

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the Meeting of the Governing Body held at 5.30 pm via Microsoft Teams on Wednesday, 1 December 2021.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Mrs K Emptage, Mr P Evans (Head Teacher), Miss C Gray, Mr M Holland, Mrs S Norman, Ms A Robinson (part meeting).

IN ATTENDANCE

Ms A Bird (Minute Clerk)
Mrs R Perfitt (Deputy Head Teacher)
Jackie Nellis, Kirklees Learning Partner

	Item	Minutes	Action
Procedural			
106.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Miss H Gillard (with consent). Mrs A Marsland and Miss B Katenga were absent. There were no declarations of interest.	
107.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under Any Other Business: (i) Comic Arts. (ii) Car parking for disabled children. (iii) Governor's corner in the school website.	
108.	MINUTES OF THE MEETING HELD ON 6 OCTOBER 2021.	RESOLVED: That the minutes of the meeting held on 6 October 2021 be approved by the Chair as a correct record of the meeting subject to the following amendment:	

		<p>(i) <u>Paragraph 91(c) – Children Looked After Committee</u></p> <p>To amend to Children Looked After and Post 16 Committee.</p> <p>The following action points were reviewed:</p> <p>(i) <u>Paragraph 85(b) Declaration of Business Interest information</u></p> <p>Mrs J Berrett has completed the Declaration of Business Interest form. The form for Mrs A Marsland is outstanding.</p> <p>(ii) <u>Paragraph 85(d) Get Information about Schools (GIAS)</u></p> <p>Mrs J Hallas has updated the GIAS.</p> <p>(iii) <u>Paragraph 88(a) Safeguarding (Minute 77 refers) – Governor Survey</u></p> <p>Mrs J Berrett reported that the family worker is planning to send out a survey and it has been decided that the Governor survey will be conducted in the Spring and the family worker's questions will be made available to governors to avoid duplication. There was a discussion about how the planning for this would take place.</p> <p>RESOLVED: That Mrs J Berrett will organise a planning meeting.</p> <p>(iv) <u>Paragraph 88(b) Reports from Committees (Minute 78 refers) - Long term strategy for careers</u></p> <p>Martin Green attended the special school heads meeting and work is to be planned across the schools about the student's aspirations. The school had a strong offer before Covid and this needs to be recreated.</p> <p>Careers is on the development plan alongside other priorities. This will be a focus for Cheryl and Charlotte.</p>	<p>Mrs A Marsland</p> <p>Mrs J Berrett</p> <p>Miss C Gray</p>
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		<p>(v) <u>Paragraph 88(c) Any Other Business (Minute 81 refers)</u></p> <p>All policies have been signed by the Chair and returned to school.</p> <p>(vi) <u>Paragraph 94(b) – Governor Training</u></p> <p>The Vice Chair has provided his Safer Recruitment training certificate.</p> <p>(vii) <u>Paragraph 98(f) Head teachers Report - Safeguarding</u></p> <p>The KCSIE 2021 is a national document and all governors must read it. The Vice Chair stated that he attended the briefing on this and it is important that governors understand the changes in it. Governors have to sign to acknowledge that they have read the document.</p> <p>RESOLVED: That Mrs R Perfitt will check that all governors have read and signed the document.</p> <p>(viii) <u>Paragraph 98 – Governors with Specific Responsibilities</u></p> <p>There is a need to fill the roles held by Mrs A Robinson.</p> <p>RESOLVED: (i) That Mrs J Berrett and the Chair will work on Orchard, Woodland and Forest together and some meetings are to be planned. (ii) As there are no Early Years pupils in the school at the moment an Early Years Governor is not needed. (iii) Miss C Gray will support on Equality.</p> <p>A school website compliance check has been undertaken by the Head teacher and the website requires some work to bring it up to standard, SLT have actions to perform and it will be checked again after the holidays.</p> <p>(ix) <u>Paragraph 100 – Evoke Partnership</u></p> <p>There has been no further progress.</p>	<p>All governors</p> <p>Mrs R Perfitt</p> <p>Mrs J Berrett/ Chair</p> <p>Miss C Gray</p> <p>Head teacher</p>
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		<p>(x) <u>Paragraph 102 – Data Protection</u></p> <p>The Southgate accounts have been activated.</p>	
109.	MATTERS ARISING	There were no matters were arising.	
110.	FINANCIAL MANAGEMENT AND MONITORING	<p>The Vice Chair stated that there is an underspend against the teachers budget due to vacancies, it has been a challenging term for business support and the school has appointed 3 new ETAs. There was a discussion at the Finance Committee about how we raise concerns about the mag locks and that these are picked up and actioned. The Vice Chair and SBM concluded that maybe correspondence from the Chair to a senior manager in Kirklees is needed from time to time. Planning has not been submitted yet for the outdoor classroom and which will cause a delay in the classroom being built.</p> <p>Q. How much contact have we had with Kirklees? A. Considerable but the complexities of the contract are making progressing the matter very difficult.</p> <p>Q. Is someone from Corporate Landlord involved? A. It is SPIE, Kirklees and KSSL who have to act before it can go to planning and then it will take a further 3 months from there. It may be appropriate at times to send in a letter from the governors to raise the profile of the issue.</p> <p>There may come a time when the school cannot accommodate the children that the LA need to find places for. The post 16 provision is critical for the LA. There are so many children in special needs schools but there seems to be little planning for these children post 16.</p> <p>Q. Are regular meetings taking place about the building issues? A. The outdoor classroom is getting delayed due to the PFI contractual arrangements and lending issues and it is hard to identify where the blockages are.</p> <p>Issuing the vouchers for pupils entitled to Free school meals over Christmas has to be paid for from the school budget by using the corporate credit card and then re-claimed from the council. This can have an impact on the credit limit on the credit card resulting in restrictions on being able to order other resources. The money for the outdoor classrooms</p>	

