

**Present:**

Julie Anderson (Co-opted Governor)  
Jayne Askew (Staff Governor)  
Kristy Dyson (Parent Governor designate)  
Steve Perren (Principal)  
Kate Purkis (Staff Governor)  
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 declaration of interest**

- (a) There were no apologies for absence.
- (b) 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:

- Milton Ofsted report

**3. Representation**

Julie A was following up on a potential candidate for the co-opted vacancy.  
TW mentioned a charity that helps match potential governors with vacancies.

**4. Election of Vice Chair**

TW nominated Julie Anderson as Vice Chair, and this was seconded by SP.  
Members of the LGB voted unanimously in favour of the proposal.

**RESOLVED:** That Julie Anderson be elected as Vice-Chair of CHS LGB.

**5. Minutes of the meeting held on 18 October 2022**

Governors agreed the minutes of the previous meeting.

**RESOLVED:** That the minutes of the meeting held on 18 October 2022 be approved and will be signed by the Chair as a correct account.

## 6. Matters arising

**6.1 Action 1:** TW & JH to ensure Governors have NGA Code of Practice and the ICAT Code of Conduct for Governors if different. TW to complete.

**6.2 Action 2:** Til W, Julie A and Dan Pearce to carry out a Mini Health & Safety audit, follow up on any safety concerns with hoists and include a review of relevant Risk Assessments.

The audit was scheduled for Thursday 8 December and the Risk Assessments had been reviewed by Dan Pearce.

**6.3 Action 3:** SP to check for Academies Planning Calendar from DfE. SP downloaded the calendar from the DfE to the shared drive.

**6.4 Action 4:** JH to email Governors' self-evaluation and action plan to School and save onto OneDrive. JH had emailed the documents to School for saving onto OneDrive.

**6.5** Declarations of Business Interests: Allanna Hoyer advised that all Governor declarations had been completed.

## 7. To appoint Governors with Specific Responsibilities

**RESOLVED:** That the following appointments of Governors with Specific Responsibilities be approved:

Role	Governor
Chair	Til Wright
Vice-Chair	Julie Anderson
Governor Training	Til Wright
Finance and Pennine Learning and Development Centre	Kate Purkis
Health and Safety (Inc. building) SMSC	Julie Anderson
Safeguarding, Vulnerable groups - CLA Behaviour of students	Til Wright
Teaching, Learning and Outcomes (including hard to reach and most able) Pupil Premium	Jayne Askew Kristy Dyson
Staff Wellbeing Pupil wellbeing Family wellbeing	Katrina Whale

## 8. Finance

### (a) Management accounts

Allanna Hoyer referred to the October management accounts and her written report to governors. The highlights were:

- Overall, the figures showed a surplus of £56K for the first two months of the new financial year 2022-23.
- Over the next month all staffing pay increases for both teaching and support staff would be implemented. The staffing budget for 2022-23 would be clearer once the backdated payments had been actioned. Allanna would revise the budget for these changes.
- Kirklees Council was also affected by unfunded staff pay increases and some services were being reduced including maintenance & repairs, MIS support, HR, and internal postal service. Aspects of HR would now be dealt with at the school.
- The Government had announced £2.3bn extra funding for schools, which should bring an extra £1K per pupil by 2024.

**Q: Does the change regarding HR mean that you will be taking on HR, Allanna?**

**A:** Yes, it does. We have acquired software to manage staff contracts.

**Q: Do we know when the extra £1K per pupil will come in?**

**A:** No, we don't yet know when it will come in.

**Q: What is the ongoing extra cost per month on the pay increases?**

**A:** Around £10K per month.

**Q: Is the carry forward dealt with as one pot or three?**

**A:** This is dealt with at ICAT level.

Governors thanked AH for providing an estimate of the impact of the salary increases.

Governors discussed the implications of the unfunded pay increases for the school budget and potential actions the school could take to address issues arising.

(b) Reworks Project

AH updated governors on the progress of the reworks project, which was due to be completed by Friday 16 December 2022, and some additional works that had been undertaken in Primary 2 and Primary Far outdoor areas during the reworks.

