

**TOGETHER LEARNING TRUST  
CASTLE HILL SCHOOL**

**LOCAL GOVERNING COMMITTEE EXTRAORDINARY MEETING MINUTES**

Tuesday 3<sup>rd</sup> March 2026 at 15.30 at the school

<b>Governors Invited:</b>	Joan Haines (JH)	Chair
	Jayne Askew (JA)	Staff Governor
	Kristy Dyson (KD)	(Vice Chair) Parent Governor
	Emma Firth (EF)	Co-opted Governor
	Richard Instone (RI)	Co-opted Governor
	Steve Perren (SP)	Principal
	Katrina Whale (KW)	Co-opted Governor
	Til Wright (TW)	Co-opted Governor
<b>Invited Guests Present:</b>	Karen Chetham (KC)	Clerk
	Susan Bracey	Trustee TLT
	Allanna Hoyer (AH)	School Business Manager
	Dan Pearce (DP)	Deputy Principal
<b>Meeting Started at:</b>	15:30	

Item No.	Agenda Item	Action
1.	<p><b>Welcome &amp; Apologies</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Introductions were made.</p> <p>No apologies were received.</p>	
2.1	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest.</p>	
2.2	<p><b>Minutes of the meeting held on 27<sup>th</sup> January 2026</b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 27th January 2026 be approved and signed by the Chair as a correct account subject to minor amendment of 2.3 &amp; 6.</p>	
2.3	<p><b>Matters arising (not covered on the agenda)</b></p> <p><b>a) Policies minute 5</b></p> <p>To look at Safe space policy statements to see if can be more succinct. Policy amended. Action complete.</p>	

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<p>Follow up on trust AI policy. The AI policy was in formulation it would be mainstream centric however there would be sections relevant to Castle Hill.</p> <p><b>b) Governor visits minute 6 (c)</b></p> <p>Monitoring visits folder on SharePoint. An email had been sent.</p>	
3.	<p><b>Trust update</b></p> <p>A trust update had been received and SP provided highlights.</p> <p>Highlights included:</p> <p>TLT strategic priorities foremost priority remained the consistent pursuit of excellent outcomes for every pupil.</p> <p>Confirmation of the appointment of Kieran Welsh as Principal of Castle Hill School.</p> <p>Steve Perren retiring as Principal of Castle Hill with distinguished service.</p> <p>TLT have created a Director for SEND and Inclusion.</p> <p>TLT continue to support two schools through the Department for Education's Regional Improvement for Standards and Excellence (RISE) initiative.</p> <p>The governors briefly discussed the implications of the SEN white paper. The reassessment of EHCP in mainstream schools would be a substantial undertaking however it would have less of an impact on Castle Hill.</p> <p>TLT believed that the white paper reinforced the centrality of strong multi-academy trusts.</p>	
4.	<p><b>Finances</b></p> <p>AH provided a report prior to the meeting.</p> <p>There was an income variance for January of £11,000.</p> <p>The CSBG Grant allocation was reduced by £12,000.</p> <p>There would be an increase from 124 to 131 students starting in September.</p> <p>There was a gap in Gag funding of £30,000, the CFO had been notified. AH and the CFO would work with the local authority.</p> <p>Staffing was on target and would include a 3% increase for support staff in the budget.</p>	

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<p>Regarding the West Yorkshire pension fund it had been agreed that pension contributions would be reduced and that this would make no difference to the end employee pots. This would save approximately £6500 for the school.</p> <p>The delivery of Makaton courses generated an additional £3000 in revenue.</p> <p>The Paul Hamlyn Foundation monies was ring-fenced to use for artworks.</p> <p>A new school bus had been purchased and would arrive in April.</p> <p>Overall, the figure showed a forecast year and surplus of £49,366.</p> <p><i>AH left at 16:00</i></p>	
5.	<p><b>SEF &amp; CHIP</b></p> <p>SP and SLT had reviewed the SEF and CHIP documents both were adapted to the new Ofsted framework.</p> <p>The SEF and CHIP were reviewed the second half of each term.</p> <p>TW acknowledged the good work done by SP and SLT.</p>	
6.	<p><b>Head Teacher Report</b></p> <p>There was no Head teacher report. Head teacher reports were produced every other meeting.</p> <p>SP commented that a wide variety of information had been provided this included:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Attendance, behaviour and pastoral Including case study, form one collation, supervision outcomes.</li> </ul> <p>SP explained that a safeguarding case study had been provided and showed the complexity of need not just of the child but also the family.</p> <p>The school approach needed to be led by emotional intelligence including when engaging with parents as they might be sensitive to strategies towards solutions. A collaborative approach is needed to ensure positive outcomes. The case study is a good example of multi-agency working from the school, police, health and social care. It also showed that situations can evolve and how agencies need to respond to changing information.</p> <p>TW commented that the case study was an 'incredible to read'.</p> <p>Comments were made on the potential for disagreements in multi-agency working over children being placed on the child protection register.</p>	

