

Castle Hill School
Minutes of LGB Meeting
23rd October 2018 at 5.30pm
Venue: Castle Hill School

Present:

Jayne Askew (Staff Governor)
Joan Haines (Chair of LGB)
Jean Parker (Co-opted Governor)
Steve Perren (Principal)
Kate Shepherd (Parent Governor)

In Attendance:

Lia Heaton (Clerk)
Ali Fanan (Observer)
Howard Owen (Part of) (Business Manager)

1. Apologies for absence, consent and declaration of interest

- 1.1 Apologies were received from Dughall McCormick (with consent). Antony Morris was absent due to illness.
- 1.2 There were no declarations of interest.
- 1.3 Introductions and backgrounds were provided for the benefit of Ali Fanan, present as an observer with an interest in joining the Governing Body as a Parent Governor.
- 1.4 **RESOLVED:** That protocol on apologies and consent to governor absence be decided on an individual basis depending on the circumstances.
- 1.5 **RESOLVED:** To agree and adopt the NGA Code of Conduct
ACTION: To sign the register of agreement for the NGA Code of Conduct which would be made available at the next meeting (All).
- 1.6 Details of the governance arrangements are featured in a readily available format on the school website.
- 1.7 **ACTION:** Research the requirement that information on Get Information About Schools (GIAS) is up to date (Clerking Service and Principal).
- 1.8 The forms for registering relevant business and pecuniary interest was circulated to all Governors in attendance and were to be returned to the Business Manager.
ACTION: Ensure all business interest forms were collected including from absent Governors (Business Manager).

2. Election of Vice-Chair

Nominations would be allowed from governors not present at the meeting.

2.1 **RESOLVED:** That the term of office will be until the AGM 2019.

2.2 **RESOLVED:** That Dughall McCormick be elected Vice-Chair.

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3. Notification of items to be brought up under Any Other Business

- 3.1 Staff Questionnaires
- 3.2 Safeguarding

4. To appoint Governors with Specific Responsibilities

The External Review of Governors resulted in an Action Plan which included assigning specific roles for Governors. The Chair thanked the Principal for his great work writing the role descriptions and creating a standardised form for Governors to record their visits to the school. Procedures and protocols had been explained for each role which provided a focus for areas of each responsibility. Visits would now be more specific and linked to the CHIP (Castle Hill Improvement Plan). It will also allow a more succinct way to feedback visits to the Governing Body.

- 4.1 **ACTION:** Governor development day regarding application of protocols and responsibilities to be scheduled (Chair).
- 4.2 **RESOLVED:** The following areas are confirmed for Castle Hill's LGB as agreed at the last meeting (10th July 2018) with the addition of the role of Vice Chair:

Role	Governor
Chair	Joan Haines
Vice Chair	Dughall McCormick
Governor Training	Dughall McCormick
Finance	Dughall McCormick
Health and Safety (Inc. building)	Anthony Morris (Dughall McCormick as second)
Vulnerable Groups (Inc, safeguarding CLA and Pupil Premium)	Kate Shepherd
Teaching, Learning and Outcomes (including hard to reach and most able)	Jayne Askew and Joan Haines
Support/Wellbeing/Behaviour	Jean Parker

Hard copies of the draft roles and responsibilities were circulated to the relevant Governors. It was suggested that these be used with immediate effect and could be discussed further after trial at the forthcoming Governor Development Day.

ACTION: A new file for Governor Visits to be organised to be kept in Reception (Principal).

ACTION: Review the draft role and responsibilities document for the Vice Chair. Upon completion to be distributed to Dughall McCormick and all Governors. (Principal and Chair).

5. Chairs Delegated Powers

RESOLVED: That the Chair's delegated powers include:

- i) Change the date of a scheduled meeting, for good reason.

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- ii) Grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governor's meeting.
- iii) Determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

6. Delegation of Financial Powers to the Principal

6.1 **RESOLVED:** That the Governing Body delegates to the Principal the power to carry out on its behalf the following delegated duties:

- i) Planning and conducting the affairs of the school to remain solvent.
- ii) Ensuring good financial management and effective internal controls.
- iii) Ensuring that funding is used only in accordance with the conditions attached to that funding.
- iv) Ensure compliance with the funding agreements and the academy financial handbook

6.2 **RESOLVED:** That the Principal's financial limits of the above delegated authority (e.g. spending limits and budget virement) be set at the limit recommended by the Interaction and Communication Academy Trust (ICAT).

