

Castle Hill School
Minutes of LGB Meeting
7 December 2021 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:

Lia Heaton (Clerk)
Alana Hoyer (Business and Administrations Manager)
Robert Jagger (Teacher) – Part of
Dan Pearce (Deputy Principal)
Kate Purkis (Teacher) – Part of
Robin Webster (Teacher) – Part of

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 regards to the meeting's agenda items.

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

- a) Term Dates
- b) Chair's availability

3. Representation

RESOLVED: Governors noted the following matter of representation:

3.1 End of Term of Office:
Name: Dughall McCormick
Category: Co-opted
With Effect from: 29/01/2022

RESOLVED: It was noted that Mr D McCormick would not be renewing his term of office.

3.2 Appointment of staff governor

The Principal reported that no staff members had responded to the advertised Staff Governor vacancy, and that Jayne Askew wished to continue.

Reappointment:
Name: Jayne Askew
Category: Staff
With Effect from: 07/12/2021

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3.3 New Appointment:

Name: Til Wright
Category: Co-Opted
With Effect from: Subject to DBS

4. Minutes of the meeting held on 12th October 2021

Minutes of the meeting were approved and will be signed by the Chair as a correct account, subject to the following amendment:

- Minute 10.4, Outreach is going well with 4 [not 15] students now.

5. Matters arising

- 5.1 Action 8, Circulate the Self Evaluation form and analyse results refers;
Mr D McCormick assured Governors this action would be completed prior to the next Full Governing Body meeting. He would send out forms shortly.

All other actions had been completed.

6. Finance

The Chair welcomed the new Business and Administrations Manager to the meeting. As she had only been in post for 3 weeks, no finance report was yet available.

7. Behaviour Report, Case Study and Data

- 7.1 Form 4s
The data showed a continued increase in the number of pupils allocated Form 4s (behaviour plans). The Principal felt that the increase was due to vigilance and demonstrated a good ability to meet needs. A focus on the increase will now form the basis of a project with the EEF (Education Empowerment Foundation).

- 7.2 Form 1s
The weekly data showed some significant spikes in September. This may be due to settling in issues.

- 7.3 Case Study
The case study used CPOMs data which illustrated a significant amount of actions and interventions put into place to meet the pupil's needs. The case study showed ongoing problem solving was still required although improvements had been made. A carefully regulated environment has been vital. The school have requested a change of banding for the pupil due to the intensive staffing requirements.

Behaviour Working Party outcomes had also been shared with Governors.

- 7.4 Governor questions

Q: How often do the Behaviour Working Party meet?

A: They meet on a needs basis. There was one last night and one is due next week.

Q: Reading the Case Study, it seems that staff are involved in challenging situations. How stressful is this for them, and what measures are in place to mitigate this?

A: This can be an ongoing issue for staff especially at this time of term. We have increased mental health provision, with 3 mental health first aiders in place (with a mix of gender). SLT have recently made the decision to increase this further to 4. A training day provided last year focused entirely on wellbeing and we have incentives such as the Smoothie Van visiting the school. All staff have access to Employee Healthcare for which self-referrals can be made. We have also hosted a session delivered by the University of Huddersfield looking at resilience. We are looking at developing this focus further in a future session. Staff attendance is currently challenging, and we are looking at understanding the reasons so appropriate solutions can be actioned.

8. Attendance Report

The Deputy Principal provided a narrative to the pre-distributed Attendance Report. He noted that the cumulative figure over the academic year was 85%. This is below Kirklees pre-pandemic averages, but excluding medical and medical related needs, the figure increased to 89.3%. Outreach support continues to be offered where needed and home learning is also provided for those pupils unable to attend. Seasonal illness will also be expected during this period.

Attendance has been significantly impacted by the pandemic but is now steadily increasing. The Deputy Principal reported that classes with lower attendance tended to be those with higher proportions of more vulnerable pupils.

The Attendance Report would be published on the school website.

9. Health and Safety

A collation of near miss forms had been pre-distributed to all Governors. The nature of these were wide-ranging.

The Principal reported that all staff remain vigilant concerning health and safety which was addressed every Thursday morning with the whole school.

It was noted that traffic in the car park has increased. This is being managed and a Risk Assessment (RA) is in place for drop off and pick up times. This RA has been shared with Kirklees following concerns raised by some drivers. Kirklees have subsequently sent assessors who have confirmed they have no concerns with the management of the car park.

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ACTION: Arrange a Health and Safety Inspection (DP, AH, and JA).

10. Curriculum Area Focus: Expressive Arts and Design

[K Purkis, R Jagger and R Webster joined the meeting]

a) Music

An overview of music in the school was presented. This included:

- An Action Plan including mastery targets.
- Evidence of work through planning, ASDAN and AQA, work and learning journals.
- Case studies and photos of pupils engaging in lessons.
- Standalone sessions could further boost learning.
- Learning walk findings were summarised.

Q: What is an AQA?

A: An accreditation award.

Q: What do you mean by 'standalone sessions'?

