

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 on Wednesday, 25 January 2023.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Ms L Drye, Mr P Evans (Head Teacher), Miss C Gray, Mrs S Norman, Mrs J Witterick

In Attendance

Mrs S Dunn (Minute Clerk)
 Ms J Hallas (School Business Manager) - part
 Mrs R Perfitt (Deputy Head Teacher)

The meeting started at 5:35 pm

	Item	Minutes	Action
Procedural			
16.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mr Holland (consent) and Miss Katenga (consent) There were no declarations of interest.	
17.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under Any Other Business: <ul style="list-style-type: none"> • Volunteers for the Valentines Disco • Industrial Action 	

18.	REPRESENTATION	<p>The following matters of representation be noted:</p> <p>(a) <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>Susan Norman</td><td>Staff</td><td>07/01/2023</td></tr></table> <p>Mr Evans stated that he had emailed all staff to inform them of the above. No expressions of interest had been received and Mrs Norman was prepared to serve for another term.</p> <p>RESOLVED: That Mrs Norman be invited to serve for a further period of office as a staff governor.</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>Liz Drye</td><td>Co-opted Staff</td><td>17/01/2023</td></tr></table> <p>(b) <u>Vacancies</u></p> <p>(i) <u>One Co-opted Governor</u></p> <p>Mrs Berrett had briefly resigned from the governing body; however had offered to re-join and was in attendance at the meeting. Mrs Berrett agreed to continue to serve as a co-opted governor and to undertake the responsibilities for committee membership agreed at the governor’s meeting on 5 October 2022. The meeting welcomed Mrs Berrett back to the Governing Body. Ms Hallas confirmed she had notified the Kirklees Governor Service about the appointment.</p> <p>RESOLVED: That Mrs Berrett be invited to serve for a further period of office as a co-opted governor.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Susan Norman	Staff	07/01/2023	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Liz Drye	Co-opted Staff	17/01/2023
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>												
Susan Norman	Staff	07/01/2023												
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>												
Liz Drye	Co-opted Staff	17/01/2023												

		<p>(ii) <u>One Staff</u></p> <p>As stated in 3.1, Mr Evans had contacted the staff but had received no expressions of interest.</p> <p>(iii) <u>Three Parent Governor Seats</u></p> <p>Governors noted that an election is required for these.</p> <p>Mr Evans stated that he had advertised the vacancies on Facebook/ school communications with a deadline of Friday 27 January. Two expressions of interest had been received at the time of the meeting.</p> <p>(c) <u>Reconstitution</u></p> <p>Mr Evans/Mr Baines confirmed that a review of the composition of the Governing Body would be undertaken once the latest parent governor recruitment had been completed.</p>	
19.	MINUTES OF THE MEETING HELD ON 7 DECEMBER 2022.	<p>RESOLVED: That the minutes of the meeting held on 7 December 2022 were agreed as a correct record of the meeting subject to the following amendments:</p> <p><u>Minute 10 (a)</u></p> <p>Miss Gray is the governor with responsibility for health and safety matters and not Mr Baines.</p> <p><u>Minute 9</u></p> <p>Mrs Berrett had also attended the annual single central record meeting.</p>	
20.	MATTERS ARISING	<p>(a) <u>Card and flowers to Mrs Berrett (Minute 1 (a) refers)</u></p> <p>Mr Evans confirmed that this had been done.</p>	

		<p>(h) <u>Improved Knowledge on Health and Safety (Minute 10 (a) refers)</u></p> <p>No action required as Miss Gray is responsible for health and safety matters.</p> <p>(i) <u>Succession Planning and Sharing Knowledge (Minute 10 (a) refers)</u></p> <p>The meeting did not discuss this item.</p> <p>(j) <u>Wellbeing meeting (Minute 9 refers)</u></p> <p>Mrs Perfitt confirmed that this had been arranged for early February 2023.</p>	
6.	REPORTS FROM COMMITTEES	There were no reports from committees.	
7.	HEAD TEACHER'S REPORT AND GOVERNORS QUESTIONS	<p>Mr Evans had provided a written report to the governors and brought to governors' attention the following key points:</p> <p>(a) <u>School Data</u></p> <ul style="list-style-type: none"> • Due to limited spaces available for September 2023 and the demand for places, the decision-making group had focused on prioritising cases for children with the highest level of need and end of Key Stages. • Numbers on roll have reduced to 169 due to a pupil leaving the authority. Another pupil is due to leave after half term following a successful transition to a mainstream secondary school. The educational psychologist is involved with a number of pupils where an alternative school offer (e.g. PMLD) would be better suited to meet need. <p>Q: Is the school including the satellite project in its assessment of its capacity?</p> <p>A: Mr Evans stated that this was not being included just yet as it was not up and running, so couldn't be considered for placements.</p>	

