

Castle Hill School
Minutes of LGB Meeting
5 December 2023 at 3.30pm
Venue: At the School

Present:

Jayne Askew (Staff Governor)
Emma Firth (Co-opted Governor)
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)
Dan Pearce (Deputy Principal)

1. Apologies for absence, consent and declaration of interest

- 1.1 Apologies for absence were received from Kristy Dyson, with consent.
- 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

No items were notified for Any Other Business.

3. Representation

Governors noted the following items of representation:

3.1	<u>Resignation</u>		
	<u>Name</u>	<u>Category</u>	<u>With effect from</u>
	Julie Anderson	Co-opted	17 October 2023
3.2	<u>Appointment</u>		
	<u>Name</u>	<u>Category</u>	<u>With effect from</u>
	Emma Firth	Co-opted	5 December 2023
	Richard Instone	Co-opted	5 December 2023

4. Minutes of the meeting on 17 October 2023

Governors agreed the minutes of the previous meeting.

RESOLVED: That the minutes of the meeting held on 17 October 2023 be approved and be signed by the Chair as a correct account.

5. Matters arising

5.1 Action 1, TW to re-send Governors' Code of Conduct to LGB members.

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TW had completed.

5.2 Action 2, TW to circulate proposed allocation of oversight responsibilities for Governors' input and responses.

TW had circulated the allocation.

5.3 Action 3, TW to review SCR Policy.

TW had completed the review.

6. Election of Vice-Chair

TW reported that she had met with KD, who was willing to be nominated as Vice-Chair.

RESOLVED: That Kristy Dyson be appointed as Vice-Chair of the LGB.

7. Appointment of Governors with Specific Responsibilities

RESOLVED: That the following appointments of Governors with Specific Responsibilities be approved:

Role	Governor
Governor Training Contact	Til Wright
Children Looked After	Til Wright
Child Protection	Til Wright
Safeguarding	Til Wright
Wellbeing	Katrina Whale Richard Instone
Curriculum, Pupil Premium, Sports Premium	Jayne Askew Emma Firth
Health & Safety	Kristy Dyson

8. 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 £91K against V1 budget, made up of a reduction in non-teaching salary costs, premises and other supplies and services.
- * Over the next month all staffing pay increases for both teaching and support staff would be implemented and back paid.
- * 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 December 2023.

Q: How have you achieved the savings?

A: Through reduction in costs including utilities, minibus fleet insurance, obtaining best quotes and value from suppliers and undertaking premises development ourselves on a permission-only basis, instead of through the PFI.

Governors appreciated AH's financial acumen and hard work in managing costs.

Allanna Hoyer left the meeting at 3.59pm.

9. Safeguarding/Behaviour report, case study and data

SP explained the rationale for continuing with the same case study, which showed the ongoing journey of the student and their development. The school was monitoring the effect of interventions and was preparing for potential peaks where possible.

Q: Is this record-keeping done for all students?

A: Yes, it is done across the school and is part of students' very individual learning programmes.

10. Attendance report

Governors noted that cumulative attendance for all pupils was slightly higher than the national DfE statistic for Special Schools. Attendance for October 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 November had decreased from the previous month but was in line with seasonal expectations.

Q: How does attendance here relate to mainstream schools? Do any authorities intervene?

A: We compare our attendance to national Special schools' data and we do well. Ofsted would probably be the only authority that would question attendance. As a guide on context, we monitor attendance daily and we contact families as appropriate to support students' attendance.

Q: How about staff attendance?

A: The general trend continues to improve post-COVID.

11. Health & Safety

Governors noted the Incident graphs showing data on first aid accidents, serious incidents and near misses since September 2023. SP advised that there was constant monitoring of how students were presenting and staff were tuned in to their needs. Return to work interviews included follow up with staff regarding any incidents.

Q: What is a serious incident? Could you include some narrative or a case study?

A: Serious incident record books are available in the school office for Governors to peruse.

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Q: Is there differentiation in reports between the location of an incident at home or in school? Is there a first aid record if something required treatment in school regarding an injury outside school?

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

12. Castle Hill Improvement Plan (CHIP/SEF and SEF Summary)

SP advised that the CHIP had been updated and targets were recorded across Ofsted areas and were RAG-rated. Governors appreciated the achievement of targets in these comprehensive documents.

Q: Are Governors' actions included in Leadership & Management?

A: No, this relates to operational leadership & management.

TW to consider how to share Governors' targets and survey what Governors needed to do.

Pippa Hinchliffe joined the meeting at 4.47pm.

13. Curriculum presentation: Sensory

Pippa Hinchliffe referred to her PowerPoint presentation and gave an update on progress. Mastery targets were driving sensory provision and the focus for 2023/24 was visual, although audio (22/23) and tactile (21/22) aspects were still promoted.

- * The 'colour of the day' was great for students' regulation.
- * The eye clinic service in school had been accessed by 86 of 127 students; regular screenings were available and families could attend with their child.
- * Students were tracked in specific areas with reference to the whole school agenda and detailed documents captured their progress over time.
- * Training had been carried out across school for support staff, lunchtime supervisors, bus drivers and escorts, recognising the importance of all contacts being aware of students' needs.

Q: How long has eye screening been in place?

A: Since last year.

Q: Are there any other services you could bring in - hairdressing, dentistry?

A: We have health screening as well as optometry.

Governors thanked Pippa for her presentation and commented on the progress and positivity evident across the school community.

Pippa Hinchliffe left the meeting at 5.05pm.

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14. Policies for ratification

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

14.1 Feeding Policy

TW advised that Kristy Dyson had reviewed this policy.

14.2 First Aid Policy

TW advised that she had reviewed this policy.

14.3 Fire Procedure Policy

TW advised that Kristy Dyson had reviewed this policy and she had reported that it was up to date.

14.4 Online Safety Policy

TW advised that she had reviewed this policy.

14.5 Curriculum Policies

JA had reviewed these policies and she advised that the PSHE policy was in hand.

14.6 Relationships Policy

KW advised that she had reviewed this policy.

TW thanked Governors for their reviews and their input.

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

15. Governor Training and Governor Visits

15.1 Governor training

TW advised that she was doing a plan for LGB self-review and she would be confirming roles and responsibilities to Governors individually.

TW would be contacting EF and RI to arrange their induction as governors. EF and RI to complete online Safeguarding training and forward a copy certificate to school or provide a copy certificate of existing training completed.

15.2 Governor visits

EF and KW were visiting the school the following week.

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TW advised new Governors on the procedure for completing a visit report for the folder in the school office.

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, to commence at 3.30pm:

- 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 5.22pm.

Summary of Actions

Action Number	Action	By Whom
1	Discuss aspects of incidents with Ali Ley, which was covered in the school's safeguarding protocol.	TW
2	Consider how to share Governors' targets and survey what Governors needed to do.	TW
3	Prepare plan for LGB self-review.	TW
4	Confirm roles and responsibilities to Governors individually.	TW
5	Contact EF and RI to arrange for induction.	TW
6	Complete online Safeguarding training and forward a copy certificate to school or provide a copy certificate of existing training completed.	EF, RI.