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<p>It was reflected upon that it was important to continue to nurture the relationship with health and social care and that everyone had different expectations which could lead to frustrations but that a solution focused approach for all is essential.</p> <p>It was commented that the supervision process was invaluable in ensuring no child fell through the net.</p>	
7.	<p><b>Business compliance and risk register</b></p> <p>Governors had received a health and safety report and incident report prior to the meeting.</p> <p>The documents provided an overview of the accidents and events in school.</p> <p>SP informed the governors that he reviewed health and safety each week and made sure there were outcomes for each event.</p> <p><b>Q: Was there a correlation between children's incidents and when staff were absent?</b></p> <p><b>A:</b> It was hard to tell and difficult to gather that information. The events were generally due to unforeseen events such as a child throwing a tray. However, the staff ratio was always appropriate.</p> <p>SP commented that he always read reports on the events to see if there was a pattern and he felt confident it was never due to lack of staffing. It was a priority to always ensure staff and students were safe.</p> <p>KD informed the governors that she had updated the strategic plan.</p> <p>Governors were reminded to send their visit reports to KD &amp; SP.</p>	
8.	<p><i>PH joined the meeting at 4:30pm</i></p> <p><b>Sensory Curriculum Presentation</b></p> <p>A presentation on the sensory curriculum was given by Pippa Hinchcliffe.</p> <p>The intent of the sensory curriculum was to empower learners to develop their communication, anticipation, and exploration skills, enabling them to engage with the world around them.</p> <p>The sensory curriculum underpinned practise throughout the school.</p> <p>It supported the children from the early development levels.</p> <p>The presentation covered:</p> <ul style="list-style-type: none"> <li>• Mastery</li> <li>• Training</li> <li>• Eye clinic</li> </ul>	

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<ul style="list-style-type: none"> <li>• Progress monitoring and case studies</li> <li>• Learning environment developments</li> <li>• Innovation/ Next steps</li> </ul> <p>Each year the curriculum focused on one sense. It was a three-year cycle including auditory, visual and tactile.</p> <p><b>With reference to visual impairment:</b>  <b>Q: Not all children will be diagnosed how do you know which conditions they may have?</b>  <b>A:</b> The school has an optometrist who looks at prescriptions and there is also an orthoptist who looks at general eye health. Staff may also notice children who do not apply their sight as they should.</p> <p>PH talked through some case studies which showed progress of children over time.</p> <p><b>Q: Can you talk about the best progress you have seen since Christmas?</b>  <b>A:</b> It has been the progress which impacted a family's life outside of school. A family wanted to take their young person on a bike trip with them. The school explored relevant sights, sounds, and tactile experiences with the young person so they could go on the trip with their family.</p> <p><i>PH left at 4:55</i></p> <p><b>Q: Do we have children classified as MSI?</b>  <b>A:</b> No not under Kirklees criteria. We do have Calderdale MSI lead come into the school and her ongoing expertise is very useful.</p> <p><b>Q: Do you have any others who work with MSI?</b>  <b>A:</b> We can draw on the expertise of many staff in the school. Training has been taken on well by support staff.</p>	
9.	<p><b>Policies</b></p> <p>KD: Major emergencies, and Business continuity plan were fit for purpose.</p> <p>EF: Teaching and learning there were no changes recommended, although questions were asked about the relevance of some of the content, with specific reference to the learning environment. Dates of review were also questioned. SP to review the policy</p> <p><b>Q: Who monitors the Learning Environment?</b>  <b>A:</b> We have an ongoing learning environment audit done on a termly basis. Feedback is provided by teachers to the SLT.</p> <p>JA: Massage Policy: The policy had been out of date however it was rewritten recently and was very comprehensive. It linked with the appropriate use of touch policy.</p>	

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<p>TW: Prevent Duty: The policy linked to keeping children safe in education.</p> <p><b>Q: Were prevent duties less appropriate for the Castle Hill than for other schools?</b></p> <p><b>A:</b> We must be vigilant to the prevent agenda and consider family, community and staff.</p> <p>KW Relationships Education, Relationships and Sex Education (RSE), and Health Education Policy. The policy was comprehensive.</p> <p>JH: The sensory policy was good.</p>	
10.1	<p><b>Governor visits</b></p> <p>Governors were reminded that they needed to carry out three visits per year.</p> <p>KW met with PH on school mental health award process and it was useful to see how everything linked up.</p> <p>EF &amp; JA Met with Emily Cook the Speech and language therapist (SALT).</p> <p>The governors discussed the potential to expand the funding for SALT hours.</p> <p>It was concluded that the SALT role worked well and that they had an impact across the school. The targets Emily produced were personalised to the child and realistic of what could be achieved.</p>	
10.2	<p><b>Governor Training</b></p> <p>TW/JA attended the Governor Conference. Training was provided on Ofsted and was very good.</p> <p>TW attended the Chair network Safeguarding meeting it included reference to the expected changes to Keeping Children Safe in Education and Encompass.</p>	
10.3	<p><b>Governor Recruitment</b></p> <p>Staff would vote on a staff governor – DP would put himself forward.</p>	
11.	<p><b>Any Other Business</b></p> <p><b>a) Chair</b></p> <p>Following her (JH) involvement in the successful recruitment of the new Principal for CHS, JH informed the LGC of her intention to stand down from the role of Chair of the CHS LGC, with immediate effect, due to her capacity issues. EF had agreed to be the Chair on a temporary basis for the May and June meetings. An election would take place in the new school year in September.</p>	B0

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....

	<b>ACTION:</b> That JH inform TLT of her stepping down from Chair and EF replacing her.	
12.	<b>Date of next LGC meeting – 5th May 2026</b>  The meeting ended at 17:30	
	<b>Agenda, minutes and related papers - school copy</b>  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
11	That JH inform TLT of her stepping down from Chair and EF replacing her.		ASAP
9	SP to review the Teaching and Learning Policy	SP	ASAP

Agreed as an accurate record.

Signed: ..... Print Name: ..... Dated: .....