

**Castle Hill School**  
**Minutes of LGB Meeting**  
**12 October 2021 at 3.30pm**  
**Venue: At the School**

**Present:**

**Rev Julie Anderson (Co-Opted Governor)**  
**Jayne Askew (Staff Governor)**  
**Joan Haines (Chair of LGB)**  
**Dughall McCormick (Co-opted Governor & Vice-Chair)**  
**Steve Perren (Principal)**  
**Katrina Whale (Staff Governor)**

**In Attendance:**

**Lia Heaton (Clerk) – attending virtually**  
**Til Wright (Observer)**

The Chair opened the meeting by welcoming attendees and introducing Til Wright. Ms Wright was attending the meeting as an Observer with the view of becoming a Co-Opted Governor.

**1. Election of Chair**

**RESOLVED:**

- i) No nominations to be considered from absent governors.
- ii) That the Chair be elected for a term of office until the next AGM 2022.
- iii) In the case of a tie, a secret ballot will be held.

**RESOLVED:** That Joan Haines be elected Chair until the AGM 2022.

**2. Apologies for absence, consent and declaration of interest**

- 2.1 Apologies for absence had been received from Dawn Naughton (with consent).
- 2.2 There were no declarations of interest in regards to the meeting's agenda items.
- 2.3 **RESOLVED:** All Governors approved the Code of Conduct and signed a hard copy for the school office.  
**ACTION:** Mrs D Naughton to sign the Code of Conduct.
- 2.4 **ACTION:** All Governors to submit the Business Interest form to the school.
- 2.5 **ACTION:** Principal to ensure governance arrangements are up to date on Get Information About School (GIAS) and the school website.

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

- a) Milton Support
- b) Funding Formula

**4. Representation**

**RESOLVED:** Governors noted the following matter of representation:

End of Term of Office

Name: Jayne Askew

**Castle Hill School**  
**Minutes of LGB Meeting**  
**12 October 2021 at 3.30pm**  
**Venue: At the School**

Category: Staff  
 With Effect from: 09/10/2021

**RESOLVED:** That Jayne Askew continue in her role as Staff Governor until a Staff Governor advertisement and election has taken place.

**ACTION:** Principal to advertise the Staff Governor vacancy and proceed with an election if required.

**ACTION:** To add 'Representation' and Staff Governor vacancy to the next Local Governing Body meeting agenda.

**5. Election of Vice Chair**

**RESOLVED:** Governors elected Mr D McCormick as Vice Chair for a 12-month period, until the next AGM.

**6. Academy Budget**

6.1 Following the retirement of the School Business Manager, the vacancy has been appointed (commencing in November). In the interim, the Principal had received some support from ICAT, Linda Green (Finance Assistant) and some external accountancy support over summer.

In the absence of the usual budget and accompanying report, a rudimentary budget had been pre-circulated to all Governors.

6.2 **Key highlights for Governors to note included:**

- ❖ **The budget is in a healthy position with a £228k surplus**
- ❖ **The new School Business Manager will be in post next month**

**7. To Appoint Governors with Specific Responsibilities**

**RESOLVED:** That the following roles be appointed:

<b>Role</b>	<b>Governor</b>
Chair	Joan Haines
Vice-Chair	Dughall McCormick
Governor Training	Dughall McCormick
Finance and PTLDC Pennine Teaching and Learning Development Centre	Joan Haines
Health and Safety (Inc. building) and SMSC	Julie Anderson
Vulnerable Groups (Including safeguarding CLA and behaviour)	Dughall McCormick

Teaching, Learning and Outcomes (including hard to reach and most able and Pupil Premium)	Jayne Askew Dawn Naughton
Wellbeing – students, staff and families	Katrina Whale

## 8. Minutes of the meeting held on 29<sup>th</sup> June 2021

Minutes of the meeting were approved and will be signed by the Chair as a correct account.

## 9. Matters arising

- 9.1 Action 1, Local Governing Body Self Review refers;  
The Chair reported that she had found an error in the link circulated by Mr D McCormick. This was possibly due to expiring.  
**ACTION:** Mr D McCormick to recirculate the self-review form and Chairs 360°.

## 10. Principal's Report

The Principal provided a detailed narrative to his thorough report which included the following points of note:

- 10.1 Admissions  
There are 125 students on roll. He noted that one may be taken off roll imminently although SENACT are also advising on a possible new placement.
- 10.2 Attendance  
Pupil attendance is back on track, with positive figures since the return from summer. Outreach support continues to be provided for long term non-attendance pupils.

Staff attendance is still affected by Covid related absences. However, excluding the Covid related figures, staff attendance is also back on track.