		<p>will cost approximately £160,000 with the council providing £100,000 towards this amount. Some of the money that we planned to spend during Covid on developing the school has not taken place and at present we are estimating an underspend.</p> <p>The Vice Chair stated that the locking mechanism on the government laptops has expired which may mean that they might not be of much use to the students soon.</p>	
111	KLP REPORT	<p>Jackie Nellis, Kirklees Learning Partner introduced herself and gave governors an explanation of her background. The Autumn term review had to be remote but Jackie will visit school next week to look at phonics, early reading and the curriculum.</p> <p>At the remote meeting a template was completed for the visit. The Chair has received the report.</p> <p>The profile of the school was outlined. The curriculum has been a 3 pathway since 2016. Opportunities for pupils to review their progress have been sought and also that reading is consistent and sequential and that books match the phonics sounds that children are learning. There has been a lot of work in improving behaviour and this is much more positive than a few years ago.</p> <p>There have been changes in SLT. The SEF is kept up to date and shared in advance of the meetings. The structure and development of the new team is a priority. New early career teachers are well supported and staffing is more stable. There is a focus on high quality teaching and learning and the dip in performance and progress has been corrected. Baseline assessment and target setting is more rigorous and aspirational.</p> <p>It is clear that governors have a focus on safeguarding and all staff take ownership of managing behaviour. There were no exclusions in 2021 and the school receives good responses from parents. Most pupils go on to Ravenshall or Kirklees College for Post 16 and the school's concerns for post 16 are recognised. Website compliance is clearly on the agenda. It is good that there is joint working across schools.</p> <p>A meeting has taken place with governors to discuss the Head teacher's performance review and Jackie will be back in school next week. There is some good work going on in school and the priorities are correct.</p>	

		Jackie was thanked for her update and left the meeting.	
112.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance Committee</u></p> <p>The Teachers Pay committee has met. Teacher reviews were looked at and comprehensive notes from current and previous meetings were reviewed. The evidence and proposals were clear for governors to understand. The information is anonymised. It is clear that support is provided to staff if needed and there has been clear evidence of how we expect staff to progress and perform. Last year, 3 teachers didn't make sufficient progress but this year everyone met their targets and received their pay progression as appropriate. The additional development work and added value that staff deliver was also evident. Staff are bringing creativity and ingenuity to the school.</p> <p>The Head teacher performance management targets were reviewed and all the evidence was provided as to how the targets have been met. Another good job has been done despite very difficult circumstances. Objectives for the next 12 months have been set which are aspirational.</p> <p>A lot of the work of the Head and Deputy Head teachers have been delegated allowing them to broaden their scope of work inside and outside of the school. The Comic Arts people have been very positive and complimentary about the school.</p> <p>(b) <u>Children Looked After and Post 16 Committee</u></p> <p>The Vice Chair reported that there is a meeting next week to discuss how the governor and school roles can be maximised and ensure the system is as strong as it can be and time is used well.</p> <p>(c) <u>Standards and Effectiveness Committee</u></p> <p>The notes from a recent meeting have been circulated and a number of areas were covered. All governors are welcome to attend future meetings.</p>	

