



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held at school on
Monday 4th July 2022 at 5.30pm
(The meeting was quorate)

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

Apologies: Dr. A Bishop (Associate Member)
 Mr. R Megone
 Mrs. S Stanhope
 Mrs. K Fatania

Absent: Mrs. G Gregory

In Attendance: Mrs. C Massey (Clerk)
 Mrs. J Crane (Associate Member)

		<u>ACTION</u>
63-21/22	<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, Mrs. S Stanhope, Mrs K Fatania and Dr A Bishop. No apologies were received from Mrs G Gregory.</p>	
64-21/22	<p><u>Declaration of Interests</u> No new declarations of business or pecuniary interests were made by the Governors.</p>	
65-21/22	<p><u>Minutes of the Meeting Held on 16th May 2022</u> The minutes of the meeting held on 16th May 2022 were agreed as an accurate record. They will be electronically signed by the Chair.</p> <p>A. Chair to sign minutes 16.05.2022 A. Clerk to convert to PDF A. SAO to file</p>	<p>Chair Clerk SAO</p>

Signed: by Chair on Governor Hub
Name: Susan Gaines
Date: 11.10.2022

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66-21/22

Action Log

The Action Log for the above meeting had been uploaded 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 – *ongoing.***

07-21/22

- **EE will review the document and arrange a visit in regard to inclusion – *Ongoing.* The H & S visit is booked but the dates didn't work for the inclusion visit**

22-21/22

- **Chair and Vice Chair to attend the internal monitoring morning – *ongoing.* The LLP is visiting on Wednesday.**

45-21/22

- **All Governors to sign the Acceptable Use, Internet and E-Safety Policy – *ongoing.* The Clerk will email Sue the list of Governors who have not signed**

54-21/22

- **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. – *Ongoing.***
- **Clerk to add Curriculum Bids to the Curriculum Committee agenda in October 2022 – *on hold.***
- **Clerk to add Curriculum Bids to the Finance Committee agenda in November 2022 – *On hold.***
- **Clerk to add Curriculum Bids to the FGB agenda in November 2022• HT to check the warranty on the play equipment – *Complete.* The warranty ran out in 2021**

55/21/22

- **The Chair will continue to make contact with local groups and business especially solicitors specialising in HR looking for new Governors – *Ongoing.* These were not organised groups. The Chair will speak to the Year R parents in September to see if they have any HR experience**

56-21/22

- **TN to contact the local ISSO – *complete.* The school would have to buy training, so we have filled the gaps with alternative training.**
- **DHT to contact a speech and language specialist – *complete.***

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	<ul style="list-style-type: none"> • Chair to upload her R.E report to Governor Hub – ongoing. • Clerk to add Effective use of PP (TN) to the next FGB agenda – ongoing. <i>This will be moved to the next FGB Meeting.</i> <p><u>Finance Committee Actions</u> <u>54-21/22</u></p> <ul style="list-style-type: none"> • Chair to upload the Internal Finance Audit once complete – ongoing. <p><u>57-21/22</u></p> <ul style="list-style-type: none"> • HT to contact HIAS to discuss and to check the deadline – complete. The school is not going to buy into this SLA. They are going to continue as they have been. <p>A) Clerk to add the accumulated Skills audit data into the Governance Plan for 2022/23</p> <p><u>Matters Arising</u> No items to discuss.</p>	Clerk
67-21/22	<p><u>Items from the Chair</u> <u>Chronicle Articles</u> Articles are due by 11th July. It was agreed that TN would create a rota for 2022/23.</p> <p>A) TN to draft an article about Sports day A) The Chair to write an article about the music extravaganza A) TN to create a rota for 2022/23</p> <p><u>Inclusion Statement</u> This has come from the Inclusion project and has been agreed by Kirstie-Anne Sangway when she carried out the Primary Authority evaluation. It is not equality (all have the same) but equitability (what each child needs to be able to achieve). The Chair attended the meeting and was very impressed with the implementation evaluation, there was no stereo typing. The one issue that has been found from this is, why they boys are not accessing the writing area? When the teachers have spoken to them it is because writing takes too long and they make mistakes. Furthermore, it has been found that boys need more open space to thrive whereas girls like cosy spaces. An outcome from this is that teachers are going to incorporate writing during a construction area task. They will get them to write a list of all the tools they will need for a task so that there is a practical purpose to their writing.</p> <p>The DHT and DE will look at the teacher comments in the end of year reports to see if they can identify whether the child is a boy or a girl based on the language. The school is presenting to county next Wednesday.</p>	TN Chair TN

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69-21/22

School Strategic Objectives

HT's Report

The Headteacher gave a verbal report to the Governing Body.

