

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
<b>Procedural</b>			
1.	ELECTION OF CHAIR	<b>RESOLVED:</b> That Mr R Baines be elected as Chair for a term of 1 year.	
2.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Sue Norman and Ms B Katenja. (consent). There were no declarations of interest.</p> <p>(a) <u>Approve the Governors' Code of Conduct</u></p> <p><b>RESOLVED:</b> That the Governors agree to the Governors' Code of Conduct.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>There are a couple of outstanding completed forms. Please call all governors ensure they have completed and returned theirs asap.</p>	

		<p><b>ACTION:</b> That Josephine Hallas confirm all governors have submitted their Business Interest.</p> <p>(d) <u>Get Information about Schools (GIAS)</u></p> <p>It was reported that this was currently being updated</p> <p><b>ACTION:</b> The Josephine Hallas to confirm this has been updated.</p>	<p><b>Josephine Hallas</b></p> <p><b>Josephine Hallas/Matthew Holland</b></p>
3.	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"> <li>• Comic Arts Week.</li> </ul>	
4.	MINUTES OF THE MEETING HELD ON 6 <sup>th</sup> JULY 2022.	<p><b>RESOLVED:</b> That the minutes of the meeting held on 6<sup>th</sup> July 2022 were agreed as a correct record of the meeting.</p>	
5.	MATTERS ARISING	<p>(a) <u>Governor Biographies (Minute 151 (a) refers)</u></p> <p>Minutes stated that a template for a model governor biography had been circulated. However, not all governors have seen it.</p> <p>Governor 'A Day in the Life of ...' to be renamed Governor Biography. All governors to complete a short statement of 'why I am a governor' with the aim of de-mystifying the role of a governor.</p> <p><b>ACTION:</b> All Governors to complete a short biography and a new form to be circulated to Governors again.</p> <p><b>ACTION:</b> Governor 'A Day in the life of..' to be renamed Governor Biography. When returned, these will be added to website.</p>	<p><b>All Governors</b></p>

		<p><b>Q:</b> Since our details have been added to the website, with the new governor emails, I am received significantly more junk email. Is this because more people are looking at the website?</p> <p><b>A:</b> Could just be from increasing sophistication of web crawler software? We don't register your emails anywhere, but companies do look for this information on school websites.</p> <p>(b) <u>Surveys (Minute number 166 iii) refers</u></p> <p><b>Q:</b> What are the learning and action points from the survey?</p> <p><b>A:</b> A general theme from the surveys, which were very positive, is around not knowing what children are learning. We have now shared topic webs across all media. Staff are great at finding evidence around learning through photographs.</p> <p>(c) <u>Satellite provision (Minute 136 refers)</u></p> <p>Not yet got an update. There is a potential school for us to link with and we are awaiting information on when an approach can be made.</p> <p>(d) <u>NHS charity</u></p> <p>There was no update in relation to this.</p>	
6.	ELECTION OF VICE-CHAIR	<b>RESOLVED:</b> That Mr M Holland be elected as Vice-Chair for a term of one year.	
7.	FINANCIAL MANAGEMENT AND MONITORING	<p>Josephine Hallas spoke to this item.</p> <p>The last period shared was period 3, however, financial report for period 6 will provide a more realistic picture of the current situation and this will be produced after half term.</p> <p>The budget for 2022/23 is just under £4.3m. We are expected to see an increase on staffing costs due to the recent cost of living increase. This will be approximately, £1,900 per support staff members. This will be funded from the school budget as there will be no financial support from the council.</p>	

		<p>Teaching unions are still discussing the rise in teachers pay, so this can't be approved and is likely to be in the region of an additional £23,000.</p> <p><b>Q: How do schools' budget for those increases?</b>  <b>A:</b> We will keep this under continuous review. Southgate School has a contingency budget.</p> <p>It was reported that there were also high agency costs between April and July.</p> <p><b>Q: Will these costs increase?</b>  <b>A:</b> Yes, we just don't know when.</p> <p>The finance committee date is set.</p> <p>Also, 80 staff are due to attend Team Teach training, which will equate to a cost of £30,000. Three Team Teach tutors have been recruited internally. This will have long term benefits and it is hoped will be an income generator going forwards.</p> <p>A finance committee report will follow after the meeting 17<sup>th</sup> October at 10.30am.</p> <p><b>Q: Has an agenda been shared yet?</b>  <b>A:</b> It's been agreed, just not shared yet, but its imminent.</p> <p>The Head Teachers Performance Management meeting date possibilities will also be shared imminently. We are just awaiting the availability of our KLP.</p> <p>Josephine was thanked for her continued hard work and she then left the meeting.</p>	
8.	REPORTS FROM COMMITTEES	This was not discussed.	
9.	HEAD TEACHERS REPORT	The Head Teacher presented the key points from his report that had been circulated to governors prior to the meeting. This included:	

		<p>170 pupils on roll, up 6 on last year. 30 new pupils this September.</p> <p><b>Q: How did we get to 170, when our numbers are capped at 164?</b></p> <p><b>A:</b> If admissions go to tribunal, or there is a Kirklees shortage of places for SEND / complex needs, we can be allocated over our cap. We sometimes admit a pupil to avoid being part of a tribunal.</p> <p><b>Q: At what point does the local authority class over-subscription as being dangerous?</b></p> <p><b>A:</b> Every classroom must be risk-assessed, in terms of all elements, ratios, spaces, behaviours etc. Even despite this, tribunals often support the child and their family.</p> <p><b>Q: How far could the numbers be pushed?</b></p> <p><b>A:</b> Not sure. It's hard to answer that. Pupil numbers in most special schools are being pushed up. More special schools are needed. There are two in the pipeline in Kirklees and that will increase capacity and reduce pressure.</p> <p>Pupil needs and funding was discussed. B Funded pupils now outnumber C funded (rising complexity) for the first time ever. There has been an increase in pupils with ASC/SpLC as their primary need, meaning we have more semi formal learners than formal learners and the curriculum is adapting accordingly.</p> <p>For the second year running, we have no pupils in Reception. This year, there are also no pupils in Year 1. Our cohort is becoming older, and we are merging aspects of our curriculum as a result. Badger Class, which traditionally were Reception, Year 1 and 2, now consists of 4 pupils in Year 2 and 6 in Year 3.</p> <p>Other adaptations to the curriculum have been made to accommodate new pupils, reduce unnecessary change, and to plan for the future. Robin Class is made up of 9 new pupils in Years 5, 6 and 7. They are a mix of semi-formal and more formal learners. Hazel Class this year consists of 11 pupils in Year 8 (semi-formal phase 3) and Year 9 (semi-formal phase 4).</p>	
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		<p>Attendance for 2021/22 was 91.39% (to 29/06- when most Year 11s left) with a Pupil Premium gap reducing termly from 3.5 (Autumn)- 2.63% (Summer). We have set a school attendance target to an ambitious 93.5% this year, with a gap between pupils in receipt of Pupil Premium and those without to be less than 1%.</p> <p>Attendance for the first 3 weeks of this term= 91.62% (this is 0.98% higher than at this point last year).</p> <p>Internal assessment of pupil progress and attainment:</p> <p>A full breakdown, including analysis of cohorts, will be emailed to governors. Progress continues to be made, with most pupils making expected or above expected progress. The number of pupils making above expected progress has increased across most aspects of the core curriculum. Attention is needed with speaking, listening, shape, space and measure and is a focus.</p> <p>We are happy that quality is good. There is lots of involvement of middle leaders, evidencing and feeding back results. The tiers of support model for teachers continues, identifying individual support needs and an informal development plans where needed. A timetable of SLT formal and informal learning walks has been published, along with timetable of lesson observations and moderation.</p> <p>Performance management objectives have been set for this year against the school development Plan.</p> <p>A new assessment system has been launched to replace WOW folders.</p> <p>External assessment:</p> <p>Shows outcomes to be broadly in line with expected progress from a pupils prior Key Stage assessment. A wider range of accreditations were obtained this year including Functional Skills and a GCSE in maths. We have also used the engagement model.</p>	
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		<p><b>Q: What is this?</b></p> <p><b>A:</b> Pre-key stage standards – below key stage. Measures engagement and persistence and early skills for learning.</p> <p>Governors have always been positive about functional skills and see it as important for the children to leave with qualifications. For example, 5 pupils obtained an entry level qualification in motor mechanics. Others obtained Arts Awards. There is real breadth in the offer, making it easier for pupils to engage, and find it meaningful and useful.</p> <p>High numbers of pupils are accessing D of E. – more than last year. School held its second results day – enabling our pupils to have the same experience as their peers. Year 11 came in for photos and to collect their results.</p> <p><b>Q: On the internal assessment review, pupils working on the engagement model or at milestone 2 were not making expected progress. What does this mean?</b></p> <p><b>A:</b> CASPA – is the system we currently use that records progress and sets expected progress based on a statistical profile. This area is in our development plan and is a focus for TLRs.</p> <p>Behaviour across the school was great last week. The Head at Ravenscliffe has been over for a visit and looked at our SEF. She is an experienced headteacher and found our SEF good, having looked at evidence.</p> <p>We have a prep day for Ofsted tomorrow. This will look at context, curriculum, reading, maths, PHSE.</p> <p>There will be a full report on behaviour circulated shortly. The majority of pupils have good / outstanding days. There has been a decrease in anxiety and interventions. There were no exclusions or pupils 'off-rolled' 2021-2022.</p> <p>Woodland pathway is a priority and has suffered the most turbulence from Covid and staffing turnover, including leaders. They have the highest anxiety and physical interventions and come out weaker through school QA. It is a key focus of our development plan.</p>	
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10.	PUPIL PREMIUM AND SPORTS PREMIUM	The headteacher shared that the funds are all accounted for with impact statements along with the strategy for this academic year. These will be sent out to governors following the meeting and then will go onto our website.	
11.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>Jeanette came in for a safeguarding visit. The safeguarding awareness plan is being updated by Ruth and Jeanette and will be circulated shortly.</p> <p>NOS governor (online safety) needs to be allocated? It was decided to assimilate this into the safeguarding governor role.</p> <p>Matthew attended the online Ofsted meeting, which covered elements of curriculum and safeguarding.</p> <p>A curriculum visit by Katie is tbc. Equality and Health and Safety themed visits are tbc.</p> <p>Jeanette and Richard attended a meeting to review Woodland pathway at the end of summer.</p>	



		<p>All governors are asked to have visibility at open days and parents’ evenings. The dates will be emailed out. The next opportunity will be 17<sup>th</sup> November.</p> <p><b>ACTION:</b> Dates for open days / parents evenings to be emailed to governors.</p> <p><b>ACTION:</b> Kerry to email dates of coffee mornings to governors.</p> <p><b>Q: Will that give us an opportunity to recruit new governors to the vacancies?</b> <b>A:</b> Yes. It would be great if governors could even do something as simple as managing the refreshments, to get an opportunity to talk to parents. It would be great if the bios were done by then.</p> <p>Governors are also asked to make pre-arranged visits in the daytime, particularly tailored to your role / pathway, whenever possible. This is less pressure for staff than unarranged visits. Parent coffee mornings for an hour is another opportunity.</p>	Kerry												
12.	GOVERNING BODY DEVELOPMENT	This item was not discussed.													
13.	REPRESENTATION	<p>Governors were asked to note the following items of representation.</p> <p><u>End of Term of Office</u></p> <table><thead><tr><th><u>Name</u></th><th><u>Category</u></th><th><u>With Effect From</u></th></tr></thead><tbody><tr><td>Kate Emptage</td><td>Co-opted Staff</td><td>02/10/2022</td></tr></tbody></table> <p><u>Appointment</u></p> <table><thead><tr><th><u>Name</u></th><th><u>Category</u></th><th><u>With Effect From</u></th></tr></thead><tbody><tr><td>Jeannette Wittrick</td><td>Co-opted</td><td>06/07/2022</td></tr></tbody></table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Kate Emptage	Co-opted Staff	02/10/2022	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jeannette Wittrick	Co-opted	06/07/2022	
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14.	REVIEW OF COMMITTEES	(a) <b>RESOLVED:</b> That committee membership be as follows:													

		<p><u>Standards and Effectiveness</u></p> <p>All Governors</p> <p><u>Finance and Premises</u></p> <p>Mr R Baines Mr P Evans Mr M Holland Mrs J Berrett</p> <p><u>Health and Safety</u></p> <p>Ms C Gray Mr R Baines</p> <p><u>Performance Management</u></p> <p>Mr R Baines Mrs J Berrett Mr M Holland KLP dates to follow.</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><b>RESOLVED:</b> The Governing Body agreed to adopt the LA model Terms of Reference.</p>	

15.	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p><b>RESOLVED:</b> That the following Governors be given specific responsibilities as follows:</p> <p>Health and Safety: Mr R Baines/Mrs C Gray  SEN: All  Training: Mr R Baines  CP/safeguarding/PP/SP: Mr M Holland/Mrs J Berrett/Mrs J Wittrick  EY: No Early Years Children  Wellbeing: (Staff, parents, children) Mrs J Wittrick  Equalities: Mrs C Gray  Date Protection and Online safety: Mr R Baines  Curriculum: Mrs J Wittrick/Mr R Baines  Careers and Independence: Mrs C Gray/Graham</p>	
16.	DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER	<p><b>RESOLVED:</b> 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"> <li>(a) Planning and conducting the affairs of the school to remain solvent.</li> <li>(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.</li> <li>(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</li> <li>(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.</li> </ul> <p><b>RESOLVED:</b> The financial limits of this delegated authority e.g. spending limits, budget virement shall be £10,000.</p>	
17.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p><b>RESOLVED:</b> That the policies below be agreed and adopted.</p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection.</li> <li>• Child on Child abuse.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Online safety.</li> <li>• Medical Needs Policy.</li> <li>• Medication.</li> <li>• Staff code of conduct.</li> <li>• Whistleblowing.</li> <li>• SEN.</li> </ul>	
18.	GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2022/23.	This item was not discussed	
19.	TEACHERS PAY AND CONDITIONS PROPOSALS – SEPTEMBER 2022	This item was not discussed	
20.	ANY OTHER BUSINESS	<p><u>Comic Art Week</u></p> <p>Comic Arts week will be held between the 17<sup>th</sup> to 20<sup>th</sup> October  This focussed week is in its 5<sup>th</sup> year. It is a detailed programme of activity, carried out by every teacher in every class. It is based on the research that graphic arts comic books are proven to increase literacy skills. This year, there is not a big event involving a visiting artist at the end. It will still run at the same time as the Lakes International Comic arts Festival and still take inspiration from it.</p> <p><b>Q: How will the festival week work going forwards, with the lead staff leaving?</b>  <b>A:</b> We will go back to basics, building on the work we have done. The basic framework is in place.</p>	
19.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p><b>RESOLVED:</b> That the next meeting of the Governing Body be held on: Wednesday, 7<sup>th</sup> December 2022 at 5.30pm</p> <p>(The meeting will be held in school remote access will be available).</p>	

		The finance meeting will take place at 5.00pm.	
20.	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.	

Meeting finished at 8.40pm.