



Castle Hill School

LGB Meeting 11 July 2017 at 6.30pm

Venue Castle Hill school

Minutes

Papers	Part One Items	Lead	Mins
1	Welcome and Apologies for Absence	JW	2
<b>Governor</b>		<b>Present</b>	<b>Reason for absence</b>
Antony Morris		/	
Jonathan Wainwright		Resigned	
Kate Shepherd		/	
Paula Baxter		Resigned	
Steve Perren		/	
Tracy Wheldon (Chair for this meeting)		/	
Olivia Boothroyd		/	
Joan Haines		/	
<b>In attendance</b>			
Carole Owen	Clerk	/	
Kate Sanderson	Observer	/	

**The meeting met its quorum**

**Resolved**

**To accept the apologies.**

Governors received letters of resignation from:

- Olivia Boothroyd as Staff Governor with effect from the end of term as she will be leaving the school.
- Jonathan Wainwright also tendered his resignation as Governor due to his commitments as Chair at High Park.
- Paula Baxter due to ill health.

**Governors thanked them for their contribution to Castle Hill and wished them well for the future.**

**Action**

**Staff Governor Election**

**Autumn Term SP**

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

**There were no declarations of personal interest**

**Notification of AoB**

- National Lottery Fund
- Food Technology Room
- Next year's agenda arrangements
- Casual staff Protocol

3	Minutes of the Last Meeting	JW	5
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**Doc A** • To agree the minutes of the meeting held on 16 May 2017

**The minutes of the last meeting were agreed as an accurate record and signed by the Chair subject to the following amendments:**

**item 5.3 observations are undertaken by instead of with SLT members**

**item 6 para 2**

**item 7 add Metcalfe to Sally**

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

Item 5 the feasibility of the study for the new build has been estimated as £3k instead of £15k as previously reported.

Action	Who	Status
<b>New templates to be reviewed by Governors at the LGB meeting of 11<sup>th</sup> July 2017.</b>	<b>SP/GCS</b>	<b>✓</b> Item 5
<b>Governors to review and provide their comments to on 2Yr Plan the Acting Principal</b>	<b>Govs</b>	<b>✓</b>
<b>Governors are invited to attend the SEF Monitoring and Review meeting at school on Wednesday, 8 March 2017</b>	<b>Govs</b>	<b>✓</b>
<b>Governor induction</b>	<b>AM/OB</b>	<b>O</b>
<b>Ms Boothroyd to highlight potential parent Governors</b>	<b>OB/TW</b>	<b>NA</b>
<b>Send out link to all Governors for NSPCC</b>	<b>TW</b>	<b>O</b>
<b>Email Governors to record training</b>	<b>JW</b>	<b>NA</b>
<b>TW is to assume responsibility for Governor training</b>		
<b>Redacted SIP report to be shared with Governors</b>	<b>SP</b>	<b>✓</b>
<b>KS to meet with JW to ensure consistency of presentation of policies</b>	<b>JW/SP</b>	<b>O</b>
<b>Further update on Lockdown procedures</b>	<b>PB</b>	<b>O</b>
<b>Investigate GEL training</b>	<b>KS</b>	<b>O</b>

<b>5</b>	<b>Curriculum</b>	<b>SP</b>	<b>10</b>
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**Doc B** 1. To receive feedback from the Curriculum Working Party

Governors were presented with the curriculum planning documentation which provided a development model to demonstrate progress of students who were pre national curriculum standards.

A profile of each student has been developed particularly to assist in the planning for those who are the most difficult to engage. The planning builds up from the cornerstone level to the Keystone level as follows:

Keystone	Pre KS1 expected standard
Towards Keystone	Entry levels 1 to 3
Building and developing	P4 –P8



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Cornerstone

P1 – P3ii

Samples of the planning documents were provided for Governor monitoring purposes. Governors discussed how the planning was used in practice.

**KS: how have these been received by more senior class teachers**

RM: They are helping to write them. Staff welcome the consistency and clarity of the system which means that all documents are held centrally.

There was a discussion regarding differentiation for each Key Stage and opportunities for cross curricular delivery.

**KS: do staff share each other's resources?**

RM: Yes. More development will continue next year as we ensure we complete the 3 year topic cycle.

SP explained the new curriculum approach. The system is to assist in planning and timetabling to ensure complete curriculum coverage and provide progression throughout the school. We need to ensure there are developmental opportunities at each Key Stage for all students.

