

TOGETHER LEARNING TRUST

CASTLE HILL SCHOOL LOCAL GOVERNING COMMITTEE MEETING MINUTES

Tuesday 25 June 2024 at 3.30pm at the School

Minutes

Governors Invited:	Til Wright (TW)	Chair
	Jayne Askew (JA)	Staff Governor
	Kristy Dyson (KD)	Parent Governor
	Emma Firth (EF)	Co-opted Governor
	Richard Instone (RI) (remotely)	Co-opted Governor
	Steve Perren (SP)	Principal
	Katrina Whale (KW)	Staff Governor
Governors Absent		
Invited Guests Present:	Caroline Hall (CH)	Clerk
	Joan Haines (JH)	Governor Designate
	Allanna Hoyer (AH)	Business Manager
	David Lord (DL)	CEO, Together Learning Trust
	Dan Pearce (DP)	Deputy Principal
	Robyn Webster (RW)	
Meeting started at:	3:30pm	

Item No.	Agenda Item	Action
1	Apologies for absence, consent and declarations of interest	
1.1	There were no apologies for absence.	
1.2	There were no declarations of interest with regard to the meeting's agenda items.	
2	Notification of items to be brought up under Any other business The following items were notified for Any other business: 1. Governors' away-day 2. Admissions 3. TLT emails and SharePoint 4. Highlights for Governors for Ofsted preparation	
3	Representation	
3.1	<u>Appointment</u> Governors noted that Joan Haines would be appointed as a co-opted Governor with effect from the date of her DBS clearance, which was in progress.	

Agreed as an accurate record.

Signed: Print Name: Dated:

3.2	<p><u>Vacancies</u></p> <p>SP advised that he would write to all parents in September to seek a new parent governor. KD received parents' views at Parent Group meetings and parents were very supportive of the school with attendance at events and parents' evenings.</p> <p>TW reported that a previous Associate Governor, Kate Purkis, would be returning to school from maternity leave in July, however she had indicated she would not be rejoining the LGC therefore a new staff governor would be sought. Governors thanked Kate for her contribution to the LGC.</p>	
4.	<p>Minutes of the meeting on 7 May 2024</p> <p>Governors agreed the minutes of the previous meeting.</p> <p>RESOLVED: That the minutes of the meeting held on 7 May 2024 be approved and be signed by the Chair as a correct account.</p>	
5. 5.1 5.2	<p>Matters arising</p> <p>SP had updated the Risk Register and circulated it to Governors.</p> <p>All Governors had read the Manual Handling Policy, which was circulated at the meeting and signed by Governors present.</p> <p>Action: RI to sign the Manual Handling Policy when next in school.</p> <p>RESOLVED: That the Manual Handling Policy be approved.</p>	RI
5.3	<p>TW had considered succession planning in preparation for September 2024.</p>	
5.4	<p>All Governors had completed the Register of Business Interests form.</p>	
6. 6.1 6.2	<p>Finance</p> <p><u>Management accounts</u></p> <p>AH referred Governors to the May 2024 accounts, highlighting that a surplus of £77K was forecast for the seven months to 31 August, compared with the previous forecast surplus of £14K.</p> <p>Governor Question: Is the situation with student funding better now? Answer: No, it is not backdated now.</p> <p><u>Three year budget forecast</u></p> <p>AH spoke to the three-year budget forecast, which showed a balanced budget for 2024-25 and she explained key underlying aspects and assumptions used in the budget.</p> <p>Governor Question: Do you have absence insurance in place? Answer: No, we manage absence in-house with our bank of experienced supply staff.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

