



THE LOCAL GOVERNING BODY OF CASTLE HILL SCHOOL ACADEMY TRUST

Minutes of the meeting of the Local Governing Body held at 6.30 pm at the School on Tuesday 29 November, 2016.

Present:

Dr J Wainwright (Chair), Ms P Baxter, Ms K Shepherd, Mrs TJ Wheldon, Mr S Perren.

In Attendance:

Miss C Stephen (Meeting Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
1.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>No apologies were received; there were no declarations of interest.</p>	
2.	<p><u>Notification of items to be brought up under any other business</u></p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Emergency evacuation measures • Downs test • Holmfirth High - Academy status • Transport 	
3.	<p><u>Minutes of the Meeting held on 4 October, 2016</u></p> <p>RESOLVED: That the Minutes of the Meeting held on 4 October, 2016 be signed and approved as a correct record, subject to the following amendments:</p> <p>(a) <u>Election of Chair (Minute 1(iii) refers)</u></p> <p>The phrase “rock, paper, scissors” to be replaced with “the toss of a coin”</p> <p>(b) <u>Election of Vice-Chair (Minute 3 refers)</u></p> <p>Mrs Wheldon, not Mrs Shepherd was elected as Vice Chair of the LGB.</p>	

	<p>(c) <u>Head of School's Report and Governors' Questions (Minute 14, question 3 refers)</u></p> <p>Sixth formers who were not given a place at Castle Hill could go to other service providers.</p>	
4.	<p><u>Matters Arising</u></p> <p>(a) <u>Method of recording Minutes</u></p> <p>Governors recorded their dissatisfaction with the number of questions and answers recorded in the minutes. Whilst they recognised the value of having important questions documented, they felt other areas of discussion should be summarised in the body of the minutes.</p> <p>(b) <u>Edubase (Minute 2(iv) refers)</u></p> <p>The clerk explained what she knew about Edubase: it was a new government database on governors of schools. Any information requested that was not already in the public domain would be kept securely in an encrypted form.</p> <p>(c) <u>Head of School's report and Governors' Questions (Minute 14 refers)</u></p> <p>The launch date for the sensory pod had been postponed; it would now take place on 20 January, 2017 and invitations would be issued to governors and those instrumental in raising funds for the project very shortly.</p> <p>(d) <u>Governor Training and Governor Visits (Minute 15 refers)</u></p> <p>Dr Wainwright had revised the pro forma to be filled in following a governor's visit to the school. This was distributed to governors and discussed. It was thought a "Visitors' Book" in which to record the purpose, nature and outcome of the visit might be a viable alternative.</p>	Mr Firth to investigate further
5.	<p><u>Review of Committee Structures (Minute 7, 4/10/16 refers)</u></p> <p>In light of the LGB having only six members, it was decided that all members should attend all meetings.</p> <p>RESOLVED: That the Joint Committee be taken over by the LGB and its meetings were to be attended by all members.</p>	

6.	<p><u>To appoint members with specific responsibilities (Minute 7, 4/10/16 refers)</u></p> <p>Governors discussed whether any other role bar that of Safeguarding Governor needed to be filled. It was decided that the majority of issues would be covered in the reduced role of the LGB but that a Governor Training Contact would also be needed.</p> <p>RESOLVED: That Ms P Baxter serve as Safeguarding Governor.</p> <p>RESOLVED: That Dr J Wainwright serve as Governor Training Contact.</p>	
7.	<p><u>Head Teacher of MAT (Minute 9 4/10/16 refers)</u></p> <p>Mr Perren was currently fulfilling the role of Head of school and will fulfill the role of Acting Principal for the Spring and Summer term 2016-17. The Board of Directors for the MAT discussed this issue during their meeting, December 2016. The arrangements for advertising the role of Principal are unresolved at this time. The former Head Teacher had been appointed as CEO of the Academy Trust.</p> <p>Q. What was the national position regarding filling Headship positions?</p> <p>A. There was still a lack of suitable applicants. It was hoped that having an experienced CEO to support the Head Teacher would make the post more attractive.</p>	
8.	<p><u>Funding Bands (Minute 14 4/10/16 refers)</u></p> <p>Because the National Plan regarding Funding Bands had been shelved, the Local Authority was considering reviewing these itself. A meeting was planned for December. Members of Castle Hill School staff (Steve Perren, Head of School and Howard Owen, Business Manager), had met with Fairfield School and both schools had agreed that there was no scope for a reduction in funding. This would have implications for staffing and therefore both schools' ability to meet the needs of pupils, particularly those with complex requirements. School would encourage the authority to wait until a National Strategy was in place before making any decisions.</p> <p>Governors strongly supported maintaining the status quo.</p>	
9.	<p><u>Head Teacher's Report and Governors' Questions</u></p> <p>Copies of the report had been sent to governors prior to the meeting.</p> <p>Mr Perren explained that the format of the report had been changed slightly to reflect Ofsted criteria and to provide an overview of continuing projects.</p>	

Mr Perren drew attention to the following points:

Coaching

A consultant had been employed to provide coaching sessions for support staff with the aim of promoting personal development and encouraging staff to understand the importance of working as part of a team, especially as so many support workers were employed throughout school. The process was ongoing and dialogue was continuing; some members of staff were very much on board and it was hoped that this outlook would spread.