**JH commented that the bottom up approach was to be commended and learning was therefore being led by children's needs whilst leadership from the Principal and the SLT ensures that a clear curriculum and planning system aids the process.**

**Action**

**Sixth Form curriculum planning**

**28/11 SP**

**Resolved**

**To note the feedback from the Curriculum Working Party**

<b>6</b>	<b>Data/MAPP/Accreditation</b>	<b>AL</b>	<b>15</b>
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**Doc C** 1. To receive an update

AL presented the Assessment and Target Setting Report and highlighted:

- EYFS: All children have to be reported against national early learning goals although P level Progress is a more realistic measurement.

She cautioned against looking at percentages only and that the size of each cohort needed to be monitored.

- Pupil Premium students are making better progress than non-Pupil Premium however, the needs of the cohort need to be taken into context which can create swings in the data. This is monitored through MAPP.
- Overall progress is in line with last year or better with a slight decline in KS3/KS4 progress.

**TW: what are the reasons for this?**

AL: some inconsistency in staffing and medical needs of students have accounted for this. Further analysis has



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been undertaken. She reassured governors that new staffing appointments would provide for greater stability next year.

**KS: can this be guaranteed?**

SP: absolute guarantees can never be given however, the quality of appointments for the new academic year should provide for some reassurance. Action was taken including staff severance.

**KS5**

Students are assessed only in English and maths. Using the systems almost all students have made 2 levels of progress with an average point progress score of 0.64.

AL explained the process of target setting and pupil progress meetings and additional interventions are provided as needed.

MAPP is used to monitor progress against EHCPs. Currently data is presented using graphs. AL explained the reasons for reviewing the style of reporting and the challenge of recording the 124 learning intentions which will be provided in the Autumn Term.

**JH noted that the data report was highly detailed and useful. The discussion continued regarding each of the areas of measurement and what the data was showing. It was agreed that a further breakdown by cohort and need to see if there are any trends/areas of strength and improvement. Governors also noted that the current data would provide as baseline from which comparisons could be made.**

JH emphasised the need to understand what the data is telling us and where the greatest areas of impact are. **Can we state that we are happy with current outcomes? Governors agreed this to be the case.**

AL reported that over 100 externally assessed AQA units have been successfully completed for which students will be accredited.

Governors thanked AL for her report.

**Resolved**

**To receive the Pupil Progress data and note the contents.**

<b>7</b>	<b>Finance Report</b>	<b>HO</b>	<b>15</b>
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- Doc D**
1. To receive the indicative year end for 2016/17
  2. To agree the draft budget for 2017/18

HO presented the figures for the financial year to the end of period 10 (June 17). He also provided a report explaining the variances in the figures. School monies currently include TSC monies.

Governors agreed the need to maintain reserves in order to provide a buffer should the school require it.

**KS is there a need for us to consider other staff that might be able to share best practice with other schools and thereby generate additional income?**

HO: SLT have been significantly reduced and therefore there is a potential capacity issue here.

SP: agreed with this and stated that the focus had to be on maintaining outstanding provision



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SLEs exist in school and there are income generation opportunities from these staff. AL s to develop a menu of training and support which will be advertised through Teaching School and other networks next year.

**Budget 2017/18**

Governors received the draft budget and noted that

<b>Total Revenue Income</b>	<b>£3,125,021</b>
<b>Total Revenue Expenditure</b>	<b>£3,124,866</b>
<b>In Yr surplus</b>	<b>£155</b>
<b>Carry forward</b>	<b>£200,000</b>
<b>Cumulative surplus</b>	<b>£200,155</b>

**KS sought clarification of the ICAT top slice.**

HO explained the 5% for CHS and HP 6% as a sponsor school. This is dependent on the Ofsted status of each school and associated support.

NR/GF/HO are to work in the central services team once the MAT has grown further. Currently CHS are supporting their salaries. Recharges from other academies will be reimbursed to CHS in future.

**JH asked SP if school priorities were fully costed into the budget.**

SP: we have been prudent in terms of planning however money is tight. More staff would be desirable however we have ensured that we have remained within our means.

**HO: £30k for staff CPD has been included in the budget.**

SP: CPD monies will spent as required. New staff appointments are very strong and therefore the whole amount might not be required. Recent recruitment processes have been highly competitive with individuals qualified to graduate and post graduate level. Staffing rations in classes are tight. However we have managed to have them at a level which meets need and provides a safe environment for all.

**JH concurred with the view that the school needed to consider other opportunities for income generation such as bid writing and grant applications.**

**KS: Who provides out payroll service?**

HO: Kirklees currently however we have been looking at outsourcing elsewhere.

