



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 7 February, 2017.

Present:

Mrs TJ Wheldon, (Chair), Mr A Morris Mr S Perren, Ms K Shepherd.

In Attendance:

Ms L Rattigan (Meeting Clerk)
Miss O Boothroyd (Observer)

Agenda Item	Discussion and Decisions	Action – who / by
1.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received from Dr. J Wainwright and Ms P Baxter, both with consent.</p> <p>There were no declarations of interest.</p> <p>The Acting Principal welcomed and introduced Miss Olivia Boothroyd who had expressed an interest in becoming a Co-Opted Staff Governor.</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"> • 10-year celebration date • Extension of stay for a 6th form student • Register of Business Interests • Governors' Competency Framework (for distribution only) • Appointment of Co-opted Staff Governor 	
3.	<p><u>Minutes of the Meeting held on 29 November 2016</u></p> <p>RESOLVED: That the Minutes of the Meeting held on 29 November, 2016 be signed and approved as a correct record.</p>	

4.	<p><u>Matters Arising</u></p> <p>(a) <u>Yellow Dating Website (Minute 12 29.11.16 Refers)</u></p> <p>Mr Firth had assessed the website and confirmed there was no website specific action required. The school would continue to address educating parents and students about the dangers of online activity, and the focus would remain on educating parents. Further advice has been sought from Fiona Denholm at Kirklees and is awaited.</p>	
5.	<p><u>Head Teacher's Report and Governor Questions</u></p> <p>The Report had been circulated to Governors prior to the meeting and was also tabled. Some Governors had not had time to scrutinise the report, so the Acting Principal highlighted key actions previously agree by the LGB and updates on the impact of those actions.</p> <p>The report had been modified to include criteria on the Ofsted Common Inspection Framework and Looked After Children (LAC) attendance was now included.</p> <p>Q. How many children are LAC? A. Currently four, but this can fluctuate as children's needs change.</p> <p>Q. What are the reasons for poor attendance and what actions are being taken? A. Primarily ill health. A new system to monitor low attendance has been introduced. A focus is on Early Years and Foundation to help embed the expectation of good attendance. Parents are contacted when attendance is of concern, creating a healthy dialogue between home and school throughout each department.</p> <p><u>Outcomes for Children and Learners and Quality of Teaching and Assessment.</u></p> <p>(a) <u>Redesigning the Curriculum</u></p> <p>After teacher consultation, the working party concluded that the curriculum was to be narrowed down to create menus of specific study that teachers could select from. The next stage is to develop templates which will be introduced by Easter 2017. Teachers at primary and secondary level were to begin mapping themes.</p> <p>Q. What are the expected outcomes of the redesign of the curriculum? A. There will be a better planning process programmes of study. The creative curriculum was too broad and the redesign will create more focus and provide more precise guidance for learning.</p>	

	<p>meeting has taken place between Castle Hill, Fairfield and the LA. The LA requested that both schools put forward a proposal for change. Following discussions with the SLT and the School Business Manager, school has drafted a proposal and an agreed document with Fairfield will be submitted. Governors scrutinised the Banding Proposal which suggested 4 categories; High Needs, Core+, Core 1 and Core 2, with Core 1 being the core offer covering the needs of most of pupils.</p> <p>(c) <u>Castle Hill Improvement Plan (CHIP)</u></p> <p>The 2-year CHIP was tabled.</p> <p>ACTION: Governors to review and provide their comments to the Acting Principal.</p> <p>(d) <u>Self Evaluation Form (SEF)</u></p> <p>The SEF was last reviewed in November 2016.</p> <p>ACTION: Governors are invited to attend the SEF Monitoring and Review meeting at school on Wednesday, 8 March 2017.</p> <p>(e) <u>OFSTED</u></p> <p>Careers and Work Related Learning are a key focus at secondary level. The CHIP sets a target focused on the development of Work Related Pathways and the redesign of the curriculum includes a Work-Related Learning component.</p> <p>The Acting Principal continues to try and find non-London based OFSTED update training.</p> <p><u>Personal Development and Behaviour</u></p> <p>(a) <u>Post 19 Provision</u></p> <p>Governors were provided with the destinations for 5 leavers and discussed the local area provision. The next event for leavers and their families is scheduled for spring term and will bring together service providers, Social Care and The Pathway teams.</p> <p>(b) <u>Safeguarding</u></p> <p>One of the previous Designated Safeguarding Leads (DSL) has left. As a result the Deputy Head Teacher and Assistant Head will undertake DSL training to address capacity issues. Both attended a recent Specials Schools Network Safeguarding meeting held at school. The following will be standard agenda items for this meeting; Comparison of Single Central Record, Comparison of Safeguarding Related Policies, Latest Guidance</p>	<p>Governors</p> <p>Governors</p>
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	<p>Update, Feedback from Kirklees Safeguarding Boards and AOB.</p> <p>Ms Baxter (safeguarding governor) had attended a meeting with the Acting Principal and Sally Metcalfe to examine systems and protocols and the responsibilities of safeguarding governors. Ms Baxter had intended to present information at this meeting under item Governor Training and Visits and this will now be deferred until the next LGB.</p> <p>ACTION: Ms Baxter to present information at next LGB.</p>	<p>Ms Baxter &GCS</p>
<p>6.</p>	<p><u>Policy Reviews</u></p> <p>The policies below had been circulated to Governors prior to the meeting and their comments and questions had been submitted to the Acting Principal. All amendments and revisions had been highlighted in yellow.</p> <p>Safeguarding, LAC, Teaching and Learning, Parents and Carers, Internal Moderation, First Aid, Educational Visits, Governing Body, Gifted and Talented, Drugs and Alcohol, Death of a Student.</p> <p>The Complaints and Compliments Policy was tabled at the meeting.</p> <p>Governors reviewed all the policies and commented as follows:</p> <p>Safeguarding: The amendments agreed at the LGB of 29 November 2016 had been made.</p> <p>Parents and Carers: This had many amendments as the policy had previously included information available elsewhere, diluting the intent of the policy.</p> <p>Internal Moderation: The scope had been extended to broader moderation and followed the ASDAN model.</p> <p>First Aid: In response to student specific requirements, more Emergency Responders had been added.</p> <p>Q. What is the difference between a First Aider and an Emergency Responder? A. A First Aider is qualified to apply a range of interventions and an Emergency Responder can apply CPR only.</p> <p>Q. Is there a First Aider in each class? A. There are 2 per department as well as nursing staff.</p> <p>Governors debated the sufficiency of First Aiders and recommended that as many as possible were trained, within limits of affordability.</p>	

