

DfE: 7010

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, 30 June 2021.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Mrs K Emptage, Mr P Evans (Head Teacher), Miss H Gillard, Miss C Gray, Mr M Holland, Miss B Katenga, Ms A Robinson

IN ATTENDANCE

Mrs A Walker (Minute Clerk)
 Ms J Hallas (School Business Manager)
 Mrs R Perfitt (Deputy Head Teacher)

	Item	Minutes	Action
Procedural			
70.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Mrs A Marsland and Mrs S Norman (both with consent).</p> <p>There were no declarations of interest.</p>	
71.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	<p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Policies. • Comic Arts Week. 	
<i>The agenda was taken out of order at this point.</i>			

72.	FINANCIAL MANAGEMENT AND MONITORING	<p>Ms Hallas reported that the B3 document outlining the budget for the next financial year has now been completed and was summarised as follows:</p> <p>(a) <u>B3 – Headlines for Governors</u></p> <ul style="list-style-type: none"> • Total Budget for 2021/22 - £3,913,257 • Budget for 2021/22 - £3,701,534 • Carry Forward from 2020/21 - £211,723. <p>Total Employee Costs – £3,027,979</p> <ul style="list-style-type: none"> • Teachers = £1,368,811 • ETA = £1,336,643 • LTSA = £59,242 • Business Support = £155,995 <p>Total Premise Costs - £443,063</p> <ul style="list-style-type: none"> • General Build - £100,000 • PPP - £332,970 <p>Total Transport Costs - £16,500</p> <p>Total Supplies and Services - £338,768</p> <ul style="list-style-type: none"> • Learning Resources = £65,00 • Catering = £45,059 • Training = £30,000 <p>Contingency - £174,447</p> <ul style="list-style-type: none"> • Development of school site • Additional staff if required <p>Total Income - £87,500</p> <p>ACTION: B3 summary document to be sent to all Governors</p>	Business Manager
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		<p>(b) <u>Schools Financial Value Standard (SFVS)</u></p> <p>The SFVS has now been completed and sent to internal audit.</p> <p>(c) <u>Systems Security</u></p> <p>The Chair reported that a number of schools around the country have had their systems hacked. The school has recently checked its security measures and is confident that the systems in place are secure and backed up on a regular basis.</p> <p>This item has also been included in the school risk log.</p>	
73.	COVID-19 UPDATE	<p>The Head Teacher reported that the school is still following the risk assessment. This is being reviewed weekly but there are no recent changes.</p> <p>There have been two positive cases since February. One of these was confirmed today.</p> <p>Q: Does anyone need to be isolated?</p> <p>A: No as the pupils have not been in school.</p> <p>The school is seeing more children self-isolating due to family members school staff have been affected by the bubble closures in other schools.</p> <p>The Head Teacher is predicting a bumpy road in the autumn term and will await the latest Government guidelines.</p> <p>Refresher sessions have taken place with staff on the contingency plans for home learning.</p> <p>A Parent and carer evening was held on the 29 June. Some parents/ carers came into school and systems were in place to keep everyone safe and social distancing was adhered to. There was positive feedback from parents/ carers who appreciated the opportunity to visit school, for some it was their first visit to Southgate.</p>	
The Business Manager left the meeting at 6.05 pm.			

