

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 October 2021.

PRESENT

Mr R Baines (Chair), Mrs K Emptage, Mr P Evans (Head Teacher), Miss H Gillard, Miss C Gray, Mr M Holland, Mrs S Norman - part

IN ATTENDANCE

Ms E Kilner (Minute Clerk)

Ms J Hallas (School Business Manager) - part

Mrs R Perfitt (Deputy Head Teacher)

	Item	Minutes	Action
Procedural			
84.	ELECTION OF CHAIR	RESOLVED: That Mr R Baines be elected as Chair for a term of 1 year.	
85.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Mrs A Marsland, Ms A Robinson, Mrs J Berrett and Miss B Katenga (all with consent).</p> <p>There were no declarations of interest.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p>RESOLVED: That the Governors agree to the Governors' Code of Conduct.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>ACTION: Mrs A Marsland and Mrs J Berrett to complete the Declaration of Business Interests Form (either online or a paper copy).</p>	Mrs A Marsland / Mrs J Berrett

		<p>(d) <u>Get Information about Schools (GIAS)</u></p> <p>The Head Teacher advised that this was up to date but would be revised for recent changes.</p> <p>ACTION: The Head Teacher to check that GIAS is up to date.</p>	Head Teacher
86.	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"> • Pupil Holidays. • Comic Arts Week. 	
87.	MINUTES OF THE MEETING HELD ON 30 JUNE 2021.	<p>RESOLVED: That the minutes of the meeting held on 30 June 2021 be approved by the Chair as a correct record of the meeting subject to the amendment below.</p> <p><u>Minute 77 – Safeguarding</u></p> <p>In the third bullet point replace ‘Four – team run families’ with ‘Four – team around families’.</p>	
88.	MATTERS ARISING	<p>(a) <u>Safeguarding (Minute 77 refers)</u></p> <p>ACTION: Mrs J 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>ACTION: Governor photographs to be added to the school website.</p> <p>(b) <u>Reports from Committees (Minute 78 refers)</u></p> <p>ACTION: Governors to look at the long-term strategies in relation to careers.</p> <p>(c) <u>Any Other Business (Minute 81 refers)</u></p> <p>ACTION: The Chair to sign the Online Safety Policy.</p>	<p>Mrs J Berrett</p> <p>All / Mr M Holland</p> <p>All</p> <p>Chair</p>

89.	ELECTION OF VICE-CHAIR	RESOLVED: That Mr M Holland be elected as Vice-Chair for a term of one year.	
90.	FINANCIAL MANAGEMENT AND MONITORING	<p>Financial Headline Information was circulated by Ms J Hallas before the meeting.</p> <p>Ms J Hallas updated the meeting.</p> <ul style="list-style-type: none"> Financial update is for period 4. The council doesn't run a period 5 report and we have just completed period 6 so this should be available shortly. Our B3 was set back in May/June with the following figures: <ul style="list-style-type: none"> Staffing - £3,027,979 Premises - £443,063 Transport - £16,500 Supplies and Services - £338,768 Income - £87,500 Contingency - £174,447 Total Budget for 2021/22 is £3,913,257 – this has increased following the carry over from last year. This has already received additional funds of £67,317 (due to pupil changes) bringing the total budget to £3,980,574 Areas to monitor include agency costs and learning resources. We are already overspent against agency costs which is due to increased level of cover relating to COVID and long-term placement costs. <ul style="list-style-type: none"> Long term teacher costs approx. £1,295 per week Long term ETA costs approx. £660 ETA moving across to us from Vision (12 weeks handover) Looking at how we can monitor which agency is used for which absence We are monitoring class budgets, PE budget and SEN budgets and will be looking at the impact of the some of the purchases. 	

