

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, 7 December 2022.

PRESENT

Mr R Baines (Chair), Ms L Drye, Mr P Evans (Head Teacher), , Miss C Gray, Mr M Holland, Miss B Katenga, 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)
 Ms C Gaffigan (Assistant Head Teacher)

	Item	Minutes	Action
Procedural			
1.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>There were no apologies for absence or declarations of interest.</p> <p>(a) Mr Baines reported that Mrs J Berrett has resigned as governor. On behalf of the governing body, he thanked Mrs Berrett for serving as a governor.</p> <p>ACTION: Mr Evans stated he would arrange for flowers and a card to be sent to Mrs Berrett.</p> <p>(b) <u>Declaration of Business Interest information</u></p> <p>ACTION: That Ms Hallas provide a link to the document to Miss Katenga so she can complete the form.</p>	<p>Mr Evans</p> <p>Ms Hallas</p>

2.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	<p>The following item was notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> Comic Arts Week 	
3.	MINUTES OF THE MEETING HELD ON 5 OCTOBER 2022.	RESOLVED: That the minutes of the meeting held on 5 October 2022 were agreed as a correct record of the meeting.	
4.	MATTERS ARISING	<p>(a) <u>GIAS (Minute 2(c) refers)</u> Ms Hallas confirmed that GIAS was updated following the meeting but stated that it requires a further update.</p> <p>ACTION: Ms Hallas to update GIAS</p> <p>(b) <u>Governor Biographies (Minute 5(a) refers)</u> All governors had provided a biography except one. The next step was to review these for consistency in approach before adding to the school's website.</p> <p>ACTION: Ms Hallas to arrange for the remaining biography to be submitted, to review the biographies and add these to the school's website.</p> <p>(c) <u>Coffee Morning (Minute 11 refers)</u> The next coffee morning would be held in January 2023 and the date would be shared with the governors.</p> <p>(d) <u>Review of Committees (Minute 14 refers)</u> Mr Baines reported that following the resignation of Mrs Berrrett, her appointment to various committees needed reviewing with the aim of another governor taking her place.</p> <p>ACTION: Mr Baines and Miss Katenga to discuss if Miss Katenga can support any committees.</p>	<p>Ms Hallas</p> <p>Ms Hallas</p> <p>Mr Baines/ Miss Katenga</p>

5.	FINANCIAL MANAGEMENT AND MONITORING	<p>Ms Hallas provided a verbal summary report of the budget position which had been presented to the Finance and Resources committee at its meeting on 7 December 2022.</p> <p>Ms Hallas stated that the budget forecast for 23/24 was under development with some modelling on staffing structures being carried out. Ms Hallas, Mr Baines and Mr Holland were to meet w/c 12 December 2022 to review the current budget position and the forecast to the end of the financial year.</p> <p>ACTION: Ms Hallas, Mr Baines and Mr Holland to meet to review the forecast proposals.</p> <p>Ms Hallas reported to the meeting on the work being undertaken by the school for the cost-of-living crisis. Mr Evans clarified that the impact on the school was less than in other schools due to the PFI contract which caps some costs such as utility costs but the school would still be impacted by the increase in staffing costs.</p> <p>Ms Hallas left the meeting at this point.</p>	Ms Hallas/ Mr Baines/ Mr Holland
6.	REPORTS FROM COMMITTEES	<p>(a) <u>Standards and Effectiveness Committee</u> Mr Holland presented a summary of the meeting held on 17 October 22. The key points were:</p> <ul style="list-style-type: none">• The revised Ofsted handbook was discussed and notes would be produced for governors• Free school meals foodbank• Mr Evans had attended the Our Futures Conference• Sections of the School Development Plan (SDP) were reviewed and Mr Evans would be feeding back on those to the committee• A visit by the Kirklees Learning Partner (KLP) was noted• The committee requires more members from the governing body members to carry out its role and governors were invited to join the committee <p>(b) <u>Pay Committee</u> Mr Baines and Mr Holland presented a summary of the meeting held at the end of October 2022. The key points were:</p>	