6.4	<p>Governor Question: Have you recruited a learning facilitator? Answer: This is a legacy from past development of HLTAs and we have trained staff to meet students' needs.</p> <p>Governor Question: Do learning facilitators have a PPA allocation? Answer: Yes, and they are being coached by a member of SLT.</p> <p>Governor Question to David Lord: How is staffing in mainstream schools? Answer: It is the biggest area of expenditure. TLT secondaries are fully staffed but some primaries are finding issues with staffing around EHCPs. The NJC scale rates have a significant impact on school costs.</p> <p>AH advised that the school was not permitted to set a deficit budget and further work would be required to update the budget going forward.</p> <p>TW thanked AH for her time and dedication on preparing the budget forecast.</p> <p><u>ICAT update</u></p> <p>AH reported that she continued to work on closing down ICAT and this should be complete by the end of July 2024.</p> <p>TW and JH thanked AH for her briefing and report.</p> <p><i>Allanna Hoyer left the meeting at 4:10pm.</i></p>	
7.	<p>Safeguarding and Behaviour</p> <p>SP referred to the case study circulated to Governors in advance of the meeting, illustrating the complexities faced by the family and showing the bespoke nature of the care and monitoring, communications and support involved. Staff were building trust and communications with the family to achieve the right outcome for the student, while keeping everyone safe. The School continued to adapt approaches for each individual student/family need.</p>	
8.	<p>Attendance report</p> <p>Cumulative attendance for all pupils was comparable to the national DfE statistic. Attendance for May was comparable to the same period in pre-pandemic years. The school worked collaboratively and persistently with families and agencies to improve attendance. Attendance for May had slightly decreased from the previous month but was in line with seasonal expectations.</p> <p>Governors appreciated that absence was often linked to medical needs and attendance was supported through the outreach programme.</p>	
9.	<p>Health and Safety</p> <p>Governor Question: Are there any major changes on Health & Safety? Answer: Over the academic year there have been more incidents with students, fewer with staff and very few involving visitors. Incidents and near misses result in action by the school and Pinnacle as appropriate.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

	<p>Governor Question: Have any Health and Safety issues been escalated to TLT? Answer: No, not yet. Buildings issues are referred to Pinnacle.</p> <p>TW and KD advised that they would be making a joint visit on Health and Safety and Safeguarding to monitor pupil arrivals or departures.</p> <p>Governor Question: Does the transport company come and monitor their staff and the provision of transport at school? Answer: Yes, they came last year to monitor health and safety. We have also completed training with the drivers in school.</p> <p>Governor Question: Is there CCTV outside in the transport area? Answer: Yes, it is broadly covered and we recently sent some footage to Transport.</p>	
10.	<p>CHIP, SEF and SEF Summary</p> <p>SP referred to the CHIP, SEF and SEF Summary, which had been circulated to Governors prior to the meeting and reported that these had been reviewed and updated.</p> <p>Governor Question: Is there Governor involvement with the review? Answer: Yes, previously with the SEF and Governors identify areas for monitoring from the SEF.</p>	
11.	<p>LGB Strategic Plan and Risk Register</p> <p>11.1 <u>Risk register update</u></p> <p>SP advised that the register was updated on an ongoing basis and he summarised the greatest risks and the interventions in place to mitigate such risks. Governors noted that the end of the PFI period was seven years away and the Trust would then take ownership of the school. The LA had brought together a group of schools whose PFI end dates coincided to help ensure that their buildings were handed over in the best possible state.</p> <p>11.2 <u>Governors' Strategic Plan</u></p> <p>The Strategic Plan had been saved on CHS Shared drive and Governors placed a hard copy of their visit report on the file in the office.</p> <p>Action: Governors to check their report sections in the office file when next in school.</p> <p>11.3 <u>Data Protection update</u></p> <p>The school had undertaken a Data Protection audit in April 2024 and the resulting actions were being dealt with by Greg Firth. There had been six data breaches during the last twelve months.</p>	Governors
12.	<p>Curriculum presentation: Paul Hamlyn Project</p> <p><i>Robyn Webster (RW) joined the meeting at 4:45pm.</i></p> <p>RW and KW gave a presentation to Governors on the school's Paul Hamlyn Project "Parallel Rhythms", covering the context, who was involved and what had been done so</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