113.	SCHOOL UPDATES TO REPORT	<p>The Head teacher stated that after the meeting a number of policies including behaviour, teachers' pay, careers and staff code of conduct will be sent out for approval at the Standards and Effectiveness Committee.</p> <p>Key information from the verbal report was as follows:</p> <ul style="list-style-type: none"> • There are 166 children on roll. • Attendance is 90.75% up to 26 November which compares well to other schools but we would like it to be better. A target of 92.5% was set for the year. • The Pupil Premium (PP) children are 3.5% behind but they are vulnerable to school transport issues. Three routes were cancelled due to snow. The PP children struggle more with this because they do not have alternative transport arrangements. On this day the gap was 10%. This remains a school priority to improve. <p>Q. If children have to isolate what happens?</p> <p>A. They are temporarily removed from the register coding to lessen-impact on the figures.</p> <ul style="list-style-type: none"> • The Head teacher continues to pursue SENDACT about the two pupils who the school cannot meet the needs for. • HR additional support is being used as part of school development priorities including staff attendance. It was difficult around half term to manage because of staff shortages. • Some children have suffered levels of anxiety. Some of these were new starters and complex needs have had to be managed. A few members of staff were off school particularly in Woodland which created difficulties for the students. It resulted in higher levels of anxiety and physical intervention but approaches have been changed which supported the individual students and their peers. This is now reducing. The majority of pupils still have good or outstanding days. • Progress data is being collected and will be in the next Head teacher's report. • A lot more quality assurance is being undertaken including learning walks in teaching and learning. Twelve lessons seen were good or better and the ones which were below this are being addressed. • We are looking at whole school diversity and celebrating this. Learning walks next week will be on RSE and SMSC and interfaith and anti-bullying weeks have been celebrated. 	
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114.	SAFEGUARDING	<p>There are 2 children on child protection, 8 on CIN and 4 with a TAF. Things fluctuate. Three children are under assessment. All training is up to date for the DSLs and development training is coming on board as well as refreshers. Whole school training is up to date. Staff have received the policy and a knowledge check quiz will be sent out to verify that they have read and understood the information. We continue to work with a wide range of partners. Uniform exchange partners are working with us to the benefit of student and their families and good work has been undertaken with the drug and alcohol misuse service. Some support services have long waiting lists because of Covid.</p>	

115.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The Chair attended school to undertake the assistant head teacher recruitment.</p> <p>The Vice Chair visited after school for the Comic Arts week.</p> <p>It is recognised that it is difficult for governors to attend school at the moment due to Covid.</p>	
115.	REPRESENTATION	<p>The parent vacancy was noted.</p> <p>RESOLVED: That Mrs A Robinson will confirm to Katrina Ashton her decision to leave the governing body and will attend the next meeting.</p> <p>Mrs Robinson's long service to the governing body was recognised and the Head teacher and Chair thanked her for her contribution.</p>	Mrs A Robinson
116.	ANY OTHER BUSINESS	<p>(i) <u>Comic Arts</u></p> <p>The Vice Chair reported that Comic Arts week was excellent and the workshops with the Comic Arts Laureate went very well. Information for social media and the press has been drafted and included in the Governor's corner on the website. The team are doing some academic research about the impact on reading which will be shared with governors. There is evidence that Comic Arts can be used to improve the reading capacity of the students. This is important national research. We are still hoping to have a large work of art in school and have a display in the local library.</p> <p>(ii) <u>Car parking for disabled children</u></p> <p>Q. Any news on the car park</p> <p>A. It is tied in with the other building issues which are unlikely to happen before September 2023 at the earliest.</p> <p>The two disabled parking spaces are not fit for purpose as there isn't enough space to enable the child to exit the vehicle and the spaces are always taken up.</p> <p>The Head teacher has petitioned to have the bollards removed which Kirklees Highways have agreed would be beneficial with but don't have the budget to do it.</p>	

		<p>When the issues have been raised there has been little assistance other than to risk assess the issue.</p> <p>Q. Are we still staggering start times?</p> <p>A. No, We have to manage the access for cars to protect the children. It is recognised that the design of the car park isn't adequate.</p> <p>There was supposed to be some works done to the bus shelter but this was not done and no response from highways on this issue has been received.</p> <p>(iii) <u>Governor's corner in the school website</u></p> <p>A governor suggested that governors penned a few lines on why they were a governor and what they do.</p> <p>RESOLVED: That the Vice Chair will draft something initially for other governors to comment on and add to.</p>	Vice Chair
117.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on:</p> <p>Wednesday, 2 February 2022 at 5.30pm (meeting to be remote) preceded by the Finance Committee at 5.00pm.</p>	
118.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of the Agenda, minutes and related papers be excluded from the copy made available at the school in accordance with the Freedom of Information Act.</p>	

The meeting closed at 7.54 pm.