		<ul style="list-style-type: none"> • Mr Evans had presented anonymised information relating staff performance to objectives • Decisions had been made on staff progression and support is being provided to staff requiring further development in order to progress • There was a consistency across the school in the approach to take for measuring and reporting performance with clear links to the SDP. <p>(c) <u>Head Teacher's Performance Management</u> It was confirmed that the Head Teacher's performance had been reviewed by the KLP, Mr Baines and Mr Holland which confirmed that objectives had been met. The meeting also established new objectives for the Head Teacher.</p>	
7.	SCHOOL UPDATES	<p>Mr Evans provided a verbal report to the governors.</p> <p>(a) <u>Pupils</u> The school had been successful in enabling a pupil to transition to a mainstream school and that it had taken a lot of work by both schools to achieve this successful outcome.</p> <p>Q: Is this the first time a transition to a mainstream school has happened at this school? A: Mr Evans confirmed it was the first appropriate transfer by the school for 5 years.</p> <p>Q: What is meant by "appropriate transfer"? A: Mr Evans stated this means that it is considered that the pupil will thrive in the new environment. Some transfers have happened which were not supported by school (e.g. parent preference),</p> <p>Q: How can parents/carers request a transfer? A: Mr Evans confirmed that an application can be made for a pupil of any age and at any time. He advised that many requests were not successful due to the mainstream schools reporting that they cannot meet the needs of the child</p> <p>Mr Evans reported that he had received 80 requests (so far) for places in the school for September 2023 and had started reviewing these; however there were few cases where a decision was clear. The decision making group would meet in January 2023 to discuss each application and determine provision.</p>	

Q: What information is available to parents/carers about choices of school?

A: Mr Evans confirmed that the application process has improved and parents/carers are advised to submit an application early.

Behaviours stages 1, 2 and 3 were currently in line with last year but there had been more outstanding days. There had been a short spike in the number of physical interventions over a 2 week period but the cause had been identified and effective measures put in place.

Assessments for the autumn term have been completed and the school has launched the evidence for learning system. The launch had gone well with only a few minor issues and positive feedback had been received from staff. The system would require monitoring to ensure a good level of accuracy was maintained.

The data was looking in line with expected performance. Some statutory assessments (for example phonics, maths) were being carried out by some pupils. The school had engaged a specialist tutor for GCSE maths and functional skills in Key Stage 4.

The governors commented that it was good to see functional skills accreditation being done.

(b) Safeguarding

Mrs Perfitt reported to the meeting on safeguarding.

The Head Teacher had held a prep day to review processes and management of cases. Some minor amendments were being made to these as a result.

The number of cases was currently fluctuating and it was a busy time for the school in this area. Mrs Perfitt had been attending several strategy and multi-agency meetings.

Some pupil disclosures had been made and it was encouraging that the children feel able to do this.

A report on bullying and discrimination would be issued to governors before the next meeting.

ACTION: Mrs Perfitt to issue the report on bullying and discrimination to governors.

		<p>Online safety sessions had been delivered to pupils with an emphasis on social media and support was provided to pupils if required.</p> <p>Mrs Perfitt had received positive written comments from a social worker on her handling of a safeguarding case.</p> <p>(c) <u>Staff</u> Staff absences were being better managed and were improving.</p> <p>Q: Is COVID 19 still an issue for the school? A: Mr Evans confirmed that there were still some cases but also other illnesses were affecting staff.</p> <p>(d) <u>School Development Plan (SDP)</u> Staff CPD was continuing and the school has also just introduced evidence based coaching.</p> <p>Q: Is evidence based coaching similar to NVQs? A: Mr Evans confirmed that it was not; it is an informal coaching tool which takes actual problems and helps to provide solutions.</p> <p>The KLP had attended the school and their report had been shared with the governors. The report was very positive about the senior and middle leaders.</p> <p>Areas of the non-core curriculum were discussed with following a positive learning walk where 51 lessons were observed.</p> <p>(e) <u>Therapy</u> Ms Gaffigan issued a written report (Therapies Impact Report 2021-22) to governors at the meeting and presented key points as follows:</p> <ul style="list-style-type: none"> • The Therapy Hub staffing structure had changed with Alice Crookes becoming Therapy Manager • In speech and language therapy pupil progress was good. Whole class intervention sessions had significantly improved staff confidence. Some ELKLAN training had been delivered to parents/carers with feedback indicating a significant improvement 	Mrs Perfitt
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		<p>in parent/carer confidence. Numbers attending weekly sing and sign sessions were continuing to grow and would be show-cased with a Christmas performance. Use of visual timetables and other visual aids had continued to increase and software had been purchased for staff to use on visuals.</p> <ul style="list-style-type: none"> • In sensory occupation therapy the Sensory Occupational Therapist had completed a number of profiles and reports for pupils, including some urgent cases. Whole class support had been provided including assessment of the classroom environment and provision of appropriate equipment. There had been a focus on widening and developing the whole school sensory offer, including outdoor provision development, quiet rooms, sensory library development and sensory circuit development. Due to an increase in referrals a Sensory and Physical ETA had been recruited. • In music therapy feedback indicated the main impact had been to provide pupils with a positive experience and enabling social situations as well as developing communication skills. Staff also provided positive feedback on music therapy. <p>The governors commented that it was good to see the use of social stories as a way of developing pupils' speech and language skills.</p> <p>Q: What other therapies can the school access?</p> <p>A: Ms Gaffigan explained that the school would be implementing an action plan in Spring 2023 to widen the therapy offer and explore new therapies such as outdoor animals.</p> <p>(f) Complaint</p> <p>Mr Holland had supported the school in handling a complaint made about the school to Ofsted. The school's complaints procedure had not been followed by the complainants; however, following a constructive conversation with them it was agreed some matters required looking into further.</p> <p>(g) Satellite</p> <p>Mr Evans reported that he was in discussions with a local mainstream school regarding the development of a satellite. This would be a space to provide education at Key Stages 3 and 4 to benefit pupils and give them experience of a mainstream school. It is hoped that this would be in place for September 2023.</p>	
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		<p>Q: What is the benefit to the mainstream school of doing this?</p> <p>A: Mr Evans stated that the school would gain access to CPD and the experience of the staff.</p> <p>Q: Will the satellite operate every week day?</p> <p>A: Mr Evans advised that he was looking at various models, but it seemed sensible for the satellite to operate full time.</p>	
8.	PUPIL PREMIUM AND SPORTS PREMIUM	<p><u>School Led Tutoring Grant</u></p> <p>Mr Evans reported that an email had been sent to governors on this setting out expenditure and the strategy for this year. The information was also on the school's website. Four key areas had been identified:</p> <ul style="list-style-type: none"> • CPD for English and Maths • Scheduled tutoring grant top up • Wider strategy in providing resources for priority pupils • Funding for the Pastoral Intervention and Therapy teams 	