		<p>Q: How will the gender ratio be affected by the new intake?</p> <p>A: Mr Evans stated that of the 11 applications accepted so far, four are girls which continues the trend.</p> <p>The governors noted that certain types of SEN needs are more likely to be identified with boys and understood the issues with diagnosing needs in girls.</p> <ul style="list-style-type: none"> Attendance levels in the autumn term were disappointing towards the end of term but have improved considerably since returning in January. <p>(b) <u>Teaching and Learning</u></p> <ul style="list-style-type: none"> The KLP had supported the Reading and Phonics check – see minute 9 below A maths check had also been carried out with some areas of improvement identified and some follow up actions Formal learning walks had been started this week and had identified some good quality teaching <p>(c) <u>Behaviour</u></p> <ul style="list-style-type: none"> In the autumn term standards had been at a similar level to the summer term On a positive note there had been more outstanding days in the autumn term than in summer Stage 3 behaviour incidents were low compared to the previous year but a higher number of physical interventions had been needed. For context approx. 1/3 of interventions related to three pupils <p>(d) <u>Bullying and Discrimination</u></p> <ul style="list-style-type: none"> Bullying and racism incidents are lower than previous years comparing Autumn Terms. The increase in homophobia incidents was attributable to increased staff awareness of the issue and hence reporting it. All incidents are followed up with actions. 	
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		<p>(e) <u>School Organisation and Staffing</u></p> <ul style="list-style-type: none"> • The school had reviewed its senior leadership (teaching) team following the resignation of an Assistant head Teacher. The report set out the new roles and responsibilities for the four remaining team members from April 2023 • The school had advertised for a new Personal Development Leader as the current Careers Lead had been promoted to another school. <p>Q: Who is covering the transition to the new senior leadership roles and responsibilities?</p> <p>A: Mr Evans stated that the team are working together to ensure this is a smooth process, whilst redistributing some roles to the wider team.</p> <p>(f) <u>School Development Plan</u></p> <p>The Head teacher's report contained a summary of the progress made so far and was presented to governors. Progress in the Woodland Pathway was an agenda item for the standards and effectiveness committee.</p> <p>(g) <u>Safeguarding</u></p> <p>Mrs Perfitt reporting the following key points:</p> <ul style="list-style-type: none"> • DSL coverage was being maintained by training further staff following staff changes. • The school was contributing to the local community warm space at St Michaels and St Helens (SMASH). Pupils have attended and helped to make soup for people using the space. • The school had intervened to support a family by arranging access to free school meals. <p>Q: What else can the school do for the community?</p> <p>A: Mr Evans stated that he had attended a meeting at SMASH and the children were able to access the space but there were also opportunities for them to volunteer.</p>	
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		<p>Q: Will the school be using the garden to grow food?</p> <p>A: Mrs Norman stated that there are some raised beds built however there was no immediate water supply for these. This has been raised with the PFI contractor. Mr Evans stated there was some unused land near a water supply that could be used, although expectations of the local community would need to be carefully managed.</p> <p>(h) <u>Health and Safety</u></p> <ul style="list-style-type: none"> • There had been a governor visit to check on health and safety. This was reported under minute 12 below. <p>(i) <u>Finance and Resources</u></p> <ul style="list-style-type: none"> • This was reported under minute 8 below. <p>(j) <u>School Enrichment, Events and Celebrations</u></p> <ul style="list-style-type: none"> • The Duke of Edinburgh award ceremony had been held at Huddersfield Town Hall with 15 pupils receiving the silver award and 20 pupils receiving the bronze award. The school was also received an award at the ceremony for the “most engaged school”. The event had served to raise the school’s profile with the council’s officers and elected members. <p>The governors congratulated the school and its pupils on this fantastic achievement.</p> <p>(k) <u>Vision</u></p> <ul style="list-style-type: none"> • There were meetings planned to carry out a refresh of the school’s vision and governors were invited to attend these. 	
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		<p>(l) <u>Councillor Visits</u></p> <ul style="list-style-type: none"> Mr Evans stated that he had invited Cllrs Kendrick and Pattison to visit the school. 	
8.	FINANCIAL MANAGEMENT AND MONITORING	<p>(a) <u>Update</u></p> <p>Miss Hallas reported the following key points:</p> <ul style="list-style-type: none"> Period 9 income and expenditure would be shared with governors at the next Finance and Resources committee meeting. An underspend was expected at the year end, excluding money set aside for the outdoor classroom £60k had been committed for new playground equipment which was due to be installed in April 2023 An estimate of £21k had been received to replace the bike track with a sensory gym from the same contractor as for the playground equipment The outdoor classroom project was experiencing a financial set back as costs (legal and inflationary) continue to rise and the school was exploring potential funding streams The training budget had been fully utilised and further internal training has also been provided to staff Work had started on improving accountability by budget holders for expenditure incurred Catering costs had been slightly underspent and there was currently a much better quality food offer for pupils and staff being provided <p>(b) <u>Complete and Approve SFVS</u></p> <ul style="list-style-type: none"> The governors considered two questions from the SFVS i.e. <p>Q: What other financial skills are there in the school staff apart from the SBM?</p> <p>A: Miss Hallas stated that there was another member of staff who had the appropriate financial skills to cover the SBM's responsibilities if necessary.</p>	

