

Castle Hill School
Minutes of LGB Meeting
27 June 2023 at 3.30pm
Venue: At the School

Present:

Julie Anderson (Vice-Chair, Co-Opted Governor)
Jayne Askew (Staff Governor)
Steve Perren (Principal)
Katrina Whale (Staff Governor)
Til Wright (Chair, Co-Opted Governor)

In Attendance:

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

1. Apologies for absence, consent and declarations of interest

- 1.1 Apologies for absence were received from Kristy Dyson and Kate Purkis, both with consent.
- 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

No items were notified to be brought up under Any Other Business.

3. Representation

TW reported that there was interest from a parent for the vacancy on the LGB and the school was following up.

4. Minutes of the meeting held on 9 May 2023

Governors agreed the minutes of the previous meeting held on 9 May 2023.

5. Matters arising and actions from previous meeting

5.1 Action 1, Look into Governors For Schools service as a potential source of new governors.

TW had looked into this and reported that there were none in the local area.

5.2 Action 2, Attend Parents Group meeting on 25 May.

KW had attended the meeting. There was a potential recruit to the LGB.

5.3 Action 3, Ask Sally Metcalfe to mention Governor vacancies at the Parents Group meeting on 25 May.

TW had completed.

5.4 Action 4, Read the Safeguarding policy on The Key and advise TW when completed.

KW had completed. TW was yet to hear from other Governors.

5.5 Action 5, Check format of business interests form with Greg Firth and advise Governors.

TW had completed.

6. Finance

6.1 Management accounts

Allanna Hoyer referred to the April 2023 management accounts and her written report to Governors. The highlights were:

- * Overall the figures showed a surplus of £18K up to April 2023 due to additional SEN and charity income plus some underspend on other supplies/services and ICT.
- * The figures reported were compared with the Version 2 budget that was approved by the ICAT directors in February 2023.
- * The auditors had completed the year-end process and the cumulative carry forward from 2021-22 was £1,152,739.

AH advised that the school was awaiting confirmation from HCAT and the Trust accountants of potential accruals in the prior year.

6.2 Budget for 2023/24

AH advised that the school budget currently showed a deficit of £160K for 2023/24 but this would need to balance from September 2023 onwards.

Q: Does the deficit affect which Trust we join?

A: No, the new Trust cannot pull out, as they have been instructed by the DfE but they can choose how to spend their own funds.

Q: Can we appeal regarding the distribution of funds within ICAT?

A: We are working on this with ICAT/HCAT.

The Chair thanked AH for her detailed report.

Allanna Hoyer left the meeting at 4.05pm.

7. Safeguarding and Behaviour

The Chair thanked SP for the very thorough report on safeguarding and behaviour, commenting that the ongoing case studies were much appreciated by Governors for showing the actual work going on, for demonstrating the dynamics of a particular situation and for evidencing how the school worked.

TW reported on her regular monitoring meetings with Sally Metcalfe, Family Liaison Officer, and the handover process to the new post-holder from September, Ali Ley. Governors noted that serious incidents were often in the context of children's illnesses or conditions.

Governors thanked Sally for developing the role over the last seventeen years and

wished her well in her retirement.

8. Attendance

SP spoke to the attendance report and highlighted key points:

- * Attendance for May was comparable to the similar period in pre-pandemic years.
- * The school worked collaboratively and persistently with families and agencies to improve attendance. Persistent and severe absenteeism had reduced slightly from last month.
- * Attendance for May was slightly down from last month, although higher than most other months.

TW thanked SP and DP for the thorough report and the good news on attendance.

9. Health and Safety

Governors noted the issues raised in the Health and Safety reports and TW commented that the incidents were respectfully recorded and redacted, preserving the dignity of students.

10. Castle Hill Improvement Plan

SP reported on the latest review of the CHIP and progress on long-term, medium-term and short-term targets.

Q: Will the CHIP, the SEF and the SEF Summary be the first documents provided to Ofsted on arrival at the school?

A: No, they will access these documents on our website before making the initial call.

Catherine Whitlam joined the meeting at 4.40pm.

11. Curriculum - English

Jayne and Catherine gave a detailed presentation on English and Communication across the school, highlighting the bespoke nature of the work and the overall aim to make communication irresistible and give all students a voice, using whatever method worked for them. Governors noted that fewer than twenty of the school's 126 students used speech to communicate but developing phonological awareness was important for everyone and the school's holistic approach referenced individual students' needs.

Q: How long does it take to find the best approach or method?

A: It varies. There is no time restriction. We try all the options and adapt aspects as required.

Q: Do you offer Makaton training for parents?

A: Yes, we put on Makaton training courses.

TW thanked Jayne and Catherine for their interesting and informative presentation.

Catherine Whitlam left the meeting at 5.02pm.

12. Policies for Review by full Governing Body

Governors had reviewed the following policies and recommended them to the LGB:

- * Admissions
- * Careers
- * Lockdown Procedures
- * Positive Relationships
- * Pupil Premium
- * Rebound Therapy
- * Anti-Bullying
- * Religious Belief
- * Maths
- * Cyber Security

RESOLVED: That the above policies be ratified by the LGB.

13. Governor Training and Governor Visits

TW reported that she had visited the school for the opening of the Eco-build and she had attended training on 'Keeping Children Safe in Education' and on Evidence-informed Governance.

TW indicated that she would be reviewing the file of Governor Visit reports in the office before the end of term and asked Governors to ensure they recorded both their name and the name(s) of staff visited.

14. Trust progress

SP reported on progress with ICAT/HCAT, the LA and Together Learning Trust (TLT) and next steps in the complicated process of transfer over the coming months.

15. Annual evaluation of a governing board's effectiveness

TW advised that she was reviewing Governors' responses and she would send Governors an anonymised analysis and a plan of action. A key area to develop was Governors' knowledge and understanding of value for money and TW indicated that she intended to look into how TLT operated in practice.

16. Plan and agree a scheme of work for internal scrutiny

This item was dealt with in Minute 15 above.

17. Any other business

Governors considered what they had done during the meeting to help improve achievement in school and to meet the school's vision, concluding that the following aspects met the criteria:

- * English & Communications presentation
- * Health and Safety, Safeguarding and CHIP
- * School was operating normally, although aspects were complex at Trust level.

18. Dates of future meetings and possible agenda items.

Governors noted the following dates for future meetings (due to commence at 3.30pm):

- Tuesday 17 October 2023
- Tuesday 5 December 2023
- Tuesday 23 January 2024
- Tuesday 12 March 2024
- Tuesday 7 May 2024
- Tuesday 25 June 2024

19. 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 closed the meeting at 5.37pm.

Summary of Actions

Action Number	Action	By Whom
1	Read the Safeguarding policy on The Key and advise TW when completed. It should be noted that the SLT are aware of the proposed changes to KCSIE 23 and are waiting for the amended Safeguarding policy from Kirklees.	Jayne, Julie, Kate, Kristy, Steve
2	Send Governors the analysis of responses to Chair's survey of effectiveness and details of areas to develop.	Til Wright