

Castle Hill School
Minutes of LGC Meeting
7 May 2024 at 3.30pm
Venue: At the School

Present:

Jayne Askew (Staff Governor)
Kristy Dyson (Vice-Chair, Parent Governor)
Emma Firth (Co-opted Governor) (remotely)
Joan Haines (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)
Jo Beardwell (Observer, Together Learning Trust)
Allanna Hoyer (Business Manager)
Dan Pearce (Vice-Principal)
Kim Williams (Observer, Together Learning Trust)

1. Apologies for absence, consent and declaration 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

One item was notified for Any Other Business: Manual Handling Policy.

3. Representation

Governors noted the following items of representation:

3.1 Vacancies

Governors were aware of the long-standing vacancy for a parent governor. The Chair proposed co-opting Joan Haines back onto the LGC, advising Governors of Joan's extensive knowledge and experience of the school and the sector.

RESOLVED: That Joan Haines be co-opted as a Governor, subject to satisfactory DBS clearance.

4. Minutes of the meeting on 12 March 2024

Governors agreed the minutes of the previous meeting.

RESOLVED: That the minutes of the meeting held on 12 March 2024 be approved and be signed by the Chair as a correct account.

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5. Matters arising

5.1 Action 1, RI to confirm progress with online Safeguarding training and with copy certificate to school.

RI had completed both elements.

5.2 Action 2, GCS to combine Risk Register with Strategic Plan on future agendas.

GCS had completed.

5.3 Action 3, SP to update Risk Register and circulate to Governors.

SP had completed.

5.4 Action 4, TW to be consulted for her agreement and all Governors to populate the Strategic Plan with their monitoring visits from September 2023 onwards.

TW/Governors had completed.

5.5 Action 4, SP to update Strategic Plan and circulate to Governors.

SP had completed.

5.6 Action 5, TW to consider the proposed revised wording for the Governors' Contribution item to 'Strategic Impact to Ensure Student Progress'.

TW had completed.

6. Finance

(a) Management accounts

Allanna Hoyer referred Governors to the CHS Chart of Accounts, highlighting key elements of the school's budget for the seven months up to 31 August 2024. A surplus of £14K was forecast compared with the previous forecast showing a deficit of £133K.

Governors noted that AH was working on scenarios for future years' finances and that AH, SP, TW and JH would be reviewing this aspect jointly.

Governors thanked AH for the helpful overview of the accounts, her hard work in dealing with ICAT matters and her achievements regarding the transfer to TLT systems.

Allanna Hoyer left the meeting at 4.10pm.

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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 March 2024 was comparable to the same period in pre-pandemic years.
- * The school worked collaboratively and persistently with families and agencies to improve attendance.

Q: You have an ambitious number of wellbeing activities: are these sustained and has someone picked up the brief?

A: Yes. We have one active Wellbeing officer, wellbeing mentors and trained mental health first aiders. SLT members deal with risk assessments and return to work interviews.

Q: Is staff absence an anomaly or an inevitability?

A: Absence is 1% different from 2022/23 and is almost at pre-pandemic levels. Fluctuations are natural and we will see a true comparison at the year-end.

The Chair thanked all staff who had contributed to the Principal's report and SP for the parent/carer survey and report.

8. LGC Strategic Plan and Risk Register

Governors discussed the high level of risk arising from a reduction in funding in real terms and the moderate to high level of risk relating to the potential loss of trained, experienced staff through retirement or resignation. SP to update Risk Register and circulate to Governors.

9. Review of Policies

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

- * Unclaimed certificates
- * Monitoring and Evaluation
- * Emergency
- * 16-19 Bursary
- * Wellbeing

TW thanked Governors for their reviews and their input. Governors noted that TLT was reviewing policies centrally for trust-wide use and that the Trust was aware of policies specific to CHS.

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

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All Governors to read the Manual Handling Policy and send responses to KD towards the annual review. GCS to add Manual Handling Policy to the next agenda.

10. Governor Training and Governor Visits

(a) Governor training

All Governors had undertaken Cyber Security training.

TW was planning one-to-one meetings with Governors and would arrange induction for JH. TW to consider succession planning for appointments to key roles in preparation for September 2024.

(b) Governor visits

Governors noted the very positive response and outcome of the Safeguarding audit.

11. Annual evaluation of a Governing Board's effectiveness

This item was postponed: GCS to add to the agenda for the first meeting in 2024/25.

12. Register of business interests

Governors to complete the Register of business interests form via the link on the agenda.

KD left the meeting at 5.07pm.

13. Trust progress

Jo Beardwell advised Governors on Trust progress:

- * The Governor handbook and the scheme of delegation were being reviewed for September 2024.
- * A school in Calderdale would be joining the Trust from 1 September 2024 and a further Kirklees school was likely to join at the same time.
- * A Trustee was likely to attend one LGC meeting a year.

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

Governors considered that they had gained an understanding of the importance of staff wellbeing and Governor visits, the Principal's report and the difference between strategic and operational aspects.

15. Any other business

Manual Handling policy

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This item was dealt with in Minute 9 above.

16. Dates of future meetings and possible agenda items.

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

Tuesday 25 June 2024

and Castle Fest on Thursday 6 and Friday 7 June 2024.

17. 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 thanked everyone for their attendance, efforts and reports and closed the meeting at 5.13pm.

Summary of Actions

Action Number	Minute Number	Action	By Whom
1	8	<u>LGC Strategic Plan and Risk Register</u> Update Risk Register and circulate to Governors.	SP
2	9	<u>Review of policies</u> Read the Manual Handling Policy and send responses to KD towards the annual review.	All Governors
3	9	<u>Review of policies</u> Add Manual Handling Policy to the next agenda.	GCS
4	10	<u>Governor training</u> Consider succession planning for appointments to key roles in preparation for September 2024.	TW
5	11	<u>Annual evaluation of a Governing Board's effectiveness</u> Add to the agenda for the first meeting in 2024/25.	GCS

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6	12	<u>Register of business interests</u> Complete the Register of business interests form via the link on the agenda.	All Governors
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