Effectiveness of leadership and management

- Ofsted Inspection 8th & 9th June 2022
- ROMEO –Record of Monitoring and Evaluating will be presented at the next C&S Meeting in October
- SSP –A new plan will be published in the autumn term which focuses on the 4 key areas of: Assessment, Professional knowledge, Inclusion –neurodiversity & Wellbeing/Personal Development – *The external advisor has advised us to go a few steps back with our assessment so that we can develop the layers and steps for new topics. There has been an increase in the group of children with neurodiversity (ADHD, Dyspraxia etc)*

Q) Do you know why there has been this increase?

R) It is a national problem and we are now more aware of the issues

Q) Can Friends of Castle Hill help with running afterschool clubs?

R) Yes, they would be able to run clubs which would be a big help to the staff

- Ofsted Survey completed June 22 – *very positive results*
- The Pay Committee meeting is scheduled for 28.11.22
- Recruitment – *we are fully staffed, except for two one to one LSAs (one part time, one full time) and a SAO (we have a promising candidate and the bursar will continue until an SAO is in place). We also have the Admin Assistant on maternity leave. It has been very hard to recruit*
- Staffing structure will be published in September 22
- LLPR scheduled for 06.07.22 with LLP Chris Brooks-Martin. GB representative requested to attend from 1:00pm
- E-Safety update: *We spoke to Year 2 about the safety of using their parents phones while out shopping and asked them what the most important thing was to remember while they were using the phone. The answer that the teachers were looking for children to stay close to parents but the majority thought it was more important to only go into shops with internet available. The teachers explained the importance of safety while out and using phones*

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

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- Weekly newsletters to support new learning – *thanks given to the team for their input with the newsletters*
- Equality and Inclusion: LAC–1/PLAC-1/CP–0/CIN-0/Pupil Premium-28/EAL-27/Ethnic Minority-51/SEND-23/EHCP-3/EI-8
- There have been 2 racial incidents 21/22 – *these have been entered into CPOMs and sent off to county. The school has a different understanding of these incidents after their training. It is not if the school feels it is a racial incident it is if the victim feels it is. After each incident there is circle time, PSHE and assemblies broaching the topic. There is a separate tab under behaviour on CPOMs for these incidents. This has highlighted the importance of PSHE sessions as one child disclosed a month after the incident occurred as they felt comfortable to express what had happened.*
- There have been no exclusions 21/22

Personal development, behaviour and welfare

- Number on Roll: There are 178 pupils on roll with 1 space in EY & 1 space in Y2. We have 59 children confirmed to start in September 2022 with 1 pending
- Online package published for Sept 22 intake
- Attendance figure 94.9%28.06.22: Refer to Mrs Fitz for report
- SAO and H&S Governor review general H&S procedures biannually to be scheduled for Sept
- Pupil Voice Surveys carried out in May were successful and data will be included in ROMEO
- 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

Outcomes for pupils

- Transition programmes are underway
- 'Catch up' year group discussions for all children are being held regularly to identify vulnerable pupils and to support their progress – *the keep up catch up is continuing*
- 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
- INSET Days 22/23: 01.09.22, 02.09.22, 31.10.22, 10.02.23, 05.06.23 – *These dates are the same as the Primary.*