	<p>Educational Visits: Governors had previously raised concerns about protocols for Educational Visits and the policy had been revised accordingly. Further Risk Assessments had been carried out on medical protocols and group visits, and copies had been provided along with the policy.</p> <p>ACTION: An insertion to be made for Countryside Visits, drawing attention to the dangers posed by poisonous vegetation or allergic reactions to vegetation.</p> <p>Governing Body: ACTION: Delete “be prepared to be a member of at least 1 Committee.”</p> <p>Gifted and Talented. ACTION. On page 4, delete “and” before assessment coordinator</p> <p>Q. How many students do we have on the Gifted and talented Register? A. We no longer have a register, but continue to address the needs of students.</p> <p>Q. Why, therefore, is there a need for a Gifted and Talented Policy? A. It will assist in readiness for inspection. We might also have Gifted and Talented students in the future.</p> <p>Drugs and Alcohol: This has significant changes and now focuses on teaching practice and student awareness.</p> <p>Death of a Student:</p> <p>Q. What support is available for students and staff? A. The Educational Psychologist and Social Worker could be contacted for bereavement counselling.</p> <p>RESOLVED: That the Safeguarding, LAC, Teaching and Learning, Parents and Carers, Internal Moderation, First Aid, Educational Visits, Governing Body, Gifted and Talented, Drugs and Alcohol, Death of a Student and Complaints and Compliments Policies be approved, subject to the noted amendments being made.</p> <p>Governors reviewed the policy schedule and discussed which policies should be reviewed next</p> <p>RESOLVED: That the Bullying, Safe Recruitment and Medication Policies be reviewed at the LGB meeting in May 2017.</p> <p>ACTION: Policy amendments to be highlighted and circulated to Governors at least 7 days before the date of the May LGB meeting.</p>	<p>Acting Principal</p> <p>Acting Principal</p> <p>Acting Principal</p> <p>GCS</p> <p>Acting Principal</p>
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7.	<p><u>Review of the Protocol for Visitors to School</u></p> <p>Governors did not have sufficient information to progress this item.</p> <p>RESOLVED: That the item be deferred until the next LGB in April 2017.</p> <p>ACTION: GCS to provide more information on why this is included as an agenda item, permitting Acting Principal to draft a new/revised protocol.</p>	GCS GCS & Acting Principal
8.	<p><u>Governors Training and Visits</u></p> <p>The Vice Chair explained the induction process and content for new Governors and that safer recruitment training is invaluable for Governors who sit on selection panels.</p> <p>ACTION: Ms K Shepherd, Mr A Morris and Miss O Boothroyd to attend Governors Induction at the earliest opportunity.</p> <p>Ms Shepherd and Mrs Wheldon visited school over Christmas. This included visiting the new sensory pod, which was most impressive.</p>	Ms Shepherd, Mr Morris & Miss Boothroyd
9.	<p><u>Any Other Business</u></p> <p>(a) <u>10- Year Celebration Date</u></p> <p>This has been changed to Friday 26 May 2017. A variety of activities are planned, including a Garden Party and it was hoped the weather would be better in May.</p> <p>(b) <u>Extension for a 6th Form Student</u></p> <p>The LGB had declined a request to extend a student's stay for a year. This decision was overturned after appeal to the Board of Directors and the student will now remain for a further year.</p> <p>The LGB expressed their concerns about any future precedent this might set.</p> <p>(c) <u>Register of Business Interests</u></p> <p>The Acting Principal circulated a Register of Business Interests to all present, who completed and returned them.</p> <p>ACTION. Dr Wainwright and Ms Baxter to return their Register of Business Interests to the Acting Principal.</p> <p>(d) <u>Governors' Competency Framework</u></p> <p>This document was circulated to Governors.</p>	Dr. Wainwright & Ms Baxter

	<p>(e) <u>Appointment of Co-opted Staff Governor</u></p> <p>RESOLVED: That Miss Olivia Boothroyd be invited to serve as a Co-opted Staff Governor.</p> <p>Q. Are we looking for more parent Governors? A. Yes.</p> <p>ACTION: Ms Boothroyd to highlight potential parent Governors to the Head Teacher.</p>	Miss Boothroyd
10.	<p><u>Date of future meetings and possible agenda items</u></p> <p>This item was not discussed, however the agenda and date has been pre-circulated.</p> <p>Strategic meeting 4th April. 6.30-8.00pm</p> <p>Quality of Teaching Learning and Assessment Outcomes for Children and Learners</p> <p>Presentations</p> <ul style="list-style-type: none"> • Howard – Monthly Figures Benchmarking • Data/MAPP/ Accreditation - Ali Ley • Communication teacher- Jayne • Intensive Interaction- Rachel McCusker • Question and answer sessions and actions <p>Additional item:</p> <ul style="list-style-type: none"> • Review of protocol of visitors in School 	
11.	<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>	