

TOGETHER LEARNING TRUST CASTLE HILL SCHOOL

LOCAL GOVERNING COMMITTEE MEETING MINUTES

Tuesday 30th September 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 (to 17:00)
	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:	Karen Chetham (KC)	Clerk
	Allanna Hoyer (AH)	Business Manager (to 16:00)
	Dan Pearce (DP)	Deputy Principal (Arrived 15:51)
	Jo Beardwell (JB)	TLT
Meeting Started at:	15:30	

Item No.	Agenda Item	Action
1	Welcome & Apologies The Chair welcomed everyone to the meeting and introductions were made. There were no apologies.	
2.1	Declarations of interest There were no declarations of interest for this meeting.	
2.2	Minutes of the meeting on 24th June 2025 Governors agreed the minutes of the previous meeting. RESOLVED. That the minutes of the meeting held on 24 th June 2025 be approved and be signed by the Chair as a correct account, subject to the following correction: Minute 2.3 7 Governor visits should read 'RI to send his governor visit report'.	
2.3	Matters arising (not covered by agenda) 2.3 7 Governor Visits. RI to send his CPD visit report to TW. RI will find it when next in school and send to TW. – This action was complete. 2.3 6 Visits Planned - RI to schedule a meeting with Dan about CPD. Meeting was held last week – This action was complete.	

Agreed as an accurate record.

Signed: Print Name:Dated:

	6 Trust Update - Brooksbank's good Ofsted Report. Action - Chair to contact Brooksbank's Chair of Governors to congratulate them. This action was complete.	
3.1	Voting in Chair/ Vice Chair The Clerk took the Chair. Nominations for Chair and Vice Chair were sought from the governors. RESOLVED: That Til Wright be elected Chair of Governors for a period of one year. RESOLVED: Kristy Dyson be elected Vice Chair of Governors for a period of one year.	
3.2	Allocation of link roles RESOLVED: that link roles were allocated as below. Til Wright – Safeguarding, prevent and SLT Kristy Dyson – Health and safety Emma Firth – Curriculum Jayne Askew – Curriculum, Children looked after & Pupil premium Katrina Whale – Community Link & Regulation & Well being Joan Haines – Finance & Castle Hill Development Centre Richard Instone – CPD (Staff) The Chair explained that she had considered if a link role for GDPR needed to be established and after speaking with the IT officer it was agreed that he would instead bring a report on how the school was audited with regards to GDPR and cyber security to the next meeting. Governors were reminded to complete their data protection, cyber security and prevent training. ACTION: That a report on GDPR and cyber security be brought to the next meeting.	TW
3.3	Review terms of office up for renewal or due to end The Chair commented that Jayne Askew would be retiring at the end of the school year. The Head Teacher explained that a letter would go out to staff during the spring term asking for interest.	
3.4	Review and agree LGC composition including any vacant positions It was discussed that another parent governor would be valuable to the LGC composition however this had proven difficult in the past otherwise the composition was regarded as good.	

Agreed as an accurate record.

Signed: Print Name: Dated:

3.5	Appoint governors to the Head Teacher Performance Development Panel RESOLVED: That Til Wright and Joan Haines be appointed to the Head Teacher Performance Development Panel.	
3.6	Mandatory training on the National College platform Governors were reminded to complete training on the National College platform, sign the code of conduct and submit their declaration of interest form. Governors discussed the online safeguarding training offered by the National College as well as the one carried out at the school. It was agreed that completing both sets of training was very time consuming for governors although both were worthwhile. It was explained that from the trust point of view specific governor training on safeguarding was essential and was not the same as the staff training carried out at the school. It was confirmed that all governors had completed the National College Governor Safeguarding training. ACTION: That Til Wright clarify with Kirklees Council the situation regarding governor safeguarding training.	
4.1	Finance – end of year This item was added to the agenda by the Chair. The Business Manager report by AH had been distributed to the governors prior to the meeting. AH explained a year end summary for 24/25 had been completed. This was pre audit and may change once the audit was completed. The audit was due to take place during the first two weeks of November. AH explained the Business Managers report to the governors and highlighted a total income variance of £27,000 and an estimated in year surplus of £227,381. Comment. TW. The school was in an extraordinary situation considering where it had been in the previous year. Comment. JH. Having completed a governor monitoring visit with AH thanks were extended for doing good work in keeping the school in order. Comment. SP. It was looking really positive and it was recognised that this was due to some significant changes to the workforce. It had been a journey and we continue to navigate successfully through challenging times. Q: What degree on oversight of bank and supply staff training did the school have?	AH

Agreed as an accurate record.