9.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The following visits were reported as having taken place:</p> <ul style="list-style-type: none"> • PSHE curriculum visit by Mr Baines and Mrs Wittrick who were impressed with the approach taken by staff and the materials used. A report of the visit has been provided. • Looked after children visit by Mr Holland and Mrs Wittrick on 19 October 2022 which included special guardianships and how to support these. No issues were identified. • Single central record – the annual meeting had been held with Ms Hallas, with Mr Holland and Mrs Wittrick from the governors. The meeting had looked at the Integris and CPOMS systems and also the contractors' letters of assurance. • Safeguarding meeting – Mr Holland and Mrs Berrett had attended. • Kirklees Highways – Mr Baines and Mr Holland has attended a meeting with the council and counsellors, along with Mr Evans following complaints by local residents to their councilors about the parking near the school. <p>Forthcoming meetings/visits:</p> <ul style="list-style-type: none"> • Careers and independence visit – Mrs Wittrick was attending school week commencing 12 December 2022 • Recruitment – Mrs Wittrick was supporting the recruitment to 2 vacancies • Recruitment – Mr Evans stated that the school would be undertaking further recruitment starting in January 2023 and invited governors to support this. • Health and safety meeting was scheduled for 7th January 2023 • Wellbeing meeting was to be set up for early January 2023 	
10.	GOVERNING BODY PRIORITIES	<p>(a) Actions and Priorities 2022-23</p> <p>The governors identified the following priorities:</p> <ul style="list-style-type: none"> • Knowledge of health and safety matters to be improved following Mrs Berrett's resignation. <p>ACTION: Mr Baines to take over the lead for health and safety matters.</p> <ul style="list-style-type: none"> • Succession planning and sharing of experience/ knowledge among governors <p>ACTION: Mr Baines and Mr Holland to begin sharing their knowledge and experience with other governors</p>	<p>Mr Baines</p> <p>Mr Baines & Mr Holland</p>

11.	REPRESENTATION	<p>Governors were asked to note the following items of representation.</p> <p>RESOLVED: That a further attempt to recruit parent/carers governors will be started in early 2023.</p> <p>Q: Can two family members serve on the same governing body (reference to a son in law)? A: Mr Evans confirmed that he thought this would be possible but would need to confirm.</p> <p>Governors discussed options to promote the vacancies and make the position more attractive including advertising on the council website, limiting meeting durations to 2 hours and setting dates of meetings in advance.</p>	
12.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p>RESOLVED: That the policies below be agreed and adopted.</p> <ul style="list-style-type: none"> • Capability Policy • Disciplinary Policy • Teacher's Pay Policy. <p>Q: Do governors need to keep copies of the policies issued by the school? A: Mr Evans confirmed that governors do not need to keep their own copies as the policies are all available on the school's website.</p>	
13.	ANY OTHER BUSINESS	<p><u>Comic Arts Week</u> Mr Holland reported that he was trying to get some artists to visit the school.</p>	
14.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on: Wednesday, 25 January 2023 at 5.30pm</p>	
15.	AGENDA, MINUTES AND RELATED	<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>	

	PAPERS – SCHOOL COPY		
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Meeting ended at 8.20 pm.