

**TOGETHER LEARNING TRUST
CASTLE HILL SCHOOL**

LOCAL GOVERNING COMMITTEE MEETING MINUTES

Tuesday 4th March 2025 at 15.30 at the school

Governors Invited:	Til Wright (TW)	Chair
	Jayne Askew (JA)	Staff Governor
	Kristy Dyson (KD)	(Vice Chair) Parent Governor
	Emma Firth (EF)	Co-opted Governor
	Joan Haines (JH)	Co-opted Governor
	Steve Perren (SP)	Principal
	Katrina Whale (KW)	Staff Governor
	Richard Instone (RI)	Co -opted Governor
Invited Guests Present:	Carol Carpenter (CC)	Clerk
	Allanna Hoyer (AH)	Business Manager (to 16:02)
	Dan Pearce (DP)	Deputy Principal
	Alistair Macdonald	assistant Principal (from 16.30)
Meeting Started at:	15:30	

Item No.	Agenda Item	Action
1	Welcome & Apologies The Chair welcomed everyone to the meeting. Apologies had been received and were accepted from Katrina Whale and Emma Firth.	
2.1	Declarations of interest There were no declarations of interest for this meeting's agenda items.	
2.2	Minutes of the meeting on 21st January 2025 Governors agreed the minutes of the previous meeting. RESOLVED. That the minutes of the meeting held on 21 st January 2025 be approved and be signed by the Chair as a correct account.	
2.3	Matters arising (not covered by agenda) 5. Hydrotherapy Policy is being re-written by a member of SLT. Action - will be brought to a future meeting. 5. CCTV Policy - Has been reviewed but is a Pinnacle and Kirklees one, no input required by school, it is for information only. Q. Are the cameras outward facing? Where are they positioned? A. In front of the building towards the car park and Reception area. The one in the Hydrotherapy pool has the feed cut off. Q. Are the transport companies aware?	SP

Agreed as an accurate record.

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2.4	<p>A. Yes, we have used the footage, when there was an incident with transport and there is signage saying we have cameras. To see the footage, we must put a request in to Pinnacle and the council.</p> <p>All other actions from the previous meeting not covered by the agenda have been completed.</p> <p>Notes from Special Meeting 11th February 2025</p> <p>The notes from the meeting have been reviewed and were agreed as a correct record of events. Action - CC to upload to SharePoint.</p>	CC
3	<p>Finance</p> <p>Management report for Information from School and January Management account summary 24/25</p> <p>AH advised that the e January Management accounts revised budget has been approved.</p> <ul style="list-style-type: none"> • Student numbers, GAG funding increased by 2.2 FTE, Kirklees to allocate additional funding on a termly basis. • Successful banding appeals for 9 students from band B to A, backdated to September 2024. • Staffing no teacher was appointed during the last interviews. Interviews are on Monday; the successful candidate would start in September which results in a £23k saving but is not ideal as a teacher is needed. • Catering, TLT is looking to outsource their catering. This would be a £1.8 million pound contract. Castle Hill order around one hundred meals a day. School will need to look at the effect on food allergies and dietary requirements. Not sure it will work for Castle Hill as they have unique needs that a generic provider may not be able to fulfil. Castle Hill are lobbying to stay with Kirklees Catering. • Topslice based on 8% of GAG funding. • Surplus estimated £206k at end of financial year • 0% banding will receive no increase from April. • AH advised a 5% pay increase in NJC paid staff would lead the school into a deficit budget. • School has a large surplus this year but if banding stays at 0% for the next few years it will lead to a deficit budget. • School has requested £4k capital is released to install a Paxton lock for the primary area to improve security and prevent a pupil from leaving the grounds; they are awaiting approval from TLT. • The wood in the adventure playground needs replacing. Pinnacle would replace with like for like but school are obtaining quotes to improve the playground facilities. AH will bring the designs and costs and find out what Pinnacles contribution will be to a future meeting. <p>Comment. We have a £206k surplus but from April with a 0% increase on the banding and predicted costs of £150k if support staff receive a 5% pay rise.</p>	

Agreed as an accurate record.