ACTION: To defer the Principal's financial limit to the next Governors meeting and for the Business Manager and Principal to refer to the ICAT handbook to report back the recommended limit.

7. Minutes of the meeting held on 10th July 2018

The minutes of the meeting were approved and signed by the Chair as a correct account of the meeting's proceedings.

8. Matters arising from the meeting held on 10th July 2018

- 8.1 Action 1 refers: The declaration of interest forms were being re-done for all Governors so this action would be captured in this exercise.
- 8.2 Action 3 refers: The Health and Safety policy was being re-drafted and would include a section on the Health and Safety Audits (which will state that the Health and Safety Governors should be invited to). This policy would be due for ratification at the next Governing Body meeting.
- 8.3 Action 5 refers: The Skills audit was almost completed.
- 8.4 Action 6 refers: The CHIP is a standing item within the Principal's Report

All other Actions had been completed.

9. Finance

The Business Manager circulated the Management Accounts Report and a 3 year budget forecast both with a written and verbal commentary.

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He noted the challenging financial context for schools, stating that SEN funding had been largely static over the last 6 years. From 2013/14 to date there has been an increase of only 1% in this funding, compared to a minimum 1% annual increase in staff costs.

Explanations were provided for year to date variance figures from the Management Accounts Report. These included:

- The negative variance in General Annual Grant (GAG) funding is due to pupil numbers being 1 less than expected.
- The positive variance in Other Government Grants is due to 3 Calderdale pupil's funding payments which are paid in advance (and will therefore balance out).
- Taking the above points into consideration, the total income variance is a shortfall of approximately £5k.
- Teaching staff expenditure was showing as an underspend, although this would even out when the teacher's pay increases were backdated from September.
- Educational Support Staff expenditure shows a reserve of approximately £20k. This is to cover sickness absence.
- All other expenditure is on track. It was noted that depreciation would not be included on accounts reports going forward due to the fact the figure does not affect any surplus/deficits.
- The school is in a healthy position with an overall surplus for the year of £39k.
- The cumulative carry forward from 2017/18 is £612k after known distributions.
- The healthy reserve puts the school in a good position should the High Needs Funding Review significantly reduce funding.
- Governors were informed of the possibility of a potential loan to ICAT of £50k.

Q: Why would this loan be necessary from Castle Hill School?

A: ICAT are reviewing their model of sustainability and financial position. Castle Hill are the only school in the MAT with a surplus. Financial auditors are now assessing the situation including how much school money existed prior to Castle Hill joining the academy. It was always understood that this money would remain in the school's control. The ICAT Board of Directors are responsible for deciding how to proceed. The Chair of Castle Hill's Governing Body is involved in strategy meetings for taking ICAT forward. Essentially more schools are needed to join the MAT to make it more financially viable.

Q: How many schools are currently in the MAT?

A: 3

Q: Why are more schools not interested?

A: It may be due to the political situation. The academisation process seems to have faltered. Brexit and an unstable Government may contribute to hesitancy.

Q: Do we pay into ICAT?

A: Yes. This year's fee is £58,777.

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Governors further discussed and questioned the predicament. It was agreed to keep informed and updated on the matter.

The 3 Year Budget (2018-21) was discussed. 2018/19 showed a £62 surplus, 2019/20 showed a £53 deficit and 2020/21 showed a £42,896 surplus (primarily due to forecasted increased student numbers).

ACTION: Email Governors the Financial Competency Questionnaire. Dughall McCormick will be attending the school to meet with the Business Manager (in his role as Governor with responsibility for oversight of finances).(Business Manager and Dughall McCormick).

Thanks were extended to Howard for his updates, which Governors found clear and concise.

{Howard Owen left the meeting}

10. Principal's Report

The pre-distributed detailed report included the following headlines:

10.1 Admissions

There are currently 124 pupils which is forecast to rise to 127. This would be the most the school has ever had.

