

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

Minutes of the Meeting of the Governing Body held at 6:00 pm via Microsoft Teams on Wednesday, 24 June 2020.

PRESENT

Mr R Baines (Chair), Mrs C Bent, Mrs J Berrett, 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 J Hallas (School Business Manager)

Mrs R Perfitt (Deputy Head Teacher)

	Item	Minutes	Action
205.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs A Marsland (consent). There were no declarations of interest.	
206.	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"> • Resignation of Mrs C Bent from the Governing Body. • School Enrichment Events. • Outdoor Celebrations Evening. • Parent/Carers Evening. 	
207.	MINUTES OF THE MEETING HELD ON 6 MAY 2020.	RESOLVED: That the minutes of the meeting held on 6 May 2020 be approved and signed by the Chair as a correct record.	
208.	MATTERS ARISING	<u>Doors and Maglocks</u> The Head Teacher advised that he hadn't received clarity about confusion over where the money would come from for the new doors and maglocks. The Head	

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		<p>Teacher had been signposted to the LA Education department who advised that the work needed to be done. The Head Teacher was awaiting a response for this.</p> <p>The Head Teacher had advised the LA that if the school had to pay for this work it would be at detriment to the school's 2-year School Development Plan (SDP). He had received assurances that this shouldn't be the case and the LA were very supportive of the school's circumstances. The work may get done during the October half term but this may be too soon.</p> <p>The Head Teacher advised that one of the upstairs double doors had remained missing since February. These use magnets and close in the event of a fire to contain it. The doors also came in useful to reduce noise if a child was having difficulties to limit disruption to other classes.</p>	
	School Improvement		
	<i>The agenda was taken out of order at this point</i>		
209.	FINANCIAL MANAGEMENT AND MONITORING	<p>The B3 report had been emailed out to Governors prior to the meeting and Mrs Hallas highlighted the main points.</p> <p>Mrs Hallas advised that the school had set the B3 and confirmed that it was a realistic budget based on the pupil numbers the school expected to have. The school is part of the PPP contract and therefore all day to day premises costs were covered. The school had set a budget to allow for developments and changes to the school building.</p> <p>There was no planned increase to transport costs as due to COVID 19 trips had not been carried out. It was recognised that there would be additional costs around mileage claims as staff were claiming mileage for visiting children during the current situation.</p> <p>The school was planning on developing its IT and learning resources. There was also a budget set for training and support for staff development.</p> <p>The carry forward from last year was £79,000 which meant that the school budget for 2020-21 was £3,364,000. The contingency budget had been set at £91,000 to help fund the school development plan.</p>	

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		<p>Mrs Hallas would be doing some budget profiling for expected expenditure for 2020-21</p> <p>The Head Teacher advised that the budget was in line with the school's 2 year SDP.</p>	
	<i>Mrs J Hallas left the meeting (6.20 pm)</i>		
	<i>The agenda resumed the order at this point.</i>		
210.	PUPIL & STAFF UPDATES	<p>The Head Teacher had emailed out his Head Teacher's report to Governor prior to the meeting and highlighted the main points.</p> <p>(a) <u>Pupil Numbers</u></p> <p>The Head Teacher advised that there were 158 confirmed children for September 2020. Two of the current children may be moving out of the LA before September. The rising complexity trend was continuing with very small numbers of D funded children remaining. The Head Teacher also advised that there were quite a few younger children coming into school now with communication and interaction as their primary need. There are high numbers in years 9, 10 and 11 in school currently. This could mean that during one year, once the older children had left, the school numbers could potentially go down and we needed to be prepared for all eventualities. That said, the demand for special school places remains high.</p> <p>(b) <u>Attendance</u></p> <p>The Covid situation had an impact on attendance during the last week of normal school in March. As of 20 March 2020, the whole school attendance was 91.28% which was 0.3% lower than the Friday before. The gap had closed between boys and girls in regards to attendance with girls attendance being 95.98% and boys being 89.77%</p> <p>Pupils in receipt of Pupil Premium had continued to have an increase in their attendance, as of 13 March 2020 this was 91.20%.</p>	