	<p>far with music and art to inspire and prompt creativity. The children were enjoying the creative options, the sketchbooks element had impacted on children and staff and teacher development had resulted from joint delivery with artists and musicians.</p> <p><i>KD left the meeting at 5:07pm.</i></p> <p>Governor Question: Can you build this into the school offer and make it sustainable? Answer: This might be possible. Some groups have previously had additional funding and have maintained strong relationships with creative artists.</p> <p>TW thanked RW and KW for the presentation.</p> <p><i>RW left the meeting at 5:10pm.</i></p>	
13.	<p>Review/receipt of policies</p> <p>Policies had been distributed to Governors by TW prior to the meeting and had been reviewed and recommended to the LGC:</p> <ul style="list-style-type: none"> * Admissions * Personal Safety * Positive Relationships * Pupil Premium * School Closure * Staff Absence * Careers * Intensive Interaction <p>TW thanked Governors for their reviews and their input.</p> <p>RESOLVED: That the above policies be ratified by the LGC.</p>	
14.	<p>Trust update</p> <p>Governors noted the review of Trust governance and DL agreed to forward the feedback from the Trust conference for information. The Trust was reviewing the Governors' Handbook and the Scheme of Delegation ready for the new academic year.</p>	
15.	<p>Annual evaluation of a Governing Board's effectiveness</p> <p>This item was deferred to the next meeting of the LGC and TW asked all Governors to return their hard copy evaluation forms to her by the end of the summer term.</p> <p>Action: Governors to return their hard copy evaluation forms on the LGC's effectiveness to TW by the end of the summer term.</p>	Governors
16.	<p>Governor training/development</p> <p>All Governors had completed cyber security training. DL agreed to check with Trust compliance staff regarding JH's cyber security training completed in December 2022 and advise JH whether a refresher was required.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

	<p>Action: DL to check with Trust compliance staff regarding JH cyber security training and advise JH whether a refresher was required.</p> <p>EF had completed Prevent training. TW reported on a recent meeting regarding changes to mainstream SEN funding, commenting that mainstream schools were likely to seek curriculum advice from the school for their SEN children.</p> <p>There were no Governors approaching the end of their term of office.</p>	DL
17.	<p>Strategic impact to ensure student progress</p> <p>Governors considered that they had an understanding of the significant, positive impact the Paul Hamlyn project was having on students and they hoped that the project would continue beyond its original time span.</p> <p>Governors were very pleased with the achievement of a balanced budget and the retention of the school's services for students, whilst recognising the constraints on appointing further staff. Governors appreciated the detailed information on Learning Facilitators and the close involvement of SLT in developing these roles.</p> <p>Governors had carried out effective monitoring and further visits were planned as part of the ongoing triangulation of evidence by Governors.</p> <p>DL commented that there was clearly a strong culture at Castle Hill School, staff were invested in students and the impact on attendance was clear.</p>	
18.	<p>Any other business</p> <p>18.1 <u>Governors' away-day</u></p> <p>TW proposed an afternoon meeting in mid to late September, starting at 3.30pm and indicated that she would email Governors to agree a date. TW invited SLT to join the meeting.</p> <p>18.2 <u>Admissions</u></p> <p>SP confirmed that there were no significant changes to the Admissions policy or processes and the policy had been updated regarding references to TLT in place of ICAT.</p> <p>18.3 <u>IT updates</u></p> <p>SP referred to his email to Governors regarding the planned changes to email addresses and SharePoint from 22 July 2024 to align the school with TLT.</p> <p>18.4 <u>Highlights for Governors</u></p> <p>TW commented that a highlight for Governors for Ofsted preparation from the meeting was the Attendance report.</p>	

Agreed as an accurate record.

Signed: Print Name: Dated:

19.	<p>Date of next meeting</p> <p>Governors noted the following date for the next LGC meeting, to commence at 3.30pm:</p> <p style="text-align: center;">Tuesday 15 October 2024</p>	
20.	<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>	
	<p>The meeting closed at 5:40pm.</p>	

MINUTE	ACTION	WHO	WHEN
5.2	Sign the Manual Handling Policy when next in school.	RI	19-07-24
5.2	Check visit report sections in the office file when next in school.	Governors	19-07-24
15	Return hard copy evaluation forms on the LGC's effectiveness to TW by the end of the summer term.	Governors	19-07-24
16	Check with Trust compliance staff regarding JH cyber security training and advise JH whether a refresher is required.	DL	19-07-24

Agreed as an accurate record.

Signed: Print Name: Dated: