

**THE GOVERNING BODY OF SOUTHGATE SCHOOL**

Minutes of the Meeting of the Governing Body held at 5.30 pm at the school on Wednesday 6 July 2022

**PRESENT**

Mr R Baines (Chair), Mrs J Berrett (remote), Mrs K Emptage, Mr P Evans (Head Teacher), Cheryl Gray, Mr M Holland, Sue Norman, Jeanette Wittrick.

**IN ATTENDANCE**

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

Jeanette Wittrick was welcomed to her first meeting and Cheryl Gray was welcomed to her first face to face meeting.

	<b>Item</b>	<b>Minutes</b>	<b>Action</b>
163.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Ms B Katenga (consent).  There were no declarations of interest.	
164.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be discussed under any other business: <ul style="list-style-type: none"><li>• New Parent governors to visit to help them gain an insight into the school day (in the past there had been governor links to a class but this will be explored again in September - Governors were always welcome to come in by appointment).</li><li>• Issues with Class DoJo.</li><li>• Safeguarding.</li></ul>	Governor 'A Day in the Life of ...'  Action Plan for Visits

165.	MINUTES OF THE MEETING HELD ON 18 MAY 2022.	<b>RESOLVED:</b> That the minutes of the meeting held on 18 May 2022 were agreed as a correct record of the meeting.	
166.	MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 18 MAY 2022	<p>i) <u>Governor Biographies (Min 151 (a) refers)</u></p> <p>A template for a model governor biography had been circulated. When these are on the website, it could be a driver to encourage governors to join us.</p> <p><b>Q: What about attending on Open Days, as we did this before Covid?</b>  A: There is no reason why this couldn't happen.</p> <p><b>Q: What is the purpose - to recruit governors or to show parents?</b>  A: Both.</p> <p>ii) <u>SFVS (min 151 refers)</u></p> <p>This had been approved, signed off and submitted</p> <p>iii) <u>Governor Survey (min 151 (b) refers)</u></p> <p>This had been completed as had the Parent Survey.</p> <p><b>Q: How was the Parent Survey done?</b>  A: Parent Hub, class DoJo and with paper copies being available.</p> <p><b>Q: What if you got a text and a DoJo?</b>  A: It was better to have two requests than none at all. There used to be a Home/School Book and although some classes have 100% on DoJo some parents still prefer paper.</p> <p>The replies were shown on screen. There is a thread through as there seems to be one disaffected parent/carer. Responses to question 5 'Do you feel safe' - on digging down by 'safe' could mean that they are unhappy with another pupil in the class. It may also mean this is the case because of anxiety.</p>	

		<p><b>Q: Is it the parents answering on behalf of the child? Do they actually ask the child?</b></p> <p>A: This is an unknown.</p> <p>The Pupil Survey is hot off the press and here 'safe' could mean they were unhappy with the noise level or say a child climbing the table and attachment anxiety is a big one. With children having transport in and out of school, the parents are not coming into school so they may not know what the day looks like for their child. Before Covid there was a push on 'hard to reach parents' eg in Birstall and Dewsbury, offered at different times of the day, and there were workshops when parents were asked what they wanted. CAMHS services were high up on their Agenda.</p> <p><b>Q: What happened with the on-line safety session?</b></p> <p>A: This was on zoom for parents and even though childcare was provided, only three actually came into school.</p> <p><b>Q: Could anything be done in the town centre or the library?</b></p> <p>A: Transport is the primary issue and of course, school time may be the only time that parents have available for work or for other things. Our parents do have busy lives.</p> <p><b>Q: So, what is the next step?</b></p> <p>A: One of the five key points is parental engagement. Home learning activities would be helpful.</p> <p><b>Q: What about home visits, this is a governor thing so that roles could be looked at and they could observe the responsibilities of staff whilst undertaking home visits.</b></p> <p>A: It wouldn't be appropriate for governors to attend home visits</p> <p>iv) <u>(Min 153 first bullet point refers)</u></p> <p><b>Q: Where are we with holiday requests?</b></p> <p>A: They are not being authorised unless the circumstances are exceptional, although there have been no fines issued this year. We are currently below 92% attendance.</p>	
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167.	FINANCIAL MANAGEMENT AND MONITORING	<p>Josephine Hallas spoke to this item.</p> <p>Governors had had input into the B3. The budget is £3.19m with a healthy carried forward of £364,000 means there is almost £4.3m (£4,278,327) in the budget. This is based on pupil numbers and banding. Carry forward spending was to be allocated to things not usually being done, eg £30,000 to apprentices, work on the outdoor classroom to meet the School Development Plan, £15,000 to top up training, £15,000 to top up IT. The Budget had been approved and signed off. Figures for Period 2 will be looked at in the monthly meeting. Once all the virements have been done, there will be a clearer picture for governors.</p> <p><b>Q: Can we also add to strategy, eg what are the long term plans for the playground?</b></p> <p>A: The School Council has been involved and they would like more sensory use too. Although it is a healthy budget, there is still a need to remain cautious as budgets are unpredictable, eg the clawback for staff absences. Contingency monies will be linked to the SDP and we are in the second year of a two year SDP. Governors are offering more challenge and accountability which was appreciated.</p> <p>Josephine was thanked for her continued hard work and she then left the meeting.</p>	