**Q: What will the finish inside be?**

**A:** Robust technology workbenches and mobile equipment for flexibility.

**Q: Who is leading on this?**

**A:** KS4 and Sixth Form. The facilities are aimed at Year 9 upwards and will provide a therapeutic hub for local schools as well. The space will be a central place for the external community within school and it will provide meaningful, work-related learning activities.

(c) Playground Developments

AH circulated EYFS, Primary Far and Upper Playground development plans including costings received. The school's preferred supplier was Maple Leaf, and the costs came in at £130K for all three projects. AH recommended that these developments go ahead on a 'permission only' basis with Pinnacle.

Governors thanked AH for her efforts and a great proposal.

Governors discussed the proposal in the light of the school's financial position and its aim to provide an outstanding experience and environment that inspired curiosity and learning.

**RESOLVED:** That the proposal to develop the EYFS, Primary Far and Upper Playgrounds be put forward to the ICAT Board for approval.

**Q: How will our selection of the highest quote be received?**

**A:** We believe that the Board is aware of the quality environment we are trying to provide and that this comes at a premium.

**Q: Will the price include maintenance?**

**A:** Yes, twelve months' maintenance.

*Allanna Hoyer left the meeting at 4.27pm.*

## 9. Safeguarding/Behaviour report, case study and data

Governors commented that it had been very helpful to receive the case study and data. SP explained the rationale for choosing this case study and invited questions from governors.

**Q: Will this case study be part of our Ofsted evidence, as it shows how the school dealt with and knew how to manage and meet the child's needs?**

**A:** Yes it can be.

**Q: Is Educational Psychologist support only available for Looked After Children?**

**A:** Yes, it is mainly a capacity issue.

Governors thanked the collators of the case study and data, Sally Metcalfe and Greg Firth.

## 10. Attendance report

Governors noted that attendance had been good in September & October and less good in November but only by a few percentage points. The trend was generally similar to pre-COVID, and Outreach continued to evolve with attendance.

## 11. Health & Safety

Julie Anderson and Dan Pearce had undertaken a learning walk. They had reviewed the events file and Dan had provided an overview of CPOMS. The review of hoists was noted at Minute 6.2.

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

Governors appreciated the CHIP, SEF and SEF summary as outstanding documents that showed what the school was doing and why, where it was going and how it was getting there. SP invited governors to observe the termly review of the SEF by the SLT.

Governors thanked SP for the immense amount of work in these very important documents, which reflected the school being a through school from age 3 to 19.

*Kristy Dickinson joined the meeting at 4.50pm.*

### 13. Curriculum lead input: Maths

Kiersti Dickinson referred to her PowerPoint presentation circulated to governors and highlighted the following aspects of Maths at CHS:

- Progress was similar across the three strands within Maths.
- The intention was to set targets and make assessment more secure and consistent.

**Q: When do staff record assessments?**

**A:** They use the PIP trackers for ongoing recording. Other evidence includes learning journals and the ASDAN accreditation scheme.

- New resources for Maths Mastery focus on Shape
- Additional CPD included training for ETAs and LSAs.
- Kiersti Dickinson also participates in a SEND Maths Hub.

*Kristy Dyson left the meeting at 5.08pm.*

**Q: How have you developed your practice in the last twelve months?**

**A:** Through learning walks, evidence of learning journals, conversations with teachers regarding interventions and a wealth of information on Maths Mastery.

**Q: Is it part of all lessons every day?**

**A:** There is lots of cross-curricular learning and discrete lessons. We need to make sure all three strands of Maths hit the mark.

Governors thanked Kiersti for her presentation and commented on the real progress evident on the Maths Mastery programme.

*Kiersti Dickinson left the meeting at 5.14pm.*

### 14. Policies for ratification

Policies had been circulated to governors prior to the meeting and had been reviewed and recommended to the LGB as follows:

(a) Behaviour Policy

TW commented that this policy was known as the Regulation Policy internally but for statutory purposes it was known as the Behaviour Policy.

