

Castle Hill School
Minutes of LGB Meeting
15 March 2022 at 3.30pm
Venue: At the School

Present:

Rev Julie Anderson (Co-Opted Governor, Chair of the Meeting)
Jayne Askew (Staff Governor)
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)
Alistair McDonald (Teacher, Assistant Principal, for item 9)

1. Apologies for absence, consent and declaration of interest

- 1.1 There were no apologies for absence. It was noted that Joan Haines had resigned due to her pending application for a role within the Trust and that Julie Anderson had agreed to chair this meeting.
- 1.2 There were no declarations of interest with regard to the meeting's agenda items.

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

The following item was notified to be brought up under Any Other Business:

Safeguarding audit scheduled for 28 March 2022.

3. Minutes of the meeting held on 25 January 2022

Governors agreed the minutes of the previous meeting with one amendment to item 9, line 7:

TW was doing a safeguarding masterclass in March.

RESOLVED:

The minutes of the meeting held on 25 January 2022 were approved and will be signed by the Chair of the meeting as a correct account, following the above amendment.

4. Matters arising

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

SP believed JH and DM had met for handover of Self Review tool to JH. Carried forward for confirmation.

4.2 Action 2, Arrange a Health and Safety inspection, DP, AH and JA

DP, JA and AH had carried out a Health & Safety inspection.

4.3 Action 3, JH to report back to governors on discussion with DM regarding Governor Review/Self-review: Compliance/Evaluation. Carried forward.

4.4 Action 4, SP to check First Aid policy

Action completed.

4.5 Action 5, Kirklees Safe Practice policy - check policy was up to date.

Action completed.

4.6 Action 6, Safer Recruitment training for governors

Dates had been set for this training.

4.7 Action 7, CCTV PFI policy

This policy was being reviewed by AH and Greg Firth together with Pinnacle. Action carried forward.

5. Finance

Allanna Hoyer referred everyone to the management accounts for February 2022, which had been made available on OneDrive for governors and gave a verbal summary of the position on categories of spending and income.

Income: £78K more than budget up to February 2022

Pupil funding was £2K less than expected due to a reduction in pupil premium grant.

Other Government grants were up by £49K due to funding received for recovery premium & school-led tutoring (not in V1 budget) and an increase in SEN top-up funding for children out of authority.

Fundraising income was £2K lower than expected due to low level of donations & funds raised.

Other income was up by £33K: arising from fees for SP support at Milton School and catering income for expenditure on FSM vouchers.

Expenditure: £23K less than budget overall up to February 2022

Staffing costs were £43K underspent and these have been updated in the revised V2 budget. Current surplus on teachers was £32K and on non-teachers £11K.

Premises costs were currently underspent by £6K but a large invoice was expected following completion of most works.

Education supplies & services and **Other supplies & services** were overspent by £13K and £5K respectively due to upfront payments. AH aimed to negotiate monthly payment plans where possible and overspend would balance out over the coming periods.

ICT had incurred a small deficit of £1K due to increased licence costs.

Staff development also showed an overspend of £7K due to an upfront payment for annual teacher training.

AH recommended using a phased budget to reduce variances caused by timing of payments.

Forecast:

There was an in-year deficit of £135,000, mainly due to the cost of improvements to the playground of £152,000, which were scheduled for the Easter holidays and would be funded from reserves. Excluding the playground costs, AH hoped to see a surplus of around £20,000 this year following lower levels of cover for staff sickness and initiatives to reduce other costs.

6. Behaviour report, case study and data

SP described how the school had met the needs of the child in this case study, how the interventions and outcomes were recorded on CPOMS and the positive outcomes of the interventions. The school was now sending the data to Kirklees to support the child's need to be on Band A rather than the current Band B. It had been good to see a marked change in behaviour following effective interventions and it showed that one-to-one input was needed.

7. Attendance report

Cumulative attendance to the end of February of 84.3% was similar to the period up to January and was 5% below the DfE statistic (89.8%). The blue columns represented all pupils and the orange columns showed attendance of 86.2% after adjusting for pupils with long-term absences due to complex medical needs and change of education placement.

Q: Was there now a change in parental attitudes to sending children into school?

