

Castle Hill School
Minutes of LGB Meeting
4th December 2018 at 5.30pm
Venue: Castle Hill School

Present:

Jayne Askew (Staff Governor)
Joan Haines (Chair of LGB) – by video conference*
Dughall McCormick (Co-opted Governor & Vice-Chair)
Antony Morris (Staff Governor)
Jean Parker (Co-opted Governor)
Steve Perren (Principal)
Kate Shepherd (Parent Governor) (PART OF)

In Attendance:

Lia Heaton (Clerk)
Kiersti Dickinson (PART OF) (TLR)
Pippa Hinchcliffe (PART OF) (Teacher)
Howard Owen (PART OF) (Business Manager)
Dan Pearce (PART OF) (Deputy Principal)

1. Apologies for absence, consent and declaration of interest

- 1.1 Dughall McCormick (Vice-Chair) was to Chair the meeting as the Chair was present through video conference.
- 1.2 There were no apologies for absence.
- 1.3 There were no declarations of interest.
- 1.4 It was noted that Kate Shepherd needed to leave the meeting at 6.30pm.

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

- 2.1 No items of Any Other Business were raised.

3. Minutes of the meeting held on 23rd October 2018

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

4. Matters arising

- 4.1 Action 4 refers; The Governor Development Day discussed at last LGB meeting has been replaced by two 'Governor Development Sessions' to make it more manageable for Governors to attend. The first of these Governor Development Sessions is taking place on Thursday 6th December 2018 at CHS and the focus is the Protocols and Monitoring visits for Governors. A second 'Development Session for Governors' will be arranged in the future.
- 4.2 Action 9 refers; Kate Shepherd had looked at the CHIP online and will discuss further at a forthcoming SEF meeting.
- 4.3 Action 10 refers; The SEF summary was now available on the school website.

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- 4.4 Action 11 refers; Governors were reminded to liaise with Greg to ensure their online training was up to date.
- 4.5 Action 12 refers; Jean Parker was to meet with Tracy Donegan and the Behaviour Working party to discuss additions to the Behaviour Policy on 7th December 2018.
- 4.6 All other actions had been completed.

5. Finance

5.1 The Business Manager circulated the Management Accounts Report (for the period until the end of November 2018) with accompanying notes. A verbal commentary was provided. Headlines included:

- Total income is £29k ahead of budget year to date. After deducting some upfront payments, a more accurate total income is around £20k ahead of budget.
- Total expenditure is an underspend of £74k. A significant portion of this is educational support staff underspend which is a contingency for absence cover as sickness insurance was not taken this year.

Q: How does this contingency compare to costs of staff absence last year?

A: Last year spend to date on staff absence was £35k so we are in a good position although winter is traditionally a period of higher absences.

Teaching staff underspend was to cover increases as a result of Teacher Performance Reviews which will be back paid where applicable.

Q: Is the underspend based on all staff being awarded an increase?

A: Yes it would cover this eventuality and there is likely to be some remaining. It also covers some savings from an Assistant Head Teacher leaving.

- Staff development costs is the only area of overspend compared to budget (overspend of £1,132). This is mainly due to the early spending of staff development sessions for SLT.

Q: What kind of staff development does this cover?

A: A wide range of training from HLTA courses to hydro training.

Q: What are the mechanisms for identifying staff development requirements?

A: Primarily through the appraisal process. CPD priorities are also identified in the CHIP.

- Overall surplus is £103k for the first three months of the new financial year. This is £94k when advanced payments are deducted.

5.2 Since the last meeting on 23rd October 2018 where the possibility of an ICAT loan of £50k had been discussed, the situation had changed to ICAT requesting a £102k payment from the school.

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A meeting had taken place that day with the Principal, the Deputy Principal, the Vice Chair, Mark Prior (Director of ICAT Finance), Andy Jones (Whitley Stimpson Solicitors) and Jane Rawson (MAT Financial officer).

A lengthy and detailed discussion took place around this topic. A number of questions were procrastinated.

ACTION: A letter to be drafted to ICAT (to be distributed to all Governors for feedback prior to sending). Clarification of the justification for £102k being claimed back by ICAT was to be requested. Confirmation to be sought that this was a one-off payment. Ambiguity over part of the payment to be questioned. (Principal).

It was noted that the Chair is on the ICAT Board of Directors. This has created a conflict of interest. The position of Castle Hill Governors on the ICAT Board of Directors should be discussed further.

