

Present:

Julie Anderson (Vice-Chair, Co-Opted Governor)
Jayne Askew (Staff Governor)
Kristy Dyson (Parent Governor)
Steve Perren (Principal)
Katrina Whale (Staff Governor)
Til Wright (Chair, Co-Opted Governor)

In Attendance:

Emma Firth (Participant Observer)
Caroline Hall (Clerk)
Allanna Hoyer (Business & Administrations Manager)
Richard Instone (Participant Observer)
Dan Pearce (Deputy Principal)

1. Election of Chair

Julie Anderson took the Chair as Vice-Chair of the LGB.

1.1 RESOLVED:

That nominations not be accepted from Governors not present at the meeting.

1.2 RESOLVED:

That the term of office of the Chair be one year until the AGM in 2024.

Julie Anderson proposed Til Wright as Chair and this was seconded by Steve Perren.

TW left the room at 3:40pm.

Members of the LGB voted unanimously in favour of the proposal.

TW returned to the meeting at 3:41pm.

Til Wright accepted the position of Chair of CHS LGB.

2. Apologies for absence, consent and declarations of interest

2.1 There were no apologies for absence.

2.2 There were no declarations of interest with regard to the meeting's agenda items.

2.3 TW to re-send the Governors' Code of Conduct to LGB members.

2.4 Declarations of Business Interests had been received from all Governors and the information was available on the school's website.

2.5 Governance information had been reviewed and was all up to date.

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

No items were notified to be brought up under Any Other Business.

4. Representation

TW reported that Kate Purkis, Associate Governor, was on maternity leave and Julie Anderson would be stepping down from the LGB at the end of the meeting due to her relocation as Rural Dean.

TW gave a vote of thanks to Julie for her input and commitment to the LGB and the School community over many years.

5. Election of Vice-Chair

This item was deferred. TW advised that staff governors were not eligible for the position of Vice-Chair.

6. Academy budget

6.1 End of Financial Year 2022-23 Position Statement

Allanna Hoyer referred to the August 2023 management accounts and her written report to Governors. The highlights were:

- * Overall an operating budget deficit of £205k had been forecast but the deficit was reduced by £110k due to an increase in self-generated income, successful procurement and a reduction in staffing costs during the summer term, resulting in an actual operating deficit of £95k at the end of August 2023.

- * August 2023 management accounts included all accruals of NJC back pay from April 2023 to August 2023 and capital expenditure, repayments of relevant services over £1k and deferred income relating to the 2023-2024 financial year.

- * Overall the year end position was a deficit of £633k but the school had accomplished several capital projects.

- * The auditors had confirmed that the cumulative carry forward from 2021-22 was £1,152,739.

- * The predicted brought forward balance from 2022-23 was £519,480.74.

6.2 Budget for 2023-24

AH advised that the school budget currently showed an in-year deficit of £133K for 2023-24. AH advised on the development plan for Secondary Soft Play, which would be managed by AH on a permission only basis with Pinnacle, and that Pinnacle would be replacing the carpet in the Primary/Reception corridor, which did not involve any funding from the school.

Castle Hill was the first Special school to join Together Learning Trust (TLT) and the school's objective continued to be an individual, child-centred approach, based on designated funding for each student with bespoke top-up funding as applicable. There were 127 students on roll from September 2023.

Q: What is the situation with staff pay rises?

A: Teachers' increases will be backdated to 1 September 2023 and support staff to 1 April 2023. Payment is expected to be made in November.

6.3 Three Year Budget

AH spoke to the three year budget, highlighting that the current year was as realistic as possible, although the figures for the second and third years were less easily defined.

Governors thanked AH for all the background information and for her efforts & hard work on behalf of the school and the students.

Allanna Hoyer left the meeting at 4.25pm.

7. Review of Committees

The LGB had no committees.

8. Appointment of Governors with specific responsibilities

The Chair indicated that she would send a proposed allocation of oversight responsibilities to all Governors for their input and response as to preferences.

9. Minutes of the meeting held on 27 June 2023

Governors agreed the minutes of the previous meeting held on 9 May 2023.

RESOLVED: That the minutes of the meeting held on 27 June 2023 be approved and be signed by the Chair as a correct account.

10. Matters arising and actions from previous meeting

10.1 Action 1, Read the Safeguarding policy on The Key and advise TW when completed.

TW reported that this had been completed.

10.2 Action 2, Send Governors the analysis of responses to Chair's survey of effectiveness and details of areas to develop.

TW had sent the analysis.

11. Reports from Committees

The LGB had no committees.

12. Finance

This item was dealt with under Minute 6 above, Academy Budget.

13. Principal's Report and Governors' Questions

SP referred to his written report circulated to Governors in advance of the meeting, highlighting the following points:

* Cumulative attendance for all pupils was close to the national DfE statistic and attendance for September was comparable to the same period in pre-pandemic years.

* The school worked collaboratively and persistently with families and agencies to improve attendance.

Q: Is there any change on persistent absence?

A: One student may be able to return to school and one may not. Outreach is in action where students are not in school.

Q: What about recruitment for the Receptionist role?

A: We had no internal or parent applications for the Receptionist role but we have recruited some parents to the LTS bank.

Q: Will you have external moderation in school?

A: No, this was previously for P levels.

Q: What about the engagement model - will this be assessed by Kirklees?

A: This would mean assessing the language used for individual students/targets. Our planning and assessing process is unique, so it could be difficult to identify an appropriate assessor. It could, however, be a focus for Jackie Nellis's SIP-related visits.

Q: Is there an increase in need for Early Help or in need due to COVID?

A: No, not due to COVID. Certain children require levels of support but all our students are children in need.

Kristy Dyson left the meeting at 5.10pm.

Katrina Whale left the meeting at 5.12pm and returned at 5.17pm.

SP advised that the school's Harvest celebration would take place on Friday 27 October and invited Governors to attend.

14. Review of Policies

Governors had reviewed the following policies and recommended them to the LGB:

- Safeguarding
- Regulation/Behaviour
- Prevent
- Silent Evacuation
- Equal Opportunities
- Equality Duty
- Intimate Care

RESOLVED: That the above policies be ratified by the LGB.

TW advised that she was reviewing the SCR policy.

15. Governor Training and Governor Visits

Til reported that she held phone calls with SP weekly, she visited school to meet with SP every three weeks and she met with AH prior to each LGB meeting.

Castle Hill School
Minutes of LGB Meeting
17 October 2023 at 3.30pm
Venue: At the School



Julie advised that she had carried out a Health and Safety visit with Dan Pearce. This had included observing the car park during morning arrivals and a walk round school involving classrooms and padded spaces. In all areas observed everything was found to be in order.

Til indicated that she would be visiting school for Safeguarding monitoring and CPOMS follow-up, following through on the SCR and reviewing in January before the Safeguarding audit. TW and KW planned a phonics awareness visit with Jayne.

16. Any other business

There were no items of other business.

17. Dates of future meetings and possible agenda items.

Governors noted the following dates for future meetings (due to commence at 3.30pm):

- Tuesday 5 December 2023
- Tuesday 23 January 2024
- Tuesday 12 March 2024
- Tuesday 7 May 2024
- Tuesday 25 June 2024

18. 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 closed the meeting at 5.25pm.

Summary of Actions

Action Number	Action	By Whom
1	Re-send Governors' Code of Conduct to LGB members.	TW
2	Circulate proposed allocation of oversight responsibilities for Governors' input and responses.	TW All
3	Review SCR Policy	TW