**Q: Have you any indications from other schools on Covid still affecting staff and pupil attendance?**

A: Indicatively, Covid is still fairly rampant.

- 10.3 Staff Changes  
An overview was provided which included the new School Business Manager and 7 new ETAs, with further interviews imminent. **Pop up interview sessions were also planned to further extend the number of ETAs.** Governors were maintaining their presence on interview panels. Support is in place for new staff.

10.4 Covid Update

The school are maintaining a sensible approach and continuing with testing, contact tracing and self-isolations where possible due to the vulnerability of the pupils and the commitment to keep the school community safe. Whilst some of these approaches cannot be enforced, they are encouraged. The ongoing dialogue regarding Covid with parents continues.

Governors discussed that 'Covid rage' seems more common and the Principal had been exposed to a number of emotive altercations on the subject. Governors recognised the pressure the Principal was under and offered their support. The Principal acknowledged this and confirmed he felt totally supported by Governors.

The Covid situation is constantly being re-evaluated. Zones are maintained as much as possible.

**Q: Are visitors allowed in the school?**

A: Yes, but not into classrooms.

Rooms are still allocated for health and aerosol generating procedures. Some students are still on ventilators and viral filters are being investigated to allow these students back into school. Outreach is going well, with 15 students now and a team of two.

10.5 SIP

The SIP partner visited the school in July. The focus was on culture and ethos following Covid. Outcomes focused on active engagement in some classes and slippage. SLT are also focusing on slippage in learning walks. The second visit will take place early November. **Active engagement is the focus of lesson observations this term.**

10.6 Redesigning the Curriculum

The curriculum is constantly reviewed to look at ways to make further improvements. The Mastery Model has been applied to the curriculum leadership role as part of their CPD process.

10.7 Teacher Observations

The Principal's Report provided some examples of feedback.

**Q: Do Peer to Peer observations also take place?**

A: Yes, as part of the teacher's professional development programme. They also help with pedagogy discussions.

10.8 Intensive Interaction

Intensive Interaction Week takes place next week.

**Castle Hill School**  
**Minutes of LGB Meeting**  
**12 October 2021 at 3.30pm**  
**Venue: At the School**

- 10.9 Assessment Report  
The Assessment Report for Summer shows progress of students. There are three-year comparisons of targets for key areas prior to the pandemic, during and currently. The graphs demonstrate that recovery is now evident following Covid.
- 10.10 Pupil Premium  
This is now being led by Dan Pearce and moving forward with the new model in place. Shared responsibility is now key.  
**ACTION:** Update the Pupil Premium linked Governor in the document from Joan Haines to Jayne Askew.
- 10.11 Sports Premium  
Funds have been allocated (detailed within the report). Some of the funding will be use for the playground development and associated NARS, hydro and rebound training.
- 10.12 Unicef  
The School continue to aim for Gold accreditation.
- 10.13 Graduation  
The entire event was very successfully delivered outside.
- 10.14 Safeguarding  
Governors had received a Case Study in advance of the meeting to illustrate a pupil's journey and school input.  
  
A Safeguarding Audit tool place earlier in the day by the Local Authority. Good feedback is expected.  
  
The NSCPCC will be visiting tomorrow to record some footage for an e-learning module starring Mr D McCormick and Sally Metcalfe.  
  
Supervision meetings continue on a weekly basis – these are now RAG rated.
- 10.15 CPD  
The Principal's Report provided an overview for the year.
- 10.16 Staff questionnaire  
The Principal reported that this had been largely positive.
- 10.17 Projects  
The 6<sup>th</sup> form recycling centre and playground should be completed in Summer.  
The Minibuses have arrived.
- 10.18 Gold School Mental Health Award  
The Principal praised the outstanding effort from Pippa and the Wellbeing Team.

**Castle Hill School**  
**Minutes of LGB Meeting**  
**12 October 2021 at 3.30pm**  
**Venue: At the School**

- 10.19 Health and Safety  
Dates for evacuation practices have been scheduled. The team was increasing in size for coordination of these.
- 10.20 Parents evening is taking place tomorrow.
- 10.21 The Leader's Fair is ~~imminent~~ **twinned with parents evening** – with providers due to visit the school.
- 10.22 Fundraising  
A number of fundraising streams have been accessed. This enabled a number of initiatives such as CastleFest and there are funds available for the wellbeing of parents and careers. An application is with the National Lottery for further recycling project funds. Funding for residential trips is being investigated - the school rate these trips for the students.
- 10.23 Pennine Teaching and Learning Development Centre  
The school is working closely with the **Kirklees and Calderdale** Teaching School Hub.
- 10.24 The Report also contained feedback from department leads.
- The Chair thanked the Principal and contributors for the wonderful update.

## **11. Consultation on Admission Arrangements for 2023/24**

**RESOLVED:** Governors noted the consultation.

The schools PAN is 120.

## **12. Review of Policies**

**RESOLVED:** Governors approved the following policies:

- 12.1 Safeguarding
- 12.2 Health and Safety
- 12.3 Prevent Risk Assessment
- 12.4 Silent Evacuation
- 12.5 Assessment
- 12.6 Bereavement
- 12.7 Equality Duty
- 12.8 Intimate Care and Massage
- 12.9 Monitoring and Evaluation Policy
- 12.10 Visitors
- 12.11 Pupil Premium
- 12.12 Relationships and Health Policy

### **13. Evoke Kirklees Partnership**

Mr D McCormick provided an overview of Evoke Kirklees Partnership as he was on the steering group. He encouraged Governors to look at their website and YouTube to see what type of things they were doing. The Partnership are encouraging creativity in schools.

Ms K Whale had met the group previously and felt that they were primarily focused on mainstream schools although she was keen to pick up links with the group.

Mr D McCormick confirmed that he would feed back the point about the activities being more diverse to encompass special schools.

### **14. Governor Training and Visit Outcomes**

#### 14.1 Training

Governors were asked to complete Educare modules including 'Understanding the role of the DSL', Prevent and the Keeping Children Safe In Education quiz.

Mr D McCormick reminded Governors to utilise the NGA free online training provision along with Kirklees Governor training – courses should be booked through the school office.

#### 14.2 Visits

Mr D McCormick would be visiting the school tomorrow for the filming of NSPCC training.

The Chair had completed a Pennine Teaching and Learning Development Centre visit.

All Governors were encouraged to start organising linked visits.

### **15. Governor Review/Self Review: Compliance/Evaluation**

**RESOLVED:** Due to time constraints, Governors decided to defer this agenda item to the next Local Governing Body meeting.

**ACTION:** To add 'Governor Review/Self Review: Compliance/Evaluation' to the next meeting's agenda, and ensure it is further up the agenda to ensure appropriate time can be dedicated.

**ACTION:** Dughall McCormick to circulate the Self-Evaluation form in advance of the next Local Governing Body meeting. Governors to return these to DM for analysis for the meeting.

### **16. Any other business**

16.1 Milton  
 The Principal reported that he was currently acting as Joint CEO for ICAT at Milton. Work has involved attending SLT meetings for ICAT, visiting the Trust schools and creating an Action Plan applying the ICAT strategic plan.

**Q: Will there be any backfill of your time spend at Milton?**

A: Some money has been provided by ICAT but not enough at this stage to cover the costs.

**Q: Have you the capacity to run two schools?**

A: Currently, yes.

16.2 Funding Formula  
 The Principal reported that at a recent Kirklees Special Head's meeting, the idea of amending the funding formula had been unexpectedly raised. He informed Governors that he had objected to such plans, as this would significantly impact on Castle Hill's budget which has already been set.

16.3 The Observer at the meeting suggested that Governors consider how future meetings contribute to pupil progress as a standing agenda item.

## 17. Dates of future meetings and possible agenda items

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

Tuesday 7<sup>th</sup> December 2021  
 Tuesday 25<sup>th</sup> January 2022  
 Tuesday 15<sup>th</sup> March 2022  
 Tuesday 10<sup>th</sup> May 2022  
 Tuesday 28<sup>th</sup> June 2022

## 18. 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 the meeting and closed at 6pm.

### Summary of Actions

Action Number	Action	By Whom
1	Mrs D Naughton to sign the Code of Conduct	Mrs D Naughton
2	All Governors to submit the Business Interest form to Greg Firth	ALL



**Castle Hill School**  
**Minutes of LGB Meeting**  
**12 October 2021 at 3.30pm**  
**Venue: At the School**



3	Principal to ensure Get Information About School (GIAS) and the school website is up to date	Principal
4	Principal to advertise the Staff Governor vacancy and proceed with an election if required	Principal
5	To add 'Representation' and Staff Governor vacancy to the next Local Governing Body meeting agenda	Clerking Service
6	Update the Pupil Premium linked Governor in the document from Joan Haines to Jayne Askew	Principal
7	To add 'Governor Review/Self Review: Compliance/Evaluation' to the next meeting's agenda, and ensure it is further up the agenda to ensure appropriate time can be dedicated	Clerking Service
8	Dughall McCormick to circulate the Self-Evaluation form in advance of the next Local Governing Body meeting. Governors to return these to DM for analysis for the meeting	Mr D McCormick