

Castle Hill School
Minutes of LGB Meeting
10 May 2022 at 3.30pm
Venue: At the School

Present:

Rev Julie Anderson (Co-Opted Governor)
Jayne Askew (Staff Governor)
Joan Haines (Chair)
Dawn Naughton (Parent Governor)
Steve Perren (Principal)
Katrina Whale (Staff Governor)
Til Wright (Co-Opted Governor)

In Attendance:

Caroline Hall (Clerk)
Allanna Hoyer (Business & Administrations Manager)
Dan Pearce (Deputy Principal)

1. Election of Chair and Vice Chair

The Chair's temporary resignation was at an end. Joan Haines proposed Til Wright as Vice Chair and this was seconded by Julie Anderson.

TW left the room at 3:34.

Members of the LGB voted unanimously in favour of the proposal.

TW returned to the meeting at 3:35.

RESOLVED: Til Wright was elected as Vice Chair of the LGB.

TW would appreciate a visit to school for observation & familiarisation and KW invited TW to visit on a Tuesday or Wednesday when she would be available.

2. Apologies for absence, consent and declaration of interest

- 2.1 There were no apologies for absence.
- 2.2 There were no declarations of interest with regard to the meeting's agenda items.

3. Notification of items to be brought up under Any Other Business

The following items were notified to be brought up under Any Other Business:

- 3.1 Outcome of safeguarding audit
- 3.2 New governors

4. Minutes of the meeting held on 15 March 2022

Governors agreed the minutes of the previous meeting with one amendment to item 1.1, line 1:

It was noted that Joan Haines had **temporarily** resigned due to her pending application for a role within the Trust...

RESOLVED:

The minutes of the meeting held on 15 March 2022 were approved and will be signed by the Chair as a correct account, following the above amendment.

5. Matters arising

5.1 Action 1, JH and DM to meet for DM to hand over the self-review toolkit.

JH had met with DM and discussed governor self-review. This would be addressed in agenda item 8.

5.2 Action 2, JH to report back to governors on discussion with DM regarding Governor Review/Self-review: Compliance/Evaluation.

This action would be addressed in agenda item 8.

5.3 Action 3, CCTV PFI policy to be followed up by AH/GF.

This policy was completed and required signing by AH for the school and by Pinnacle, reference agenda item 9.

5.4 Action 4, LGB to review Intensive Interaction Policy.

Action completed, reference agenda item 9.

5.5 Action 5, TW to follow up requirement for safeguarding training, reference Keeping Children Safe In Education.

TW reported the reference was a reminder on safeguarding training and highlighted two recent updates relating to peer-on-peer abuse and online abuse. Governors should review their own training records. SP advised that Educare units were available for governor training and invited governors to join staff on Monday 5 September 2022 for training from Kirklees Safeguarding Board, 9am for a 9:15 start.

6. Finance

Allanna Hoyer referred to the management accounts up to March 2022 and her written report to governors and explained significant variances from budget. The highlights were:

- The figures to March 2022 showed a surplus of £105K made up of additional income from SEN top-up and underspend in staffing and other expenditure.
- Budget reporting was now against Version 2 for the remainder of the year.
- The auditors confirmed the cumulative carry forward from 2020-21 was £1,428,000 but a true balance of £1,206,599 after deducting PTS balances of £221,401 received in previous years.

The budget would be updated for the EcoBuild starting in July and the balance of the EcoBuild would be in 2023-24. There had been problems with progress of the playground project over Easter and the playground was currently closed.

Q: Were energy costs having an increasing impact on the budget?

A: The budget for energy costs had been increased by 50% from April to August 2022 and may need to be changed again to reflect a total increase of 80%.

Q: What was being done to conserve energy?

A: Pinnacle provided monthly usage reports for monitoring. School already had automatic lights on movement sensors. The hydro pool was drained in summer. AH to

enquire about pool cover thermal/insulating properties and cost of thermal cover.

Allanna Hoyer left the meeting at 4:00pm.