Signed: Print Name: Dated:

4.2	<p>A: There was mandatory training for supply staff and most supply is obtained from lunchtime staff, this ensures coverage.</p> <p>Governors thanked AH and she left the meeting at 16:00</p> <p>West Yorkshire Pension Fund</p> <p>The Chair also introduced the subject of a letter regarding the West Yorkshire Pension Fund and a call by the trust to request a reduction in employer contributions due to the pension fund having a surplus.</p> <p>The Chair explained that she had not been comfortable to sign the letter on behalf of the governors without having first had a conversation with them.</p> <p>The governors discussed the circumstances behind the request by the trust for the Chair and Head Teacher to sign a letter requesting a reduction in contributions.</p> <p>It was agreed that the request for a reduction could be viewed as short term and not looking at the consequences of potential impacts several decades in the future. The Head Teacher and the Chair recognised their responsibility to staff to secure their futures.</p> <p>Q: What was the position if the governors did not support the letter? A: Nothing, it was a request to lobby the WYPF and it was for the governors to decide for or against.</p> <p>The governors stated it was important to understand the future implications of the request and that they did not feel well enough informed.</p> <p>It was agreed that the Chair and Head teacher would not sign the letter and SP would explain the governor's position to the trust.</p>	TW/SP
5	<p>Amendments to the scheme of delegation, terms of reference and governor's handbook</p> <p>JB explained the amendments that had been made to the scheme of delegation, terms of reference and the governor's handbook. These documents are now available on SharePoint.</p> <p>JB also explained changes to the 2025 governor guidance including on school food standards and would provide a report on what the changes meant for the governor's responsibilities.</p>	JB
6	<p>Policy Review</p> <p>Policies had been distributed to governors prior to the meeting. Individual governors were asked to review specific policies. During the meeting governors gave feedback on the policies explaining their learning and directing any questions to SP.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

	<p>Resolved: That the following policies be approved by the LGC:</p> <ul style="list-style-type: none"> • Online safety • Design Technology Policy • Emergency Evacuation • Equality Duty • EYFS policy • Fair Access Protocol • Intimate care • Outdoor Learning • Prevent Risk assessment • Safeguarding policy 2025-26 • School Uniform <p>Q: What input did the school have to ensure the online safety of students when they were not at school?</p> <p>A: With our school students it is more about immediate communication rather than virtual. There were a small number of children who are more vulnerable due to their ability and interest in engaging online. There are specific courses for these students related to their needs. Students' behaviour is picked up very quickly and concerns are tracked and advice provided when necessary.</p> <p>Q: When only adopting one policy and there was a crossover with different councils what happened?</p> <p>A: The trust policies do not go into procedural depth to prevent confusion.</p>	
7	<p>Head Teacher report</p> <p>A Head Teacher report and attachments had been distributed prior to the meeting.</p> <p>SP gave the following highlights:</p> <ul style="list-style-type: none"> • A focus on funding as the school move forward and there was a need to know the outcome of the Kirklees review. • The proposed build, a meeting of Kirklees Children's Capital Board was supposed to have taken place at the beginning of September however that was cancelled therefore the school do-not yet know if it had been awarded funding. • Possible developments over the summer and as a consequence a need to look at the PAN 	
8	<p>Feedback on Roundtable review meetings</p> <p>A report was sent out to governors prior to the meeting.</p> <p>This item was not discussed.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

9	LGC to approve staff pay recommendations The relevant information has been sent by the trust.	
10	Planning school visits for autumn term KW – Meetings planned for community links and regulation TW – Safeguarding meeting scheduled for 14 th of October 2025 as well as meeting SP with concerning security, data and access. JA & EF - Meeting planned for looked after children. JH -Meeting planned for finance. JH had also undertaken two monitoring visits one for finance and one for school development. RI - A meeting was planned with the Deputy Principal.	
11.1	Date of next LGC meeting – Tuesday 11.11.25 The meeting ended at 17:30	
	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.	

MINUTE	ACTION	WHO	WHEN
3.2	Allocation of link roles That a report on GDPR and cyber security be brought to the next meeting.	TW	November
3.6	Mandatory training on National College platform That Til Wright clarify with Kirklees Council the situation regarding governor safeguarding training.	TW	

Agreed as an accurate record.

Signed: Print Name: Dated: