

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, 3 February 2021.

**PRESENT**

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

**IN ATTENDANCE**

Miss K George (Minute Clerk)  
Mrs R Perfitt (Deputy Head Teacher)  
Miss B Katenga (Governor Designate)  
Miss S Hoffman (Observer)

	<b>Item</b>	<b>Minutes</b>	<b>Action</b>
41.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Mrs K Emptage (consent).</p> <p>There were no declarations of interest.</p> <p>The new Governors were invited to introduce themselves to the Governors. Miss Gillard explained that she had a son attending Southgate and before adopting her son she had been a nursing consultant, helping vulnerable families.</p> <p>Miss Katenga also introduced herself, explaining that she was a mother of four children, and she had been involved in local and regional politics and she had also stood in a couple of elections in 2014 and 2016.</p> <p>Governors briefly introduced themselves to the new Governors.</p>	
42.	NOTIFICATION OF ITEMS TO BE	There were no items of Any Other Business notified.	

	BROUGHT UP UNDER ANY OTHER BUSINESS		
43.	MINUTES OF THE MEETING HELD ON 2 DECEMBER 2020.	<b>RESOLVED:</b> That the minutes of the meeting held on 2 December 2020 be approved by the Chair as a correct record and signed at a future meeting.	
44.	MATTERS ARISING	<p>(a) <u>Keeping Children Safe in Education (Minute 28 (f) refers)</u></p> <p>All Governors confirmed that they had now read this document. A copy of this would be sent out to the new Governors to read through.</p> <p>(b) <u>Christmas Show (Minute 29 (f) refers)</u></p> <p>Governors had enjoyed watching the Christmas show, it was really good. The Head Teacher advised that he was delighted about how inclusive the performance was. Fiona Taylor and the staff who supported did a great job.</p> <p>(c) <u>Standards and Effectiveness Committee (Minute 31 (a) refers)</u></p> <p>Mr Holland advised that a date would need to be arranged for this committee which he would produce an agenda for. Governors decided it would be good to hold this in March when the next Finance Committee would be held.</p>	
45.	COVID-19	<p>(a) <u>School Lanyards</u></p> <p>The Head Teacher advised that the school now had a UV light that lanyards were scanned through in order to remove any germs in order for staff and visitors to wear them around school. The lanyards were essential in identifying who had DBS checks and who didn't.</p> <p>(b) <u>Covid-19</u></p> <p>The Head Teacher confirmed there had been no known positive cases of Covid within the school since October half term. Rates were also lower in Kirklees than</p>	

		<p>they were before the New Year, which was reassuring for staff and families along with continuous reminders of the risk assessment.</p> <p>The Head Teacher confirmed that when the school re-opened in the New Year, it came with some uncertainty as some of the main unions were advising their staff not to attend. None of the Southgate Staff followed this advice but they were understandably concerned. The late 8pm announcement on the Monday evening by the Prime Minister left the school with little choice but to close on Tuesday 5th January. As well as no guidance at this stage, the school could not determine this late in the day whether staff would have key worker provision for their own children for this day.</p> <p>The Head Teacher re-opened the school the next day as normal for families that wanted a place. Secondary age pupils were encouraged to have a test before returning and many had a test in school the following week. Pupil attendance had been at 65 – 70%. Off-site provision continued where it was the pupil's offer. There were some staff working with children at home and the school was providing what worked for each individual child and their family. The most vulnerable were encouraged to attend school.</p> <p>(c) <u>Staff</u></p> <p>Over the Christmas holiday, there had been a few positive staff cases but these were unlikely to be linked to the school.</p> <p>There was a lot of risk control in school, there were one-way systems in place and new and refreshed signage which had been a result of the Health and Safety recommendations from Miss Gray.</p> <p>Miss Perfitt had played a pivotal role in the setup of Southgate as a testing centre. Lots of staff volunteered to undertake training and play their part with this. There had been a lot of consenting secondary age pupils who had had the tests. The vast majority of staff had consented to weekly testing and there had been no positive results.</p> <p>It takes a staffing commitment to run testing and the school was using agency staff to cover this. The DfE would provide £12,000 to cover testing costs.</p>	
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	<b>School Improvement</b>		
46.	KLP AUTUMN TERM VISIT	<p>The KLP visit had taken place on 20 January and the Head Teacher had received the report for this, this had been emailed out to Governors prior to the meeting.</p> <p>The Head Teacher summarised the key points of the report. He advised that the KLP had said that the strong and ambitious leadership of the Headteacher, ably supported by his Deputy Headteacher and the staff team ensured that the school had continued to improve since the previous inspection and all Senior Leadership Team posts were now permanent.</p> <p>The report also stated that the Governing Body had been strengthened since the previous inspection and was now at full capacity and Governors had a wide range of skills and experience.</p> <p>The Head Teacher advised that it was a very positive report and the recommendations detailed in the report were tied into his performance management.</p> <p><b>Q. How often is this report completed?</b>  <b>A.</b> It depends on the segment the school is in. Southgate has two visits per year. The next visit would be in the Summer term and this would focus on the quality assurance of the new curriculum.</p>	

