

Kirklees Directorate for Children and Young People**THE GOVERNING BODY OF SOUTHGATE SCHOOL**

Minutes of the Meeting of the Governing Body held at 5:30 pm via Microsoft Teams on Wednesday, 6 May 2020.

PRESENT

Mr R Baines (Chair), Mrs C Bent, Mrs K Emptage, Mr P Evans (Head Teacher), Mr M Holland, Mrs S Norman, Ms A Robinson.

IN ATTENDANCE

Miss K George (Minute Clerk)

Mrs Josephine Hallas (School Business Manager)

Mrs R Perfitt (Deputy Head Teacher)

	Item	Minutes	Action
193.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs J Berrett (consent) and Mrs A Marsland (consent). There were no declarations of interest.	
194.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under any other business: <ul style="list-style-type: none"> • Doors and Maglocks. • Risk assessments. 	
195.	MINUTES OF THE MEETING HELD ON THE 1 APRIL 2020.	RESOLVED: That the minutes of the meeting held on 1 April 2020 be approved and signed by the Chair as a correct record subject to the following amendments: <u>Date of meeting</u> Change from 5 February 2020 to 1 April 2020.	

	Item	Minutes	Action
196.	MATTERS ARISING	<p><u>New Hall Door</u></p> <p>It was mentioned that this had not yet been delivered.</p>	
		The agenda was taken out of order at this point.	
197.	FINANCIAL MANAGEMENT AND MONITORING	<p>Mrs Hallas advised Governors that the B3 Budget needed to be approved by 3 June 2020 and confirmed that the initial B1 had been set giving an estimation to the budget for 2020/21. Mrs Hallas confirmed that the budget had been set by the council and that this was £3,285,009 and a carry forward of £79,236 from 2019/20 totalling £3,364,245. Mrs Hallas and the Head Teacher would set the budget for 2020/21 and would then present this back to the Finance Committee before presenting it to the Governing Body for approval.</p> <p>Mrs Hallas advised that the SFVS had been signed off by the Chair a few weeks ago and had been sent to the LA.</p> <p>It had been noted that the School needed to be doing more benchmarking and they needed to look at the 3-year budget plan. Mrs Hallas was currently looking at this, looking at staffing and premises costs.</p> <p>Governors noted the importance of having a contingency plan in place. Last year the School had an underspend of £79,326 and this would be carried over to this year for School development. The School was currently ordering supplies for class rooms so that the school was in a position to start classes with the equipment needed in September.</p> <p>The Head Teacher advised that some of the planned work on the building had not been carried out due to the current situation. In the interim the Governors looked at the need for more space for the lower School Woodland classes. They looked at the possibility of having an outside building which could be placed outside the central staircase, which would be the same size as the meeting room. Governors would explore this possibility for September, the space could be used as a meeting room for a year and then as a transition space for pupils coming into the School.</p> <p>Mrs Hallas had sent a variation off to spend the sugar tax money on the playground.</p>	

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		<p>The Head Teacher advised that the trim trail needed to be removed as it was unsafe (can't be used in the winter months) but they could re-use the wood from this in Forest School. The seating area was also to be removed due to safety and it could be replaced with a sensory climbing pod with a sensory space. The School was looking at the cost of this and were hoping to have this work done over the Summer holiday.</p> <p>There had been some additional expenditure due to Covid-19, such as:</p> <ul style="list-style-type: none"> • Having to buy stamps as the School could not use Document Solutions to send post out to pupils. • The School was having to purchase gift vouchers for families claiming Free School Meals as the vouchers from the Government were not coming through quick enough. • More cleaning supplies had been purchased. • The School were still spending money on agency staff but were not receiving any money from insurance to cover this. <p>Mrs Hallas advised that the School were using a special finance code to track all the extra spending. The School were also looking at the possibility of installing sneeze guards in the office where social distancing would not be possible.</p> <p><i>Mrs Hallas left the meeting at this point and Ms Robinson joined the meeting.</i></p>	
	Governing Body Matters and Statutory Responsibilities		
198.	SAFEGUARDING	<p>The Safeguarding Addendum had come out to be added to the Safeguarding policy.</p> <p>Mrs Perfitt had amended this addendum for the School, including using Zoom. This had then be sent out to staff who had electronically signed it to say they had read and understood it. Staff had also signed the two risk assessments which included a risk assessment for in school and visiting pupils off site for welfare checks.</p>	

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		<p>The LA had requested a risk assessment for each pupil with an EHCP and these had been sent.</p> <p>The Head Teacher advised that there had been recognition for the School and what they were doing to help pupils. Southgate was the only special school in Kirklees open during the Easter holidays and recognition for this had been covered by the media.</p> <p>The Head teacher advised that they were assessing risk on a weekly basis and the School had their own template for the risk assessments which the LA was allowing them to use. Some children were being supported for mental health due to them being isolated from peers.</p> <p>Q: Is the School open on bank holiday Friday? A: No, we are closed on Friday to allow staff a well-earned rest.</p> <p>The Chair advised that he had completed Safer Recruitment training online and had emailed his certificate to Mrs Hallas.</p> <p>The Head Teacher advised that many staff had now completed the online safety training and staff were required to have completed this by the end of term.</p>	
199.	CORONAVIRUS UPDATE	<p>The Head Teacher advised that the School had remained open throughout the current situation and there were 14 children last week, 13 of which were on site. The School was continuing with around 20-30 work drop offs and welfare checks per week, plus there was regular contact with class teachers.</p> <p>Next week there will be 18+ children accessing school and explained to Governors the difficulties of maintaining social distancing in a setting like ours. With many pupils, it is simply impossible. The Head Teacher was planning on opening for some days over half term to offer respite care for the most vulnerable families and key worker provision.</p> <p>There had been a lot of discussion around how Schools would re-open safely and Governors discussed what needed to be considered, looking at the best interests of pupils, parents and staff.</p>	