		<p>Q: What are the financial skills among the governors?</p> <p>A: Mr Baines reported that he had considerable experience as governor and has an accountancy qualification. Mr Holland also has considerable experience as a governor and budget management.</p> <p>(c) <u>Finalise Next Year's Budget</u></p> <ul style="list-style-type: none"> Miss Hallas stated that staff pay rises would need to be factored into the budget. <p><i>Miss Hallas left the meeting at this point.</i></p>	
9.	KLP UPDATES	<p>(a) <u>Reading and Phonics check</u></p> <p>Mr Evans reported that the KLP had supported this audit and had agreed with the school's judgement on pupil performance. The highly positive KLP report was sent out to governors prior to the meeting. The governors thanked Ms Gaffigan for her work in leading the audit.</p> <p>(b) <u>KLP to attend Governing Body Meeting</u></p> <p>Mr Baines stated that the KLP would be invited to attend a future meeting.</p>	
10.	WELLBEING AND MENTAL HEALTH	<p>The governors had a discussion on wellbeing and mental health using the material provided by Kirklees.</p> <p>Q: How can governors support the head teacher?</p> <p>A: Mr Baines reported that he was in regular contact with the head teacher to discuss school matters</p> <p>Mr Evans reported that he had attended events on wellbeing to feedback to the school staff.</p>	

		<p>Q: How can you measure wellbeing?</p> <p>A: Mr Evans explained that it was difficult to measure as everyone had good days and tough days; however overall potential indicators of staff wellbeing included vacancy levels, staffroom activity, staff greeting and smiling at each other. He had checked these indicators on a regular basis and this was confirmed by the staff governors.</p> <p>Mrs Perfitt explained that the school had a “what can we do to support you?” ethos and this included times when difficult conversations needed to be held. Also the school culture of doing everything in the best interests of the children brought people together.</p> <p>Q: Does the school have staff away-days or team building events?</p> <p>A: Mr Evans stated that the school did not do this but often had coffee and breakfast events as part of inset days. It had been raised at the SEN Head Teacher’s meetings that the number of inset days was not enough to cover the broad range of training that staff had to complete.</p> <p>Mr Baines commented that he had firm faith in the school staff.</p> <p>Mrs Perfitt stated that there had been a staff survey carried out; however this exercise needed repeating.</p>	
11.	SCHOOL’S PLANS FOR 2023 EXAMS/ ASSESSMENT	<p>Mrs Perfitt updated the school and made the following key points:</p> <ul style="list-style-type: none"> • More priority pupils had been identified for working with in the spring term and the teachers had already been made aware of these • The Evidence for Learning (EFL) system was working well and a report on its effectiveness would be shared at a future meeting • Analysis of the autumn term performance would be shared with governors • There would be a wide range of assessments on pupils in Years 9, 10 and 11. • Subject Led Tutoring grant had been used to procure external tutors for English and maths, with personalised provision being available where required • There would be no Key Stage 2 SATS and one Key Stage 1 SATS this year • In respect of the Educational Recovery Plan the school was analysing the data to allocate internal and external resources to assist improving pupil attainment 	