47.	HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher's report had been emailed out to Governors prior to the meeting and the main points were highlighted.</p> <p>(a) <u>Safeguarding</u></p> <p>Miss Perfitt advised that there were currently no children on Child Protection Plans, 10 children were on CIN (Child in Need), 6 with TAF (Team Around Family) or Early Support and 1 undergoing statutory assessment.</p> <p>Safeguarding knowledge of all staff had been enhanced through the recent 'Workshop to Raise Awareness of Prevent (WRAP)' training on 28 January 2021. This was part of the school's statutory duty around Prevent.</p> <p>Miss Perfitt added that in the recent KLP visit, the school discussed that it would be beneficial to seek external validation of Safeguarding at Southgate. This would consolidate the areas of strength but would also help to evaluate and reflect on any areas that need further development. This was something the school would endeavour to do when the circumstances allowed.</p> <p>(b) <u>Staff</u></p> <p>Miss Perfitt advised Governors that there had been two recent staffing departures, one of which was the family worker who had been offered a promotion in Kirklees. Miss Robinson had supported the recruitment process for these posts and adverts had been put out for a Family Liaison Worker and a Pastoral manager; The closing date for these adverts was Friday. Miss Perfitt advised that a parent panel would be set up to aid recruitment alongside Governors.</p> <p>The job description for the Pastoral Manager position had been reshaped, which would enable the school to have a pastoral leader working in each pathway. This would create additional leadership and decision making, and ease pressures on senior leadership links who oversee each pathway.</p> <p>The Head Teacher advised that he remained very pleased with the continued development of leadership across school in both teaching and support staff positions. 2 of the middle teacher leaders had done a great job in acting senior leadership positions to cover a long-term absence. The ETA Manager had</p>	
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		<p>contributed to an even better round of support staff performance management, and the review process made for some very encouraging reading.</p> <p>The attendance of teachers currently was very high and support staff had also stepped up throughout.</p> <p>(c) <u>School Development Plan</u></p> <p>The Head Teacher advised that despite the unusual nature of the year, it was very pleasing to see the progress against the 10 priorities in the development plan continue to take shape. One of the priorities was creating a whole school coaching culture. Miss Hoffmann would join the next meeting to feedback about this development. The Head Teacher added that staff following their own action plans helped to fulfil the priorities on the School Development Plan.</p> <p>The Head Teacher advised that there would be a focus on the Teaching and Learning policy this term. The new curriculum had been launched and the school needed to evidence that it is being used, the impact it is having and what pupils, parents and carers think about it.</p> <p>(d) <u>Modular Building</u></p> <p>The Head Teacher explained that the new modular building would hopefully be in place by September 2021 and would allow 16 extra pupil places. He was hoping that they would have a kitchen attached to this building and they were looking at older pupils who would receive a preparation for adulthood offer.</p> <p><b>Q. Will the modular building be ready to go once it arrives?</b></p> <p>A. We were originally going to have a dance studio, but this was provided to a different school. We will be having a meeting with the company providing the modular building with a 'wish' list as we want the building to be sensory and a flexible space so it can respond to the needs of cohorts who will be using it.</p>	
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Miss Perfitt

		<p>The school had a responsive system and strategies had been put in place which had been imbedded throughout the school.</p> <p><b>ACTION: Miss Perfitt to send out a full analysis on behaviour to Governors.</b></p> <p>The Head Teacher added that Non-Accidental Damage (NAD) had reduced significantly over the last couple of years.</p> <p>A staff reflection survey had been done and this had been completed by 61 members of staff, the majority of staff see the behaviour of pupils as good or outstanding. 75% of staff believed that behaviour had improved/significantly improved.</p> <p><b>Q. Was the survey anonymous?</b></p> <p>A. No but staff had the option to provide their feedback to Jane McCrea if they wished.</p> <p>(f) <u>Pupil Progress</u></p> <p>The Head teacher advised that the first data collection since Spring 2020 was made at the end of the Autumn Term. This data was used alongside last year's data, behaviour data, and WOW judgements to refresh the priority pupil lists. Each class had identified priorities and focus areas to ensure that children could make progress in line with expectations. Whilst reviews would be ongoing, the next data round on the 19<sup>th</sup> March would help the school to evaluate the impact of this work.</p> <p>As always, the school approached each child as an individual. Classes, supported by the intervention team, were focussing on a variety of interventions including mental health and wellbeing, physical health and fitness, communication, and academic skills.</p> <p>The Head Teacher advised that GCSEs and Key Stage assessments were not going ahead again.</p>	
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48.	REPORTS FROM COMMITTEES	<p>(a) <u>Safeguarding Meeting</u></p> <p>The majority of this meeting was covered within the Head Teacher's report (Minute 47 refers).</p> <p>Mrs Berrett advised that the National Online Safety team checked online apps and if there was anything wrong with them, they would inform schools which Mrs Berrett found to be really interesting.</p> <p>Mr Holland advised that during the meeting they had discussed:</p> <ul style="list-style-type: none"> <li>• How the children had managed during lockdown.</li> <li>• There was a focus on the individual child and multiagency working.</li> <li>• When handling concerns, the children were of paramount importance.</li> <li>• Safeguarding was an ongoing process.</li> </ul> <p>Miss Perfitt advised that she valued having meetings with Governors so things could be discussed from a different perspective.</p> <p><b>Q. How are you handling losing your family liaison officer?</b></p> <p>A. The intervention manager is picking up a lot of this work. SEN support from families training is being held online. Checking in with families is still being done and we are working with multi-agencies to do this. The Case work consultant has also picked up on some of this work.</p> <p>Miss Perfitt added that the school currently had more admin staff in school at the moment so they can adapt to the changes.</p>	

		<p>(b) <u>Health and Safety Meeting</u></p> <p>Miss Gray went through some general Health and Safety information that had been picked up in other schools.</p> <p>Miss Gray advised that it had been found that there was a lack of social distancing in the staff room and canteen, fire doors had been propped open to aid ventilation and there had been a lack of effective reviews of the Covid risk assessments.</p> <p>The good practice that was detailed was:</p> <ul style="list-style-type: none"> <li>• Use of a classroom seating plan.</li> <li>• Click and collect app to be used for the canteen to reduce congestion.</li> <li>• Hand washing with UV lights.</li> </ul> <p>Miss Gray added that in Kirklees the risk assessments were updated in line with the guidance.</p> <p>The Head Teacher advised that the school was happy with their risk assessment and the implementation of it. He added that the risk assessment had gone out to unions again in mid-January and the SLT reviewed it every Monday during their meeting.</p>	
49.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>Mrs Berrett will be attending a Safeguarding refresher course on Wednesday, 10 February 2021.</p> <p><b>ACTION: Mrs Berrett to send a copy of the certificate to Miss Perfitt for her records.</b></p> <p>Mr Holland had attended a Mental Health course which had been run by Kirklees Educational Psychology Service. Mr Holland would make some notes about this and send it out to Governors. Mr Holland added that the Head Teacher was mentioned in this course as an example of good practice and evidence of 'child's time to talk' and supporting communication. Governors agreed that this was very positive feedback, and this was a whole school approach.</p> <p>The clerk advised Governors that there is training available on the NGA Learning Link and that other training was advertised on Kirklees Business Solutions. The</p>	Mrs Berrett

