



**Castle Hill School**

Castle Hill School

LGB Meeting 10 October 2017 at 6.30pm

Venue Castle Hill school

Minutes

**JH welcomed everyone to the meeting and stated that she was delighted to be the Chair at the start of the new academic year. Castle Hill is a very special school filled with delightful young people.**

**Why are we here?** It is about the special students in the school. Bring all talents humour etc to ensure we as a group add to the effectiveness of the school.

**AM stated that this was a two way process and that staff welcome the visibility of Governors.**

**What are we supposed to be doing?** Holding the school to account for the children and families i.e. monitor, support and challenge in the most kind and supportive way to achieve the highest possible standards both in governance but most importantly for the students.

**How are we going to do it?** JH stated that she wished to have an open culture in which everyone is respected and valued. Governors should feel that they are able as any question they wished to. Our purpose is to help Steve including being mindful of his well-being.

**The next steps for the development of governance is to ensure there is clarity of purpose, operation and agreement in the delivery of statutory duties.**

Papers	Part One Items	Lead	Mins
<b>1</b>	<b>Welcome and Apologies for Absence</b>	<b>JH</b>	<b>2</b>
<b>Governor</b>	<b>Position</b>	<b>Present</b>	<b>Reason for absence</b>
Antony Morris		/	
Jayne Askew		/	
Kate Shepherd		/	
Vacancy		NA	
Steve Perren		/	
Tracy Wheldon		A	
Vacancy			
Joan Haines		/	
<b>In attendance</b>			
Carole Owen	Clerk	/	
Howard Owen	Director of Finance	/	

<b>2</b>	<b>Declaration of Personal or Pecuniary Interest and Governor Eligibility (Statutory)</b>	<b>CO</b>	<b>2</b>
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1. Governors to declare any personal interest in agenda items

**Notification of AoB**

**LGB Terms of Reference: clarify the purpose, size and structure of this LGB.**



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Green Book (SP)

Peer Review (SP)

<b>3</b>	<b>Minutes of the Last Meeting</b>	<b>JH</b>	<b>5</b>
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**Doc A** • To agree the minutes of the meeting held on 11 July 2017

The minutes of the last meeting were agreed as a true record subject to the following amendments:

Item 5: reword final para. to read 'SP explained the new curriculum approach.

Item 7: first para. Complete sentence 'School monies currently include TSC funds.

P5 insert 'be'

Item 8.1: first para. 'CHS to be involved in a LA SIP visit and Headteacher Peer Review in the near future.

<b>4</b>	<b>Matters Arising other than on today's agenda</b>	<b>JH</b>	<b>10</b>
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To note any matters arising and actions required since the last meeting

Action	Who	Status
KS to meet with JW to ensure consistency of presentation of policies	JW/SP	✓

*NR is undertaking reformatting of new polices and existing policies as they are reviewed/updated.*

Further update on Lockdown procedures	PB	✓
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SP provided a summary of practice sessions and new security features at the front of school. The door into the kitchen is now closed as ventilation within has been checked for adequacy.

A new gate might be installed however costs appear to be prohibitive.

Further Action: resend Lockdown Procedure to Governors	SP	
Investigate GEL training	KS	✓
Sixth Form curriculum planning	SP	5/12
Fundraising agenda item	KS	5/12
Check Parent Governor recruitment requirements	CO/JH/SP	item 5.3
Lead Governor agenda item to agree areas of responsibility	CO	item 5.4
Circulate dates and agenda items	SP/CO	✓

<b>5</b>	<b>Governance Matters</b>	<b>JH/CO</b>	<b>10</b>
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**Docs B**

- To complete the annual register of interests including information for the National Governor database



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Governors present completed the form and returned to the Clerk for compilation.

**2. To receive the Code of Conduct 2017**

Governors received the Code of Conduct and noted the contents.

**3. To note any changes to membership and dates of office including the arrangements for the appointment of Parent and Staff Governors**

There was a discussion regarding the need to recruit governors particularly with skills that could enhance the existing skill set of this LGB. It was agreed that Governors would pursue individual contacts for recommendation to the Board. KS suggested that someone with EYFS skills might be helpful although JH has expertise in this area.

JA has been appointed as Staff Governor

**Resolved**

**To note the appointment of Jayne Askew as Staff Governor with effect from 10 October 2017 to 9 October 2021.**

**4. To Lead Governor roles for 2017/18**

Safeguarding	KS meeting with Sally Metcalfe
TLA	JA
Outcomes	AM
PDBW	KS
L&M	JH

Well-being was noted as a priority for Governor monitoring.

