

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 Zoom on Wednesday, 2 December 2020.

PRESENT

Mr R Baines (Chair), Mr P Evans (Head Teacher), Miss C Gray, Mr M Holland, Mrs S Norman, Ms A Robinson

IN ATTENDANCE

Miss K George (Minute Clerk)

Mrs R Perfitt (Deputy Head Teacher)

	Item	Minutes	Action
25.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs J Berrett (consent), Mrs K Emptage (consent) and Mrs A Marsland (consent).  There were no declarations of interest.	
26.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under any other business: <ul style="list-style-type: none"> <li>The importance of services that have disappeared due to Covid.</li> </ul>	
27.	MINUTES OF THE ANNUAL MEETING HELD ON 7 OCTOBER 2020.	<b>RESOLVED:</b> That the minutes of the meeting held on 7 October 2020 be approved by the Chair as a correct record and signed at a future meeting.	
28.	MATTERS ARISING	(a) <u>Declarations of Business Interests (Minute 2 (c) refers)</u>	

Item	Minutes	Action
	<p>The Head Teacher confirmed that all Governors had now completed their declarations of business interests.</p> <p>(b) <u>Get Information About Schools (Minute 2 (d) refers)</u></p> <p>The Head confirmed that GIAS was up to date.</p> <p>(c) <u>Doors and Maglocks (Minute 5 (a) refers)</u></p> <p>The Head Teacher advised that a few maglocks that had been installed had come loose and the shutter door in the hall would not open. He was hoping these issues would be fixed over the Christmas break.</p> <p>(d) <u>Modular Building (Minute 8 (f) refers)</u></p> <p>The Head Teacher was hoping that the modular building would be on site by Christmas. Issues with the contract had prevented this. The original modular building had gone to another school and the Head teacher had been informed that a second modular building would be on site soon to provide additional complex needs places.</p> <p>(e) <u>The Hub (Minute (Minute 12 refers)</u></p> <p>The Head Teacher advised that he had obtained further feedback about the miscommunication with the summer provision; lessons had been learnt from this and it was unlikely for this situation to arise again.</p> <p>(f) <u>Keeping Children Safe in Education (Minute 12 refers)</u></p> <p>Governors confirmed that they had read through part 1 of this document.</p> <p>(g) <u>Vacancies (Minute 14 (c) refers)</u></p> <p>The Chair advised that he had completed a letter to Parents advising them of the Parent Governor vacancy and he would pass this to the Head Teacher to check before it was sent out.</p>	

	Item	Minutes	Action
		<p>(h) <u>Comic Art Week (Minute 22 refers)</u></p> <p>Mr M Holland advised that Comic Art week had run from 12 – 15 October and it had been run differently due to Covid, but it had worked very well and the feedback received had been positive. The festival had been run online and the school had commissioned Mr Jackson, who is an artist, to provide four 10-minute workshops and a 30-minute family workshop so every class was able to participate. Each class also had a comic art week pack and Jane had made packs for families to use at home.</p> <p>Pupils had created comic artwork which had been successful in engaging all children across several subject areas.</p> <p>Mr Holland advised that they were hoping to make use of these online arts resources in future and they were hoping to be able to do exhibition work with other schools next year as this was not possible this year.</p> <p>Mr Holland stated that this was a good distraction for the children in the current climate and shows them that the school is carrying on as normally as possible.</p> <p>Mr Holland thanked Jane for all the hard work she had put into the event and advised that it had been great that everyone could contribute.</p>	
29.	COVID-19	<p>(a) <u>Attendance</u></p> <p>The Head Teacher advised that currently there was usually at least one child or staff member out of school due to Covid, but the test results were coming back quickly. In total, the school have had 2 positive cases amongst staff and 4 pupils. There have been none since half term.</p> <p>The Head Teacher advised that the absences came in waves and they had had a quiet couple of weeks at the beginning of term. A School transport bus driver had also tested positive so the twelve children who were driven by him had all had to isolate.</p>	

