

Castle Hill School
Minutes of LGB Meeting
5th December 2017 at 6.30pm
Venue: Castle Hill School

Present:

Joan Haines (Chair of LGB)
Tracy Wheldon (Vice Chair of LGB)
Kate Shepherd (Parent Governor)
Steve Perren (Principal)

In Attendance:

Nicola Roys (Clerk)
Howard Owen (Business Manager)
Tracey Donegan (Representative of Behaviour Working Party)
Sally Metcalfe (Safeguarding Lead)
Daniel Pearce (Assistant Principal)

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received and accepted from Antony Morris and Amanda Askew.

2. Declaration of personal and business interest

- 2.1 There were no declarations of personal or business interest in relation to any item on the agenda.

3. Minutes of the meeting held on 10th October 2017

The minutes of the meeting were approved and accepted as a correct account of the meeting's proceedings.
The confidential part two minutes were agreed.

4. Matters arising from the minutes of previous meetings have been dealt with as follows

- 4.1 Investigate options for safeguarding training.
KS and JH are discussing this on Thursday 7th December.
- 4.2 NSPCC certificates to be given to SM.
JA has completed the online NSPCC training. JH will email JA to ask her to send SM her safeguarding training.
- 4.3 Check Scheme of Delegation re Financial monitoring/accountability
JH will ask this at the next ICAT meeting on 20th December 2017.
- 4.4 Governors to record visits in the green book
JH encouraged all Governors to fill in the green book. All visits need to be linked to the CHIP please. NR to give copies of the CHIP to both KS and TW.
- 4.5 Training Jan TBA email dates
JH will be delivering thrive and wellness training. JH suggested an hour before the next governors meeting on 16th January. JH will email the governors to confirm this training

5. Governance Matters.

5.1 To agree Terms of Reference for this LGB.

Copies of the draft Terms of Reference was circulated prior to the meeting. The purpose of the Terms of reference is to set out the structure and function of the LGB. Following on from this JH has completed a full audit of Castle Hill School policies and shared the responsibility of these out between the LGB.

RESOLVED. That the suggested policy split be approved.

Action: JH to email the draft Terms of Reference to the Board of Directors to agree. Once agreed JH to email to Greg Firth and NR to add to the Castle Hill School website.

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

Action: KS to discuss with a contact the possibility of joining the LGB.

5.3 To receive Governor training for the year and note any training undertaken from the last meeting.

KS has completed the Kirklees Safeguarding certificate at the start of November and has sent the certificate through to Sally Metcalfe.

Action: TW to complete the NSPCC online training in January.

5.4 To receive feedback from Governor Visits.

KS visited on 04.12.2017 for a Christmas Carol Concert. Felt that it was a brilliant assembly.

KS came in for a safeguarding meeting with SP and SM on 1st December 2017 and felt this was a very successful meeting.

KS and JH attended school for SP's appraisal.

TW had recently visited the Primary department. TW felt that there were lots of pupils in the classroom and the classroom felt very tight on space, even though some pupils were away from school sick.

SP responded to this by saying that every classroom was at capacity and especially with the class that Tracy visited space is tight due to the therapeutic approach to the pupils learning and amount of equipment each pupil required.

Q: KS – What can be done about this?

A: SP – An architect had been in to school and had completed a review suggesting amendments (10% 'on build'), however it was felt that an extension could not be justified at the moment as there will be extra space when ICAT staff leave and there isn't currently a 'waiting list' for pupils. Work has been planned for over the Christmas period to convert the art room in to a shared space and the 'food technology' room is going to be converted in to another classroom.

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- 6. Policy Update.**
- 6.1 Health and Safety.
Action: TW to work with HO, Pinnacle and ICAT Director, Mark Prior, regarding this.
- 6.2 Rebound.
Resolved.
- 6.3 Religious Belief.
Resolved.
- 6.4 School Closure.
Resolved.
- 6.5 Careers.
Resolved.
- 6.6 Medical Referrals.
Action: To be discussed at the next LGB meeting as it needs further review to be fit for Academy purpose. JH, SP.
Guidance can be found on The Key.
- 6.7 Exclusions.
Resolved.
- 6.8 Equality Duty.
Resolved.
- 6.9 Fire Procedure.
Resolved.
- 6.10 Silent Evacuation.
Resolved.
- 6.11 Safeguarding.
Resolved.
- 6.12 Intimate Care.
Resolved.
- 6.13 Equal Opportunities.
Resolved.
- 6.14 Lockdown.
Resolved.