		<p>The Head Teacher reported that no further progress had been made with regard to the modular building at this stage. The planned foyer works look set to go ahead over the summer break.</p> <p>(d) <u>Representation (Minute 66 refers)</u></p> <p>The Chair confirmed the following appointments as agreed at the last meeting:</p> <ul style="list-style-type: none"> • Matthew Holland and Anne Robinson as Co-opted Governors • Cheryl Gray – Designate Co-opted (DBS received) • Hayley Gillard and Bikatshi Katenga – Parent <p>ACTION: Clerk to check the ratios of Parent Governors on the Governing Body.</p> <p>(e) <u>Accessibility Plan (Minute 67 (b) refers)</u></p> <p>Q: The Head Teacher asked if Governors were happy to approve this document?</p> <p>A: Governors agreed to approve.</p> <p>RESOLVED: That Governors approve the Accessibility Plan as presented at the meeting held on 21 April 2021.</p>	<p>Clerking Service</p> <p>Clerking Service</p>
School Improvement			
76.	SCHOOL UPDATES	<p>(a) <u>Kirklees Learning Partnership (KLP) Report</u></p> <p>The Head Teacher reported that the KLP report had provided positive feedback about the school and leadership following her visit. The report has now been shared with Governors.</p> <p>The report highlighted that the school had a calm and peaceful atmosphere and that children were engaged in learning. The KLP engaged in a learning walk across school during the visit.</p> <p>Q: What is the Agreement Segmentation – what does ‘2’ represent?</p> <p>A: The ‘2’ relates to the number of visits this year and the fact that we are Ofsted</p>	

		<p>imminent.</p> <p>Q: The KLP report refers to ensuring consistency of the new curriculum, what is the Head Teacher's view on this?</p> <p>A: We have started to discuss how we further develop subject co-ordination. It is about how we ensure evidence that the curriculum is being followed. The curriculum is in place and we now need to measure impact.</p> <p>The school is doing well. Teaching and learning is taking place in a much calmer environment and we need to ensure engagement. Part of our ambition is to become more specialist.</p> <p>The Head Teacher is hoping to push some areas from September and build on the leadership and subject co-ordination.</p> <p>(b) <u>School Numbers</u></p> <p>The school is at capacity of 164 for September 2021 and classes are full.</p> <p>Q: If the school is at capacity, what happens to children who may need a place?</p> <p>A: If a child moves into the area from another authority then the school would have to offer a place. This has happened this year and class sizes have increased accordingly.</p> <p>There are at least thirty children within the authority with complex needs who do not have a specialist school place for September. Some of the work now being done with the Local Authority is looking at the possibility of a special school outreach model. This would involve some of our best ETA's working in other schools in specialist classes until a place becomes available at Southgate.</p> <p>Satellite provision could be an option from January 2022.</p> <p>(c) <u>Outdoor Classroom</u></p>	
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		<p>The preferred model will cost around £150,000. This could be used to support the Local Authority as a training centre and would form part of the school development plan. The Head Teacher has requested £100,000 towards the cost of the build from the local authority. In return, additional spaces could be provided in the school from January 22 until the summer.</p> <p>(d) <u>School Trips/Visits</u></p> <ul style="list-style-type: none"> • Two successful DofE trips have taken place – one camping in York and one to the North Yorks moors. • Sports Days are taking place – Covid secure and children are engaging. • Parents/ carers Evening was successful. <p>(e) <u>Pupil Progress</u></p> <ul style="list-style-type: none"> • Assessment information will be completed by the end of this week. • Looking at trends. • Progress is back up in many areas - Covid interventions successful. • Anxiety levels are low – strategies in place and class support from the intervention team. • Over time the children show a massive progress in their behavior across the school. This has been supported by the KLP visit which shows that the school is calm. It is very rare that we have children in crisis as our staff are pro-active. <p>(f) <u>Pupil Needs</u></p> <ul style="list-style-type: none"> • A child in Year 11 struggles with attendance – now working to find Post-16 provision. • Another child has a high level of need that can no longer be met in a complex needs setting. The gap has widened from his peers as he has become older. A package is being put in place in the short term. Now on emergency panel for Post-16 provision. <p>(g) <u>Staffing</u></p>	
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- Pastoral Manager and Family Worker appointed to start in September.
- Advertising for ETA's , personal career and lunchtime supervisor.
- Two teachers recruited – one is already working at the school. The other is an experienced teacher working with nurture provision in a mainstream school.
- More teachers are still required – adverts going out again.
- One teacher retiring and one late resignation.
- Long term supply teacher in school who is doing really well.
- Considering taking on our own Early Career Teachers (ECT's) (previously known as NQT's).

