07.2022 has been moved to 1.11.2021 so that e-learning training can be undertaken. Feeder pre-schools and the Primary School have been invited to attend this training</i> <p>A. SS and TN will attend the inset day to review the inclusion project</p>	<p>DHT</p> <p>SS/TN</p>
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	<p>A. EE to review H & S procedures with the new caretaker</p> <p>Outcomes for pupils</p> <ul style="list-style-type: none"> • EY induction tours for Sept 22 entrants • ‘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 • End of year reports to parents 08.07.22 • Pupil data will form part of PM reviews • Revised INSET Days 21/22: 02.09.21, 03.09.21, 01.11.21, 04.01.22, 27.05.22 (Cluster), 06.06.22, 21.07.22 <p><u>Ofsted</u> The HT advised the Governing Body that it was likely that there would be an Ofsted inspection this term as all previously Outstanding schools are being reviewed before Christmas. Catherine Redgrave will be visiting on Thursday to review the school and what level the HT has agreed the school has reached whether it is Good or Outstanding.</p> <p>Q. Do you feel the school is still outstanding and do you need to be outstanding in all elements?</p> <p>R. If you are outstanding in most areas, you can be down in one area but show rapid improvement and still achieve outstanding if you have a plan in place. The school is outstanding in most areas especially phonics and the results we achieve. However, most schools are now good only two have retained their outstanding status</p> <p>Q. What will Ofsted review at an inspection?</p> <p>R. They will carry out a deep dive in Maths and phonics and then they will choose three other areas to review</p> <p><u>Covid- 19 Management Review</u> The Covid Management Plan was uploaded to Governor Hub prior to the meeting. All Governors were happy with the plan.</p>	EE
08-21/22	<p><u>Governing Body Strategic review</u> <u>Governing Body Strategic Plan Priorities 2021/22</u> <u>Competence 1 – Strategic Leadership</u> Chair revisited John Adair’s Action Centered Leadership to reinforce its relevance to this competence -‘Team, Task and Individual’</p>	

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'Our board can demonstrate that it is active in determining and reviewing the school's vision, objectives, and strategic improvement priorities. Through a wide-ranging skill set, the board has the knowledge and skills required to set the culture, values and ethos of the organisation successfully; demonstrate these in the conduct and operation of the board; embed them through the whole organisation; and monitor the impact on outcomes for children and young people and on the reputation of the organisation in the wider community. We are not afraid to challenge decisions, data, or policies if questions need to be asked or changes need to be made. Policies have been updated in line with Hampshire County Council model policies, tailored to meet the needs of CHIS, and review dates are in place. Whilst we keep all stakeholders informed, we are working on ways in which we can improve communication and assessing detail level. The new website has been launched and the Statutory Governors Documents have been updated and uploaded. More emphasis needs to be placed to raise the profile of the Governing Body and its strategic role within the CHIS community. Methods to do this will include governors attending Inset days where possible and when appropriate, submit articles for school publications such as The Castle Hill Chronicle and 'host coffee sessions' for staff. Having Governors who are used to working in Risk Management professions, the board is able to identify future and existing risks. These are dealt with appropriately in order that the risks are reduced and limited in nature.'

The Governors would like 'Having Governors who are used to working in Risk Management professions, the board is able to identify future and existing risks. These are dealt with appropriately in order that the risks are reduced and limited in nature.' changed to 'All Governors should have an awareness of risk management'. It was felt that all governors have a responsibility to evaluate, evidence and demonstrate their knowledge of risk management in all that they do. The Chair will update the GB Strategic Plan priorities in line with the School Strategic plan.

The Chair explained to Governors that they should be a critical friend to the senior leadership team and hold the HT to account. In addition, Governors should be attending training in relation to their role as the contract with HCC includes two training sessions per year per Governor plus the whole Governing Body Training. There is also online training which Governors can do on a wide range of topics. This will enable Governors to fulfill their roles and to ask the questions that will challenge the SLT.

The skills audit carried out by Governors will outline gaps in knowledge and skills and the Curriculum Committee will monitor and document the impact of spending and provisions on children and their progression.

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	<p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> • The updated Keeping Children Safe in Education document is now available. • The DHT will upload the safeguarding newsletter to Governor Hub for the Governors to read • A 'pupil's voice' survey of children will be completed to see what their views are in relation to safeguarding • The Volunteer Induction is being revamped <p>A. EF to upload KCSiE and the safeguarding newsletter to Governor Hub</p> <p>A. All Governor to read and complete online declaration</p> <p>A governor raised a concern in regard to collection and drop off procedures. It had been observed that teachers were not making contact with parents when letting children leave in the afternoon and children had wandered out with friends. The HT suggested that she would monitor and review the end of day plan but that at the moment all end of day procedures have to be agreed with the Junior School as they are not letting parents on site due to Covid restrictions.</p> <p>A. HT to monitor the end of day procedure</p> <p>A. DHT to speak to staff about their thoughts on improving the end of day procedure</p> <p>A. DHT to liaise with the Junior School</p> <p><u>Designated Teacher Report to Governors</u> This document was uploaded to Governor Hub prior to the meeting.</p> <p>Q. Do you as the designated teacher have sufficient time and resources to carry out your role effectively? Will this still be the case given the more challenging nature of EY cohort 2021/2022?</p> <p>R. Yes, this is part of my DHT role for which I have non-contact time</p>	<p>EF</p> <p>All Governors</p> <p>HT</p> <p>DHT</p> <p>DHT</p>
<p>10-21/22</p>	<p><u>Committees</u></p> <p><u>Curriculum Review: English, Maths and Science</u></p> <p>These subjects will be reviewed at the Curriculum committee meeting and a report will be given to the Governing Body at the next meeting. The DHT would also like to add History, D.T and R.E to the curriculum meeting agenda.</p> <p>A. Clerk to add English, Maths, Science, History, D.T and R.E to the CC agenda October 2021</p> <p>A. Clerk to add committee reports to the FGB agenda November 2021</p>	<p>Clerk</p> <p>Clerk</p>