6.15 First Aid.
Resolved.

7. Finance Report

7.1 To receive the management accounts to the end of October 2017 – HO.
Copies of the Business Managers report were shared. The three main areas were:

1. Income
2. Expenditure
3. Summary.

Q: KS- As an Academy can we roll over as much budget as we like?

A: HO- Now we are an Academy we can roll over as much budget as we have left. When we were a maintained school we could only roll over 10% and the rest would have been clawed back by the LA.

The figures income and expenditure so far show a cumulative carry over of £421,000. It was explained that some of this was Teaching School Council (TSC) grants that will need to be paid out.

Q: KS-Can the £421,000 be spent? Is it more surplus than expected?

A: HO. The amount is slightly more than expected but there are some TSC grants to be taken from this amount. CHS has been spending more than is funded over the last few years but because of GRs TSC work this has enhanced the CHS budget, however moving forward all of GRs time, grants, top slicing of grants etc. will all be going to ICAT. Some grants are still ongoing so CHS will benefit marginally from these.

Q: TW- Can SP undertake work away from school to generate extra money?

A: SP – CHS is balancing the budget so the amount shown, other than any TSC budgets due to be taken, shouldn't be chipped away at. The SLT team is already thin in terms of capacity. There is also no Head of School which GR had which allowed her to leave school to take on external work.

Q: KS- Why are we managing the budget better?

A: SP – CHS have been carefully considering all costs and some vacancies have been held open at the moment.

The decision not to continue with staff absence insurance by the LGB has saved £26,000.

Q: KS - Are existing staff being forced to cover lunchtime periods?

A: SP – New staff are recruited on a 30.5 hour contract to cover lunchtimes, existing staff have been offered this contract but not forced to accept.

The LGB thanked HO for his written reports and thanked him for his work over the years making the financial reports accessible.

8. Personal Development Behaviour and Welfare.

8.1 Behaviour policy and working party – TD.

TD reported on the Behaviour Working Party (BWP) and the objectives of each of their meetings. It's a group of staff that meet as and when required. The behaviour process is a rolling process that changes as when required to continue to meet pupil need.

SP presented the Behaviour Policy – it was ratified last year. The policy was formulated by the BWP. The new exclusions policy was briefly discussed as it is a statutory requirement to have one; this was ratified in the last round of policies.

Q: KS – Have we excluded anyone?

A: SP – No, we haven't and we will work to ensure that this is never the case.

Q: TW– Do the parents work well with the working party?

A. TD – The parents sign the Form 4s. They seem to be in agreement as parents want to try to follow similar procedures at home.

The BWP promotes good practise around school. It's about building positive relationships and recognising achievements in various ways throughout school in various formats; stars, merits, jewels etc.

The BWP has given every member of staff a 6 point plan to remind them of the Behaviour Policy.

Q: KS – Has the BWP noticed less incidents in the serious incident book?

A: TD – Things are still being recorded. We are only now using the book for physical intervention.

A: SP – The cohort of students has changed which could account for this. The serious incident book is being used in a smarter way, CPOMs is now being used, First Aid book, Events book etc.

A Behaviour Case Study was reviewed.

TW was thanked for attending and discussing the Behaviour Working Party.

Action: Governors should pick up key fobs from reception with key words on and also to follow the 6 point plan when visiting school.

8.2 Safeguarding - Sally Metcalfe

A presentation on 'Level of Need' regarding child protection was shared. Governors are welcome to ask Sally for a copy of Keeping Children Safe in Education (Statutory Guidance). A Safeguarding Case Study from Castle Hill School was then presented and discussed.

Q: KS – How did SM know that there had been an incident at the pupil's home?

A: SM – Was made aware through Social Services. They rang to make school aware that there had been a domestic violence call made to the police through during the Summer holidays.

A: SP – There was a visible change related to the pupil seeking communication but it's difficult to say that the pupil had changed because of the incident.

Q: TW – Who is the main person throughout the child protection case?

A: SM – The Social Worker. There is then a Core Group of people; community nurse, a member of school staff, police etc. The Core Group remain involved regardless of where the level of need moves to.

Q: TW – Are there other approaches across the other schools of ICAT?

A: SM – The approach and timeline followed is a procedure that HAS to be followed in Kirklees schools.

SM also works with other Special Schools to review safeguarding practise is robust and to share information and best practise. Steve Barnes (Kirklees Safeguarding Lead) also attends these meetings. At the last peer review it was recommended that data was created to show issues on an ongoing basis. The safeguarding judgement outcomes document was then reviewed. Outcomes are shared with KS as the Safeguarding Governor and data can be offered to show changes. The key on the document also show the breakdown of each criterion depending on the level of need. SM will be offering courses in the Spring term for parents.

