

Castle Hill School
Minutes of LGB Meeting
18 October 2022 at 3.30pm
Venue: At the School

Present:

Jayne Askew (Staff Governor)
Joan Haines (Chair)
Steve Perren (Principal)
Til Wright (Co-Opted Governor)

In Attendance:

Kristy Dyson (Participant Observer)
Caroline Hall (Clerk)
Allanna Hoyer (Business & Administrations Manager)
Dan Pearce (Deputy Principal)
Kate Purkis (Participant Observer)

1. Election of Chair

Caroline Hall took the Chair as Clerk to the LGB.

Joan Haines advised that she had been elected as Chair of the ICAT Board and she was standing down as Chair of the LGB.

1.1 RESOLVED:

That nominations not be accepted from Governors not present at the meeting.

1.2 RESOLVED:

That the term office of the Chair be one year until the AGM in 2023.

Joan Haines proposed Til Wright as Chair and this was seconded by Steve Perren.

TW left the room at 3:45pm.

Members of the LGB voted unanimously in favour of the proposal.

TW returned to the meeting at 3:46pm.

Til Wright accepted the position of Chair of CHS LGB. Joan Haines chaired this meeting.

2. Apologies for absence, consent and declaration of interest

- 2.1 Apologies for absence were received from Julie Anderson and Katrina Whale, both with consent.
- 2.2 There were no declarations of interest with regard to the meeting's agenda items.
- 2.3 Til Wright and Joan Haines to ensure Governors have the NGA Code of Practice and the ICAT Code of Conduct for Governors, if this differed from the NGA Code.
- 2.4 Governors to send any outstanding Declarations of Business Interest to Allanna Hoyer.

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

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

3.1 Ofsted

4. Election of Vice-Chair

This item was deferred to the next meeting.

5. Finance

Allanna Hoyer referred to the year end process for 2021/22 and the September management accounts, together with her written report to Governors. The highlights were:

- * Overall the figures showed a surplus of £16K comprising income from the Charity account, underspend in staffing costs and overspend in other expenditures. After deducting ICT expenditure of £7K the actual surplus would be £22K.

- * We should have an accurate carry forward figure for 2021-2022 from the auditors in December. Capital projects were being funded from the carry forward figure.

Q: Are staff pay rises unfunded?

A: Yes, nothing has been said yet about extra funding for staff pay rises. We have a contingency for annual performance and salary awards for all staff.

Q: Have you broached budget issues with staff?

A: Everyone knows about the energy crisis. We would wish to honour the staff pay rises when finalised by the government. We hope that prior years' prudence will mean there is enough in the carry forward to keep the school afloat. While the building and playground works create a deficit, this is not a real deficit as these are funded from the carry forward, but other unknowns could create an in-year deficit. Allanna is trying to save money wherever possible and is keeping an eye on unknown costs.

Q: Is the surplus protected?

A: There is a capped amount in the Reserves policy. The surplus is available to the school at present. Our MAT is unusual in that there is no central financial control. It is feasible that the carry forward could come under MAT control however.

Kristy Dyson joined the meeting remotely and was welcomed as an observer.

JH summarised Governors' highlights for KD, commenting that we were in a changing context in many ways but Castle Hill School was good at monitoring and adapting. JH also advised on changes on the LGB with JH moving to become Chair of ICAT and TW's election as Chair of the LGB.

Governors thanked AH for her excellent financial explanations.

Allanna Hoyer left the meeting at 4.23pm.

6. To appoint Governors with Specific Responsibilities

This item was deferred to the next meeting.

7. Minutes of the meeting held on 28 June 2022

Governors agreed the minutes of the previous meeting.

RESOLVED:

That the minutes of the meeting held on 28 June 2022 be approved and will be signed by the Chair as a correct account.

8. Matters arising

8.1 Action 1, TW to include any effect on staff of health & safety incidents in her discussions on 29 June 2022.

Revised action:

Til, Julie & Dan to carry out a mini Health & Safety audit, to follow up on any safety concerns with hoists and to include a review of relevant Risk Assessments.

8.2 Action 2, JH to arrange a half-day meeting for governors in the autumn term.

The meeting had been held on 13 September 2022.

8.3 Action 3, JH to meet with DN before end of summer term

JH had met with DN and thanked DN for her service and support as a Governor.

8.4 Action 4, TW to check on the level of training on 'Keeping Children Safe in Education' (KCSiE) required for safeguarding link governor and for all governors.

TW reported that the LA said they were working on this element. All Governors were required to read Part 1 and Part 2 of KCSiE every year and to receive updates each year. New Governors would need training on KCSiE and 'Prevent'.

9. Principal's Report

SP referred to his written report circulated to governors prior to the meeting, highlighting the following points:

- Cumulative attendance for all pupils was close to the DfE statistic.
- Student attendance for September was comparable to the similar period in pre-pandemic years.
- Staff attendance had reached baseline level 91.58%

Q: How many staff were involved in the absence data? Was it spread across a large number with small levels of absence or a few longer-term absentees?