Q: How many pupils was the school built to accommodate?

A: 105. Capacity is an issue. Locally, provisions have not increased in line with more requirement for special needs. The school is under capacity pressures and SENACT is working closely with the school.

Q: Is there space in Primary?

A: There is no space in Primary either with annex space and break out spaces all being utilised.

10.2 Attendance Report

Staff attendance is static. There are still some improvements to be made from a number of long term ill health issues.

Student attendance whole school figures are around 88% (90% excluding long term health issues). Ongoing supervision meetings are taking place and support is being provided to families. It was noted that Governors should always be aware of student attendance figures. The school has excellent best practice methods in following up on attendance.

10.3 Staff Changes

Some senior level management changes were explained. More support staff vacancies were required as more Band A students were at the school.

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- 10.4 SIP
The School Improvement Partner (SIP) visit was on 10th October. Feedback had not yet been received but the visit was very informative and useful. A general learning walk, data assessment and wellbeing development was the focus of the visit.
- 10.5 Assessment Report
This is a new baseline report including progress and outcomes. Clear conclusions and actions for next steps are identified. The data produced creates a good opportunity for pedagogy and curriculum learning.
- 10.6 Pupil Premium (PP)
PP interventions include continued support by the music therapist, physio interventions, intensive interaction and many others. All providers of the support now use MAPP to record progress. The latest progress report showed there was very little difference in the progress made by PP and non PP pupils.
- 10.7 Sports Premium
Evidence is showing that this funding is being applied effectively. A new safe space has been installed in the Primary area using this funding. The after school club also remains popular.
Q: Why was the safe space put in Primary?
A: There are already a variety of safe spaces around the school. This one utilised some space and is an excellent provision for learning and sensory regulation activities. It is well used.
- 10.8 Teaching schools report
Work is progressing. KPI's have been reached (as set by the DfE). A main focus remains supporting all mainstream schools by addressing the needs of pupils with SEND. Moving forward, the plan is to continue working with the LA to support the High Need Review and developing SEND provision for Initial Trainee Teachers.
Q: What will happen if the High Needs Review results in significantly less money per pupil?
A: Optimistically we don't anticipate a huge decrease, we are a high needs school and largely depend on such funding. However, the school will address such issues if they occur and adapt accordingly. Staffing structures may need to be reviewed.

Q: Why is the Review taking so long, we seem to have been waiting for a long time?
A: This is still unclear. The amount of work associated with the review seems to be challenging SENACTs capacity.

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10.9 CHIP

The Castle Hill Improvement Plan (CHIP) review was completed in March. Targets are continually added to the RAG rated action plan. This is available on the school website. Governors were encouraged to become familiar with the document.

ACTION: Kate Shepherd to meet with the Principal to aid a better understanding of the CHIP.

10.10 SEF

The Self Evaluation Framework (SEF) Autumn review took place on 4th October.

ACTION: SEF summary to be distributed to Governors (Principal).

10.11 OFSTED

The External Review of the LGB resulted in a final report and action plan. This feeds into the CHIP.

The Principal had attended a number of OFSTED courses recently which all stressed the importance of the Curriculum and its application.

10.12 Safeguarding update – case study and data

Supervision meetings continue on a weekly basis. The safeguarding report and case study had been provided as attachments.

Q: Why have CPOMS incidents increased?

A: The data shows an increase but this is due to increased recording rather than increased incidents. Staff are more confident at reporting.

10.13 Health and Safety

The Principal provided an overview of a couple of incidents which had been resolved.

The new Health and Safety audits will help with quicker problem solving as issues arise.

A new ICAT H&S Policy is being formulated and is due to be published after amendments from Castle Hill.

The Chair thanked the Principal for his report.

11. Health and Safety

This item had been covered under Item 10.13.

12. CEO Report on MAT and outcomes

This report had been pre-circulated to Governors. All were encouraged to read the document which summarises the current issues in ICAT.

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13 Policies for ratification

13.1 Safeguarding Policy

RESOLVED: That the policy be ratified.

ACTION: Governors to liaise with Greg to access the Educare system for online Safeguarding and Prevent training if not already completed.