		<p>clerk briefly explained to Governors how they can access their accounts on Kirklees Business Solutions so they can view their Governor Dashboard and any available training.</p> <p><b>ACTION: Clerk to email out the link to the video that explains how to log in and navigate Kirklees Business Solutions.</b></p> <p>Mr Baines advised that he had done a video to aid Kirklees in the recruitment drive to recruit more Governors.</p> <p><u>Medical Audit</u></p> <p>Mr Holland and Mrs Berrett had been involved in the medical audit, which was done regularly. Mrs Berrett advised that usually they would physically go into the medical cupboard to do the audit but this time they were given plenty of photos to work off.</p> <p>Mrs Berrett advised that they also looked at staff training in the administration of an emergency EpiPen and Insulin and had been advised that everything was in place for the school to administer these if needed.</p> <p>Mr Holland and Mrs Berrett also looked at the DfE guidance on how often medications are checked and how everything is recorded and checked. They also look at information misses where some information was missing or out of date. This had been an issue with a child's dietary needs as there had been no information about their intolerance to lactose and this was historically missed information as the child had been in school since 2018 and no note of this dietary need had been made. Miss Perfitt had undertaken a thoroughly review of the system and updated the information on this, so it was recorded correctly.</p> <p>Mr Holland advised that information came in from several different places and it would be good practice to do a walkthrough of administrative systems to make sure information is recorded correctly and the appropriate people are kept informed.</p>	Clerk
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<b>Governing Body Matters and Statutory Responsibilities</b>															
50.	REPRESENTATION	<p>(a) The following matters of representation were noted:</p> <p><u>End of term of Office</u></p> <table><tr><td><u>Name</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr><tr><td>Jeanette Berrett</td><td>Parent</td><td>29.01.21</td></tr></table> <p>RESOLVED: That Governors appointed Mrs Berrett as a Co-opted Governor.</p> <p><u>Governor Designate</u></p> <table><tr><td><u>Name</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr><tr><td>Cheryl Gray</td><td>Designate Co-opted</td><td>Pending DBS Checks</td></tr></table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jeanette Berrett	Parent	29.01.21	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Cheryl Gray	Designate Co-opted	Pending DBS Checks	<b>Governor Clerking Service</b>          <b>Miss Gray</b>
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		<p><b>ACTION: Miss Gray to complete her online DBS application form and provide her ID to the school to send through to the Governor Clerking Service.</b></p> <p>Bikatshi Katenga                      Designate                      Pending DBS Parent    Check</p> <p><b>ACTION: Miss Katenga to provide her ID to the school to send through to the Governor Clerking Service.</b></p> <p><u>Appointment</u></p> <table><tr><td><u>Name</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr><tr><td>Hayley Gillard</td><td>Parent</td><td>30.01.2021</td></tr></table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Hayley Gillard	Parent	30.01.2021	Miss Katenga
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
Hayley Gillard	Parent	30.01.2021							
51.	FINANCIAL MANAGEMENT AND MONITORING	<p>The Head Teacher explained that there was an underspend in period 9 and there had been an increase in the budget due to an increase in pupil numbers over the year.</p> <p>There was an underspend against the premises line of the budget due to lockdown.</p> <p>The school were looking at purchasing a trim trail for the Castle Hill playground (previously the upper playground), the school were currently exploring the maintenance schedule for this.</p> <p>The Head teacher added that there was still uncertainty about insurance for absent teachers.</p> <p><u>Maglocks</u></p> <p>The Head Teacher confirmed that the maglocks will be installed at Easter and the corridor door will also be in place at the same time. This work will be done by a company called Red Tree. The Head Teacher had a property meeting tomorrow to discuss this.</p>							

		The Head Teacher advised that the heating was currently not working properly, and had heard only one boiler was working. The heating becomes a concern every winter and the school have again escalated this.	
52.	ANY OTHER BUSINESS	<b>There were no items of Any Other Business.</b>	
53.	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, 21 April 2021 preceded by the Finance Committee at 5.00 pm.	Governor Clerking Service
54.	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 7:50 pm.*