7. Principal's report

SP referred to his written report circulated to governors prior to the meeting, highlighting the following points:

- Cumulative attendance for all pupils was 4% below DfE statistic, rising when complex needs were taken into account. The trend in attendance was increasing.
- CHS continued to encourage good attendance through the application of efficient and effective communication and support systems.

Q: What impact were the changes in COVID rules having on staff attendance?

A: Staff were no longer testing regularly, only if they experienced symptoms. There had been no cases of COVID since Easter. The new guidance was reflected in the risk assessment and was on the school website.

Q: Where staff were still testing were they declaring their test results to school?

A: School was no longer formally collecting test results.

Q: Was outreach developed during COVID and was this an income stream?

A: Previous outreach income was minimal and there was no capacity due to school's ongoing other commitments.

Q: Was there a timescale for the two students receiving outreach to return to school?

A: No, these were unique cases. Some students could not be in school due to their life-limiting conditions.

- Data at mid-point of academic year showed that pupil progress towards targets was higher than anticipated, which might suggest issues with challenge. To ensure sufficient challenge in target-setting, end-of year targets will undergo group moderation in October. Progression Guidance would be applied to assist teachers with end-of-year target expectations.
- Group comparison of MAPP outcomes showed a negligible difference between attainment in gender, ethnicity and any Premium.

Q: Where were we at with progress and were targets challenging enough?

A: Moderation tool would help with target setting and progression guidance and would become an increasingly effective tool over time.

The Chair thanked governors for attending on the UNICEF and Inclusion Quality Mark assessment days, which had celebrated CHS. Parents had also supported and had spoken in glowing terms about behaviour, communication and wellbeing.

JH to distribute documents for UNICEF Gold Award and Inclusion Quality Mark to governors.

Q: Do staff job descriptions refer to the Trust?

A: Job descriptions related to a specific school. Generally, there was no specific reference to the Trust.

SP referred governors to OFSTED's SEND review and Strategy 2022-2027 and the likelihood of a full inspection by the end of the summer term 2025.

JH thanked SP for his most informative report.

8. Governor Review/Self Review: Compliance/Evaluation

JH reported on her online meeting with DM and suggested a half-day governors' session to address governor review/self review, refresh vision and carry out a skills audit in the autumn term 2022. Governors agreed to carry this item forward and to consider suggested dates by 28 June.

9. Policies for review by governing body

Governors reported on the policies they had reviewed:

Casual Staff Protocol - TW
Substance Misuse - Julie A
Parents and Carers - DN
MSI - KW
CCTV - JH
Intensive Interaction - JH

RESOLVED: That the policies below be approved:

Casual Staff Protocol
Substance Misuse
Parents and Carers
MSI
CCTV
Intensive Interaction

10. Governor training and governor visits

Governors had visited on the assessment days for UNICEF Gold Award and Inclusion Quality Mark. DN and Jayne A had visited dance and music therapy led by specialist teachers. JH had carried out a monitoring visit today with Allanna Hoyer and TW had carried out a monitoring visit with Sally Metcalfe on safeguarding.

11. Any other business

11.1 Safeguarding audit outcome - SP to circulate full report to governors.

11.2 New governor recruitment - JH had spoken to parents during the UNICEF assessment day. DN volunteered to speak to potential new parent governors. Julie A suggested potential governors attended an LGB meeting as observers.

11.3 JH advised on forthcoming dates when she would be unavailable and might ask TW to step in as Vice Chair.

Castle Hill School
Minutes of LGB Meeting
10 May 2022 at 3.30pm
Venue: At the School

12. Dates of future meetings and possible agenda items.

RESOLVED: That the following dates be scheduled (due to commence at 3.30pm):

Tuesday 28th June 2022

13. Agenda, minutes and related papers – school copy

RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The Chair thanked all for attending and closed the meeting at 5.28pm.

Summary of Actions

Action Number	Action	By Whom
1	TW to arrange to visit school	TW
2	AH to enquire about hydro pool cover - thermal/insulating properties and cost of thermal cover	AH
3	JH to distribute documents prepared for UNICEF Gold Award and Inclusion Quality Mark to governors	JH
4	SP to circulate full report from safeguarding audit to governors	SP