A: HR processes could not be applied during COVID, so we don't have definitive information for that time. In general there are always some staff with a greater level of non-attendance than others. Absence monitoring procedures are now being applied as per pre-COVID.

Q: When did you reintroduce the HR process trigger?

A: At Christmas 2021. We are finding serial absentees are following a pre-pandemic pattern. Formal and informal targets are being set generally over a 12-week period where required. We have a scaffold of support to enable staff to attend work,

including Employee Healthcare, interventions, phased returns & risk assessments and Fusion HR support us with interviews, which is very helpful. Staff attendance continues to improve.

- A secondary class student had recently passed away, staff had attended the funeral and tribute gatherings were being organised. The LGB had sent a card expressing sincere condolences to the family.

Q: Is it an individual decision regarding a tribute in school?

A: Yes, we have a very sensitive approach and we take our lead from the parents. The form of tribute varies with each child.

- There were four ETA vacancies.

Q: When are you interviewing for ETA positions?

A: After half term. We are currently filling gaps with supply staff as recruitment is proving more difficult at present.

- SIP/SEF

The SIP and SEF were available on the school website if any Governors wished to access them. Sally McFarlan had retired and the school would be moving towards a peer review process within the Trust.

- Ofsted

Q: How is evidence for Ofsted put together, how is it structured and where is it located?

A: From the last Ofsted inspection we have listed the evidence needed to show students' progress and the information is collated on paper: case studies, assessment reports, safeguarding information, CPD records, LGB minutes, CHIP, SEF and SIP. SLT members have responsibility for collecting information on specific areas. All elements exist and are updated on a regular basis. A comprehensive website is also key to an inspection: we have worked hard to get our website right and the rate of hits is significant. If we are asked, "How do you know?" the information is there. We focus on the development of pedagogy and we expect teachers and TAs to be able to talk confidently about why and what we do and our outcomes, impact and vision.

10. Receive the DfE's Academies Planning Calendar 2022/23

SP to check for the Academies Planning Calendar from DfE.

11. LGB self-evaluation and action plan

JH reported on the self-evaluation and the action plan that had resulted from the Governors' meeting in September.

JH to email Governors' self-evaluation and action plan to School and save onto OneDrive.

12. Policies for ratification

Policies had been circulated to Governors prior to the meeting and had been reviewed

and recommended to the LGB as follows:

Safeguarding - TW
Health & Safety - Julie A
Prevent RA - TW
Silent Evacuation - JH
Equality Duty - TW
Fair Access Protocol - Kirklees - Julie A
Intimate Care - Jayne A
EYFS - JH
Child Protection - TW
School Uniform - Jayne A

JH thanked governors for their reviews and their input.

RESOLVED:

That the above policies be ratified by the LGB.

13. Performance Management

SP advised that his performance management was in hand. This year the Principal's performance management would be facilitated by an external consultant with the involvement of TW as Chair and JH as recently resigned Chair of the LGB.

14. Consultation on Admission Arrangements

14.1 SP reported that he had held a meeting with SENDACT at Kirklees regarding admissions for 2023/24.

14.2 There were two children for Early Years for whom consultations were out and panels were planned for January 2023 and there was one student expected in Secondary in November 2022, for whom confirmation of a place and of their banding were due.

14.3 There was one student for whom an application for Sixth Form had been made, but this was considered inappropriate due to their levels and was unlikely to go ahead.

Q: In general, are students appropriately signposted?

A: Yes, SEN students are mostly band A or B and staffing numbers reflect their needs.

15. 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.

16. Any other business

16.1 The item of other business regarding Ofsted had been dealt with under Principal's report, Minute 9 above.

17. Dates of future meetings and possible agenda items.

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

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Tuesday 6 December 2022
 Tuesday 24 January 2023
 Tuesday 14 March 2023
 Tuesday 9 May 2023
 Tuesday 27 June 2023

18. 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 Kristy Dyson and Kate Purkis for attending and indicated that TW would contact them regarding their interest in becoming Governors.

Governors thanked Joan Haines for her great service as Chair and as a governor, commenting that they really appreciated all she had done and how much the school had benefited from her input. JH responded that it had been a privilege and a joy to be part of this special community and a learning journey of wonder and awe for her at Castle Hill School.

The Chair closed the meeting at 5.50pm.

Summary of Actions

Action Number	Action	By Whom
1	Ensure Governors have NGA Code of Practice and the ICAT Code of Conduct for Governors if different.	TW & JH
2	Carry out a mini Health & Safety audit, follow up on any safety concerns with hoists and include a review of relevant Risk Assessments.	Til W, Julie A & Dan Pearce
3	Check for Academies Planning Calendar from DfE.	SP
4	Email Governors' self-evaluation and action plan to School and save onto OneDrive.	JH