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	<p>The Head Teacher had been tracking attendance throughout the Covid period. From 23 March, the school was only open to the most vulnerable children and the children of key workers. The school also continued to run a thorough safeguarding process, providing welfare checks for 20-30 children per week. The Head Teacher provided a table of pupil numbers for each week which showed that April and May had the higher numbers of pupils in school.</p> <p>From 1 June, Special Schools were asked to work towards welcoming back as many children as can be safely catered for in their setting. Teachers at Southgate contacted all families and initially, around half wanted their children to return. The school had made provision for these children, mixing full time and part time offers alongside a rigorous risk assessment, which had been emailed out to Governors and unions. This had left room for other pupils who were making a gradual return. There were some children still at home who were having 'garden' visits from staff or Zoom meetings.</p> <p>The Head Teacher advised that staff are getting back into the routine of being in school and have worked very hard during the whole situation.</p> <p>The Head Teacher and Mrs Norman were examples of 'neutral' staff in school so they would only be in contact with the children if there was an emergency. If they did come into contact with a child they needed to complete a form so if there was an outbreak of Covid they could trace who had been in contact with the people involved.</p> <p>Q. Is there a limit to pupils on a daily basis?</p> <p>A. In mainstream schools the class sizes are limited to 15 pupils currently but in special schools we have smaller class sizes. Also the pupils cannot socially distance and more staff are required per class so it would be the staff who are most at risk. The class sizes are starting to get bigger now but remain lower than 10.</p> <p>(c) <u>Transition</u></p> <p>A communication on expectations for the transition period would be sent out to parents and carers. Up until October half term is anticipated to be the</p>	

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	<p>transition period for special schools. The school would do what was right for the pupils and obtain the views of parents/carers. The school had asked parents/carers before the previous half term asking what provision they required and every family who wanted provision had been accommodated.</p> <p>(d) <u>Pupil Progress</u></p> <p>The last data collection was made during the lockdown period and showed that the vast majority of pupils were in line to make or exceed their end of year targets. Close monitoring and interventions were in place to increase the potential of the pupils making slower progress to accelerate their learning and meet their targets by the end of the academic year. However, in the situation that unfolded, the school had been unable to fully support learning and academic progress to enable all the pupils to meet their targets.</p> <p>During the Spring term, 73% of pupils made expected or more than expected progress in the area of physical and sensory. 80% made expected progress towards preparation for adult life. Between 60% and 70% of pupils made expected or more than expected progress in Reading, Writing, Speaking, Listening, Communication and Interaction and Social and Emotional development. Approximately 60% of the cohort were making expected or more than expected progress in Number, Using and Applying, and Shape, Space and Measure.</p> <p>The Year 11 accreditation was based on 22 pupils following guidance from the DfE. Mrs Coates had done the work on this and the Head Teacher had randomly checked the evidence before signing off the AQA accreditation.</p> <p>Q. Has the school thought about a plan on getting the pupils back on track?</p> <p>A. The transition period is vital, we will want to get the children back in school and settled first. We recognise that every child is different and will have had different experiences of lockdown. It is vital that we meet their social and emotional needs whilst identifying where there</p>	

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	<p>have been set backs in progress. Some children have been in school throughout and others haven't been in since March.</p> <p>(e) <u>September</u></p> <p>The Head Teacher advised that the school days would likely return to usual hours in September. They would need to look at how staff lunches would be accommodated whilst still keeping social distances.</p> <p>The Teachers' PPA time would need to be looked at. Currently the teachers had one day a week to spend on PPA as the class sizes were small and support staff could lead under the direction of teachers. As classes return to normal, finding time for PPA whilst keeping bubbles would be difficult.</p> <p>The Head Teacher advised that Southgate had been open throughout the Covid situation and they had received good comments from the LA regarding this alongside the approach to wider opening.</p> <p>(f) <u>Behaviour</u></p> <p>Whilst the school was only open for the most vulnerable pupils and for the children of key workers, daily behaviour patterns had not been recorded. Crisis incidents and physical intervention were recorded following usual school policy and procedure. During this period (23/03/20 - 29/05/20), there were 2 Stage 3s recorded and 5 physical interventions. 3 of the physical interventions were recorded in the very first week. All 7 incidents were recorded for 4 pupils who were amongst the most vulnerable; this is why they were attending during this period. Following this initial week, new routines became normal and there was only 1 physical intervention recorded in April and only one in May; this is despite increases in pupil numbers over time.</p> <p>Since wider reopening from 1 June, Stage 3 and physical interventions had understandably increased. There were 2 physical interventions recorded in week one and 1 Stage 3 and 4 physical interventions recorded in week two. Both pupils involved attended during March, April and May and found it</p>	