(b) Feeding Policy

TW advised that Kristy Dyson had reviewed this policy.

**Q: Can gastro-fed children go to the hall for lunch?**

**A:** They are often still engaged with learning but otherwise it depends on what their needs are.

**Q: For consistency, do we refer to 'children' or 'children and young people'?**

**A:** Health and social services refer to 'children and young people' so perhaps we could update each policy as we review them.

(c) Fire Procedure Policy

Julie A had reviewed this policy and advised it needed to refer to the correct school: Berry Brow Infant & Nursery School.

(d) First Aid Policy

KW advised that the policy referred to First Aiders being responsible for the First Aid boxes and equipment and it should ideally refer to a nominated person or role where the responsibility rested.

(e) Transitions Policy

Jayne A had reviewed this policy and advised that some students with significant absence had phased and flexible return to school plans with reference to Outreach support.

TW thanked governors for their reviews and their input.

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

## 15. LGB Self-Evaluation & Governor Review/Self-Review

TW reported that Joan Haines had sent the governor self-evaluation documents. Governors discussed the training plan for 2023 and the collective areas they felt they needed to understand including Finance and Premises. Governor shadowing in school was considered to be a valuable contribution, bringing a collaborative and alternative viewpoint.

TW agreed to track skills audits and to put the governor job specification on the shared drive. Governors to think about the key messages from their specific areas, how things were going and any particular training needs. TW intended to arrange 1:1 meetings with governors during the spring term.

**16. Performance Management**

SP reported that his performance management had been postponed until January and all other performance management had been completed.

**17. Governor Training and Governor Visits**

TW and JH had visited Allanna Hoyer today. Governors noted that the Governor Monitoring file was located at Reception for records of their visits.

**18. Ofsted**

SP advised that the SLT had preparation in hand. Governor involvement would very likely be the Chair and one other governor. Ofsted would have access to minutes and monitoring forms. TW to send information to governors regarding what Ofsted look for from governors.

**19. Governor Training and Governor Visits**

Jayne and Kristy had visited to observe how the new phonics documentation had been embedded and would visit again in the summer to look at the impact. Joan Haines had visited regarding Finance and would be writing up her report. Katrina had visited regarding Wellbeing and Kate had visited the Pennine Teaching Alliance in school. Julie was visiting Dan Pearce regarding Health and Safety. Til volunteered to send Kate an example of a completed Governor monitoring form. Til was meeting weekly or fortnightly with Steve and had met with Allanna today regarding support for parents.

Til had done the TES Prevent training on 12 October 2022 and The Key online Safeguarding course for governors on 17 November 2022, which had proved to be very long and duplicated existing courses. Julie had attended Safeguarding training delivered by the LA at another local school and this had addressed governors' safeguarding responsibilities. Julie to advise Til who had delivered the recent safeguarding training. Til to revert to LGB and advise on the best offer for governor safeguarding training.

**20. Any other business**

Governors discussed the potential implications for other schools within ICAT of the recent Ofsted report on Milton School, which was now in Special Measures.

**Q: What is the post-Ofsted action plan for Milton School and the Trust?**

**A:** An AIB of interim governors was in place.



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

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

- Tuesday 24 January 2023
- Tuesday 14 March 2023
- Tuesday 9 May 2023
- Tuesday 27 June 2023

**22. 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 6.00pm.

Summary of Actions

Action No.	Action	By Whom
1	Track skills audits.	Til Wright
2	Place Governor job description on the shared drive.	Til Wright
3	Think about the key messages from their specific areas, how things were going and any particular training needs.	Governors
4	Arrange 1:1 meetings with Governors during the spring term.	Til Wright
5	Send information to Governors regarding what Ofsted look for from Governors.	Til Wright
6	Send Kate an example of a completed Governor monitoring form.	Til Wright
7	Advise Til Wright who had delivered the recent LA safeguarding training.	Julie Anderson
8	Revert to LGB and advise on the best offer for governor safeguarding training.	Til Wright