There was a discussion regarding lead roles for Governors linked to the LGB Terms of Reference, CHIP, SEF, Ofsted Framework. Involvement of staff governors in this process was discussed. It was agreed that the above structure would be put in place until the LGB grew in size.

**Action**

**Draft ToR for LGB**

**5/12**

**JH**

**5. To note attendance at meetings 2016/17**

The register of attendance was received and a rate of 88% attendance noted at meetings from February to July 2017.

**6. To receive Governor training for the year and note any training undertaken since the last meeting**



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- KS has investigated GEL training. Induction training was straight forward and free. She questioned the usefulness of The Key.

**Action**

**Investigate options for Safeguarding training**

**5/12 KS**

- JA has completed NSPCC Safer recruitment training.

**Action**

**Certificates to be given to SM**

**ASAP JA**

**7. To receive feedback from Governor Visits**

KS reported from a Safeguarding monitoring visit undertaken on 15 September and reported that the academy was compliant in all areas.

**JH asked SP if he was satisfied that processes were robust.**

**SP confirmed that he was satisfied that this was the case.**

JH has undertaken several visits since the start of term.

**Action**

**Governors to record visits in the Green Book**

**8. To note the changes to Governance Regulations**

The Clerk informed the meeting of the changes particularly in relation to the removal of governors and their right to appeal should this be required. The responsibility for Governors to consider staff well-being was also reported.

**JH suggested training on the theme of ‘Thrive Wellness and Flourish’ to be undertaken.**

**Action**

**Training in Jan TBA**

**JH**

**Resolved**

**To note Governance matters.**

**6 Policy Update**

**JH/TW/  
JA/AM/  
KS**

**Docs C**

To ratify policies reviewed by individual Governors and recommended for approval as follows:



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### **1. Attendance Policy (JH)**

It was noted that the appendix needs adding to the policy.

**Resolved**

**To agree the Attendance Policy; this is to be reviewed in 3 years.**

### **2. Feeding Policy (JH)**

It was suggested that the names of staff be removed and roles revised.

**Resolved**

**To agree the Feeding Policy; this will be reviewed annually.**

### **3. Health and Safety (TW)**

This Policy was not considered due to the absence of the reviewing governor; this will be considered at the next meeting.

**Action**

**Contact TW re policy revisions**

**ASAP JH**

### **4. Hydrotherapy Policy (TW)**

The Policy was agreed subject to the following amendments:

- Principal to be added and names removed
- Safe practice policy
- IEP change to EHCP
- NARS staff to check re the checklist is applied and incident form is applied
- Code of Practice: CCTV reference needs to be removed as this is not in the pool area for safeguarding reasons.
- NARS leader to check all policies

### **5. Intimate Care (JA)**

**JH suggested that Staff share responsibility for taking students to the toilet**

**JA suggested that the policy be clarified in relation to the role of males when females are being changed.**

**KS commented boys can be the subject of abuse too.**

Revised version will consider staff of the same sex with students. Principal should replace references to Headteacher.



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**Resolved**

**To agree the Intimate Care Policy; this will be reviewed annually.**

**6. Major Emergencies (JA)**

This Policy was agreed.

**7. Positive Care and Control (AM)**

Suggested amendments:

Section 5 examples: rewording to remove obey and replace with follow instructions

Section 7 The Physical intervention: the 'restraint list' needs to be amended to on the server and not in the staffroom.

**Resolved**

**To agree the Positive Care Policy which will be reviewed annually.**

**8. Pupil Premium (AM)**

AM reported that he was satisfied with the policy which was agreed.

**Resolved**

**To agree the Pupil Premium Policy which will be reviewed annually.**

**9. Safeguarding (KS)**

**Action**

**Amendments to the policy to JH**

**5/12 KS**

**10. Dress Code Policy (SP)**

SP reported comments which were raised during the Peer Review relating to staff dress which were not agreed.

JA: sensory overload needs to be included in the policy. e.g. stripes

Staff were consulted over the Dress Code and this was not raised as an issue.

There followed a discussion regarding the formality and appropriateness of staff dress in relation to their role.