(h) Development Plan

Priorities from the new development plan were shared with governors before the meeting. The plan is ambitious and looks to take the school forwards over the next 2 years and beyond. Key areas are to embed and develop the new curriculum, become even more specialist, and move beyond the school gate.

(i) The Vision of the School

The Head Teacher raised a question as to whether the school's Vision Statement reflected what the school is striving for. Staff were asked to come up with ideas for the Vision Statement and Governors were also invited to give feedback.

The Head Teacher is looking for a statement to give added impact to the Vision Statement. This should reflect the school's creativity, being aspirational and pushing boundaries. This is not about changing the vision and values, just moving us to the next level.

ACTION: Governors to email the Head Teacher with their suggestions for a statement

			Governors
77.	SAFEGUARDING	<p>Mrs Perfitt gave a verbal report to Governors.</p> <ul style="list-style-type: none"> • Three children - on child protection plans. • Eight children – child in need. • Four – team around families. • One child – undergoing assessment. <p>The team have been busy and will continue to identify and support families where needed..</p> <p>An external safeguarding review took place on the 18 May 2021 and positive feedback was received. A few minor points were identified mainly relating to policy updates which the school was already aware of. The Chair commented that it is good to receive outside verification.</p> <p>The internal audit was circulated to Governors and amendments have been made. The audit recognises everything that the school has done during the pandemic and that the school continues to maintain its standards.</p> <p>Q: What do the Governors involved in the safeguarding visit feel about their role?</p> <p>A: Governors were able to answer any questions raised. Governors were asked if they carried out parent and school surveys. It was agreed that Governors compile a list of questions that could be sent to parents and staff.</p> <p>ACTION: Mrs Berrett to start the process of putting together a Governor survey by emailing Governors for their feedback. Survey to take place during the autumn term.</p> <p>The Head Teacher commented that safeguarding culture is strong and the school's ability to evidence impact is excellent. Staff were praised for the impressive work that was carried out prior to the review.</p>	<p>Mrs Berrett</p>

78.	REPORTS FROM COMMITTEES	<p>(a) <u>Safeguarding Committee</u></p> <p>Topics discussed included:</p> <ul style="list-style-type: none"> • Sexual Abuse in Schools report by the DfE. • RHSE curriculum – meets the needs of the children. Training courses taking place. • Recognising harmful behavior/harassment – training for teachers. • Looking at data re sexual harassment/violence. • Working with local safeguarding partners. <p>The Head Teacher advised that CPD is planned for next year for bespoke training to meet the needs of the children.</p> <ul style="list-style-type: none"> • The school is asking for training funding from the Local Authority . DfE funding also to be looked into for the future. <p>Miss Katenga met with the safeguarding teacher to go through checks and no problems were raised.</p> <p>(b) <u>Sex and Relationship Policy (SRE)</u></p> <p>The Chair commented that this is a good policy and covers a wide remit.</p> <p>Q: Will the children receive a qualification regarding RHSE? A: There is no qualification specific to RHSE. This is part of the enrichment curriculum and is more of a moral curriculum than academic.</p> <p>(c) <u>Standards and Effectiveness Committee</u></p> <p>The second meeting of the S&E Committee has taken place and the minutes will be circulated.</p>	