		<ul style="list-style-type: none"> The trim trail that was installed in August will be completed over the October break and we are planning on having an outdoor classroom completed for the end of the financial year. This is going to cost approx. £150,000 with the council funding £100,000 towards the project. We will also be spending on updating the foyer area with new noticeboards and displays for the walls. We are looking at changing the door signs for classrooms to include the Makaton sign for that room which pupils are familiar with. <p><i>Mrs S Norman joined the meeting at 5.55pm</i> <i>Ms J Hallas left the meeting at 6.00pm</i></p>	
91.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance Committee</u></p> <p>The Finance Committee update was included under Financial Management and Monitoring above.</p> <p>(b) <u>Safeguarding Committee</u></p> <p>Mr M Holland updated the meeting. Topics discussed included.</p> <ul style="list-style-type: none"> DSL roles. Risk Assessments. KCSIE 2021 updates and changes. New Safeguarding Policy. Staff changes. Bullying and Discrimination. <p>Overall, this was a very successful meeting and Safeguarding staff are doing an excellent job.</p> <p>(c) <u>Children Looked After and Post 16 Committee.</u></p> <p>Mr M Holland updated the meeting. Topics discussed included;</p> <ul style="list-style-type: none"> Data. 	

		<ul style="list-style-type: none"> • Report on Children Looked After and Post Looked After including progress, funding and the focus on Writing and English. • Resources and support available. • Speech and Language support. <p>The school are very aware of pupil needs and individual challenges.</p> <p>(d) <u>Post Adoption meeting</u></p> <p>Mr M Holland and Miss H Gillard updated the meeting. Topics discussed included;</p> <ul style="list-style-type: none"> • The need for effective communication with multi-disciplinary agencies. • Special Needs including trauma and attachment. • FASD prevalence – University of Salford studies. • Post adoption support in Kirklees. • Life Story work with family liaison. • How we declare that we are an adoption friendly school. <p>ACTION: Miss H Gillard to circulate a link to the FASD documentary.</p>	Miss H Gillard
92.	HEAD TEACHERS REPORT	<p>Report for Governing Body 6 October 2021 was circulated by the Head Teacher before the meeting.</p> <p>The Head Teacher and Deputy Head Teacher updated the meeting.</p> <p>(a) <u>Summary</u></p> <p>We have started the academic year 2021/22 at capacity for the first time. That said, it is very calm and settled and the school doesn't feel as full as it has at times in the past. We are very optimistic for the year ahead.</p> <p>(b) <u>School Data</u></p>	

- As of Tuesday 28th September, we have 164 pupils on roll. An ex pupil has returned to Kirklees and will come back on roll imminently; this will take us to 165. 22 new pupils joined us this September.
- The ratio of boys to girls on roll remains 119:45. 7 of the 22 new admissions are girls.
- We have continued to see an increase in the complexity of need at Southgate.
- September 2021 (2020 in blue) funding levels are as follows:

A Funded:	20 Pupils (12.3%)	24 pupils (15.5%)
B Funded:	60 Pupils (37%)	43 pupils (27.7%)
C Funded:	79 Pupils (48.8%)	81 pupils (52.3%)
D Funded:	3 Pupils (1.9%)	7 pupils (4.5%)

- For A funded pupils, this shows a 3.2% decrease from 09/29. 3 of the new pupils are A Funded, but we celebrated 7 A Funded pupils having their funding levels decreased in 2020/21, as the support they required also decreased. This shows successful provision making children less dependent on support over time. 6 pupils also had their funding decreased from B to C. Despite this, the percentage of B Funded has still increased by 9.3%, as C Funded and D Funded have decreased by 3.5% and 2.6% respectively. Only 3 children remain at D Funded.
- Data from the Special School Profile data (October 2020):
 - Pupil Premium- This has steadily decreased over 5 years to 44.52% eligible
 - There are 11 Looked After Children and 9 Post Looked After Children
 - The ratio of boys to girls continues to widen- 116 to 45
 - Pupils who are identified as White British has steadily increased over 5 years to 70.39%
 - Pupils who have English as an additional language (EAL) has steadily decreased to 14.47%
- Attendance:
 - Attendance for the first 3 weeks of term totals 90.64%.
 - Our School Development Plan target is 92.5%.

