

Castle Hill School

**Minutes of LGB Meeting
23 January 2024 at 3.30pm
Venue: At the School**

Present:

**Jayne Askew (Staff Governor)
Kristy Dyson (Parent Governor)
Emma Firth (Co-opted Governor) (remotely)
Richard Instone (Co-opted Governor) (remotely)
Steve Perren (Principal)
Katrina Whale (Staff Governor)
Til Wright (Chair, Co-Opted Governor)**

In Attendance:

**Caroline Hall (Clerk)
Allanna Hoyer (Business Manager)**

1. Apologies for absence, consent and declaration of interest

- 1.1 Apologies for late arrival were received from Katrina Whale, with consent. Apologies for not attending were received from Dan Pearce.
- 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

One item was notified for Any Other Business: Strategic Plan

3. Representation

Governors noted the following items of representation:

3.1	<u>Appointment</u>		
	<u>Name</u>	<u>Category</u>	<u>With effect from</u>
	Emma Firth	Co-opted	Date of DBS disclosure
	Richard Instone	Co-opted	Date of DBS disclosure

3.2 Vacancies

Governors noted there were vacancies for one Parent Governor and one LA Governor. TW was seeking a parent volunteer but the school would shortly be joining Together Learning Trust MAT and an LA Governor was not being sought.

4. Minutes of the meeting on 5 December 2023

Governors agreed the minutes of the previous meeting, subject to amending JA to read EF in Minute 15.2.

RESOLVED: That the minutes of the meeting held on 5 December 2023 be approved and be signed by the Chair as a correct account, subject to amending JA to

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read EF in Minute 15.2.

5. Matters arising

5.1 Action 1, TW to discuss aspects of incidents with Ali Ley, which was covered in the school's safeguarding protocol.

TW had completed.

5.2 Action 2, TW to consider how to share Governors' targets and survey what Governors needed to do.

This matter was noted for Any Other Business.

5.3 Action 3, TW to prepare a plan for LGB self-review.

This matter was noted for Any Other Business.

5.4 Action 4, TW to confirm roles and responsibilities to Governors individually.

TW had completed.

5.5 Action 5, TW to contact EF and RI for induction.

TW had completed.

5.6 Action 6, EF and RI to complete online Safeguarding training and forward a copy certificate to the school or provide a copy certificate of training already completed.

EF had forwarded her certificate of training. TW to email RI regarding training.

6. Finance

(a) Management accounts

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

- * Overall the figures showed a variance of £119K against V1 budget, made up of an increase in SEN funding, a reduction in non-teaching salary costs and other supplies and services.
- * The auditors had confirmed that the cumulative carry forward from 2021-22 was £1,152,739.
- * The School should have an accurate carry forward figure from 2022-23 from the

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auditors in February 2024.

Q: How long do we keep funds for staff back pay?

A: It is a Trust decision. We have £12K in contingency within the budget.

Q: Why is there a saving from recruitment timings and gaps in staffing?

A: We use casual workers from our own supply bank to fill gaps, which is more cost effective than using supply agencies. It can take up to three months to recruit staff, depending on their notice period elsewhere.

Q: Is there any impact on staff wellbeing?

A: The situation gives staff an opportunity to develop professionally. It is in our interest to use our supply bank regularly and experience shows it works well.

Governors thanked AH for all her hard work in managing costs.

Allanna Hoyer left the meeting at 3.56pm.

Katrina Whale joined the meeting at 3.56pm.

7. 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 December 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 December had decreased from the previous month but was in line with seasonal expectations.

Q: What is the student capacity of the school?

A: 124.

Til Wright left the meeting at 4.12pm.

Q: What does 'Commentary' mean in the context of the visit by Jackie Nellis? Is it explaining the reason why you are doing what you are doing?

A: It's about learning objectives, instructions for support staff, what's next and extension of learning, a quick key for those unfamiliar with the class.

Q: Does this happen in every lesson?