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		<p>(b) <u>Remote Learning</u></p> <p>The remote learning offer remains in place and is working well.</p> <p>(c) <u>Clinically Vulnerable and Clinically Extremely Vulnerable</u></p> <p>The Head Teacher had been advised (government guidance) that staff who were deemed clinically extremely vulnerable could not be in school during the lockdown period and had to work from home. This affected three members of staff but they are mostly back in school now.</p> <p>The Head Teacher advised that it was difficult to distinguish which members of staff are most vulnerable as he isn't from a medical background and there is little data or evidence available to support decisions. It was also difficult for staff to work from home as the school was open and the children need to have their need met in school. Governors advised that it should be the GPs that made the distinction of whether the staff member was vulnerable not the school.</p> <p>One Governor mentioned that it was difficult to find out information about yourself and your vulnerabilities.</p> <p>The Head Teacher was referring staff to employee healthcare to determine the level of vulnerability but this had provided very little support and guidance so far. Risk assessments remain in place for all staff who are Clinically Extremely Vulnerable or Clinically Vulnerable.</p> <p>(d) <u>Covid Catch-Up</u></p> <p>The Head Teacher advised that the Covid catch-up fund was being spent on additional staff to provide stability and home learning resources. He advised that the funding can be used over the year.</p>	

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	<p>(e) <u>Kirklees Media</u></p> <p>The Head Teacher informed Governors that he had been interviewed by Kirklees Media to promote the Kirklees Covid Campaign. The Head Teacher advised that he had used this opportunity to promote the work of staff and Governors at the school and raise issues that our pupils and families face. Miss Gray also advised that there were quite a lot of Covid testing sites throughout Kirklees which Governors were not aware of.</p> <p>(f) <u>Christmas Show</u></p> <p>The Head Teacher advised that the Christmas show was still taking place. It would be filmed and then shared with parents and carers through Class Dojo.</p> <p>(g) <u>Vision</u></p> <p>The Head Teacher informed Governors that he had received some good feedback from Vision in regard to the cover staff that have covered throughout Covid. He advised that some of the staff at Vision had not been happy about being sent to schools where they do not feel safe, but the staff that had attended Southgate felt very safe and thought all the procedures that were in place worked very well.</p> <p><b>Q: How is the mental health of the children in school?</b>  <b>A:</b> A lot of the children are happy to be back in school but this varies from pupil to pupil.</p> <p>The Head Teacher advised that there were some statistics on Head teacher stress levels which had shown an increase in stress throughout the pandemic. The Head Teacher advised that he felt very supported by Kirklees and the Senior Leadership Team and he added that families had also been kind and supportive.</p>	
<b>School Improvement</b>		

	Item	Minutes	Action
30.	PUPIL AND STAFF UPDATES	<p>(a) <u>Pupils on Roll</u></p> <p>The Head Teacher reported that the number of pupils on roll had increased from 155 to 156, one child had left the school and two children from out of the area had enrolled. The school would possibly have six new starters in January.</p> <p><b>Q: What is the maximum amount of pupils for the school?</b>  <b>A:</b> 164. This puts pressure on us as the complexity of need has increased since this number was established.</p> <p>The Head Teacher advised that local authority planning meetings had noted nurturing approaches that the school used and the Kirklees vision was to have zero exclusions. Mrs J Frizwell had raised that they would need to have nurture leadership to achieve this.</p> <p>(b) <u>Behaviour</u></p> <p>Mrs Perfitt reported on behaviour and advised that it had been positive as the school was settled and calm. She advised that all pupils were doing well and more pupils were increasing their time in school as their transition timetables increased. The newly appointed staff were bringing in confidence and experience to the school.</p> <p>Mrs Perfitt advised that in Autumn 2 there were 4.23% outstanding days, 71.71% Good, 17.16% at Stage 1, 13.08% at Stage 2 and 3.01% at Stage 3. She advised that she would do a full report on this at the end of term and provide this to Governors. The school were looking at developing the number of outstanding days. Mrs Perfitt added that Christmas was a time of year when some pupils find it harder to manage, but that the leadership team encouraged staff to keep to routines and structures as much as possible.</p> <p>A significant focus in the New Year will be on further developing attitudes to learning and engagement.</p>	

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		<p>(c) <u>Attendance</u></p> <p>The Head Teacher reported that the attendance was increasing week by week. There had been 55.31% attendance in week 1 at the start of term (agreed transition processes) which had increased to 89.5% for the week up to the end of last week and up to 29 November was 78.49% in total. The Head Teacher reported that attendance among pupils in receipt of pupil premium was higher at the beginning of the academic year, largely due to the vulnerable provision that was in place through lockdown. Therefore, many of these pupils found it easier to transition back into school. These groups are now falling behind. Their attendance up until 23/10 was 1.4% higher, whereas by 27/11, it was 1.4% behind.</p> <p>The Head Teacher reported that two weeks after half term they had had four cancelled transport services so some children could not get to school. This disproportionately impacted upon more financially disadvantaged pupils who were less likely to have alternative travel options. The school used some catch-up funding to hire a driver for those children who had no other way to get to school. The school could now use Mount Taxies to help get children to school where required.</p> <p>(d) <u>Parent Survey</u></p> <p>The Head Teacher reported that he had received very positive feedback through the parent survey which stated that the school had excellent communication with parents and handled any concerns parents had. The Governors expressed that they were pleased that the school was receiving positive feedback from parents. The survey results had been emailed out to governors before the meeting.</p> <p>(e) <u>Staffing</u></p> <p>The Head Teacher advised that three members of staff had been doing about 8 jobs in the school due to staff absences.</p>	