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	<p>This could lead to a deficit budget and we may need to look at areas to make cuts.</p> <p>Q. What is GAG funding</p> <p>A. General Annual Grant. £10k per student comes from the ESFA, for any students over the PAN of 124 students, it comes via the LA.</p> <p>Q. How much will the teacher's pay rise be?</p> <p>A. They are predicting 2.8%-3% from September. For support staff, it runs April to March and for Teachers September to August. Teacher pay rises are subsidised by Government funding unlike support staff. Our top-up funding tends to pay for the support staff. Previous top-up funding raises of 3% would help but 0% doesn't help. We are fortunate that we have the carry forward next year. We will employ one teacher rather than two going forward. There is a SEN White paper due to address needs of LAs that have significant deficits budgets linked to SEN and how the government will meet that, but it may only impact the LAs and not be passed on to schools. We could be setting a deficit budget where the carry forward will see us through year 1 but would affect years 2 and 3 which makes it difficult for planning and committing to SLAs. We have had some natural wastage and save small amounts of money on staffing but we may have to restructure as a worst case scenario. We are using support staff to fill gaps already with HLTAs and Learning Facilitators filling the gaps of teachers. Options such as merging two classes on days where staff are off are being considered but this would impact on staff and learning and breaks. unpaid leave is also an issue, staff taking unpaid leave are unhappy when leave is denied</p> <p>AH advised that utility bills are due to increase again.</p> <p>Comment. The plan is no supply staff, we need more but we can't afford them. AH is currently working to calculate the cost of each student in the school to demonstrate to the council what is needed by the school to fulfil requirements.</p> <p>Governors thanked AH for her update. AH left the meeting at 16:02</p> <p>SP advised school is looking at potential ways to make cuts if necessary. i.e. no supply cover, £200k was spent on supply last year. The amounts spent depend on things like covering long term sickness. The NJC pay rises are causing a national crisis particularly in special schools as they employ more support staff than other schools.</p>	
4.	<p>Headteacher's input (HT report to be delivered during the operational meeting).</p> <p>Safeguarding and behaviour</p> <p>Q. has the school ever had a case where they have identified children at risk of radicalisation or cases involving the families?</p> <p>A. No but we are constantly monitoring the community not just the students. It is about wider community and the stakeholders and monitoring changes of behaviour including siblings.</p> <p>SP highlighted the behaviour incidents form, they are monitoring outcomes to understand any patterns relating to behaviour in schools and looking for</p>	

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	<p>commonality during the terms and the academic years to help predict spikes and troughs according to the time of year. Autumn 23 and Autumn 24 have common weeks. As the data builds up over the years, SP hopes to see the increased commonality. There is an anomaly due to the school closure due to snow.</p> <p>Q. What is the y axis?</p> <p>A. The number of incidents for the whole school, Incidents in class where a child nips or scratches are recorded, it gives an overview of the whole school events.</p> <p>Comment. Two thousand, one hundred, I didn't know that was such a high scale of incidents and recording, it is useful to know.</p> <p>Comment, if the level of staff absence data was to run with it could we see if there was correlation between staff absence, cover and behaviour spikes?</p> <p>A. We may be able to, however, we would have to collate the staff absence data and run the comparison. This would take some work and would be something for the future.</p> <p>Comment. If there is an impact on classes with no cover, it would make it hard to justify reducing cover. (reference to previous cost cutting suggestions re finance)</p> <p>A. Yes, but we have few alternatives.</p> <p>Comment. The weeks before Christmas when would expect a spike it is a positive that there wasn't one.</p> <p>Q. Would you use it to plan interventions?</p> <p>A. Yes, beforehand to reduce that, we would look at what is missing at that time, what is the issue, staffing or tiredness or other issues.</p> <p>Attendance report</p> <p>SP advised there is no difference in attendance moving through the term, still close to national average and similar year on year, they have returned to pre-covid attendance levels. Attendance monitoring is ongoing and effective, managing phone calls and the outreach process.</p> <p>Health & Safety / Premises Update</p> <p>Good outcomes recently, due to the hyper-vigilance of staff, events do happen but are recorded and interventions put in place</p> <p>Q. January 2025 serious incident with a student what was it?</p> <p>A. I'm not sure but will look into it and feedback. Action – SP to feedback.</p> <p>School Improvement plan, SEF and SEF summary</p> <p>SP is working through this, will be completed towards the end of this term and will be brought to the June meeting.</p>	
5	<p>Business Compliance</p> <p>Data Protection Update</p>	

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	<p>Greg is continuing the data mapping process, who we share data with and the risks associated with that e.g. CPOMS Arbor. The data retention process is ongoing, it is a significant piece of work with the business team trying to sort them into a manageable filing system and then to delete them when they reach the relevant timeframes.</p> <p>Risk Register Update</p> <p>The Risk Register is up to date.</p> <p>Business Continuity plan</p> <p>Action - SP The email address are Castle Hill emails and need updating with TLT ones.</p> <p>Strategic plan</p> <p>A more recent version is available, Action information to be sent to TW to update by KD and JH.</p>	<p>SP</p> <p>KD, JH, TW</p>
6	<p>Policy review</p> <p>The policies had been distributed to Governors prior to the meeting.</p> <p>Healthy Eating (KD)</p> <p>KD highlighted that the policy details how children are fed, via gastronomy fed or by giving them a learning experience. We try to include children whether they can eat or not which is fantastic.</p> <p>Inclusion (KW)</p> <p>KW highlighted that the policy has Inclusion as the process and not a state and is in keeping with the school ethos</p> <p>CHS Prevent Duty (RI)</p> <p>Comment. It seems a big ask to expect the school to monitor families and stakeholders and have eyes and awareness on the wider community but SP has explained that school tries to do that.</p> <p>A. As the profile of students has changed over the years, the number of students tempted towards radicalisation has reduced but we keep it under review.</p> <p>Medical Medicine and High Needs Support Policy (JH)</p> <p>JH advised it is a good, clear policy, a good example of how multi agency the school is in order to manage it,</p> <p>Physical Development (JA)</p>	