Q. Could Mr Perren give specific examples of what needed to be changed in the way some support staff worked?

A. Sometimes support staff shared information directly with parents without informing the teacher. This unilateral information sharing approach by support staff can cause difficulties when the information shared is incorrect or inaccurate. Coaching input helps support staff understand the importance of teamwork and a cohesive, unified approach.

The sessions were designed to encourage support staff to follow the protocols and systems of the school by helping them to understand the school's philosophy and what they needed to do to change their own practice to fit in with this.

Coaching sessions for new members of SLT were to be made available.

Baselines of practice

The next focus for "baselines of practice" models was to be communication. School was reintroducing a wide range of common signage and symbols throughout the school to encourage commonality of practice, with differentiation where needed. The final draft of the proposals was to be shared with teachers who would then be given three staff meetings to produce the resources. The new signage should be in place throughout the school by February half term.

Assessment

Moderation of MAPP targets would be discussed in more depth at a later meeting.

Mr Perren explained the new assessment model for the latest curriculum. This was based on three elements: Cornerstone, Building and Developing (formerly "P" levels) and Keystone. It was now a requirement to work towards the Keystone, the KS1 levels. School was up to date regarding the government's changes to assessment,

	<p>though “P” scales would continue to be used as it was felt the terminology helped people understand their child’s progress and provided a commonality of language.</p> <p>New assessment records would be built up using photographs, records of achievements, P levels, MAPP etc.</p> <p><u>Intensive Interaction</u></p> <p>The recent Intensive Interaction week had been most successful.</p> <p>A presentation regarding the work of the Intensive Interaction Working Party would be given at a future meeting.</p> <p><u>Communication</u></p> <p>Ms Askew had taken up her post and had linked up with the Barnsley Hub which had been able to provide communication aids at no cost to the school.</p> <p><u>Personal Development, Behaviour and Welfare</u></p> <p>The Local Offer Live event had taken place at the John Smith’s Stadium. Whilst the event had been a positive one, concern was expressed about the venue and the fact that a fire alarm had sounded whilst the event was in progress which had highlighted the inadequacy of evacuation procedures for those in wheelchairs.</p> <p>It was hoped a similar event would be funded next year; alternative venues were discussed.</p> <p><u>Additional Information</u></p> <ul style="list-style-type: none"> • The Happiness Awareness week had been well received. • The Safeguarding Policy had been updated; governors were reminded that they should be aware of the changes made. • Reports from departments were provided for governors’ perusal. • Two Primary Christmas productions were scheduled whilst Secondary and Sixth Form were to host a Christmas Fair on 7 December. <p>Governors thanked Mr Perren for his report.</p>	
10.	<p><u>SEF</u></p> <p>This was continuing to be developed on the school’s website and was updated regularly.</p>	

	A SEF Day would be held on 8 March, 2017 in school from 10.00a.m. Governors were invited to attend as available on a drop-in basis.	
11.	<p><u>Pupil Premium</u></p> <p>Reviews had been sent out.</p>	
12.	<p><u>Safeguarding Update and Policy Review</u></p> <p><u>Admissions Policy</u></p> <p>The policy had been reviewed in light of an application from a parent to have an exception made for their child who had missed a year of primary education (undertaken at a different school) so that they could stay at Castle Hill after the normal leaving age in order to make up for the year that had been missed.</p> <p>School was in the process of reviewing its policies now that it had received Academy Status but it was felt that an interim policy needed to be in force in order to deal with this request. The model Kirklees policy had been used to provide guidance.</p> <p>It was decided that school was a 3-19 institution; the only exception that had been made was for a child who was terminally ill and for whom a change in circumstances was felt would hasten their death. The associated costs for this provision had been funded by SENACT and their place had been dependent on this.</p> <p>Until the Board of Directors of the Trust approved a new Admissions Policy, the school would remain a 3-19 establishment. Any appeal would have to be made to the Board.</p> <p>The issue of post-19 provision was discussed. Governors felt that the MAT Board should consider this issue with a light to expanding into this area in order to raise the quality of such provision.</p> <p>RESOLVED: That the revised Castle Hill Admissions Policy be adopted by the LGB.</p> <p><u>Safeguarding in School Policy</u></p> <p>Adaptations had been made to the existing policy in light of recommendations from the Kirklees Safeguarding Board. The revised document had been sent back for audit.</p> <p>The document was inspected by governors who spotted several errors and anomalies, including the following:</p> <ul style="list-style-type: none"> • The misspelling of Dr Wainwright's name in several places. 	

