

**Castle Hill School**  
**Minutes of LGC Meeting**  
**12 March 2024 at 3.30pm**  
**Venue: At the School**

**Present:**

**Jayne Askew (Staff Governor)**  
**Kristy Dyson (Vice-Chair, Parent Governor)**  
**Emma Firth (Co-opted Governor)**  
**Richard Instone (Co-opted Governor) (remotely) (from 3:40pm)**  
**Steve Perren (Principal)**  
**Katrina Whale (Staff Governor)**

**In Attendance:**

**Joan Haines (Observer)**  
**Caroline Hall (Clerk)**  
**Allanna Hoyer (Business Manager)**  
**Dan Pearce (Vice-Principal)**

**1. Apologies for absence, consent and declaration of interest**

- 1.1 Apologies for absence were received from Til Wright, 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**

One item was notified for Any Other Business: Frequency of LGC meetings.

**3. Representation**

Governors noted the following items of representation:

3.1 Vacancies

Governors noted there was one vacancy for a Parent Governor and TW was continuing to seek a parent volunteer.

**4. Minutes of the meeting on 23 January 2024**

Governors agreed the minutes of the previous meeting.

RESOLVED: That the minutes of the meeting held on 23 January 2024 be approved and be signed by the Chair as a correct account.

**5. Matters arising**

**5.1 Action 1**, TW to email RI regarding online Safeguarding training. RI to complete online Safeguarding training and forward a copy certificate to school.

TW had completed. RI to confirm progress.

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**5.2 Action 2**, GCS to include review of risk register as a separate item on each meeting agenda where Governors receive the Principal's report.

GCS had completed.

**5.3 Action 3**, TW/SP to confirm date for Trust Governors' meeting, set for Bank Holiday Monday, 6 May 2024.

This meeting would be held on Thursday 16 May 2024.

**5.4 Action 4**, TW to email Strategic Plan document to Governors.

TW had completed.

**5.5 Action 5**, TW to arrange online meeting to discuss strategic plan.

TW had completed.

**5.6 Action 6**, GCS to add a standing item to the LGB agenda: Governors' Contribution to Students' Progress in School.

GCS had completed.

**5.7 Action 7**, SP to source update of KAL Swimming Policy 2019.

SP had completed.

## **6. Finance**

### (a) Management accounts

Allanna Hoyer referred Governors to the CHS Finance Timeline, following the school's transfer to Together Learning Trust (TLT) on 1 February 2024 and the progress recorded to date.

- \* The first payroll had been run successfully in February.
- \* Apportionment and Income schedules had been dealt with.
- \* The deficit had originally been estimated at £133K for 2023/24 and was now expected to be around £16K.
- \* AH was working on a three year forecast.

*Richard Instone joined the meeting at 3.40pm.*

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Q: Which Governor monitors Finance?

A: TW.

Q: What are student numbers from September 2024?

A: 124 places at present with 4 new students allocated from September.

Q: Do many supply bank staff seek to transfer to regular hours?

A: This varies with individual circumstances.

Governors thanked AH for all her hard work and her meticulous attention to detail in a challenging situation.

*Allanna Hoyer left the meeting at 3.48pm.*

## **7. Safeguarding and Behaviour**

SP referred to the CPOMS extracts circulated to Governors in advance of the meeting, illustrating one student's journey and showing the multi-agency working, care and monitoring, communications and coordination involved. The School continued to adapt for each individual student and provided reassurance for students and parents that staff were able to deal with issues arising.

## **8. Attendance**

Cumulative attendance for all pupils was close to the national DfE statistic. Attendance for February was comparable to the same period in pre-pandemic years. Attendance had increased from the previous month and was in line with seasonal expectations.

Governors appreciated that the school worked collaboratively and persistently with families and agencies to improve attendance.

## **9. Health and Safety**

SP reported that the outcomes of Health and Safety incidents were addressed as they arose.

Q: Has the new receptionist been trained in First Aid?

A: Yes.

## **10. CHIP, SEF and SEF Summary**

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 updated.

*Ali Ley joined the meeting at 4.05pm.*

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## 11. Castle Hill School Development Centre

Ali Ley presented an update on Teaching, Learning and Safeguarding including:

- \* Teacher training: current cohort and looking ahead to 2024/25
- \* ITT Reform and opportunities from new partnership with Huddersfield Horizon SCITT
- \* SEND Programmes for mainstream schools: outward-facing, leading work by CHS
- \* Next steps for partnership working with EEF and Kirklees
- \* Training opportunities for SENCOs, teachers and TAs on how to use the Engagement Model in their schools

Q: How are schools selected for the SEND Programme?

A: Through discussion with Kirklees and KLPs or schools can self-select.

Q: Is there an opportunity to extend the SEND offer to Calderdale or others?