		<ul style="list-style-type: none"> ○ There is already a Pupil Premium gap that has emerged that our new Pastoral Manager is focussing on: Yes= 87.7% and No= 92.6%. ○ There are only 9 pupils on a part time timetable compared with 22 this time last year. <p>Q. Has Covid increased the number of cases with complex needs?</p> <p>A. Yes and we have only been able to replace year 11 this year as we had no other places to fill.</p> <p>Q. Does the system take too long to recognise needs and how is the LA managing across the school system?</p> <p>A. The LA has a focus on mainstream sufficiency and only the most complex cases should go to Special Schools.</p> <p>Q. Is growing need just in Kirklees or is it a National trend?</p> <p>A. It is a National Trend.</p> <p>(c) <u>Pupil Progress and Attainment</u></p> <p>The Head Teacher summarised Pupil Progress and Attainment. Progress and attainment is much better than in the previous years. The school has a good set of teachers currently and the outlook is very positive. A full analysis was shared with governors prior to the meeting.</p> <p>(d) <u>Teaching and Learning</u></p> <p>The teaching and learning environment remains very calm and settled. We are optimistic that this gives us the opportunity to embed and improve the curriculum, whilst improving teaching and learning further over time. We want to see more and more outstanding practice across school.</p> <p>An initial informal learning walk showed 12 out of 14 lessons to be good or better. A full programme of Quality Assurance is being developed (discussed with the NEU). Part of this has teachers developing their own practice through coaching and the use of film. Leaders will not be evaluating this individually.</p>	
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Following management processes, we had a turnover of teachers in the summer. For this September, we have 6 teachers requiring low support, 8 medium and 8 high (this includes 4 Early Career Teachers-ECTs, a recently qualified teacher, new teachers and supply staff). No teachers currently require very high support and no teachers are on a support plan.

(e) Behaviour

Behaviour of pupils continues to be good and increasingly outstanding, with anxiety remaining low. Transitions for the vast majority of pupils have gone smoothly, although some staffing difficulties have impacted on some specific classes; support is in place. The Pastoral Manager and Intervention Manager have weekly meetings with the Social and Emotional Team to identify pupils with high levels of anxiety and implement actions to reduce this over time. High expectations are continuously reinforced by leaders and class staff, whilst being personalised to meet the needs to each pupil. We continue to challenge and monitor any incidents of bullying or discriminatory behaviour. The new structure within the Pastoral and Intervention Team means that we can provide more pathway specific support to reduce and eliminate these behaviours. Further information is included in the Termly Behaviour Analysis.

Q. Are physical interventions being eliminated?

A. There are still challenges but we are working towards zero physical interventions. They have reduced by more than 50% from 2019/20 – 2020/21.

(f) School Organisation and Staffing

Most notably, Sue Coates (Assistant Headteacher) no longer works at the school. Sue worked at Lydgate/ Southgate for 15 years. An external advert has gone out for a permanent Assistant Headteacher and a potential fixed term/ secondment second position. In the interim, a competitive internal process was undertaken and Charlotte Gaffigan and Kate Emptage have been appointed until the end of term.

In what feels like a luxury, we also have a full intervention and pastoral team (almost) in place. This has been strengthened by the new Pastoral Manager and Family Liaison Officer.

Before May half term, we recruited an ECT and a more experienced teacher for September. A second recruitment round saw us appoint 3 further ECTs. One of these was contracted until December 2021, and will begin with us in January. She is being covered this term by a familiar and established supply teacher who is receiving excellent feedback from staff and families (he has been encouraged to apply). We were left one teacher short, and have given one of our Cover Supervisors the opportunity to complete a term of her ECT. We have one teacher on long term absence and she has put in her resignation. An advert is out currently for teachers from January 2022.

We are well staffed in most support staff positions. The team has become more stable and experienced over time; I have sent out the performance management overview report that gives an oversight into how support staff are developing. An area we have been struggling to recruit in has been lunchtime support.