**Governors agreed that comments on policies should be addressed JH so that Governors assist with ensuring that the school is compliant.**

**JH challenged the LGB to agree how Governors might ensure that policies are applied consistently. She suggested that ownership of policies could be used during governor visits and fed back as appropriate.**



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**Action**

**Policy comments to JH who will forward to NR for amendment**

<b>7</b>	<b>Finance Report</b>	<b>HO</b>	<b>15</b>
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**Docs D 1. To receive the outturn for the year end for 2016/17**

HO reported that he will continue to produce a monthly report which will be emailed to Governors. He emphasised the need for Governors to use the Actual, Budget and variance columns for monitoring purposes. He provided a context to the financial landscape in the education sector:

- 9000+ schools had budget deficits in 2015/16
- 4000 of these schools have had a deficit budget for two years.
- 88% school have seen a decrease in funding.

**KS how are 12% schools increasing their funding?**

HO: it probably relates to new schools or those that are increasing in capacity. School finances remain constrained nationally.

**Governors queried the budget setting monitoring processes within the Trust.** HO explained that each academy sets its own budget overseen by HO.

The figures income and expenditure for the financial year 2016 2017 show a surplus of £428K. This figure is inflated by approximately £120K (TSC grants less TSC expenditure) which will be paid out to various Teaching Schools. This will result in a surplus closer to £300. There will be some year-end adjustments due to support staff salaries and some bills and invoices which have not yet been received Overall the academy is in strong position against an initial balance of £218K.

**2. To receive the budget for 2017/18**

From this year on all TSC monies will be paid into ICAT and distributed from there. For the first time a top slice equating to 5% GAG for CHS will be imposed. Academies requiring improvement or in Special Measures schools will pay 6%. This provides Central Finance, IT and admin support for CEO across the Trust.

Recharges for a proportion of the salaries of GF, NR and HI will be credited to CHS once the MAT increases above two schools.

**KS queried if this was a reasonable amount as previously the school retained 100% funds.**

HO: The LA used to top slice monies from Castle Hill however, this was not seen.

Staff Absence has not been purchased this year as ETAs provide cover as required.

**JH asked AM how ETAs felt about covering for teachers.**



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JA and AM suggested that this was agreeable for short term absences. SP stated that providing cover internally provided a better experience for students as the quality of supply staff is not guaranteed. The quality and number of HLTAs is improving all the time and this is providing a better experience for students.

**JH noted that this strategy provided for an efficient use of resources and staff CPD opportunities however it is essential that staff well-being is monitored.**

Growth of the Trust is evolving with 3 academies at different stages of applying for and receiving their academy orders. HO reported that once these conversions were complete, the Trust would be in a position to fund the Director of Finance post as a central service post. The consequence of this will be that a Business Manager for CHS would need to be appointed.

**The meeting noted that the finances were prudently managed by HO and thanked him for his report.**

**JH asked HO what he would most like governors to scrutinise.**

HO: Governors asking questions would be the most helpful. Come into the finance office send queries by email.

**Resolved**

**To receive the Finance Reports and note the contents.**

**Action**

**Check Scheme of Delegation re Financial monitoring/accountability**

**5/12 CO**

<b>8</b>	<b>Principal's Report</b>	<b>SP</b>	<b>10</b>
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**Docs E**

1. To receive

SP sought questions from his report.

**KS: What has impacted on student attendance which has improved it significantly this year?**

**SP: Attendance has been a focus. Supervision meetings on Fridays are ensuring robust scrutiny and these measures are impacting on attendance. KS commended the detailed scrutiny of the team.**

**Governors agreed that the Principals' Report should be higher on the agenda in future meetings.**

**Resolved**

**To receive the Principal's report and note the contents.**

<b>9</b>	<b>DfE Updates</b>	<b>AL</b>	<b>15</b>
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**Docs F**

To receive:



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**1. Exclusions Guidance**

The new guidance was shared and the changes to Governor responsibilities. Previously Governors had to review the decision to exclude whereas it is for them to reconsider reinstatement after a decision to exclude.

**2. Academies Financial Handbook**

The updated Handbook was shared for information purposes and should be retained by Governors.

**Resolved**

**To receive the DfE updates and note the contents.**

<b>10</b>	<b>Income Generation</b>	<b>JH</b>
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To discuss  
This item was not considered due to time constraints.

**Any Other Business**

**Docs G**

Kirklees Adult Offer

Home School Transport Consultation Documents

**The consultation documents were shared with Governors who were encouraged to respond.**

**Date and time of future meetings to be confirmed and possible agenda items:  
Tuesday 5 December 2017, 6:30 pm**