A: Possibly. Kirklees put in funding for his programme. We could look at different funding models.

Q: Is the teacher training offer sustainable?

A: The national picture shows numbers going down but our training is in-house and has less outgoings.

Q: Do you find trainees are similar ages and motivation?

A: They are this year but previously we have had a mix of mature trainees and graduates straight from university and motivation varies with each individual.

Governors thanked AL for her informative presentation.

*Ali Ley left the meeting at 4.30pm.*

## 12. Curriculum Presentation on PSHE

DP updated Governors on PSHE work, covering students' development in Physical, Social, Health and Economic spheres and including recent recognition awards, mastery and subject interventions for students with specific needs. The school was part of a PSHE Hub with the other Special Schools in Kirklees.

Q: Why did you do the Asthma Friendly programme?

A: The impetus was a Kirklees initiative. It has proved very positive for staff and students.

Q: Which Governor monitors PHSE?

A: KD

## 13. Risk Register

Governors considered the risks, potential impacts, mitigations and current status, noting the mitigations already put in place. GCS to combine Risk Register with Strategic Plan on future agendas.

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Q: How much does swimming cost?

A: £6K per year.

Governors discussed the high level of risk arising from a reduction in funding in real terms and noted that nationally Special Schools had been seriously affected by the unfunded NJC pay awards. SP to update Risk Register and circulate to Governors.

#### **14. LGB Strategic Plan**

Governors noted that TW had updated the Strategic Plan, thus connecting Governor visits more closely to the CHIP and providing a useful overview of visits and meetings. Version 3 was discussed and Governors agreed regarding further amendments. TW to be consulted for her agreement and all Governors to populate with their monitoring visits from September 2023 onwards. SP to update the Strategic Plan and circulate to Governors.

#### **15. Trust Progress**

SP briefed Governors on his regular meetings with TLT and JA commented on the visit from the Trust's Reading Lead.

*RI left the meeting at 5.20pm.*

#### **16. Review of Policies**

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

- \* Asthma along with accreditation as an Asthma Friendly school
- \* British Values - EF
- \* Children Looked After - TW
- \* Home Learning - SP
- \* Intensive Interaction - JA, EF
- \* KAL School Swim Procedures September 2023/24 - TW
- \* Minibus Safety Procedure and Driving - KD, SP
- \* PSHE and Citizenship - JA
- \* Pupil Attendance - RI
- \* Spiritual, Moral, Social and Cultural - KW
- \* Supervision - TW
- \* CHS Attendance Management - TW
- \* CHS Charging and Remissions - TW
- \* CHS Early Career Teacher - TW
- \* CHS Fundraising and Accounts - TW
- \* CHS Prevent - TW
- \* CHS Safe Space and Seclusion - TW

KD thanked Governors for their reviews and their input.

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

**17. Governor Training and Governor Visits**

(a) Governor training

JA and EF had undertaken Cyber Security training and KD had completed Health and Safety for Governors training through The Key.

EF was doing Safer Recruitment training via The Key.

(b) Governor visits

EF and JA had carried out a visit to Alistair Macdonald and the Sixth Form, noting helpful case studies, sensitivity to families and the positive Coffee and Cake event.

KD had carried out her first Health and Safety visit with DP with a focus on the upstairs areas, noting the wide range of students and how everything was carefully thought out.

**18. Governors' Contribution to the Progress of Students in School**

Governors discussed the wording of this item and, given the strategic nature of their role, concluded that 'Strategic Impact to Ensure Student Progress' was an improved description. TW to give consideration to the proposed revised wording for this standing item.

Governors considered that they had gained an understanding of risks and risk management and an insight into the work of the CHS Development Centre.

**19. Any other business**

Frequency of meetings

Governors discussed the frequency of their meetings as a Local Governing Committee within TLT, which covered the cost of four LGC meetings per year within the top slice.

RESOLVED: That the LGC continue to hold six meetings per academic year.

*Richard Instone rejoined the meeting at 5.40pm.*

**20. Dates of future meetings and possible agenda items.**

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

Tuesday 7 May 2024  
Tuesday 25 June 2024

and the TLT Governor Conference on Thursday 16 May 2024.

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**21. 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 5.50pm.

Summary of Actions

Action Number	Minute Number	Action	By Whom
1	5.1	Confirm progress with online Safeguarding training and with copy certificate to school.	RI
2	13	Combine Risk Register with Strategic Plan on future agendas.	GCS
3	13	Update Risk Register and circulate to Governors.	SP
4	14	TW to be consulted for her agreement and all Governors to populate the Strategic Plan with their monitoring visits from September 2023 onwards.  Update the Strategic Plan and circulate to Governors.	TW/ All Governors  SP
5	18	Consider the proposed revised wording for the Governors' Contribution item to 'Strategic Impact to Ensure Student Progress'.	TW