		<p>Q: How are the assessments managed?</p> <p>A: Mrs Perfitt stated that there was no pressure put on the children to participate in the assessment. It has to be in their best interests.</p> <p>Q: How many tutors are being used?</p> <p>A: Mr Evans stated there were two external and one internal tutor.</p>	
12.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The following visits were reported as having taken place:</p> <ul style="list-style-type: none"> Mrs Witterick reported that she had met with Ms Horton to review evidence based learning (EBL). A report of the visit had been produced. EBL was in the early stages of implementation only with the Woodland pathway at this stage. <p>Q: Can we have an example of EBL?</p> <p>A: Mrs Perfitt explained that the aim of EBL in the Woodland pathway was to create an approach to monitoring and evaluating each child's personalised curriculum which would simplify the amount of paperwork for teachers to do and reduce their workload. Mrs Perfitt also stated that the school was continuing to work with a research programme at Manchester University on the personalised curriculum.</p> <ul style="list-style-type: none"> 13 December 2023 – Mr Holland and Mrs Witterick had met Mr Evans to discuss looked after children Mr Holland had visited the school before Christmas to discuss the Comic Arts Week event Mr Baines had visited the school as part of its Christmas celebrations 6 January 2023 – Mr Baines and Miss Gray visited the school to review Health and Safety. A report had been produced. The visit had used the summer 2022 audit as a basis for sampling and obtaining evidence. The governors were impressed with both the school and its PFI contractor SPIE in managing health and safety. 6 January 2023 – Mr Baines and Miss Gray visited the school to review equality. A report had been produced. Overall there were strong systems in place across the school which were able to be verified <p>Forthcoming meetings/visits/training:</p>	

		<ul style="list-style-type: none"> • 7 February 2023 – Standards and Effectiveness committee meeting • 8 February 2023 – visit to review the school's teaching of performing arts. • A wellbeing visit was also to be arranged. • 1 March 2023 – Mrs Witterick attending a Safer Recruitment course • A governor's safeguarding meeting was to be arranged for the spring term • An on-line safety visit was to be arranged <p>Safeguarding training – Mrs Berrett and Mrs Witterick expressed concerns with accessing the on-line training modules offered by Kirklees Council and both had asked if there was face to face training available instead.</p> <p>ACTION: Mr Baines had offered to check with Kirklees Council on the availability of face to face courses.</p> <p>Recruitment – Mr Holland and Mrs Witterick were supporting the recruitment of teaching and support staff through taking part in the shortlisting and interviewing of candidates.</p>	Mr Baines
13.	ANY OTHER BUSINESS	<p>(a) <u>Volunteers for the Valentine's Disco</u></p> <p>Mrs Witterick explained that the Friends of Southgate group were organising this event for pupils and their families/carers on 9 February 2023 and volunteers were required to assist on the day. The meeting discussed the proposed arrangements in terms of places available, the building's capacity, ticket sales and risk assessments.</p> <p>(b) <u>Industrial Action</u></p> <p>Mr Evans explained that currently there would be 4 potential days of action with the first day being 1 February 2023 (NEU members). He had estimated that the school would be 50% operational on action days and that enrichment classes would be able to continue. Mr Evans was communicating with parents/carers on the action days and stated that the school was considering priority pupils and cases where childcare would be an issue. He had emphasised the need for respect to be shown to all staff.</p>	

14.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on: 29 March 2023 at 5.30pm</p> <p>RESOLVED: That the next meeting of the Finance and Resources committee be held on: 29 March 2023 at 5.00pm</p>	
15.	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>	

Meeting finished at 8.00 pm.