A: Sessions which are over and above visits from the music therapist. A more planned approach.

b) Art and Design

An overview of art and design in the school was presented. This included:

- An Action Plan including mastery targets.
- Evidence of work through pictures, PiPs, medium term planning, ASDAN and AQA.
- Learning walk findings were summarised.
- Case study findings were detailed.
- Next steps include delivering training to teachers, class leads and ETAs and to promote the subject further.

c) Triad Project

An overview of 'Does the music curriculum reflect the lingual and cultural diversity of our student population' project was provided. Examples of different types/languages of songs were played for Governors. It was explained that a bank of resources was now available for classes to use. This bank of resources was ever changing and fluid to reflect student needs.

Q: Could the music bank of resources be expanded to include other art forms?

A: Yes, a cultural bank would be good.

Q: How confident are staff in delivering art-based subjects?

A: They seem confident in general with art. Baking and the creation of objects does require more instruction. Twilight sessions will be offered to provide ideas for teachers.

d) **Key highlights for Governors to note included:**

- ❖ **There is strong evidence of learning across the school regarding expressive arts and design**

- ❖ **Arts and design is very much cross curriculum**
- ❖ **There is a good range of music provided**

ACTION: Expressive Arts and Design presentation to be put onto the One Drive for Governors to access.

Governors thanked the presenters.

[K Purkis, R Jagger and R Webster left the meeting at 16.54]

11. Policies for Ratification

Governors had provided feedback on their allocated policies in advance of the meeting.

ACTION: When reviewing policies, all Governors to add comments/amendments directly in the associated Policy for the Principal to incorporate.

Q: Are Governors invited to the Behaviour Working Group?

A: The staff governor attends.

Q: If a pupil arrives at school with an injury needing treatment by the school, is this recorded as a Safeguarding incident?

A: Yes.

ACTION: Add recording of a Safeguarding incident into the First Aid Policy following a pupil arriving at school with an injury requiring treatment.

Q: Should 'Acts of God' and adverse conditions be included in the Schools Closure Policy?

A: We don't require a full list of every possible event but I will add 'Acts of God' into the policy and also make a link to the Covid contingency plan.

ACTION: Include 'Acts of God' and refer to the Covid Contingency Plan in the School Closure Policy.

RESOLVED: Governors approved the following policies (subject to the above actions):

- 11.1 Behaviour
- 11.2 Feeding
- 11.3 Fire Procedure
- 11.4 First Aid
- 11.5 Medication/Accident/Medical
- 11.6 Massage
- 11.7 School Closure
- 11.8 Time in Lieu
- 11.9 Expressive Arts and Design: including art and design music and drama

12. Governor Review/Self Review: Compliance/Evaluation

ACTIONS:

- i) Chair and Mr D McCormick to meet to discuss skills and knowledge for the Self-Review.
- ii) Defer this item to the next Full Governing Body meeting.

13. Review of Policies

This item had been covered under Minute 11.

14. Governor Training and Visit Outcomes

- 14.1 Training
There was no training to report.

ACTION: Forward the Chair's Report to ICAT to Til Wright.

- 14.2 Visits
Jayne Askew and Dawn Naughton reported on their virtual Mastery Visit. They explained that the Mastery Model was mainstream but is personalised for Castle Hill students across all subjects. They had seen the how the model is implemented in the school. They thought that the team had done great job. The report was available in the shared drive.

The Chair noted that Governors had been involved in a number of recent panels including for complaints, staffing issues, recruitment and the Principals' appraisal.

15. Any other business

- 15.1 Term dates
RESOLVED: Governors approved the Principal's recommendation for 2022/23 term dates.
- 15.2 Chair's availability
The Chair informed Governors that she may potentially be unavailable for the first three weeks in January 2022.

16. Dates of future meetings and possible agenda items

RESOLVED: That the following dates be scheduled (due to commence at 3.30pm):
Tuesday 25th January 2022
Tuesday 15th March 2022
Tuesday 10th May 2022
Tuesday 28th June 2022

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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 Chair thanked all for attending the meeting and closed at 5.19pm.

Summary of Actions

Action Number	Action	By Whom
1	Dughall McCormick to circulate the Self-Evaluation form in advance of the next Local Governing Body meeting. Governors to return these to DM for analysis for the meeting	Mr D McCormick
2	Arrange a Health and Safety Inspection	DP, AH, and JA
3	Expressive Arts and Design presentation to be put onto the One Drive for Governors to access	Principal
4	Chair and Mr D McCormick to meet to discuss skills and knowledge for the Self-Review	Chair and DM
5	When reviewing policies, all Governors to add comments/amendments directly in the associated Policy for the Principal to incorporate	ALL
6	Defer 'Governor Review/Self Review: Compliance/Evaluation' until the next Full Governing Body meeting	Clerking Service
7	Add recording of a Safeguarding incident into the First Aid Policy following a pupil arriving at school with an injury requiring treatment	Principal
8	Include 'Acts of God' and refer to the Covid Contingency Plan in the School Closure Policy	Principal
9	Forward the Chair's Report to ICAT to Til Wright	Chair