**Actions: Governors to ask Sally for a copy of Keeping Children Safe in Education.
Governors to look at the Kirklees website for further information.**

8.3 PSHCE - Dan Pearce.

DP shared a presentation regarding the UNICEF Award. Castle Hill School are trying to think about student voice. It's quite a difficult task for CHS looking at the cohort of our pupils. Last year CHS reviewed how the school could measure how our students are feeling and their well-being. DP looked at the Leuven Scale to score this but proved difficult as some responses wouldn't be shown by our pupils. Currently the school is working towards (RRSA) through UNICEF to see how this will link with pupil voice. It's a rigorous process and the whole school community will need to be involved. The Register of Commitment has already started – staff have been made aware, letter to parents, a display board has been created etc. There is also a new Student Council. CHS are now working towards the Level 1 Award. UNICEF will visit the school. There was a feeling that UNICEF will learn a lot from visiting CH as a lot of their practise doesn't suit the school cohort. The expectation is that the award will be completed by Autumn 2018.

Q: KS – Is there 4 standards and 18 criteria to each of these?

A: DP – There are 4 standards and the 18 criteria are split between each of these 4 standards.

Q: TW – Who is leading this work?

A: DP – I will be leading the work, however the whole school community has to be involved in this.

Q: KS – What made you begin on this journey?

A: DP – Working with SP to look at areas of professional development focussing on suitable awards for the school.

Q: JH – What led DP to the UNICEF award?

A: SP – We have a duty to work within British Values and promote the British Values. However, it's not just about British Values; CHS felt that it should be global values. CHS also questioned how they recognise student voice and encompass this whilst getting recognition for the work involved. The Peer Review felt that the student voice should be more recognised and this award is a strong way of doing this.

Q: JH – Are you aware of any schools that have done this?

A: DP – Ganton School in Hull. DP will be in discussions with them after New Year as they're currently going through Level 2.

Q: JH – How can the governors help?

A: DP – There will probably be areas that they can help with as we go through the award.

This work will help develop student voice section of the peer review. Ali Ley and a triad are also doing work on the student voice.

Actions: DP will be emailing the document out to the governors to review and read through.

Governors can look through the UNICEF website and the 'rights of the child' section.

9 Health and Safety.

Castle Hill School have had a successful silent evacuation practise. A H&S issue was raised regarding the minibuses and tailgates. This has been resolved by moving the minibuses and changing the format of the minibuses around during pick up and drop off time.

10 Christmas Dates

Everyone has been given the Christmas dates.

Action: Contact NR to confirm attendance

11 Any other business

- 11.1 Q: SP - Should Governors reference CHIP area of focus for visits in the green Governors visit book?

Felt that we should focus on the CHIP targets when recording in the green book.

- 11.2 Q: SP - Should we have Governors minutes on the web site?
Discussion was had regarding the necessity of this. TW – there is an obligation to have this in the public domain.
All felt it is good practice.

- 11.3 Q: SP - Should Governors have links with Highbury Chair of Governors (CoG) re: fund raising advice and guidance?

A: JH – it's a good idea and something to look into.

A: TW – Could Katrina Whale look at working with the Highbury CoG to reduce workload on the LGB of CHS.

Action: SP to set up a meeting with the CoG, Katrina and LGB to share best practise and ideas.

- 11.4 Q: SP - How far have we progressed in identifying additional members for the Local Governing Body?

Action: NR is looking at adverts for community governors – LGB to email desired skill sets to NR to get an advert together for Governor recruiting websites. KS to speak to an associate regarding joining the LGB.

- 11.5 Q: KS - Percentage of children with statements that are home schooled. There was a news article on the radio about lots of parents of children with statements are increasing quite rapidly could be due to cuts.

- 11.6 JH – TSA meeting with AL
Meeting with AL in January 2018 about delivering training.

- 11.7 For information: Term dates attached for 18-19.

- 11.8 For information: Change of Clerking service.

- 11.9 For information: Governor review Spring 2018 – Gill Robinson requested this and will be asking NLG Jane Lewis to ~~do this~~ complete.

- 11.10 For information: Latest SIP visit report (15/11/17) will be included in the next Local Governing Body meeting – SP will send a copy prior to the meeting. GRs feedback was 'a lot of action taken in very little time'.

- 11.11 The date and time of the next LGB meeting will be 16th January 2018 at 6.30pm.

The meeting closed at 9pm.