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	<p><u>Finance Committee</u> The finance committee minutes (21.09.2021) were uploaded to Governor Hub prior to the meeting. No questions were raised by the Governing Body. Benchmarking data is now on the school's website for all governors to review. The Finance Committee would like the curriculum committee to review the benefits of the curriculum bids entered by teachers and their impact.</p> <p>A. Clerk to add Curriculum bids to the Curriculum committee agenda October 2021</p>	Clerk
11-21/22	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Pay Policy- The Pay policy was released today. The Governing Body were shown the new pay policy during the meeting. HCC pay scale is now inline with the national pay scale. The Governing body would like the policy checked at the Finance committee to make sure that the pay scales for the HT and DHT are correct. <u>Approved.</u> All happy to approve this policy in principle. To be confirmed at the next FGB meeting. <p>A. Clerk to add pay policy scales to the agenda for the Finance Committee meeting</p> <p>A. Clerk to add Pay Policy to the FGB meeting agenda November 2021</p> <ul style="list-style-type: none"> • Performance Management Policy (standard HCC policy) – <u>Approved.</u> All happy to adopt this policy • Manual of Personnel Practice (standard HCC policy) - <u>Approved.</u> All happy to adopt this policy • Manual of Financial Practice (standard HCC policy) - <u>Approved.</u> All happy to adopt this policy • Safeguarding Policy (standard HCC policy) –<u>Approved.</u> All happy to adopt this policy • Child Protection Policy (standard HCC policy) – <i>Castle Hill procedures added to the standard policy</i> <u>Approved.</u> All happy to adopt this policy • Confirm SEND Policy –<u>Approved.</u> All happy to adopt this policy • Admissions Policy (Due for review) - <u>Approved.</u> All happy to adopt this policy • Capability of Staff Policy (Due for review) – <u>Approved.</u> All happy to adopt this policy • Low level concerns Policy – This is a new policy that works in conjunction with the KCSiE, child protection and safeguarding policies. This is an interim policy until the standard policy is released by EPS. The policy from EPS has been vetted by the unions so will be the preferable 	Clerk Clerk

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	<p>one to use. <u>Approved</u>. All happy to adopt this policy until the EPS version is released</p> <p>Decision - All policies approved and adopted.</p> <p>A. Clerk to update the policy spreadsheet A. Clerk to email a copy to EF</p>	<p>Clerk Clerk</p>
12-21/22	<p>Annual Planner Pay Committee (normally October 2021)-To take place on Monday 22nd November 2021 at 5.00pm.</p> <p>A. Clerk to set up PC meeting on G Suite</p> <p>Headteacher End of Year Performance Management- To take place on Friday 26th November 2021. Marilyn Penman will be the external advisor in attendance.</p> <p>The Clerk's valuing performance meeting will be agreed by the Chair and the HT prior to the deadline 10/12/2021.</p> <p>A. Chair, HT, and Clerk to agree a meeting date to discuss the Clerk's valuing performance</p> <p>Website It was agreed that the last two FGB meeting minutes and the Governance data for this year would be uploaded to the school's website.</p> <p>A. Clerk to email the updated Governance information and the last two sets of minutes to the DHT A. DHT to upload to the school's website A. Clerk to email the update GIAS data to the SAO A. SAO to update GIAS</p> <p>Decision – The governing Body agreed that the latest two FGB meeting minutes would be made available on the school's website</p>	<p>Clerk</p> <p>Chair/HT/Clerk</p> <p>Clerk DHT Clerk SAO</p>
13-21/22	<p>Visits The HT advised that the school had a plan for school visits 2021/22. Parents are now given the full cost of the visits over the year and are able to pay in installments. The dates for the visits will be given at the next FGB meeting.</p> <p>A. Clerk to add Visits to the FGB agenda November 2021</p>	<p>Clerk</p>

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<p>14-21/22</p>	<p><u>Governor Training</u></p> <p><u>Courses attended by individual governors (spreadsheet)</u> Governors were reminded to book on to training for this year.</p> <p><i>A. Clerk to download the training spreadsheet and email to the Chair</i></p> <p><u>Feedback form for all Governors attending training</u> No feedback was submitted for this meeting. Governors were encouraged to use the feedback form for all training.</p>	<p>Clerk</p>
<p>15-21/22</p>	<p><u>Full GB Meeting Dates</u></p> <p>Monday 22nd November 2021 – Virtual (PC to be held before at 5.00pm)</p> <p>Monday 21st March 2022 – At School (PC to be held before at 5.00pm)</p> <p>Monday 16th May 2022 - Virtual</p> <p>Monday 4th July 2022 – At School</p> <p>All meetings to take place at 5.30pm unless otherwise advised.</p> <p>Meeting concluded at 8.00pm.</p>	
	<p><u>Effective Governance</u></p> <ul style="list-style-type: none"> • Review of the Governing Body Strategic Plan Priorities • IT Safeguarding Toolkit • Challenging the Health & Safety audit • Reviewing Risk Management • Discussing the staffing level needed for the best provisions 	

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