		<p>Main topics included outreach, interventions, Ofsted report, safeguarding review, engagement with parents and teaching and learning.</p> <p>The committee will meet next term and everyone is welcome. Date to be confirmed.</p> <p>(d) <u>Disciplinary Committee</u></p> <p>It was previously agreed that the Head Teacher could bring in a Governor from another school to be a member of the disciplinary panel. The hearing will take place on Friday 1 July 2021 and the Chair will report back when the process is completed.</p> <p>The Chair heard a staff grievance last week and will report once the process is completed.</p> <p>(e) <u>Looked after Children Meeting (LAC)</u></p> <p>This was a useful meeting and staff are doing an excellent job. One of the topics discussed related to post LAC challenges and further discussion to take place next term.</p> <p>Miss Gillard advised Governors about a specialist research hub based at Salford University that is looking into foetal alcohol syndrome. Research indicates that the rates are twice as high as autism. Miss Gillard has put together a resource pack and sourced training on this subject.</p> <p>(f) <u>Careers Evening</u></p> <p>Miss Gray has shared presentation slides with Governors.</p> <p>A presentation was given by Enterprise Co-ordinators covering various aspects of careers.</p> <p>Q: Who is the school career lead? A: Ms S Coates.</p> <p>Q: What is the interaction between external agencies within Southgate? A: Calderdale/Kirklees careers come on a regular basis.</p>	
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		<p>Q: What about Local Authority employees? A: College interviews for transition and the school has a list of career advisors. The Head Teacher confirmed there is a lot going on but more could always be done.</p> <p>Q: Are employers getting involved? A: The Head Teacher advised that this question should be addressed to Sue Coates as this is her area of expertise.</p> <p>ACTION: Governors to look at the long-term strategies in relation to careers.</p>	Governors
79.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>(a) <u>Meeting with Kirklees Head of Education</u></p> <p>The Chair, Head Teacher and Mr Holland met with Jo-Anne Sanders, Head of Education for Kirklees, together with the Head of Early Inclusion and Safeguarding.</p> <p>The school has an excellent reputation and both members from Kirklees were keen for Southgate to be involved in SEN around Kirklees.</p> <p>(b) <u>Visit to Badgers</u></p> <p>Anne Robinson visited Badgers – ten pupils, two are EYFS, four in Year 1 and four in Year 2.</p> <ul style="list-style-type: none"> • The greatest needs are communication, interaction and sensory. • There are various levels of ability and half of the children receive 1:1 support whilst others work in groups. • Progress was anecdotal as no paperwork was seen. • Photographs are being used to record achievement. • Moderation has taken place with two schools. • Key worker system superseded and staff now work with all children. • Phonic and non-phonic training. • Induction training is good. • Good links with parents. 	

		<p>ACTION: Full report to be shared with Governors.</p> <p>(c) <u>Governor Briefing</u></p> <p>The next Governor Briefing to be held on the 12 July 2021 at 6.00 pm via the Eventbrite link.</p> <p>Q: Does everyone get the Friday email for Kirklees? A: Yes</p>	A Robinson
Governing Body Matters and Statutory Responsibilities			
80.	REPRESENTATION	Discussed under Item 75(d).	
81.	ANY OTHER BUSINESS	<p>(a) <u>Policies</u></p> <p>DfE Statutory Policies need to be approved by Governors.</p> <p>ACTION: Chair to sign off the DfE policies on behalf of the Governing Body.</p> <ul style="list-style-type: none"> • ECT's Policy – currently being worked on by a staff member. • Teaching and Learning – draft policy shared by the Head Teacher. • RHSE • Careers • work related learning. • Online Safety • Data Protection – circulated during the meeting. <p>ACTION: Governors were requested to provide feedback on the above policies.</p> <p>(b) <u>Comic Arts Week</u></p> <p>Mr Holland advised that Comic Arts week will now take place in school in October. The school will put on a display and is in discussions with a couple of local artists. There will be a lot going on and there will be integration with lessons.</p>	<p>Chair</p> <p>Governors</p>

82.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on: Wednesday, 6 October 2021</p> <p>5.00 pm – Finance Committee 5.30 pm – Full Governing Body Meeting</p> <p>A decision will be made as to whether meetings take place online or face to face, dependent on Covid regulations at the time.</p>	Clerking Service
83.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<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>	

The meeting closed at 7.55 pm.