



**Castle Hill School**  
 Castle Hill School  
 LGB Meeting 16 May 2017 at 6.30pm  
 Venue Castle Hill school  
 Minutes

Papers	Part One Items	Lead	Mins
1	Welcome and Apologies for Absence	JW	2

Governor	Position	Present	Reason for absence
Antony Morris	S	/	
Jonathan Wainwright	C	/	
Kate Shepherd	P	/	
Paula Baxter	S	/	
Steve Perren	Acting Principal	/	
Tracy Wheldon	P	/	
Olivia Boothroyd	S	/	

**In attendance**

Carole Owen	Clerk	/
Joan Haines	Observer	/

**The meeting met its quorum.**

**There were no absences.**

2	Declaration of Personal or Pecuniary Interest and Governor Eligibility (Statutory)	CO	2
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**There were no declarations of personal interest.**

**Notification of AoB**

- Use of CHS for a charity activity in the summer.
- High Park
- Future agendas

3	Minutes of the Last Meeting	JW	5
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**Doc A** • To agree the minutes of the meeting held on 4 April 2017

**The minutes of the last meeting were agreed as a true record and signed by the Chair.**

4	Matters Arising other than on today's agenda	JW	10
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To note any matters arising and actions required since the last meeting

**Action**

Action	Who	Status
<b>New curriculum guides to be reviewed by Governors at the LGB meeting of 11<sup>th</sup></b>	<b>SP/GCS</b>	<b>11/7</b>
<b>Governors to review/provide their comments to on 2Yr Plan to the Acting</b>	<b>Govs</b>	<b>11/7</b>
<b>Governors are invited to attend the SEF Monitoring and Review meeting at school on Wednesday, 8 March 2017</b>	<b>Govs</b>	<b>23/6 at 9.30</b>
<b>Ms Baxter to present information at next LGB</b>	<b>PB</b>	<b>Item 7</b>
<b>Ms K Shepherd, Mr A Morris and Miss O Boothroyd to attend Governors Induction</b>	<b>KS/AM/OB</b>	<b>Partially completed</b>
<b>KS has completed the online training provided by The Key for Governors.</b>		
<b>Further action: circulate link to Governors</b>		



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**Ms Boothroyd to highlight potential Parent Governors to the Head Teacher** **OB** **O**

**Further Action: TW to follow up contact**

**Send out link to all Governors for NSPCC** **TW** **O**

**Email Governors to record training** **TW** **O**

**5** **Principal's report** **HO** **15**

**Doc B**

SP highlighted aspects of his report and sought questions from Governors:

**Admissions**

**KS queried the reason for midyear admissions and the funding stream for this.**

SP outlined the individual circumstances of students leading to this and explained the lag in funding due to pupil numbers. Consultation has been completed for all but two students. This is being followed up and currently the students have been factored into provision for next year. The school is full and this has been reported to SENACT.

There followed a discussion implications of continued admissions and constraint of physical space.

**JH: is there any space on the site for further build?**

SP: there is a 10% allowance for this near the greenhouse. A feasibility study would cost in the region of £15k therefore this does not seem possible at the moment.

**Attendance**

Governors noted the increase in attendance of Looked After Children compared to the previous year.

Overall attendance is down currently however close monitoring is ongoing.

**KS who will judge this?**

SP we need to be mindful of attendance and ensure that provision is given outside school as appropriate.

**TW: Ofsted will discount certain students.**

SP: noted that some students had good attendance.

**JW: are there any students who do not have legitimate absence?**

SP reported a case of a student who is not currently attending pending a move to another school in September. The individual should still be attending CHS and a fixed penalty could be imposed however, the matter needs to be dealt with sensitively. Letters have been sent home on a fortnightly basis to encourage a return to school. Checks have been made in order to ensure that a place has been secured elsewhere. This has been confirmed for September and until that time, the child remains on the roll. A second child has relocated to another local authority and is awaiting an allocation of a place. Until this has taken place, the child remains registered at Castle Hill.

**School Improvement Partner**

Sally Macfarlane (NLE) has visited to scrutinise the quality of teaching and learning. The report highlights areas for improvement of identification of certain curriculum coverage.

**Action**

**Redacted SIP report to be shared with Governors** **ASAP** **SP**



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**1. Pupil Premium**

Governors noted the use of PP monies as listed on the website including dance and music therapy sessions, Habilitation VI work, Pets as Therapy, and outdoor “Forest School’ experiences.

**2. Sports Premium**

Activities for students were noted as follows:

- Boccia (Key Stage 3+4)
- Disability Tennis
- Table Cricket
- Disability Multi Sports (Key Stage 2)
- Mission Active

**3. SEF**

Observation interviews are being undertaken with members of the Senior Leadership Team. Discussions are focused on specific criteria such as; Progress, Assessment for Learning, Differentiation and Behaviour Management.