(g) School Development Plan

Key priorities are summarised into the four Ofsted areas:

- A- Quality of Education.
- B- Behaviour and Attitudes.
- C- Personal Development.
- D- Leadership and Management.

The full drafted and costed plan has been shared before the meeting.

We are now in the process of linking new performance management objectives to the new plan. Key staff leading each area are also creating more detailed action plans. The School Development Plan does need to be measurable and there are detailed objectives and action plans to support each priority.

It was noted that a section of the School Development Plan is reviewed at each meeting of the Standards and Effectiveness Committee.

Q. Is there ongoing work to support the development of Pupil Voice?

		<p>(j) <u>Buildings and Premises</u></p> <p>Our foyer works were (mostly) completed on time and we are pleased with the result. We now have a meeting room, 3 additional spaces and a larger main office. The bulk of this will make up the school's Pupil and Family provision.</p> <p>In addition to this, a new trim trail was installed over the summer. This replaced the old trail that was slippery when wet. Due to a positive Covid-19 case, the works were not completed, and we are expecting them back to remove the stage and benching, to lay two sections of astro turf and to screen off the fencing at the back.</p> <p>Sadly, we had a failed maglock from the new door installation. We have recorded this as a near miss and are awaiting a response.</p> <p>We were hopeful for our new outdoor classroom/ training space to be installed and ready to use from January 2022. Delays beyond our control have pushed this back to Easter. We are still hopeful about developing the outdoor area this year, including chickens (as a starter) in the New Year.</p>	
93.	PUPIL PREMIUM AND SPORTS PREMIUM	<p>The Head Teacher updated the meeting.</p> <p>Reports detailing Pupil Premium and Sports Premium funding and spending are currently being prepared and these will be circulated before the Standards and Effectiveness Committee. The reports will show;</p> <ul style="list-style-type: none"> • Funding. • How money has been spent. • Impact of spend. • Plans for spend of future funding. 	
94.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>(a) <u>Governor Visits</u></p> <ul style="list-style-type: none"> • The Chair visited school in September 2021. <ul style="list-style-type: none"> ○ Looked at the new Foyer. 	

		<ul style="list-style-type: none"> ○ Met new staff. ○ School feels very calm with all children learning. ○ Overall, very impressive. <ul style="list-style-type: none"> • Miss C Gray has visited school to perform a physical Health and Safety inspection. Plans are now in place to progress the Audit process with SPIE. • Miss H Gillard will arrange a visit to school before October half term • The Chair has attended the Improving Governance forum <p>Q. Does the Chair want comments on governance issues</p> <p>A. Yes, these should be sent to the Chair.</p> <p>(b) <u>Governor Training</u></p> <ul style="list-style-type: none"> • Mr M Holland has completed the second part of Safer Recruitment training. <p>ACTION: Mr M Holland to provide a copy of Safer Recruitment training certificate to the school office.</p>	Mr M Holland
95.	GOVERNING BODY DEVELOPMENT	<p>The Chair updated that the Governing Body Development would mirror the School actions and plans.</p> <ul style="list-style-type: none"> • Deep Dives in school – subjects in the curriculum • Coaching Link Governors (Chair and Mr M Holland) 	
96.	REPRESENTATION	There were no matters of representation to be noted.	
97.	REVIEW OF COMMITTEES	<p>(a) RESOLVED: That committee membership be as follows:</p> <p style="text-align: center;"><u>Standards and Effectiveness</u> All Governors</p> <p style="text-align: center;"><u>Finance and Premises</u> Mr R Baines</p>	