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	<p>Absences are not just Covid related and include a number of staff off following bereavements.</p> <p>Naomi and Charlotte have been taking on senior leadership responsibilities which is helping with the workload and is good for their development. The school had lost some ETAs, but six ETAs had been recruited, one of which had been an apprentice at the school the previous year.</p> <p>There had been 24 applicants for the teaching vacancies and 2 appointments were made. This replaces the staff who were on temporary contracts so doesn't increase the size of the teaching team which is still one higher than last summer.</p> <p>In the New Year, further teacher recruitment will be necessary for maternity cover and a potential Woodland Pathway Leader (TLR).</p> <p>There is also an advert out for a cover supervisor and an additional intervention/ pastoral leader.</p> <p>The Head Teacher advised that the potential 20 additional school places additional leadership could be needed in school. Internally, there was now leadership capacity at every level. The Head Teacher reported that distributing and growing leadership in school was working well.</p> <p>The Head Teacher advised that without the leadership that had been developed across school they would have probably not have been as successful during the Covid pandemic. Creating leadership and development opportunities for both teaching and support staff was rewarding and this progression availability helped when recruiting staff.</p> <p>(f) <u>Business Manager Appraisal</u></p> <p>The Head Teacher advised that there was a need for certain staff in school to have dual roles so jobs and systems could continue if a member of staff was not in school. Developing this was part of Ms Hallas's appraisal.</p>	



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31.	REPORTS FROM COMMITTEES	<p>(a) <u>Standards and Effectiveness Committee</u></p> <p>Mr Holland advised that he had gone through the Committee Matters documents and it recommends that Governing Bodies have two Committees, Standards and Effectiveness and Finance. Mr Holland advised that the Governing Body meetings did have elements of Standards and Effectiveness but it would be useful to have a committee for these elements so Governors would know how the school was being effective and how the children were learning.</p> <p>Mr Holland suggested that the Standards and Effectiveness Committee could meet in the second part of each term and would be the first point of contact for reports on behaviour, pupil premium etc.</p> <p>Mr Holland advised that the Committee Matters document recommended that there were three Governors on the Committee plus the Head Teacher and Deputy Head Teacher. He added that there were a lot of benefits to having this Committee.</p> <p>Governors advised that they could have these committee meetings following the Finance Committee meetings and they could discuss the overall assessment and performance of the school.</p> <p>Mr Holland advised that this committee would formalise that the Governing Body already did and it would be useful to produce a summary of these committee meetings for the Governing Body each term.</p> <p><b>ACTION: Mr Holland to produce an agenda for the Standards and Effectiveness Committee.</b></p> <p>Mrs Robinson advised that she would be interested in being on the Standards and Effectiveness Committee rather than being on the Finance Committee.</p> <p>Mr Holland would look at the dates of the next Finance Committees and add in the Standards and Effectiveness Committee meetings after these.</p>	Mr Holland