Kate Shepherd left the meeting at 6.40pm

6. Principal's Financial Limits

RESOLVED: Financial limits of the delegated authority to the Principal are £3,000 for both spending limits and budget virement.

7. Castle Hill Improvement Plan (CHIP)

The Principal provided an overview of the CHIP. This is included on the school's website. He explained this was a 'live' RAG rated document. It focuses on areas for development and includes a general synopsis by OFSTED areas/standards which is then broken down into more detail.

Most targets are currently amber rated, and the dates the targets were set have now been included. Examples were provided of progress within the target areas. A current focus was on curriculum groups.

RESOLVED: Governors agreed to take the agenda out of turn at this point to invite staff into the room for presentations.

Howard Owen left the meeting.

Dan Pearce, Pippa Hinchcliffe and Kiersti Dickinson joined the meeting.

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8. Curriculum: PSHCE (Dan Pearce/Pippa Hinchcliffe)

The school's work around PSHCE (Personal, Social, Health, Education) was presented.

Q: Has the 'C' for Citizenship now been dropped?

A: No but this has separate advice and guidance.

The PSHE Curriculum includes:

- SMSC (Spiritual, Moral, Social, Cultural)
- Citizenship
- British Values
- Careers
- Relationships and Health

Other areas include Wellbeing, Unicef, Healthy Schools, Pupil Voice and Bereavement.

A RAG rated Action Plan has been completed.

Wellbeing is a key area for the school and is growing in strength with champions, webs, planning and assessment, school environment, a working party and whole school wellbeing indicators.

Q: What are the emerging strengths from the school wellbeing indicators?

A: Confidence and building relationships are strengths. Coping with stress is an area for improvement.

Q: Is wellbeing a cross-curriculum approach?

A: Yes absolutely, even in areas where it was more challenging to incorporate. For example, in numeracy, there is a link of reducing stress/increasing wellbeing by understanding personal budget management.

9. Student Voice Outcomes (Kiersti Dickinson)

An overview of the School Council was provided. There are 6 pupil representatives.

Fundraising activities, Christmas Parties, links with other groups (such as Friends of Beaumont Park), and links with other School Councils were all explained.

The Principal commented on the development of the student voice and stated that less able students' voices were now heard through the assessment of indicators of wellbeing.

The Vice-Chair commended the work where an underpinning of inclusivity was clear. The Chair congratulated the team for great work and commented that the key evidence of impact is shown in the behaviour of the children.

SMSC was being addressed through a working party, newsletter, displays, learning walks and webpages.

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A number of awards are currently being worked towards including:

- Healthy Schools (February)
- Unicef Silver Awards (March)
- SMSC Quality Standard
- Wellbeing Quality Standard

The Vice Chair commented that the Governing Body would be looking forward to a progress update on these achievements.

The presenting staff were thanked for their time and quality input to the meeting.

Dan Pearce, Pippa Hinchcliffe and Kiersti Dickinson left the meeting.

10. Behaviour Report, case study and data

This had been pre-circulated to Governors.

CPOMS data (software to monitor Child Protection, Safeguarding, SEND, Attendance and welfare issues) had been incorporated into the case study. A graphical representation of Form 1 (incident frequency document) outcomes was also tabled. There was an increase in Form 1 outcomes which was likely due to more vigilant reporting.

ACTION: To monitor Form 1 outcomes to see if they now stabilise at current levels rather than continue to increase. Add this agenda item to the next meeting (Principal/Clerking Service).

Behaviour Form 4 collations (behaviour plans/interventions) were also displayed by department and class. Year on year comparisons highlighted that there was also an increase in Form 4's (for the same predicted reason as Form 1 outcomes).

The Vice-Chair thanked the Principal for his insightful report.

11. Attendance Report

Q: What are the current levels of pupil attendance and how do they compare against the national average?

A: Attendance percentages are usually between 89% - 91% (including and excluding students with serious life-limiting medical conditions). There are no known national average figures for special schools to make a comparison with.

Attendance figures are analysed every 4 weeks. Weaker attendance figures tend to be in the early years foundation stage (due to phased-in attendance to nursery and reception) and Primary 2 (a number of these pupils are frequently in hospital). Attendance trends will be monitored to see if the winter months create a negative impact (attendance from more vulnerable groups usually affected in colder months).

