

**Castle Hill School**  
**Minutes of LGB Meeting**  
**25 January 2022 at 3.30pm**  
**Venue: At the School/Virtual Hybrid**

**Present:**

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

**In Attendance:**

**Tracy Buckley (Clerk)**  
**Allanna Hoyer (Business and Administrations Manager)**  
**Dan Pearce (Deputy Principal)**  
**Lesley Boughton, Chair of Governors, Milton School**

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

- 1.1 There were no apologies for absence.
- 1.2 There were no declarations of interest in 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:

Mr Dughall McCormick's last meeting.

**3. Minutes of the meeting held on 7 December 2021.**

Governors checked the previous minutes page by page for accuracy.

RESOLVED:

Minutes of the meeting held on 7 December 2021 were approved and will be signed by the Chair as a correct account.

**4. Matters arising.**

**4.1 Action 1**, Dughall McCormick to circulate the Self-Review Form in advance of the next LGB meeting.

JH and DM to arrange to meet to handover the Self Review tool to JH that she can pick up and take forward.

**ACTION: DM and JH to arrange to meet**

**4.2 Action2**, Arrange a Health and Safety inspection, DP, AH and JA

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DP updated that a date had not been arranged but hoped to arrange a time this half term.

**4.3 Action 3**, Expressive Arts and Design presentation to be put onto OneDrive.

SP updated that this had been completed.

**4.4 Action 4**, Chair and DM to meet to discuss skills and knowledge for the self-review.

DM and JH to arrange a date to meet.

**4.5 Action 5**, Policy review, governors to add comments/amendments directly in the associated policy for the Principal to incorporate.

Action completed.

**4.6 Action 6**, Defer 'Governor Review/Self Review: Compliance/Evaluation until the next GB meeting.

JH and DM to discuss the best way forward and the most effective way to do this.  
JH to report back to the LGB after discussion with DM.

A discussion was held following a suggestion that an impact statement be included at the end of each meeting's minutes that highlights what in the discussion or actions of the GB have impacted on the achievement for pupils which can feed into self-review.

**4.7 Action 7**, Add recording of a safeguarding incident into the First Aid Policy following a pupil arriving at school with an injury requiring treatment.

SP updated that all amendments to the policies that were recommended had been made, including the 'Acts of God and referring to the Covid Contingency Plan in the school Closure policy as per **Action 8**.

**4.8 Action 9**, Forward the Chair's Report to ICAT to Til Wright.

JH report to ICAT – complete.

## **5. Finance.**

Allanna Hoyer was welcomed to the meeting.

Allanna Hoyer referred everyone to the Management account for December 2021 which had been made available on OneDrive for governors and gave a verbal summary:

### Income

**GAG funding** - represents place funding £10,00 per student place. Currently under income profile due to timing of Pupil Premium grant, payment scheduled in January 2022.

**Other Government grants** - is over income profile by £11K due to receiving additional funding from ESFA for recovery premium and school-led tutoring grant which is not

factored in V1 budget. SEN top-up payment for children out of authority have been invoiced and payments are slowly filtering through.

**Private Sector Funding** – represents any fundraising which is under budget due to receiving low donations and voluntary funds.

**Other income** – on track for December. This section includes staff services consultancy which is where income generated by Pennine Teaching School sits.

**Total income variance £6k surplus.**

Questions were invited at this point. No questions received.

#### Expenditure

**Teachers** – including SLT is £22k under budget. All performance reviews have been processed and the Teacher pay award was implemented in November.

**Non-teachers** – under budget by £10k. When teachers are absent an ETA will act up as a HLTA and the ETA is covered by a lunchtime assistant. All additional costs come out of other staff costs. A full reprofile of staffing expenditure is required for V2 budget.

**Total staffing expenditure - £32k underspend.**

Q: Can you explain what has caused the underspend.

A: Staffing was profiled in June last year, the SBM liked to have large a surplus for salaries as a contingency for illness, maternity leave etc. There has always been a significant contingency due to it being an unknown entity. Staffing is always the budget that requires the most money. Year on year there has always been a surplus. Trying to re-align this. Allanna explained that she had looked at benchmarking and Special schools between 80-90%. Spent 76% last year.

Q: Does that include the staff uplifts?

A: Yes, it does but we are still waiting for NJC which has not been agreed, then it will be factored in. It will be backdated to April.

Q: What was teacher pay award – was it 1.5%?

A: can't remember the final figure. Spend on staffing here is about 91% of the budget. In mainstream schools spend is around 75% and in special schools between 80-90%.

It was commented that it is good to have a healthy contingency in case of unknowns.

**Premises** - Budget is underspent for December by £3K due to delays with variation. This is expected to be back on track within next month.

**Occupational costs** – underspent due to timing of receiving and processing invoices from utility providers.

**Education supplies and services** - overspend £2k due to payment of minibus insurance and subscriptions paid in advance for the financial year.