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	<p>The Head Teacher added that reviews of procedures and policies could be included in this committee.</p> <p>(b) <u>Children looked After (CLA) and Post Looked After (PLA)</u></p> <p>Mr Holland advised that this was a standard meeting. It had been an excellent meeting with Sarah as every situation involving CLA and PLA children was broadly settled; it had been a very positive meeting. There were still some actions to take but overall, the children were doing well. Mr Holland advised that this was a testament to the philosophy of the school and the serious approach the school took to ensuring CLA and PLA children did well.</p> <p>Mr Holland added that one of the challenges for Governors was asking if they felt a level of confidence in staff responses and the answer to this was yes.</p> <p>Mr Holland advised that there was Safeguarding meeting on Monday and an Attainment meeting would be held in February.</p> <p>(c) <u>Finance Committee</u></p> <p>Mr Holland gave a brief overview of what had been discussed in the Finance Committee meeting.</p> <ul style="list-style-type: none"> <li>• The school's budget was £3.3 million based on 152 children; this had been increased to £3.5 million.</li> <li>• There were noted underspends, Covid had brought significant changes and had prevented planned developments from taking place.</li> <li>• Money had been earmarked for environmental developments inside and outside of the school.</li> <li>• There had been some income coming in due to the Covid catch-up funds.</li> <li>• The school had increased the amount of IT equipment.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• One of the lines in the budget (Visiting Lectures) covered several things and did not mean that there was anyone visiting the school.</li> </ul> <p>Mr Holland advised that the budget was well maintained and managed, and the school was in a strong position.</p> <p>Governors commended Ms Hallas for the good work she had done with the budget.</p> <p>(d) <u>Pay Committee</u></p> <p>Mr Holland advised that the Pay Committee had been held in October and the Pay Policy had been sent out to Governors.</p> <p>The Committee had gone through the anonymised appraisals to make the decision of grading increases. The Head Teacher advised that all staff appraisals had been held and the Head Teacher had added his recommendations for the Committee to consider.</p> <p>The Committee had approved for the majority of teachers to receive a grade increase; there were a handful of teachers where the progression had been delayed and had their performance management window extended until February.</p> <p>Governors advised that the Head Teacher appraisal was due and needed to be held before Christmas.</p>	
32.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>(a) <u>Health and Safety Visit</u></p> <p>Miss Gray advised that the Health and Safety Executive (HSE) had visited 13 schools. Miss Gray advised that most of the schools visited needed more signage around the school such as 'pinch points' for narrow corridors.</p> <p>The HSE had observed staff in staff rooms to ensure that they were wiping down surfaces and tools after use.</p>	

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	<p>It had also been advised that signs were put up asking visitors to wear face masks before they got to the school building.</p> <p>Miss Gray advised that on the whole responses had been positive and the HSE was more interested in interactions between adults rather than the children; ensuring that adults observed the 2m distancing.</p> <p>The Head Teacher advised that the school's risk assessment had been amended accordingly based on the HSE visit findings shared with us by Miss Gray. The school had also refreshed their signage as per the recommendations and this reassured staff that the school was trying to keep them safe.</p> <p><b>Q: Who is checking that schools have followed the recommendations from the visit?</b></p> <p><b>A:</b> Schools should put the recommendations into their risk assessment and action them.</p> <p><b>ACTION: Miss Gray to ask her manager if follow-up visits are being done to ensure schools have put recommendations in place.</b></p> <p>Miss Gray added that during this current climate schools have the option to ask for a Health and Safety visit to see if their arrangements are sufficient.</p> <p>(b) <u>Training Courses</u></p> <p>Miss Gray had found 7 training courses available to her as a new Governor so she would be booking onto these.</p> <p>Mr Baines had attended a Mental Health Awareness course and had found this very helpful.</p> <p>Mrs Perfitt advised that Mrs Marsland was booked onto the Mental Health for Governors course on 12 January 2021 but could no longer attend; Mr Holland advised that he would attend this.</p>	Miss Gray

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		<p><b>Q: Who provides this training?</b>  <b>A: Education Psychology Services.</b></p>	
33.	SAFEGUARDING	<p>The Deputy Head teacher reported that there was one child on Child Protection, six Children in Need and six Team Around Families. The school was continuing to work with these families to put support in place.</p> <p>The Deputy Head Teacher advised that the Safeguarding culture was strong in school and staff had scored 17.2 out of 18 on the Safeguarding test. There would be additional follow-up with staff to cover any areas they were not sure of.</p> <p>The Anti-bullying week had been very successful and protocols had been launched that staff were putting in place. The school was good at identifying any bullying issues, putting support in place and supporting families. They also educated the children who may not realise that their words and actions were inappropriate.</p>	
34.	SCHOOL DEVELOPMENT PLAN – UPDATE	<p>The school was doing a final push on curriculum ready for January 2021 which can be published on the new school website that will be launched in the New Year. There has been a focus on equality and diversity, ensuring that there is broad and relevant coverage in the curriculum.</p> <p>There has also been some very well received phonics training delivered. This is going to be part of identified support staff performance management objectives.</p> <p>The focus in the New Year would very much be on further developing teaching and learning by first reviewing the support model and policy.</p> <p>Teacher coaching will be reintroduced in the New Year following Covid-19 risk controls.</p> <p>There would be some environmental changes inside and outside of school, which would include further developing the field such as having animals on site.</p>	