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	<p>difficult to begin to share their spaces with others. There were also external factors that contributed.</p> <p>This week there has been 1 Stage 3 and 3 Physical Interventions involving 4 different pupils. This was lower than the previous week.</p> <p>(g) <u>Staffing</u></p> <p>The Head Teacher advised that the Staff's dedication and support enabled the school to remain open throughout both the Easter and Half Term holidays. Staff in vulnerable medical groups remained working from home up until the end of May, and lots of online training and pupil support was facilitated by them. As of 1 June, many of the staff in vulnerable groups had chosen to come back to work. Careful risk assessment had been undertaken alongside them taking GP advice.</p> <p>This period had shown the Head Teacher how many leaders there were in school. It was not just the strength of the senior leaders that had been apparent, the leadership structure throughout had been a strength. The growth of middle leadership (both teaching and support staff) at Southgate over the last 2 years had really proved beneficial and key staff had thrived. This had been pivotal in maintaining the wellbeing of the school's diverse staff team.</p> <p>As of wider reopening following the May Half Term, the school had moved into September classes. This was to avoid double transitions for the pupils and had been supported by the stability in the school's staffing.</p> <p>The Head Teacher advised that staff had supported each other by keeping in touch through a Cascade system and team meetings had been held on Microsoft Teams.</p> <p>There had been some worry amongst staff regarding the Summer holidays as they were worried they may be asked to work throughout the holidays. The Head Teacher had assured staff that they would not be forced to work through the Summer holidays and governors agreed that all staff were</p>	

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	<p>entitled to a break over the summer holidays. The Head Teacher also advised that the LA was trying to organise respite care for families over the holiday.</p> <p>The Chair stated that he was very proud of the Head Teacher and staff for their hard work in school and the Head Teacher stated he was fortunate to have such supportive senior leaders in school. The Head Teacher also acknowledged the support of the governors through this period.</p> <p>The Chestnut teacher had left as of 31 May 2020 following a long period of absence. The Woodland Pathway Leader would also be leaving at the end of this term. This was a huge loss, but one the school had anticipated. As a result, the school was confident that they had the skillsets in school and the ability to ensure effective succession, this was a key part of the School Development Plan. Sarah Hoffmann would fill the Pathway Lead role - initially whilst the school evaluated the options for the future of SEMH provision at Southgate.</p> <p>Kate Horton was appointed in February. She was now the Rowan Teacher. From that round of interviews, the school had also been able to offer Tim Holden a permanent position as Robin Teacher. Anne Robinson supported this recruitment round and agreed that Tim was a very close second and had performed really well. He had been on long term supply all year and was a great fit for the school. In addition, Cait Stead has agreed to stay on as Dragonfly Teacher for the Autumn Term to begin her NQT year.</p> <p>When Beth Marshall returns from maternity leave in October, she will become the Chestnut Teacher, with Paul Leeming covering until she returns. Despite the uncertainty of the current times, it was incredible that the school had been able to secure such stability for September.</p> <p>Mr Holland supported the school with the internal recruitment of an English Lead using Microsoft Teams. Charlotte Gaffigan had started this new TLR role from 1 June. The school were unable to secure an internal Maths Lead, and Sue Coates would cover aspects of this role initially. As agreed in the last Governing Body meeting, the existing pathway leaders have had an</p>	

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		<p>increase in their TLR to reflect the growth of the school and adjustments to their role which supported wider school leadership.</p> <p>The Head Teacher also advised that the school was looking to secure an additional Grade 8 Senior ETA for the Forest Pathway. This would further support the successful growth of leadership within the support staff structure and this would be advertised internally. There was also still a potential post open for a Grade 9 Senior Cover Supervisor which would help provide additional leadership time by them taking responsibility for staffing.</p>	
211.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance Committee</u></p> <p>This had been covered earlier in the meeting (Minute 209 refers).</p> <p>(b) <u>Looked After Children Meeting</u></p> <p>Mr Holland advised that he had attended a virtual Looked After Children meeting last week. They had gone through all the children and the risk assessment updates. They had discussed the weekly visits and liaising with the families. One additional pupil has recently become looked after.</p> <p>Mr Holland advised that the school staff were doing what needed to be done and the processes were being followed. Some issues with Social Care had to be escalated by school and Mr Holland agreed that this needed to be done to ensure that processes were followed correctly and within the timescales.</p> <p>The Head Teacher advised that part of the school planning was to highlight the post Looked After children and provide support for them. These children were slightly behind in attainment than current Looked After children.</p> <p>Mr Holland advised that a lot of good work was happening in this area and the school knew what was happening and when to escalate any issues.</p> <p>It was advised that the Government had changed its guidelines due to the Covid situation so social workers had been advised they did not need to do</p>	