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		<p>Some of the proposals considered going straight into September classes or staggering classes so classes would be held one week on and one week off, they could also consider how to use the environment in School. Governors agreed it would be difficult to ensure socially distancing in School in general, and other risk reduction strategies would need to be considered.</p> <p>The Head teacher advised that the School was doing remote learning for pupils online and teachers were uploading videos for pupils to watch. The Governors considered keeping this going for vulnerable children with EHCPs, who could not go into School.</p> <p>Q: How many days are staff in School? A: The available support staff are on a rota doing one week on and one week off. During their weeks off they are doing online courses. Teachers are providing remote learning online and updating the curriculum.</p> <p>It was advised that the School were getting as much information as they could to look after the welfare of staff. Some GPs were giving advice over the phone. Line managers were keeping in touch with staff to check on their welfare. The School could also still refer to staff to employee healthcare and signpost to Carefirst to ensure staff felt safe and supported.</p> <p>Governors acknowledged that some parents would not want to send their children into School when the lockdown is lifted due to the risk. They also acknowledged that it would be difficult to incorporate social distancing in School especially on the School transport. Governors advised that playtimes and class times could be staggered and they could plan which children were going to be in School each week with transport routes in mind. It was also advised that the children would need a lot of support to transition back into School.</p> <p>Mr Holland wondered if the LA had thought about utilising the local Children Centres to help children rather than them going into School, this also might ease School transport issues.</p>	
200.	NEW PUPIL ADMISSIONS	The Head Teacher advised that the School were working with SENDACT and were looking at the new pupils who would be starting in September.	

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		<p>There was some anxiety from parents as they were not able to visit the School prior to their children attending. There were 151 pupils that were confirmed on roll from September. There was the possibility of 3 children moving from Southgate to other provisions which could take the number down to 148. There were around 10 other consultations that the School were expecting.</p> <p>The Head Teacher was regularly contacting SENDACT regarding potential new pupils.</p>	
201.	CURRICULUM	<p>The work on the curriculum was ongoing and they were developing the semi-formal, formal and personalised curriculums. They were hoping to start the new curriculums in September but under the current circumstances, January 2021 is more practical.</p> <p>Mrs K Emptage had set up a team for one curriculum area, to look at Our World (History, Geography and Science) which would be separated into Stage 1 – Stage 5. The team were looking at different ways to represent this, one of the ways was to represent the curriculum area as a tree where Stages 1 and 2 would be the trunk and then stages 3, 4 and 5 would branch out into different areas of the curriculum topic. Mrs Emptage advised that they had a good working document of this now and it would be sent out to the curriculum team to look at. If they were happy with this, then other teams would be set up for other areas of the curriculum.</p> <p>Mrs Perfitt advised they were moving away from assessment and were focussing more on skills and progression of skills. Assessment was to show the impact of the curriculum but the School wanted the curriculum to be skills based. English and Maths had been held back as the Head teacher was looking at appointing leads for these. Job descriptions had been done for the English and Maths leads and 3 pathway leaders had worked with the Head teacher on re-wording their job descriptions to encompass their extra responsibilities. It was agreed that their TLR would increase to TLR2b.</p> <p>Governors advised that they needed to look at a 'fall-out' curriculum for when the school re-opened fully. They also need to think about the mental well-being of children coming back into school and the stigma associated with the lock-down (infection, contamination).</p>	

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		<p>The School would need to consider using consistent language across school so pupils would know what the new 'normal' was. School staff are already well underway with this.</p> <p>The Head Teacher advised that they would need to look at what services were available for families over the summer holidays.</p>	
202.	ANY OTHER BUSINESS	<p>(a) <u>Doors and Maglocks</u></p> <p>The Head Teacher advised on the current doors and maglocks situation. A feasibility survey had been conducted on the doors and maglocks and it was found that the doors and frames were not suitable for the needs of the School. The School were now looking into replacing the doors and changing double doors into wide single doors, this way they could put the maglocks on the sides of the doors.</p> <p>The costs of changing the doors and maglocks were between £150k and £250k. The Head Teacher needed to speak with the LA to see if funds were available. The Head Teacher advised that some of the external doors were not as important if the interior doors were replaced.</p> <p>Mrs Hallas would look at the lifecycle costs of the new doors. The company the school used would have to ensure that the new door design met safety regulations.</p> <p>(b) <u>Risk Assessments</u></p> <p>Mr Holland expressed his confidence in the new risk assessments being done on children with EHCPs. It was important to note that even though Governor visits were not currently happening, Governor scrutiny was still being conducted through virtual meetings.</p> <p>It was noted that a Finance Committee had been held in April to look at the B1 budget and a child protection meeting had been held virtually by the Head and Chair.</p>	

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		<p>Governors agreed that they had a strong basis for their Governing Body meetings and they covered all the important issues.</p> <p>Governors passed on their support to the staff and thanked them for all their hard work throughout the current situation.</p> <p>ACTION: The Chair would send out an email to staff on behalf of the Governing Body expressing their thanks and support. The last email the Chair had sent to staff after the Ofsted visit had been well received.</p>	Chair
203.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	RESOLVED: That the next meeting would be held via Microsoft Teams at 6:00 pm on Wednesday, 24 June 2020 preceded by a Finance Committee meeting at 5:30 pm.	
204.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	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.	

The meeting closed at 7:30 pm.