	<p>meeting would deal with operational issues and its agenda would be similar to that of the current Full Governing Body meetings. The second half term's meeting would focus on more strategic issues: the first would deal with Teaching and Learning, the second Leadership and Management and the third Personal Development, Behaviour and Welfare.</p> <p>The aim of the strategic meetings would be to invite staff to make presentations and to give governors a much more intimate understanding of the day to day running of the school.</p> <p>Proposed dates for the operational meetings were:</p> <p>Tuesday, 7 February, 2017 at 6.30pm Tuesday, 16 May, 2017 at 6.30pm</p> <p>Proposed dates for the strategic meetings were:</p> <p>Tuesday, 4 April, 2017 at 6.30pm Tuesday, 11 July, 2017 at 6.30pm</p> <p>It was hoped that no meeting would exceed 1.5 hours.</p> <p>Governors discussed the current size of the LGB; it was felt that the current size was viable and meant that all governors would receive all reports and information. The governing body would provide a vehicle for discussion and feedback to the Principal and the Board as well as specifying actions.</p> <p>It was noted that there was no staff governor and that it would be desirable for them to be represented, even though there would be increased contact with staff via the strategic meetings.</p> <p>Action: Mr Perren to request volunteers to come forward to be staff governor.</p>	Mr Perren
15.	<p><u>Governor Training and Governor Visits</u></p> <p>Ms Shepherd had attended the school's Diwali celebrations and the Interaction Coffee Morning and had found both very positive experiences.</p> <p>Governors asked that they be given notice of upcoming events in order that they could plan in advance to attend.</p> <p>Action: Mr Perren to invite governors in advance to attend events.</p> <p>Discussion took place about the recording of such visits. Making a short video report was mooted but it was decided that a Visitors' Book system would be instigated.</p>	Mr Perren

16.	<p><u>Any Other Business</u></p> <p>(a) <u>Emergency Evacuation</u></p> <p>Mr Perren explained the problems regarding the current system which relied on the same alarm being sounded in different ways depending on whether the whole school was to be evacuated outside or a discrete area was to be evacuated to another part of the building. The difference between the two alarms was not great enough for staff to distinguish easily between a zonal and a whole school alarm. The cost of changing the alarm system was prohibitive. Governors discussed whether it would be better to evacuate the whole school each time.</p> <p>Action: Mr Perren to discuss this with SLT, staff and the Building Management Company.</p> <p>Staff would be informed of the next drill in advance.</p> <p>(b) <u>Downs Test</u></p> <p>In the light of a recent “advance” in testing for Downs syndrome in the womb, Ms Shepherd felt that school should perhaps have some facility for supporting parents who were affected by news items that could apply to their children. Such support would have to be put into place very quickly following the breaking of the news.</p> <p>Mr Perren explained that school had made efforts to keep abreast of parents’ concerns but a desire for such a support mechanism had not been mentioned. However, the topic could be raised at meetings.</p> <p>It was felt that any opportunity in this area should be generalised and open ended. The issue of whether the Trust should provide a voice on topical issues affecting special needs via a blog was also discussed.</p> <p>(c) <u>Holmfirth High</u></p> <p>Holmfirth High School had recently issued a letter implying that it would be seeking to become part of a MAT.</p> <p>(d) <u>Transport</u></p> <p>A letter from the LA had been received by parents of Sixth Form pupils, informing them that they needed to pay £330 immediately to cover the cost of transporting children to and from school for the current academic year. These charges would eventually filter down to other pupils. The LA felt that</p>	Mr Perren
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	<p>those in receipt of Higher Level DLA should use the mobility allowance element of this to pay for transport, otherwise they were effectively receiving a double benefit.</p> <p>Governors felt that this would have implications for school – more parents were likely to bring children by car and fewer children using transport could result in longer, more circuitous journeys and different collection/drop off times.</p> <p>Governors also objected to the targeting of a specific group of already disadvantaged people, especially as the whole amount was being demanded as an up-front payment, just before Christmas. Decreased attendance could also be a possibility.</p> <p>Action: Dr Wainwright to write to the LA expressing the concerns of the Governing Body.</p>	Dr Wainwright
17.	<p><u>Date of future meetings and possible agenda items</u></p> <p>RESOLVED: That the next meeting of the Governing Body would be held on at 6.30pm at the school on Tuesday, 7 February, 2017.</p>	
18.	<p><u>Agenda, Minutes and Related Papers – School Copy</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p> <p>The meeting closed at 8.45pm.</p>	