It was noted that statutory training was completed by all staff every 3 years. 'Safeguarding Twilight training' is being completed in June, 'refreshers' have been completed up to this date.

13.2 Behaviour Policy

ACTION : That Jean Parker confirm with Tracy suggestions to address emphasis on work done regarding the psychology behind the behaviour before it occurs for the Behaviour Policy.

ACTION: To bring the Behaviour Policy back to the next Governor's meeting for ratification following some proposed additions. (Principal).

13.3 Intimate Care Policy

RESOLVED: That the policy be ratified.

13.4 Monitoring and Evaluating Policy

RESOLVED: That the policy be ratified.

13.5 Visitors Policy

RESOLVED: That the policy be ratified.

14 Governor Training and Visit Outcomes

This had been covered under Item 4.

15 Consultation on Admissions Arrangements for 2020/21

A 6 week period of consultation commenced on 1st October 2018, which will end on 21st January 2019. This is in relation to coordinated schemes and admission arrangements including the proposed published admission numbers (PAN) for the academic year 2020/21. It is available on the Kirklees website.

RESOLVED: That the contents of the report were largely irrelevant to Castle Hill School due to being bound by the High Needs Review and Kirklees Placement Panel.

16 Any Other Business

16.2 Staff Questionnaires

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There had been a return response of 47 from 118 staff.

The results were considered, including a couple of the questions which centred the leadership team providing development opportunities and taking workload into account when developing and implementing policies and procedures. A small minority had responded negatively but it was unclear as to why the respondents felt the way they did. Future questionnaires will allow some open ended questions in order to qualify such responses.

Overall, the questionnaire showed mainly positive results, the most pleasing being that no respondents disagreed with the statement 'I enjoy working at Castle Hill School'. It was concluded that it was a great sample of staff views which could be used as a baseline for future questionnaires.

16.3 Safeguarding

The Principal wished Governors to be aware that the new Local Authority Designated Officer (LADO) was Sandra Shaw.

ACTION: Include this information in the ratified Safeguarding Policy (Principal).

17 Summary of actions

Action Number	Action	By Whom
1	To sign the register of agreement for the NGA Code of Conduct which would be made available at the next meeting	All
2	Research the requirement that information on Get Information About Schools (GIAS) is up to date	Clerking Service and Principal
3	Ensure all business interest forms were collected including from absent Governors	Business Manager
4	Governor development day regarding application of protocols and responsibilities to be scheduled	Chair
5	A new file for Governor Visits to be organised to be kept in Reception	Principal
6	Review the draft role and responsibilities document for the Vice Chair. Upon completion to be distributed to Dughall McCormick and all Governors	Principal and Chair
7	To defer the Principal's financial limit to the next Governors meeting and for the Business Manager and Principal to refer to the ICAT handbook to report back the recommended limit	Clerking Service, Business Manager and Principal
8	Email Governors the Financial Competency Questionnaire. Dughall McCormick will be attending the school to meet with the Business Manager (in his role as Governor with responsibility for oversight of finances	Business Manager and Dughall McCormick

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9	Kate Shepherd to meet with the Principal to aid a better understanding of the CHIP	Kate Shepherd and Principal
10	SEF summary to be distributed to Governors	Principal
11	Governors to liaise with Greg to access the Educare system for online Safeguarding and Prevent training if not already completed.	All
12	That Jean confirm with Tracy suggestions to address emphasis on work done regarding the psychology behind the behaviour before it occurs for the Behaviour Policy	Jean Parker
13	To bring the Behaviour Policy back to the next Governor's meeting for ratification following some proposed additions	Principal
14	Update LADO information in the Safeguarding Policy	Principal

18 Dates of future meetings and possible agenda items

RESOLVED: That the following dates be noted for LGB meetings. All due to commence at 5.30pm:

- Tuesday 4th December 2018
- Tuesday 29th January 2019
- Tuesday 19th March 2019
- Tuesday 14th May 2019
- Tuesday 9th July 2019

RESOLVED: Agenda items for 4th December 2018 meeting to include:

- Principal's Financial Limits
- ICAT update
- Health and Safety Policy ratification
- Behaviour Policy ratification

19 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 meeting closed 8pm.