Q: Going back to Costs for occupation costs – come January when all the bills come in do you anticipate there will be enough to cover?.

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A: When the budget is set if it's say £12k, there's £1k for each month but the month for December no invoice came through so nothing was released so nothing got processed for December. In January we got a double bill so it will knock each other out. It's down to when the utility providers send the invoices out.

**Other supplies and services** – overspent by £2k due to payment of manual handling training and HR services in advance for the financial year.

**ICT** – Underspend of £3k. ICT Manager plans to purchase additional equipment within the next quarter.

**Staff development** – At this time of year the budget is overspent by £9k upfront cost of teaching training tuition fees for our teaching direct student, this time related overspend will be rectified as the year progresses.

**Indirect employee expenses** – relates to apprentice levy which was previously within Staffing expenditure.

**Total expenditure variance £28k** which relates to an underspend in staff costs **£32k** less an overspend of **£4k** in other expenditure.

**December 2021 – Surplus £34k.**

**SUMMARY**

The figures show a surplus of **£34K** made up of additional income from ESFA and underspend in staffing costs.

The figures reported are against the original budget which was worked out in June. This has not taken account of recent Teacher and Support Staff pay awards, The SBM report that she will rework the budget with these changes soon.

The auditors confirmed a cumulative carry forward from 2020-21 £1,428,000 but a true balance of **£1,206,599** after the PTS balances have been deducted. PTS balances of £221,401K received in previous years.

Questions were invited.

Q: The original budget was done in June and its now January, does it mean there is another teacher pay award?

A: No, we will need to increase once NJC confirmed, the original budget in June didn't include this. I will go through every staffing contract and implement it.

Thanks were passed on to Allanna for her work on getting the figures together and for reporting to governors.

**Key highlights:**

- **re-alignment of staffing budget in line with reality**
- **Re-alignment of teacher contingency funds**
- **Budget positive situation**

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SP explained that the playground is due for development at Easter. The school is looking to spend £130k on that and are currently in discussions about how it will be funded within this budget.

Carry forward was previously a contingency plan. The planned work should be able to be put in the budget and paid for this year. It was always known the overspend would have an impact on budget. It will only be known further down the line what the impact of that will be and the deficit. Spend for re-works is looking at around £500k. Most of the carry forward of £1m plus will go on playground and re-works, so the situation is not as healthy as it sounds, and we need to think about how those spends are factored into budget. Deficit significant with playground and re-works included. This can't be added now as the cost is unknown.

Q: Are there any Government grants available?

A: Got a contribution of £60k from the Wolfson Foundation and a commitment from Kirklees of between £100-£150k.

Q: Are there any capital funding bids that can be put in?

A: No. We have worked to save the money to spend on projects like this. We need to think about how the spend is reflected in the budget.

Lesley commented that she had found the delivery of the financial situation interesting and detailed and that the delivery user friendly and clear.

**Allana Hoyer left the meeting at 16:07.**

## **6. Principal's Report.**

The Principal provided a detailed narrative to his thorough report which had been made available to governors prior to the meeting and include the following points of note:

### **6.1 Attendance**

Attendance is getting back to normality still down from 2018-19 but the most challenging year was 2020-21 but is now in recovery and heading in right direction.

Seen some challenges over the last month or so pre-Christmas and post-Christmas with Covid and the amount of absence not only from students but also staff. As a result, next report will see some significant drops in attendance but that is represented across the board in all schools. Castle Hill has done well in continuing as per normal and has only had to close parts of classrooms on rota basis to deal with staff sickness levels.

Staff attendance is 90.99% from September 21 to Jan 13<sup>th</sup> which is significantly lower than it has been. The school continues to manage staff attendance. Back to work interviews are held and Mr Perren explained that the school has recently introduced a resilience award to the staff group; he went on to explain to governors that this feeds into wanting to create a culture of positive communication and generosity of spirit. The award is not just based on attendance but on staff member's approach and contribution to the school. It aims to targets those who have had difficulty but continued to have a positive approach and apply that approach and as a way of celebrating colleagues not saying that anyone is better than anybody else.

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Governors asked the staff members who were present at the meeting what they thought of the award. They commented that generally it is a good thing to celebrate people in this way, alongside other ways of recognising achievement.

Q: Who makes decision about who gets award? Could that be shared amongst the staff?

A: Good idea. There is a half termly award where nominations are placed in a box.

### **6.2 Staff changes.**

There have been a few staff changes in terms of ETAs and LSAs and they have integrated well into the new staff group. Teaching and ETA posts are being advertised.

### **6.3 Covid 19 impact**

Been challenging at times but when the school or classrooms have had to close this has been done on a rota basis, so families have not been impacted adversely. Families have been understanding. SP has contacted the DfE about absences and the process and why put these have been put into place.

### **6.4 Vaccinations.**

Next round of vaccinations are due on 17 February. Continue to ensure home Lateral flow testing encouraged on a regular basis. Risk assessment updated due to changes in isolation periods and changes to testing. Risk assessment now up to date and being applied.

### **6.5 Outreach update**

May need outreach going forward, team has shrunk. Rest of team on standby if needs be.

## **Quality of Education, behaviour and attitudes.**

### **6.6 SIP Visit**

Sally McFarlan, Executive Head teacher, NLE attended in November and met with subject leads. The focus was on non-core subjects. Sally met with 5 subject leads in Music, Science, Art and Design, ICT and History and Geography to see how those areas are integrated into teaching and learning and the curriculum. Sally interviewed each of the subjects leads and gave feedback on areas of strength and areas for development.

Governors commented they had received a copy of the report from the SIP visit and from the report, governors noticed point for development was around assessment in non-core subjects and it was interesting to receive both the Principal's report and the original evidence source in the SIP report.

Actions from the SIP visit report have been integrated into learning walks and lesson observations. The focus activity for the next visit is curriculum subject area delivery and reflection in timetabling scheduled for 9 March 2022.

### **6.7 Curriculum development**

Still progresses well and are consolidating curriculum guides and making sure adapted.

### **6.8 Teacher observations**

Observations were based on Active Learning which had been highlighted by Sally at a previous visit. SP commented he had included an example outcome for governors perusal for one the teachers within his report. Teachers continue to do peer partner observations and RAG reports which is a good way of teachers reflecting on their own practice and writing down their reflections helps to embed and understand direction of travel.

### **6.9 Learning walks by Sophia Berry**

Focus was on effective time management throughout the school day, particularly during transition times. Strategies recommended to provide structure and understanding during times of transition.

### **6.10 Assessment Report**

Assessment Report for the Autumn term was included within the Report which provides a baseline from which to measure achievement over the academic year. Key graphs were also included showing progression of students across KS1-KS4. Mr Perren explained how to interpret the graphs.

Mr Perren went on to explain that KS5 is an anomaly, and it is being looked at. The cohort in KS5 is interesting because almost 50% of cohort are PMLD students. He explained this is shown within the red area of the graph so is a representation of the cohort anomaly.

Q: If we looked at this historically over the last 5,6,7 or 8 years would we see that litmus represented further down?

A: Potentially, as this group has always been an anomaly, however the data is further skewed by students entering Sixth Form from other settings.

Q: Is that the case for KS5 now?

A: A little bit but it's also an anomaly of the population in general.

The important thing this time of year is setting baselines to look at progress from there. New arrivals in sixth form move on from baseline.

Mr Perren explained that the school is trying to get data on progression guidance to understand over previous assessment reports how the students' have progressed toward targets and look at that data to try and get an expectation of different cohorts' progression and build the targets around that. This year's expectations have been formulated from the target setting process. Last year's data is currently being looked at to see if there is a comparator between the expectation this year and outcomes of last year.

It was pointed out that some of the jumps between levels are quite big and although students may not progress to a different level, progression is made within levels.

Mr Perren commented that the population of school is changing in terms of the students coming in next academic year are students with more complex needs still at

early development stages but ambulant and physically able still within cohort but have profound learning disability but presenting in a different way.

Q: Is that reflecting on the medical service are they keeping more profound and complex needs?

A: It's a trend we have seen last year and this year. It's not those students who have a high medical input, but those who are active and physically able but in the early development stages of understanding.

#### **6.11 Pupil Premium**

Mr Pearce provided an update. All eligible pupils have received input through either Intensive Interaction, sports therapy, music therapy or dance therapy. All PP pupils plus their non-PP peers able to benefit. Sport therapists have been providing after school clubs.

Have restarted Pupil Premium champions who will deliver 1-1 or small group interventions with eligible pupils. The champions are all ETAs. Due to absences due to Covid it has only delivered a couple of days but hope to get the programme fully running when staff return.

#### **6.12 School led tuition grant/National Tutoring Programme**

A sensory occupational therapist has been appointed. School received £12k to give 75% of an amount to spend in school for pupils. This resource is being used for those pupils who require more of a sensory input. The idea is initially working with a small number of pupils and expanding and sharing expertise with staff. Got them until the end of the year rather than academic year.

#### **6.13 Sports Premium**

Alsitair Macdonald has written a report within the Principal's report re, Sports Premium. Use of Omnis specialist sport coaches continues. Rebound therapy training was funded from Sport Premium along with NARS training for hydrotherapy. Unicef Gold award has been pushed back a couple of months due to school visit guidance.

#### **6.14 Safeguarding**

Outcomes are RAG rated from supervision meetings which Sally Metcalfe and the Principal do on weekly basis to catch up on all issues impacted on attendance. Mr Perren explained the graph included within his report which gives an overview of supervision outcomes.

Kirklees Safeguarding Board Quality Standard consultancy come in and the outcome of the visit was outstanding. The school has had 2 audits one from Kirklees and one from NSPCC, which again was outstanding.

#### **6.15 CPD**

CPD for teachers continues and generic targets were highlighted within the report. ETA Personal development has been set. The first audit is due this week. Training which has been completed and information about training day and also training the lunchtime support assistants have received to date was recorded within the report.



### **Leadership and Management**

This refers to the CHIP, SEF and SEF summary. There is capacity of 11 spaces for September and in negotiation about which students will fill those,

Parent questionnaire was distributed. Received positive responses. Lots of comments about car parking but Kirklees transport have undertaken an audit and the provision was found to be satisfactory.

JH asked about the wellbeing of everyone

#### **6.16 Health and Safety**

Emergency protocol practices have been booked for this term and lesson learnt will be applied.

Actions from Autumn fire alarm include Mag lock fitted to stair well fire doors which will enable the doors to open when the alarm is sounded, as with all other doors in the school.

Mr Perren referred governors to the Risk Register attached to the Principal's report.

#### **6.17 Fundraising**

This year's funding goal is to create an additional sensory room.

Q: How much are you aiming for?

A: Dependent on cost of equipment we buy, relatively small room. Around £10k approximately. Hard to say.

Q: It is the ambition to fund this entirely from fundraising?

A: Not necessarily, will try to match but with work on the playground on the horizon not sure.

#### **6.18 Pennine Teaching and Learning Development Centre**

Ali Ley had provided an update on school direct. Cohort moving through doing well. Applications are coming through for next year. Those who did last year's teacher training have got a job.

Q: If we don't get many applicants does that have impact on funding and sustainability?

A: Would in terms of sustainability. Its early so still optimistic, don't think it will be an issue. The feasibility of the process will be put into question if not many applications.

#### **6.19 Teaching school hub**

Continue to work closely with them and is going well in terms of our involvement and projects. EEF programme going well.

#### **6.20 Kirklees SEND Outreach**

Ali has been working with LA in terms of outreach and SEND provision which is a huge ongoing programme now.

Mr Perren concluded by saying the final part of the report included feedback from departments including the school council.

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Governors thanked Mr Perren for the very comprehensive report and all who had contributed.

JH spoke on Havening which is a new thing for Castle Hill; it is a psycho-sensory therapeutic approach and a very interesting development. JH is going on an online international group and will mention there is a school trialling this therapeutic approach.

**7. Governor Review/Self Review: Compliance/Evaluation.**

JH and DM to arrange a meeting to discuss and JH will report back to governors.

**8. Policies for Review by the governing body.**

**RESOLVED:** That following review and comments the policies below are approved:

HSE Guidance  
Hydro policies  
CCTV PFI policy – subject to further review.  
Collective Worship policy

**9. Governor Training and Visit Outcomes.**

DM reminded governors that they have access to the NGA learning link portal where there is unlimited access to opportunities for online courses.

Lesley informed governors of 'on the sofa training sessions' she had attended. Advised they are very good.

**Visits**

TW and JH had visited the hydro pool.  
DN and Jayne A to see Jamie and Richard as part of monitoring of PP  
JA and DP to arrange to meet before half term  
JH to meet with Allanna about finances this half term

ETA interview TW to join panel.  
Teacher interviews JH to join panel.

TW will visit to do strategic schools trust masterclass in March.

Sally Metcalfe has arranged safer recruitment training in June. SP to check.

**10. Any other business.**

Governors were sorry that it was Mr Dughall McCormick's last meeting as a governor of Castle Hill School. They passed on their thanks to Dughall for sharing his expertise over the last 4 years.

Dughall thanked Castle Hill for the experience he has gained as a governor at Castle Hill School and commented that he learned more in a day at Castle Hill than his previous 10

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years in education and being involved with a school like Castle Hill has made him a better educator.

Mr Perren responded that the school and governing board has been very grateful for his advice and guidance and good humour.

All governors wished Dughall well in his new role.

Joan Haines presented Dughall with a card and gift on behalf of the school and governing board.

**11. Dates of future meetings and possible agenda items.**

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

- Tuesday 15<sup>th</sup> March 2022
- Tuesday 10<sup>th</sup> May 2022
- Tuesday 28<sup>th</sup> June 2022

**12. 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 5.40pm.

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	DP and JA to arrange a health and safety inspection.	DP, JA
3	JH to report back to governors on discussion with DM regarding Governor Review/Self-review: Compliance/Evaluation.	JH
4	SP to check First Aid policy	
5	Kirklees Safe Practice policy – check policy is up to date.	SP to chase up
6	Safer Recruitment training for governors	SP
7	CCTV PFI policy.	SP