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		<p>the 6-weekly visits or 6-monthly reviews for Looked After children. The school was debating this issue as they still expected these visits and reviews to go ahead, especially over the summer holidays.</p> <p>Mr Holland advised that a Safeguarding meeting would be held on Monday.</p>	
212.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	There had been no Governor visits or Training to report.	
213.	SAFEGUARDING	<p>Mrs Perfitt advised that Safeguarding had been at the forefront of the provision throughout the school closure; systems had been adapted to ensure that they could monitor the safety and wellbeing of pupils. The risk assessments for each pupil was updated on a weekly basis. This continued to be the case as they moved into a new phase and the provision for each pupil was shaped by their individual risk assessment. The processes had remained operational throughout Easter and May Half Term.</p> <p>The families had been significantly affected by the lockdown. The number of Looked After children had increased by 1 (previously on Child Protection). The number of pupils on CIN was 4 (2 had been de-escalated to TAF) and the number of pupils with TAF & Early help had increased from 2 to 9.</p> <p>All multi-agency meetings had continued to be held remotely and the school continued to work closely with other agencies to ensure pupils were safeguarded. The school received at least one Encompass (police) report every week for most of the lockdown period. This was a significant increase from usual circumstances where 2 or 3 were received per half term.</p> <p>Mrs Perfitt advised that they were ensuring that all processes and risk assessments were in place for the summer holidays and support was being discussed with social workers, families were also being signposted to where they could go for support.</p>	

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		<p>The Head Teacher had sent the school's risk assessment to the Union two weeks before the school re-opened for consultation. The risk assessment included staff wellbeing which the Governors confirmed was good to include.</p> <p>The Head Teacher advised that the focus on the wellbeing of staff was a high priority.</p>	
214.	SCHOOL DEVELOPMENT PLAN - UPDATE	<p>The Head Teacher advised that the school was half way through the two year SDP which included RAG rating and updated costings. To ensure the curriculum maintains momentum, the school is aiming to fully launch in January 2021. Revised pathways are already underway with new classes.</p> <p>The Head Teacher advised that year 2 of the plan was quite ambitious as they would be looking to make the school more specialist. This included looking at how the building and provision could be adapted. An Occupational Therapist would also be appointed for the school.</p> <p>The Head Teacher advised that they would aim to fulfill the development plan by the end of the year despite the Covid interruption. Currently there was no meeting room in the school but, as some staff may continue to work at home part of the week, these rooms could be used for meetings so there was still some space available.</p> <p>An outdoor classroom and farm provision continue to be explored.</p>	
	Governing Body Matters and Statutory Responsibilities		
215.	REPRESENTATION	The vacancies had been noted.	
216.	ANY OTHER BUSINESS	<p>(a) <u>Mrs C Bent Resignation</u></p> <p>The Chair advised that the Governing Body would be sad to see Mrs Bent leave as she was a valuable member of the team. The work she had done with Friends of Lydgate had been fantastic and the red bus was a testament to this. Mrs Bent had helped develop the school into what it was today.</p>	

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		<p>The Chair and Governors thanked Mrs Bent for all the work she had done and when this Covid situation had lessened they would like to throw her a leaving party.</p> <p>Mrs Bent stated that she had enjoyed her time on the Governing Body.</p> <p>(b) <u>School Enrichment Events</u></p> <p>The Chair advised that the school had done some excellent work at keeping staff spirits up during the current situation and had been mentioned as Kirklees Heroes. Work was also ongoing for the sensory hammock and Gazebo. The Gazebo had blown away so heavy duty tent pegs had been ordered so this could be used for the transitions.</p> <p>The Head Teacher advised that some of the processes used during the Covid situation would continue such as staff working from home some of the time and online meetings. This has the potential to free up space for pupil provision in school.</p> <p>(c) <u>Outdoor Celebration Evening</u></p> <p>The outdoor celebration would take place virtually on 13 July 2020 and the Mayor would be in attendance.</p> <p>(d) <u>Parents/Carers Evening</u></p> <p>The parents/carers evening would be taking place on 8 July; this would be done via remote meetings. The teachers would be in the classroom and would hold virtual meetings with parents/carers with a variety of options for virtual platforms.</p>	
217.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held at 5.30 pm on Wednesday, 7 October 2020. This meeting may be held at the school but this would be confirmed nearer the time.</p>	

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218.	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.