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The Vice-Chair thanked the principal for these reports, in particular the key notes/analysis which accompany the graphs.

12. Health and Safety

The Health and Safety report had been pre-distributed to Governors. This listed recent issues of a health and safety nature and subsequent actions.

The Vice-Chair found the report reassuring and showed a vigilant approach to Health and Safety.

It was noted that there was a Health and Safety 'walk' scheduled for the 7th December 2018 (as part of the Health and Safety new protocol).

13. ICAT Update

This item had been covered under agenda point 5.2.

RESOLVED: It was agreed to retain the item as a standing agenda item.

14. Curriculum Policies for ratification

RESOLVED: That the following policies were ratified:

- Careers
- SMSC including Citizenship
- Behaviour
- PSHE
- Safeguarding
- British Values
- Wellbeing (students)

15. Policies for ratification

RESOLVED: That the following policies were ratified:

- Wellbeing (staff)
- Wellbeing (parents)
- Assessment Policy
- CCTY PFI
- Communication Interaction Policy
- Educational Visits
- Equality Duty
- Exclusion Policy
- Feeding Policy

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- Fire Procedure
- First Aid
- Massage
- Prevent Risk Assessment
- Safe Places to Talk
- School Closure
- Silent Evacuation Procedure
- Time in lieu
- Bereavement
- Health and Safety
- Medical Accident Medication

ACTION: Wellbeing (staff) Policy to be scrutinised further by Jean Parker. To be included on the next agenda in anticipation of the possible creation of an amended version (Jean Parker/Clerking Service).

ACTION: To use One Drive on Office 360 for the collation of Governor paperwork including policies (Principal).

16. Governor Training and Visit Outcomes; First analysis of new procedures

- 16.1 A new file ('Governor Monitoring File') was now available in Reception for Governors to file their visit reports. All Governors were reminded to use this new file for keeping records up to date and in one place.

It was recommended that for good practice, Governors share their report with any staff involved with the visit and ask for their signature to agree it was an accurate representation.

Q: Can all staff access this file?

A: Yes. These are supportive documents and should be available for transparency.

ACTION: That the Governor Monitoring file name be amended to 'Governor Protocols' and Visits (Principal).

- 16.2 The following training has been completed:
- Dughall McCormick – Prevent, Safer Recruitment, Keeping Children Safe in Education
 - Jean Parker – Prevent, Keeping Children Safe in Education
 - Steve Perren – Prevent, Safer Recruitment, Keeping Children Safe in Education
 - Jayne Askew – Mental Health First Aid for Adults, Keeping Children Safe in Education

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- Antony – Prevent, Keeping Children Safe in Education
- All Governors had completed Safeguarding

17. Governor Review: Strategic Leadership/Accountability

17.1 **RESOLVED:** It was noted that the Governor Progress and Impact Review by Jane Lewis NLG and Regional Champion EMSYH would be re-visited in January 2019.

17.2 **RESOLVED:** It was noted that there was still a vacancy for a Parent Governor.

18. Any Other Business

There was no other business.

19. Summary of actions

Collated in the below table.

20. Dates of future meetings and possible agenda items

RESOLVED: That the following dates be scheduled for future meetings (all due to commence at 5.30pm):

- Tuesday 29th January 2019 (Agenda Items to include ICAT Update, Form 1 Outcomes Monitoring and Wellbeing (staff) Policy Review)
- Tuesday 19th March 2019
- Tuesday 14th May 2019
- Tuesday 9th July 2019

21. 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 at 7.50pm.

* It should be noted that due to a number of video conference technical difficulties, Joan Haines will have missed periodic sections of the meeting.

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Summary of Actions

Action Number	Action	By Whom
1	A letter to be drafted to ICAT (to be distributed to all Governors for feedback prior to sending). Clarification of the justification for £102k was to be requested. Confirmation to be sought that this was a one-off payment. Ambiguity over part of the payment to be questioned.	Principal
2	To monitor Form 1 outcomes to see if they now stabilise at current levels rather than continue to increase. Add this agenda item to the next meeting	Principal/Clerking Service
3	Wellbeing (staff) Policy to be scrutinised further by Jean Parker. To be included on the next agenda in anticipation of the possible creation of an amended version	Jean parker/Clerking Service
4	To use One Drive on Office 360 for the collation of Governor paperwork including policies	Principal
5	That the Governor Monitoring file name be amended to 'Governor Protocols' and Visits'	Principal