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		<p><b>Q: What type of animals?</b>  <b>A:</b> We are looking at small animals at first such as rabbits that can go home with a key person. There would be lots of hurdles to overcome including potential issues that come with being in a contract.</p> <p>The Head Teacher advised that if they were to have a fully functioning farm they would require a farm manager.</p> <p><b>Q: Have we received the seeds for the orchard?</b>  <b>A:</b> Not yet. If we get the modular building set up we would like to put the orchard in that area.</p>							
	<b>Governing Body Matters and Statutory Responsibilities</b>								
35.	REPRESENTATION	<p>(a) The following matter of representation was noted:</p> <p><u>Appointment</u></p> <table border="0" data-bbox="734 754 1704 903"> <thead> <tr> <th data-bbox="734 754 1115 791"><u>Name</u></th> <th data-bbox="1115 754 1406 791"><u>Category</u></th> <th data-bbox="1406 754 1704 791"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="734 828 1115 865">Miss Cheryl Gray</td> <td data-bbox="1115 828 1406 903">Designate (Co-opted)</td> <td data-bbox="1406 828 1704 865">Pending DBS Check</td> </tr> </tbody> </table> <p>Miss Gray advised that she would take her ID into school this week so her DBS check could be completed.</p> <p>(b) <u>Vacancy on the Governing Body</u></p> <p>Governors noted that there was still a Parent Governor vacancy and the Head Teacher advised that they would run a Parent election soon.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Miss Cheryl Gray	Designate (Co-opted)	Pending DBS Check	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
Miss Cheryl Gray	Designate (Co-opted)	Pending DBS Check							
36.	TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY	<p>The Head Teacher advised that there had been some working changes made in the Teacher Appraisal Policy.</p> <p><b>RESOLVED:</b> That Governors approved the Teacher Pay and Teacher Appraisal Policies.</p>							

Item	Minutes	Action
	<p>Mr Baines advised there were a couple of policies to approve such as the First Aid Policy and Children with Medical Conditions Policy.</p> <p>Miss Gray advised that she would read through the First Aid Policy and liaise with Mrs Perfitt to ensure the policy is correct for the school.</p> <p><b>Q: Is it correct that the school needs to report incidents to the LA after 15 days?</b></p> <p><b>A:</b> Yes, the policy is the NGA model policy.</p> <p>The Children with Medical Conditions policy allows schools to hold extra inhalers and auto-adrenaline injectors (EpiPen's) in school if the governors approve. This report would be discussed at the Safeguarding meeting and then would be brought to the next Governing Body meeting.</p> <p><b>ACTION: Children with Medical Conditions Policy to be an item on the next Governing Body Agenda.</b></p> <p><b>Q: Is Educare web-based?</b></p> <p><b>A:</b> Yes, they do online training that schools can access.</p> <p><b>Q: Is EpiPen training done through Educare?</b></p> <p><b>A:</b> This training is done through Purple Dog, Diabetes training is done through online videos and there is face to face training available for Epilepsy.</p> <p>Mr Holland advised that in the First Aid policy there was a section on near-miss recording and it was crucial for the school to have a procedure on reporting this. This is in place.</p> <p>Mrs Perfitt advised that she could do a virtual visit with Governors to show them the First Aid storage.</p> <p><b>Q: Do parents keep the school up to date with medication?</b></p> <p><b>A:</b> We receive a regular administer of medication and this is updated when medicine changes.</p>	<p>Governor Clerking Service</p>

	Item	Minutes	Action
37.	FINANCIAL MANAGEMENT AND MONITORING	This was discussed under Minute 31 (c).	
38.	ANY OTHER BUSINESS	<p><u>Services Disappearing due to Covid</u></p> <p>Mrs Berrett had wanted to bring this to Governors attention. The Head Teacher and Mrs Perfitt advised that some social and health care services were disrupted due to the Covid pandemic. There was a backlog in accessing medical and dental care due to delays in the services. Also, some of the respite providers had been closed or had limited opening times.</p> <p>Lots of services had been affected by the pandemic and some were only now starting again and providing online services but there are delays and long waiting lists.</p> <p>The gaps in the services had been exacerbated by the current situation and services and now even more stretched.</p> <p>It was noted that older children tended to get more access to services than younger children and there was not a consistent approach in levels of care packages for children.</p> <p>The school was pushing for these issues to be rectified.</p> <p><b>ACTION:</b> The Deputy Head Teacher to feed this back to Mrs Berrett.</p>	Deputy Head Teacher
39.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<b>RESOLVED:</b> That the next meeting of the Governing Body be held remotely at 5:30 pm on Wednesday, 3 February 2021.	Governor Clerking Service



	Item	Minutes	Action
40.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> 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 8:15 pm.*