A: Generally, yes, families had got through COVID but some pupils were more clinically vulnerable. In some cases there was an element of anxiety and staff had been trying to persuade parents to return children to school. Where there was also complex medical need, school was offering outreach.

Q: In that scenario was there a potential safeguarding issue?

A: Not in this particular case. There was close contact with the family, respite cover from social care and the child had been in and out of hospital.

DP commented that the February data for class groups showed that more vulnerable groups tended to have lower levels of attendance and indicated that school hoped to see attendance gradually increase over the year. Governors found the adjusted figure interesting and helpful.

8. Health & Safety

SP had shared a collation file of recent events and outcomes. SP advised that health and safety was included in the whole school briefing every Thursday morning. A magnetic lock had recently been fitted to an upstairs door and this would now open in a fire alarm, following an assessment of the risks.

DP, Julie A and AH had carried out a review of health & safety around school including

Castle Hill School
Minutes of LGB Meeting
15 March 2022 at 3.30pm
Venue: At the School

the car park. There was a risk assessment in place and established systems & processes for health & safety in the car park. SP had written to a parent who had raised an issue. AH was in touch with Pinnacle regarding the walkway through the car park for this to be painted as a zebra crossing.

Q: Was there a caretaker or house manager with an overview of health & safety?

A: A collaborative approach was taken by SP, DP, AH and Julie A.

Alistair Macdonald joined the meeting at 4:25pm.

9. Curriculum area focus: Physical development

AM gave a presentation explaining different aspects of physical development at the school, starting with 'why we do it' - for independence, enjoyment and a healthy approach to life for pupils. AM outlined action plan priorities including Omnis sustainability, class leadership, developing dance leadership, rebound therapy and the Motor Activities Training Programme, which helped to provide competitive sport for our learners.

Staff and students were highly motivated. The communication and physical development gained by the children helped them to regulate themselves and to realise how to calm themselves when anxious.

SP commented that physical development reached into so many areas of school life including social, moral, spiritual & cultural aspects, pride in personal achievement and celebration of others' achievements.

Q: Could music be used to motivate children in physiotherapy?

A: Yes, there was a sound beam facility that sensed motion and created music in response to the movement.

Governors felt that some mainstream schools could learn so much from this approach. The Chair thanked AM for his brilliant and interesting presentation.

Alistair Macdonald left the meeting at 4:50pm.

10. Governor Review/Self Review: Compliance/Evaluation

Governors agreed to carry this item forward.

Q: Was there a requirement for safeguarding training, reference Keeping Children Safe In Education?

ACTION: TW to follow up requirement for safeguarding training.

11. Policies for review by governing body

Jayne A advised that she and Katherine had reviewed the Intensive Interaction policy and this now needed to be reviewed by governors.

Julie A reported that she had reviewed the Prevent risk assessment.

ACTION: LGB to review Intensive Interaction Policy

RESOLVED: That the policies below be approved:

Children Looked After
 Healthy Eating
 Inclusion
 CCTV
 Physical Development

12. Governor training and governor visits

DN had completed training on neglect. TW reported the masterclass training was interesting & challenging and the networking aspect was very useful.

As reported above Julie A had visited for the health & safety review. DN was visiting school next week and TW had a meeting with Sally Metcalfe today re safeguarding.

13. Any other business

It was noted that a safeguarding audit was scheduled for 28 March 2022, which included all three schools in the trust and would be carried out by the Regional Schools Commissioner.

14. Dates of future meetings and possible agenda items.

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

Tuesday 10th May 2022
 Tuesday 28th June 2022

Possible agenda items to include School Improvement and School Development.

15. 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 of the Meeting thanked all for attending and closed the meeting at 5.05pm.

Summary of Actions

Action Number	Action	By Whom
1	JH and DM to meet for DM to handover the self-review toolkit.	JH, DM
2	JH to report back to governors on discussion with DM regarding Governor Review/Self-review: Compliance/Evaluation.	JH
3	CCTV PFI policy.	AH/GF
4	LGB to review Intensive Interaction Policy	LGB
5	TW to follow up requirement for safeguarding training ref Keeping Children Safe In Education	TW