		<p>Mr P Evans Mr M Holland Mrs A Robinson</p> <p><u>Health and Safety</u></p> <p>Mrs A Marsland Ms C Gray Mr R Baines</p> <p><u>Performance Management</u></p> <p>Mr P Evans Mr R Baines Mrs J Berrett Mr M Holland</p> <p><u>Complaints Committee</u></p> <p>The Complaints Committee would draw from the Governing Body according to availability.</p> <p>(b) <u>Terms of Reference</u></p> <p>RESOLVED: The Governing Body agreed to adopt the LA model Terms of Reference.</p>	
98.	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>RESOLVED: That the following Governors be given specific responsibilities as follows:</p> <p>SEN - All Governors due to the nature of the school. Governor Training Contact - Mr Richard Baines. LAC Governor / Child Protection / Safeguarding Governor / Pupil Premium and Sports Premium Link- Mr M Holland, Mrs Jeanette Berrett, Miss H Gillard Early Years Governor - Mrs Anne Robinson Wellbeing Governor - Mrs Abigail Marsland</p>	

		<p>Equality Governor – Miss H Gillard Data/Progress/Attainment Governor - Mr Richard Baines Website Compliance - TBC Orchard Pathway Link Governor - Mrs Anne Robinson Woodland Pathway Link Governor - Mrs Anne Robinson Forest Pathway Link Governor - Mrs Abigail Marsland and Mrs Jeanette Berrett Careers – Ms Cheryl Gray</p> <p>ACTION: Governors with Specific Responsibilities to be reviewed at the next Full Governing Body meeting.</p>	Chair
99.	DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> (a) Planning and conducting the affairs of the school to remain solvent. (b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls. (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding. (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it. <p>RESOLVED: The financial limits of this delegated authority e.g. spending limits, budget virement shall be £10,000.</p>	
100.	EVOKE KIRKLEES PARTNERSHIP	<p>This is an Arts and Creativity initiative and there are links with Comic Art Week.</p> <p>ACTION: The Head Teacher to progress contact with the Evoke Kirklees Partnership</p>	Head Teacher

101.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p>RESOLVED: That the policies below be agreed and adopted.</p> <ul style="list-style-type: none"> • Safeguarding. • SEN Report. • Whistleblowing. • Public Sector Equality Policy and Objectives. • Public Sector Equality Information. <p>It was noted that only Statutory Policies will be brought to the Full Governing Body for approval.</p> <p>Q. Are all school policies on the website? A. All the policies relating to external stakeholders are on the website.</p> <p>ACTION: The Head Teacher to ensure that the Chair is sent a list of all school policies in place.</p>	Head Teacher
102.	DATA PROTECTION ACT (DPA) GENERAL DATA PROTECTION REGULATION (GDPR) AND INFORMATION SECURITY	<p>The Chair updated the meeting.</p> <ul style="list-style-type: none"> • It is important the all governors use their school email accounts for all school related business (personal emails should not be used). • School emails are secure and it is best practice to only use school email accounts. <p>ACTION: Ms J Hallas to ensure that all governors have a school email account. ACTION: All governors to use only their school email account for school related matters.</p>	Ms J Hallas All Governors
103.	ANY OTHER BUSINESS	<p>(a) <u>Comic Art Week</u></p> <p>Mr M Holland updated the meeting.</p> <ul style="list-style-type: none"> • Comic Art Week will take place next week in school. • There will be two artists in school and workshops will take place. • Art will be linked to the curriculum in a whole school approach. Graphic art does have an impact with young people. • On the 4 November 2021, the Comic Laureat will visit school to do workshops. 	

		<p>(b) <u>Pupil Holidays</u></p> <p>The Head Teacher updated the meeting.</p> <ul style="list-style-type: none"> • There is a concern about families taking holidays in term time. • We will now return to our pre pandemic policy. • Individual circumstances will be considered. • A firmer line will be taken in the new year, especially where holidays are more than 1 week. • The primary consideration is children and their education and learning. We would be especially concerned about children going 'off grid'. • Marking holidays as unauthorised may be a sufficient deterrent but in some cases, there may be a need to resort to the right to fine parents. 	
104.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on:</p> <p>Full Governing Body Meeting - Wednesday, 1 December 2021 at 5.30pm (meeting to be remote)</p>	
105.	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 8.24 pm.