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<p>70-21/22</p>	<p><u>Governing Body Strategic Review</u> <u>Competence 6 – Evaluation</u></p> <p>The board will routinely review the skills and behaviours of individuals however we will change the emphasis to provide feedback to the individuals where we can best utilise their strengths, making each a stronger member of the board and ensuring they are comfortable in their role by placing them in positions in which their transferable skills more naturally fit.</p> <p>The board actively seeks ways to improve their practice and encourages feedback from a range of colleagues and stakeholders to help inform their development. Again, we are getting better at doing this and we need to continue down this path of development.</p> <p>Minutes of GB meetings demonstrate impact of governors’ decisions. Outcomes for pupils is a clear priority and one that is closely monitored by the board. A good amount of time is allocated to the review, analysis and discussion of pupil performance data, not only when it is published annually, but also throughout the year, ensuring that any plans which have been put in place are being followed and are having a positive impact, adjusting them where necessary.</p> <p>(It was agreed the following should be added)</p> <p>The board will review how it monitors and evaluates the outcomes of the School Strategic Plan/School Improvement Plan and the board’s Governance Plan.</p> <p>Previously there was a blurring of lines between strategy and operations. However, this changed when a new Chair took over the role, she, the HT and a member of Governor Services discussed this and there is a now a clear understanding of the distinct and separate areas at leadership level. This distinction will continue with assistance from the clerk and, when necessary, Governor Services.</p> <p>It helps that we now have staff members on board and we have moved away from operational matters.</p> <p>A) Clerk to add SIP review to each FGB agenda for 2022/23</p> <p><u>Governor Monitoring Visit (TN)</u> This will be moved to the next FGB meeting.</p> <p>A) Clerk to add Governor Monitoring visit (TN) to the next FGB agenda</p>	<p>Clerk</p> <p>Clerk</p>
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71-21/22

Safeguarding

This was included in the HT's report.

72-21/22

Finance

The Governors are aware of the deficit in year three and that deficit monitoring reports will need to be submitted in October and February.

	2022/23	2023/24	2024/25
Total Expenditure	946,547 (Nine hundred and forty-six thousand five hundred and forty-seven 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 (Seventeen thousand two hundred and seventy-eight 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 (Fifteen thousand seven hundred and four pounds)	7,524	(31,449)

Decision – All Governors were happy to approve the budget.

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<p>73-21/22</p>	<p><u>Committees</u> <u>Curriculum Committee Report</u></p> <ul style="list-style-type: none"> We have set the subject schedule for 2022/23 – All subjects will be reviewed with their policies and in conjunction with their subject visit report. ST will become the computing Governor The school achieved 92% in the Phonics screening test Early Years achieved 80% There will be no development in Music Computer Science will need to be developed The school will have two ECTs from September and they are unable to hold subject leadership positions <p>A) Clerk to update Governor Hub with ST as the Science Governor A) DHT to email TN the updated subject leadership list</p> <p><u>Curriculum Bids</u> These will be discussed at the Finance Committee meeting in September and at the Curriculum Committee meeting in October. It was agreed that this would not be covered at the FGB meetings as the Committees will give their reports to the FGB. Current subject Leaders will submit an essential list before September and then the new subject leaders will submit a further bid based on the topics they will cover.</p> <p>The Devolved Capital update will be given at the next Finance Committee meeting.</p> <p>A) Clerk to add Devolved Capital update to the next Finance Committee agenda</p>	<p>Clerk DHT</p> <p>Clerk</p>
<p>74-21/22</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> Behaviour Policy & Behaviour Principles– Approved. Designated Teacher – Approved. Emergency Evacuation - Approved. Staff Code of Conduct - Approved. Staff Disciplinary – Part of the MOPP. To be discussed at the next FGB meeting <p>A) Clerk to add Staff Disciplinary to the next FGB meeting agenda</p> <p>Decision – All Governors happy to approve the above policies.</p>	<p>Clerk</p>

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<p>75-21/22</p>	<p><u>Governor Training</u> <u>Agree WGB Training 2022/23</u> To be discussed at the next FGB meeting.</p> <p>A) Clerk to add WGBT to the next FGB agenda</p> <p><u>Feedback from Governor Training</u> None to be discussed.</p>	<p>Clerk</p>
<p>76-21/22</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"> • Discussion of visits • Opportunity to challenge the SSP • The Curriculum was challenged • Curriculum Bids 2022/23 	
<p>77-21/22</p>	<p><u>Full GB Meeting Dates</u> All Governors were happy to approve the dates for 2022/23.</p> <p>Decision – All proposed FGB meeting dates were approved by the Governing Body.</p> <p>A) Clerk to add a PDF version of the meeting dates to Governor Hub</p> <p style="text-align: center;"><u>2022/23</u></p> <p style="text-align: center;">Monday 26th September 2022 – At School Monday 28th November 2022 (PC) - Virtual Monday 20th March 2023 (PC) – At School Monday 22nd May 2023 - Virtual Monday 3rd July 2023 - 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 7.35pm.</p>	<p>Clerk</p>

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