**Governors thanked HO for the clarity and quality of his report.**

**Action**

**Fundraising agenda item**

**5/12 KS**

**Resolved**

**To note receive the budget reports and note the current financial position.**

<b>8</b>	<b>Academy Improvement Plan 2016-18</b>	<b>SP</b>	<b>15</b>
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**Doc E** 1. To agree

SP highlighted key areas of the CHIP (Castle Hill Improvement Plan). The report from the recent SIP visit is to be provided. A positive verbal report was received and actions requiring completion were noted. The value of the process was discussed. SP stated that the more external scrutiny that was undertaken, the greater the benefit for the provision and success of the school. He reported that CHS was to be involved in a SIP visit, an LA SIP visit and a Peer Review in the future.

**Governors noted how the CHIP had driven much of the work of the school this year which had been reported at LGB meetings.**

**KS: who writes the plan? Can we sit in on the planning meetings?**

SP: it's a team approach and it might be useful if Governors scrutinised the creation of the plan near its completion.

**Resolved**

**To receive the improvement plan and note the actions completed.**

9	SEF	SP	5
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**Doc F** 1. To agree judgements

The review of two of the four areas of evaluation has been completed and KS has attended two meetings. The SEF has been put on the website. **KS noted the level of detail in the SEF and how this contributed to the continual school improvement.**

**Resolved**

**To note the contents of the SEF.**

10	Governing Body matters including;	JW	10
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**Doc G** To log

**1. Governor Visits to school**

KS reported that she had written reports in the Governor log from attendance at the SEF Meeting and 10 Yr Celebration.

TW participated in staff interviews. She noted that the Yr 10 Celebration was an exceptional event and well organised by staff. Governors wished to express their thanks to all staff.

**2. Governor Training attended since the last meeting**

There were no reports of training since the last meeting.

**3. To agree the appointment of a new Governor**

The appointment of Jayne Askew was agreed with effect from 11 July 2017 to 10 July 2021.



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Governors discussed the need to increase the size of the GB and noted the need to recruit a parent governor.

**Action**

**Check Parent Governor recruitment requirements**

**ASAP**

**CO/JH/JH**

**4. The appointment of Chair and Vice Chair of this LGB**

*\*JH and TW left the meeting for this item.*

There was one nomination for each position. i.e. JH and TW respectively.

There was a long discussion regarding the skills knowledge and experience that each Governor could bring to the role.

SP read the following proposal from JW to the meeting which was accepted:

‘As the LGB we are very aware that Joan Haines, as potential new Chair has a relatively significant journey to school and that Joan, in her capacity as an AFA practitioner and coach may not be immediately contactable at short notice. With this in mind the LGB propose that Tracey Wheldon, as Vice Chair should be considered as Castle Hill School’s LGB representative when issues related to Joan’s contact availability and travelling time arise. It should be noted that if such incidents arise, Tracy will ensure that continual and ongoing efforts will be made to contact, consult and inform Joan of actions and events.’

In consideration of this, Governors agreed unanimously to the appointment.

**Resolved**

**To agree the appointment of Joan Haines as Chair of LGB for the academic year 2017/18**

**To agree the appointment of Tracy Wheldon as Vice Chair of LGB for the academic year 2017/18**

<b>11</b>	<b>Safeguarding Report</b>	<b>PB</b>	<b>10</b>
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**Doc H** 1. To receive an update

**Governors received the report and noted the contents. KS was appointed as safeguarding governor with immediate effect.**

**Action**

**Lead Governor agenda item to agree areas of responsibility**

**Oct CO**

<b>12</b>	<b>Question and Answer Sessions and Actions</b>	<b>All</b>	<b>10</b>
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1. To discuss

**This item was deferred**

<b>Any Other Business</b>			
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**Doc J**



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SP reported:

- **National Lottery Fund**

Approximately 10k has been received for a residential opportunity for those with wheelchairs and profound and multiple learning difficulties.

- **Food Technology Room**

This is being refurbished for the next academic year

- **Next year's agenda arrangements**

Meetings and governor work schedule to be circulated.

**Action**

**Circulate dates and agenda items**

**Sept SP/CO**

- **Casual staff Protocol**

**Resolved**

**To agree the Protocol**

**Date and time of future meetings to be confirmed and possible agenda items:**

All meetings start at 6.30pm

10 October 2017

5 December 2017

16 January 2016

20 March 2018

1 May 2018

10 July 2018

**The meeting closed at 21.29**