168.	HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher presented the key points from his report that had been circulated to governors prior to the meeting. This included:</p> <p>Attendance for the academic year up until Friday 6th May totalled 91.46%, with it being 93.27% for the first 2 weeks of the summer term.</p> <p>The current gap between pupils in receipt of pupil premium and those without is 2.98% for the year as a whole. This has closed and is 0.9% for this term so far.</p> <ul style="list-style-type: none"> <li>• We have moved into September Classes for the last 3 weeks.</li> <li>• Pupils were still transitioning in and some Year 11 students stayed on.</li> <li>• Summertime assessments have been completed and after analysis, priority pupils identified.</li> <li>• There is holistic assessment which is linked to EHCPs, so this reduces duplication and we have photo and video evidence of achievements.</li> <li>• External assessments have all been completed.</li> <li>• 5 x Year 4 entered for MTC (one was not able to take the test) and some were disapplied because of a changing cohort.</li> <li>• The Engagement Model for all assessment at the end of Key Stages was used (replacing P1 - P4).</li> <li>• 1 x SATs who was able to access it all and achieved the standard for reading.</li> <li>• Years 9/10/11 took AQA exams which were moderated.</li> </ul> <p>This was the first year for Functional Skills – results being awaited in August. So, there is a wide stretch of assessment opportunities across a range of topics. Looking at projections, next year's cohort may be the last for GCSE as 26 x Year 11 students left who came in Year 7</p> <p>Data Analysis for Behaviour is under way. Pupil focus is monitored every week and it was noted there had been a challenging time in Woodland – this is in the SDP and had been stable for a while but interventions do take time to take effect and transition does cause anxiety</p> <p>We are still using physical interventions, around 10 per week, but this is to keep our children safe. The Intervention Team use preventative strategies to minimise impact on others.</p>	
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169.	SAFEGUARDING	<p>Matthew Holland and Jeannette Berrett had undertaken a visit last week.</p> <p>Details were given of the vulnerable children.</p> <p>Matthew and Ruth, who is doing an excellent job, had met to look at ideas to take forward.</p>	
170.	SCHOOL DEVELOPMENT PLAN	<p>The 15 page on-going document had been emailed out prior to the meeting. This was RAG rated with evidence notes covering the first year of the plan. A summary had been shared with staff in a whole school meeting. It is a two-year plan and there is anticipated further growth. This had also been shared in the Standards and Effectiveness Committee.</p> <p>Questions were invited. This was a comment rather than a question – the clear targets for Years 1/2/3 were appreciated with evidence, as this is right for the school, and this will then feed into the Self Evaluation which is great.</p>	
171.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The Chair had attended a 'Healthy Lifestyle' session which had a focus on PE and on cooking. This had links to learning with the skills broken down and links to careers, eg in food/catering. The planning for the additional outdoor provision was in and a decision awaited.</p> <p>A curriculum visit is scheduled to take place next with JW and the Chair so they can consider strengths and areas of development for the Woodland Pathway, which is a key focus area for the school.</p> <p>The Outdoor Celebration Evening was attended by the Chair and Sue Norman.</p> <p>The mayor is to attend Southgate on 11 July 2022 at 6.15 pm.</p>	

		<p>A safeguarding visit had taken place when Matthew Holland and Ruth Perfitt looked round the school when a very calm atmosphere was noted in and around classes.</p> <p>Jeanette Berrett had attended shortlisting and interviews for the office staff.</p> <p>The Parents' Evening in the hall had been well attended and there were informative stalls present which was appreciated.</p> <p>Ruth Perfitt had attended an Equality follow up, an equality template had been agreed and the Equality Audit completed.</p> <p><b>Q: When will a copy of this be available?</b> A: It will be available for governors in the Summer</p>										
172.	REPRESENTATION	<p>The following matters of representation were noted.</p> <table><tr><td colspan="3"><u>Appointment</u></td></tr><tr><td><u>Name</u></td><td><u>Category</u></td><td><u>With Effect From</u></td></tr><tr><td>Richard Baines</td><td>LA</td><td>01.07.2022</td></tr></table> <p>Richard Baines was confirmed as Chair.</p> <p>Appointment of a Co-opted Governor – Jeannette Wittrick was appointed</p> <p>Parent Vacancy – this was noted</p>	<u>Appointment</u>			<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Richard Baines	LA	01.07.2022	
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173.	ANY OTHER BUSINESS	<p>Cheryl Gray floated the idea of a Charity being set up of ex NHS personnel to facilitate further engagement within the community and would the school be interested? This was still in the foundation stage but governors agreed to revisit this in September when more information would be available.</p>	<b>Agenda item for September</b>									
174.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p><b>RESOLVED:</b> That the next meeting of the Governing Body be held on:</p> <p>Wednesday, 5 October 2022 at 5.30pm (The meeting will be held in school remote access will be available)</p>										



175.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> 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.	
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The meeting closed at 8.10pm.