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	<p>Nothing to change, a key area of learning, identified in the audit and see it happening all the times in making sure students are prepared, comfortable and regulated.</p> <p>Governors ratified all the above policies</p> <p>CCTV Policy</p> <p>Discussed earlier in the meeting, is for information only.</p>	
6a	<p>Physical development curriculum area presentation</p> <p>Alistair Macdonald gave a presentation on Physical Development at Castle Hill, highlighting the importance of physical education in students' overall development, including mental health and social well-being. He gave detailed information on various physical activities and interventions used at the school.</p> <ul style="list-style-type: none"> • Importance of Physical Education Physical education supports pupils' broader development, including mental health and social well-being, and can lead to increased overall attainment. • Physical Development Areas The school's curriculum includes hydrotherapy, swimming, rebound therapy, physio and OT led programs, posture management, sensory regulation, agility, balance, coordination activities, and more. • Mastery Focus The school's mastery focus for the past year was on receiving (catching) skills, with significant training and resources leading to successful outcomes. This year's focus is on fine motor skills. • Mastery Success Criteria The success criteria for mastery in fine motor skills vary for different learners, ranging from exploring objects with hands and fingers to carrying out simple functional activities. • New Resources The school has introduced new resources, including fine motor control boxes, to aid in the development of fine motor skills. • Interventions and Support Interventions include the use of hip-hop cushions, hydrotherapy, and fine motor bags, supported by pupil premium funding. • Sport Premium Spending The school allocates sport premium funds for training staff, maintaining equipment, and providing sustainable physical education activities. • Achievements and Training Castle Hill achieved the School Games Gold mark and continues to provide various training sessions for staff to enhance physical development programs. 	
7	<p>Governance</p> <p>Governors' visits (forms handed in/saved onto SharePoint)</p> <ul style="list-style-type: none"> • JH met with Ali re the Development Centre. • JA met before Christmas to talk about Pupil Premium with Katrina and the SMSC assessor to talk about SMSC and the Quality Award. 	

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	<ul style="list-style-type: none"> JH meets with Allanna prior to governor meetings but was unable to for this meeting. Action - JH will arrange a separate meeting with AH for budget monitoring. KD and DP looked at the playground areas, blown away with the equipment that is out there, something for everybody, it is fantastic. TW met with Ali to review the SCR. Ali receives regular support from TLT and Dan Hancock and Dan Armitage, the Safeguarding Lead and Lead DSL for the Trust as well as receiving regular bulletins. TW meets regularly with SP. RI spoke to DP re CPD last week, various tiers of CPD for various staff. It was an interesting discussion. Action RI to send his report to TW. <p>Training attended</p> <ul style="list-style-type: none"> EF attended Governor's Safeguarding Network and completed School Complaints training. TW will complete School Complaints training in March. JH is completing various NGA Modules. <p>TLT have provided Governor finance training to governors in some of the primary schools on funding and funding streams, but it is felt less relevant to Castle Hill with them being a special school. Allanna would prefer to have a meeting with Governors individually to go through the funding if it is wanted.</p> <p>TW will ask any new governors to meet with AH to discuss funding streams going forward.</p>	<p>JH</p> <p>RI</p>
8.1	<p>Any Other Business</p> <p>There was no AOB.</p>	
8.2	<p>Upcoming Key Calderdale Virtual Training events</p> <ul style="list-style-type: none"> Thu 6th March – Equality, Diversity, Tolerance & Fundamental Values for Governance (GOV39) 6.30-8.30pm Mon 10th March – Vulnerable Groups & Pupil Premium (GOV40) – 6.30-8.30pm Wed 12th March – Finance Network (GOV41) – 6.30-8.30pm Thu 20th March – Managing Complaints (GOV42) – 6.30-8.30pm <p><i>To book onto Training please email: Deborah.tynan@calderdale.gov.uk Debby.simpson@calderdale.gov.uk</i></p>	
9.1	Date of next LGC meeting – 06.05.25	
9.2	Chairs / Safeguarding Network Meeting – 26.03.25	
10	<p>Agenda, minutes and related papers - school copy</p> <p>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.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

	The meeting closed at 17:07.	
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MINUTE	ACTION	WHO	WHEN
2.3	5. Hydrotherapy Policy being re-written by a member of SLT. Action - will be brought to a future meeting.	SP	
2.4	Notes from the additional meeting - CC to upload to SharePoint.	CC	
4	Health & Safety / Premises Update, January 2025 serious incident with a student. Action – SP to feedback.	SP	
5	Business Continuity Plan - email address are Castle Hill emails and need updating with TLT ones.	SP	
5	Strategic plan, a more recent version is available, information to be sent to TW to update by KD and JH.	KD, JH, TW	
7	J H will arrange a separate meeting with AH for budget monitoring.	JH	
7	Governor Visits. RI to send his CPD visit report to TW.	RI	

Agreed as an accurate record.

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