**4. Safeguarding Update**

Designated Leads continue to meet weekly in order to monitor the case load and provide supervision. See also item 7.

**5. Ofsted**

Governors discussed the Ofsted update provided in the report and noted the support given by CHS to school requiring improvement.

Governors were invited to the 10<sup>th</sup> Anniversary celebrations being held on 26 May.

**Resolved**

**To receive the Principal’s Report and note the contents**

<b>6</b>	<b>Policy Review</b>	<b>AL</b>	<b>15</b>
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**Docs previously circulated**

To agree:

Responses have been received from Governors which have been included in the amended policies. Policy review dates were agreed however any future changes in legislation and guidance will be incorporated at an earlier date if required.

JW and SP checked that Governors were satisfied with the contents of each policy which was confirmed. A standardised format if to be used for presentation purposes.

**1. Anti- Bullying Policy**

**Resolved**



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**To agree the Anti-Bullying Policy which will be reviewed Summer 2020**

**2. Medication Policy**

**Resolved**

**To agree the Medication Policy which will be reviewed Summer 2018**

**3. Behaviour Policy**

**Resolved**

**To agree the Behaviour Policy which will be reviewed Summer 2020**

**4. Intensive Interaction Policy**

**Resolved**

**To agree the Intensive Interaction Policy which will be reviewed Summer 2019**

**5. Prevent Risk Assessment**

**Resolved**

**To agree the Prevent Risk Assessment which will be reviewed Summer 2018**

**6. Lockdown Policy/protocol**

The protocol is to be reformatted however the content was agreed. A lockdown drill was enacted which has raised a few areas for review. There was a discussion regarding the need for this and the responses required for children and staff. Systems for swift communication have been introduced however coverage of the building is not complete.

JW thanked SP for the work undertaken to make sure that policies are up to date and succinct.

**Action**

**KS to meet with JW to ensure consistency of presentation of policies**

**TBA JW/SP**

**7**

**Safeguarding**

**PB**

**15**

- 1. To receive information regarding systems and protocols

**SP reported that a weekly supervision meeting is held with Sally.**

**JW do we feel comfortable that processes are in place?**

PB reported that she had attended a course and providing feedback to SP. She has access to the SCR to monitor on a monthly basis. This will continue through Integris once the change of software has been



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implemented.

**Action**

**Further update on Lockdown procedures**

**11/7 PB**

**8 Governing Body matters including; JW 10**

To log

**1. Governor Visits to school**

- TW met with SP to discuss updates on school developments since the last meeting.
- JW met with Support Staff to discuss the contribution to the school. He noted their dedication to the school and their job satisfaction. He added that they knew the students under their charge very well.

**PB stated that staff felt included and welcomed the opportunity to talk to the Chair of Governors.**

- PB attended the Easter Assembly as a visitor and noted a different perspective from that of a member of staff.

**2. Governor Training attended since the last meeting**

TW agreed to undertake the role of CPD Governor.

CO recommended GEL training for on line learning for Governors.

**Action**

**Investigate GEL training**

**11/7 KS**

**3. To discuss LGB Structure**

JW informed the meeting that he intended to step down at the end of the next LGB meeting due to the demands of being Chair at High Park as well as Castle Hill. He stated that he would remain as Chair of High Park for the foreseeable future and encouraged Governors to note the appointment of a new Chair for the Autumn term.

SP introduced JH and provided a resume of her educational experience and the skills she would bring to the LGB. He commended her appointment on an interim basis initially.

JH outlined her previous work with staff at Castle Hill and her support for the school. She suggested that Governors should discuss her appointment in her absence. She reassured Governors that she was confident that her educational experience would be of benefit to the board, and that as a new Governor she would work hard and learn quickly the requirements of the role.

**Resolved**

**To support the appointment of Joan Haines as Co-opted Governor.**

**Any Other Business**

- Use of CHS for a charity activity in the summer.

KS requested that Castle Hill be used as a venue for a 3 week summer school for children with Autism. It was agreed that this was an operational decision.



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- **High Park**

PB reported from her visit to High Park and asked how practice will be shared across the Trust.

SP: staff visits are ongoing.

AW reported that he had visited also.

**JW: will all staff have the opportunity to do this?**

SP: Yes, however we need to ensure that this is carefully managed and not adversely impact on Castle Hill. On 24 November P level moderation will be undertaken. A joint INSET day is being held in the Autumn term and the working parties which have already started will continue next year.

Future agendas

**Date and time of future meetings to be confirmed and possible agenda items:**

**Tuesday 11 July 2017, 6:30 pm**

**The meeting closed at 8.27pm**

DRAFT