A: Yes.

Til Wright returned to the meeting at 4.14pm.

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Q: Is Outreach understanding the wellbeing of the child?

A: Yes, also seeing the student, supporting the family and leaving work for the student, while making the most effective use of staff and minimising any impact on children in school.

Q: Given this term is only ten weeks, is it realistic to go for 100% coverage on lesson observations?

A: We aim for 100% although the context of illness plays a role.

Q: Will you aim to catch up on any missed observations?

A: No. We draw a line under any missed observations, as they are carried out termly.

Q: Is assessment harder to do than in mainstream schools due to the inherent individuality of cohorts and students?

A: Yes. Data is only one part of the picture and accurate assessments of where each student is at are ongoing. The outcome is how students present, how they are on leaving the school, their ability to regulate and their ability to generalise skills.

Q: Will there be a TLT communication to parents on transfer to TLT on 1 February?

A: No. We believe the experience for families, students and staff will remain the same and TLT seemed to understand the school's context.

Q: Is the issue of funding from the LA included in the risk register?

A: Yes.

The Chair thanked SP and the whole team for the depth and breadth of their reports and the evidence in the attachments.

8. Trust progress

Governors noted that the transfer to TLT was expected to take place on 1 February 2024.

9. Review of Policies

Policies had been circulated to Governors prior to the meeting and had been reviewed and recommended to the LGB as follows:

- * Medical, Medicine and High Needs Support - KD: information on isolation periods to be linked in.

- * Accessibility Plan - KW: all aspects spot on.

- * Appeals - EF: recommended the school look at an alternative title for clarity. Parent Examination Appeals

- * Display - RI: all clear and straightforward.

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* Hydrotherapy - TW: all aspects OK. Question re update of KAL Swimming Policy 2019: SP to follow up.

TW thanked Governors for their reviews and their input.

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

10. Governor Training and Governor Visits

(a) Governor training

This item was dealt with at Minute 5.6 above.

(b) Governor visits

EF had carried out a monitoring report visit.

TW had reviewed Safeguarding with Ali Ley, which had been very positive. The LA Safeguarding audit would be taking place on 24 January 2024.

A Health and Safety audit would be taking place week commencing 29 January 2024.

KW had carried out a visit on wellbeing and one on regulation: both visits were positive and very interesting.

KD left the meeting at 5.08pm.

JA queried the date for a Trust Governors' meeting, which was set for Monday 6 May 2024 on the Bank Holiday.

11. Any other business

Strategic Plan

TW proposed an online meeting to consider key actions for Governors' self-evaluation, which could be included in the CHIP.

12. Governors' Contribution to the Progress of Students in School

Governors considered the contribution they had made today to students' progress in school and concluded that they had contributed to the school purpose of improving outcomes for students. They had gained in clarity regarding staffing, recruitment and the reassurance of the school's own bank of supply staff. Governors felt they had understood the tight control of the finances and through the Principal's report and related attachments they had seen evidence of monitoring and of operational decisions.

13. Dates of future meetings and possible agenda items.

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Governors noted the following dates for future meetings, to commence at 3.30pm:

- Tuesday 12 March 2024
- Tuesday 7 May 2024
- Tuesday 25 June 2024

14. 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 5.22pm.

Summary of Actions

Action Number	Action	By Whom
1	Email RI regarding online Safeguarding training. Complete online Safeguarding training and forward a copy certificate to school.	TW RI
2	Include review of risk register as a separate item on each meeting agenda where Governors receive the Principal's report.	GCS
3	Confirm date for Trust Governors' meeting, set for Bank Holiday Monday, 6 May 2024.	TW/SP
4	Email Strategic Plan document to Governors.	TW
5	Arrange online meeting to discuss strategic plan.	TW
6	Add a standing item to the LGB agenda: Governors' Contribution to Students' Progress in School.	GCS
7	Source update of KAL Swimming Policy 2019.	SP