

Kirklees Directorate for Children and Young People

THE GOVERNING BODY OF CASTLE HILL SCHOOL

Minutes of the meeting of the Governing Body held at 3.30pm at the School on Tuesday 14 March 2023.

Present: Julie Anderson (Vice-Chair), Steve Perren (Principal), Jayne Askew, Kate Purkis, Katrina Whale, Kristy Dyson

In Attendance:

Caroline Hall (Clerk)

Allanna Hoyer (Business & Administrations Manager)

1. Apologies for absence, consent and declarations of interest

- 1.1 Apologies for absence were received from Til Wright, with consent. Dan Pearce sent apologies for not attending the 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 items were notified to be brought up under Any Other Business:

- 2.1 Trust update
- 2.2 Ofsted complaint update
- 2.3 Strike update
- 2.4 Staffing update
- 2.5 Government SEND and AP Improvement Plan

3. Representation

3.1 Appointment

The Vice-Chair welcomed Kristy Dyson to the LGB as a Parent Governor with effect from 13 January 2023.

3.2 Vacancies

Governors noted that there were two vacancies for co-opted governors.

4. Minutes of the meeting held on 24 January 2023

Governors agreed the minutes of the previous meeting held on 24 January 2023.

5. Matters arising and actions from previous meeting

5.1 Action 1, Advise Til Wright who had delivered the recent LA safeguarding training.

Julie A had completed.

5.2 Action 2, Revert to LGB and advise on the best offer for governor safeguarding training.

Carried forward to next meeting.

5.3 Action 3, Organise a Governors' briefing via Teams on what to expect from an Ofsted inspection.

Carried forward to next meeting.

5.4 Action 4, Write up Governor visit and circulate report to Governors.

KW had completed.

6. Finance

6.1 Management accounts

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

- * Overall the figures showed a surplus of £28K up to February 2023 due to additional SEN and self-generated income plus some underspend on premises and other supplies/services.

- * All the backdated pay increases for teaching and support staff had been implemented.

- * The figures reported were compared with the Version 2 budget that was agreed 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.

6.2 Budget for 2023/24

AH advised that negative factors affecting next year's budget included utility costs, inflation-related increase in premises contract and staff pay at current rates plus projected increases from 1 April 2023. On the positive side there would be 5% extra income for Special Needs plus an extra 3.4% from Kirklees and there were savings from LED lighting & bulk purchasing. Education Exchange had indicated no 'top slice' would be due to ICAT.

6.3 Premises

Q: Is the new build finished?

A: Yes, the build is complete.

Kristy Dyson joined the meeting at 3.57pm

Q: When is the official opening of the new building?

A: This has been put back to 11 May 2023.

Governors thanked AH for her detailed report and her ongoing work on behalf of the school.

Allanna Hoyer left the meeting at 3.58pm.

7. Safeguarding/Behaviour report, case study and data

SP referred to the papers circulated to governors prior to the meeting, highlighting the following points:

- Data was for information and showed that issues were dealt with and that staff were hyper-vigilant. It was a reflection of the student's needs rather than their behaviour.
- The student was in transition and the case study highlighted their progression and the continuity of approach from the school.
- Supervision data showed the ongoing monitoring of issues and highlighted the school's holistic perspective and safeguarding approach.

8. Attendance report

SP reported that cumulative attendance for all pupils was close to the national DfE statistic for Special Schools. Attendance for February was comparable to the similar period in pre-pandemic years.

The school worked collaboratively and persistently with families and agencies to improve attendance. Attendance for February was up from last month due to a lesser impact of seasonal illnesses.

9. Health and Safety Report

SP referred to examples of a Record of Event circulated to Governors. Events were very varied and there was an outcome from each item, detailing how similar events would be prevented or approached in future.

10. Castle Hill Improvement Plan (CHIP/SEF and SEF Summary)

SP reported that all three documents had been updated in the Spring term review. The CHIP had been RAG-rated and showed items completed this academic year and clear improvements. The SEF represented the school comprehensively including its strengths and the improvements planned.

Alistair Macdonald joined the meeting at 4.35pm.

11. Curriculum: Physical Development

Alistair Macdonald gave a presentation on Physical Development highlighting the importance of the breadth of the curriculum, Castle Hill's special spaces and the special people involved, both internal and external. AM explained the subject intent, the action plan and progress towards mastery. Mastery was evidenced through MAPP and PiPs, homed in on key skills and supported staff to deliver the PD curriculum to three broad cohorts: PMLD, SLD and SLD+.

AM reported on key areas of Sport Premium expenditure including equipment, the new sensory regulation room, hydrotherapy lifeguard training and expert dance coaching, which had extended staff learning. AM briefed Governors on Subject Lead progress monitoring and invited Governors to sports activities:

- 29 March 2023 - Pilot MATP event
- 19 June 2023 - Sports week
- 22 June 2023 - Sports day

Julie A observed that it was fascinating to see the progression of PD and the development of staff as well as students. Governors thanked AM for his presentation.

Alistair Macdonald left the meeting at 5.00pm.

12. Policies for Review by full Governing Body

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

- * Children looked after
- * Major emergencies
- * Pupil attendance
- * Teaching and Learning
- * Volunteers
- * Sensory policies: Feeding, Massage, Sensory - PMLD

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

Governors noted that the Use of Touch policy was being revised and was deferred to the next LGB meeting, as was the Educational Visits policy.

13. LGB Self-evaluation

The Vice-Chair advised that the Chair had completed her report and saved it to the shared drive.

14. Governor Training and Governor Visits

KD reported that she had completed the three-part Governor training, including Safeguarding and Prevent.

KW had visited Tracy Donegan and would copy her visit report to the file in Reception.

15. Any other business

15.1 Trust

SP reported on positive meetings regarding future developments for the school and likely conversion dates for High Park and Milton.

15.2 Ofsted

SP advised Governors regarding a recent incident and a 'qualified complaint' from a parent to Ofsted. SP had consulted with relevant authorities, reviewed video evidence and responded to the incident on a call with Ofsted. SP briefed Governors on possible outcomes.

15.3 Strike action

SP advised Governors that he had written to parents regarding the effect of strike action on 15 and 16 March 2023: seven classes would be closed on 15 March and four on 16 March. Teachers were not obliged to give notice regarding any strike action, which resulted in confirmation at short notice to parents that their child's class would be closed. Parents were informed on 14 March 2023.

15.4 Staffing

SP reported on staffing movements and the school's response to managing these changes, including resilience support and advertisements planned.

15.5 Implications for CHS of new SEND and AP Improvement Plan

SP advised that the Government paper was mostly about mainstream schools and resourced provision to deal with the increase in demand for supporting pupils with SEMH needs. CHS may be able to support mainstream settings with advice and guidance as a source of commission work, which would spread the school's expertise within the community.

16. Dates of future meetings and possible agenda items.

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

Tuesday 9 May 2023
 Tuesday 27 June 2023

17. 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 Vice-Chair closed the meeting at 5.25pm.

Summary of Actions

Action Number	Action	By Whom
1	Revert to LGB and advise on the best offer for governor safeguarding training.	Til Wright
2	Organise a Governors' briefing via Teams on what to expect from an Ofsted inspection.	Til Wright
3	Copy Governor visit report for Reception file.	Katrina Whale