

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, 29 March 2023.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Ms L Drye, Mr P Evans (Head Teacher), Miss C Gray, Mr M Holland, Ms W May, Mr C McCombe, 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 5:30pm

	Item	Minutes	Action
Procedural			
1.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs S Norman and Ms B Katenga (both with consent) and there were no declarations of interest.	
2.	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"> • Survey on child absences* • Parent support group for school leavers* • Letter from Councillor regarding maintained schools <p>* These items were discussed as they were notified, however the items are noted in Minute 12 below.</p>	

3.	REPRESENTATION	<p>The following matters of representation be noted:</p> <p>3.1 <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>Susan Norman</td><td>Staff</td><td>25/01/2023</td></tr><tr><td>Liz Drye</td><td>Co-opted Staff</td><td>25/01/2023</td></tr><tr><td>Jeannette Berrett</td><td>Co-opted</td><td>25/01/2023</td></tr><tr><td>Carson McCombe</td><td>Designate</td><td>Pending DBS</td></tr><tr><td>Wendy May</td><td>Designate</td><td>Pending DBS</td></tr></tbody></table> <p>Mr Baines welcomed Mr McCombe and Ms May to the meeting. All governors introduced themselves.</p> <p>Q: Have the DBS checks for the new governors been completed? A: Ms Hallas advised that Kirklees Governor Service arranged for this to be done; however she would follow them up with the Service.</p> <p>ACTION: Ms Hallas to arrange for follow up on the DBS checks with Kirklees.</p> <p>3.2 <u>Vacancies:</u></p> <p>One Parent Governor (an election was required for this). Mr Evans reported that he had received an indication of interest from a parent but unfortunately they could not start immediately. Mr Evans would contact the parent at a future date.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Susan Norman	Staff	25/01/2023	Liz Drye	Co-opted Staff	25/01/2023	Jeannette Berrett	Co-opted	25/01/2023	Carson McCombe	Designate	Pending DBS	Wendy May	Designate	Pending DBS	Ms Hallas
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4.	MINUTES OF THE MEETING HELD ON 25 JANUARY 2023.	<p>RESOLVED: That the minutes of the meeting held on 25 January 2023 were agreed as a correct record of the meeting.</p>																			

5.	MATTERS ARISING	<p>(a) <u>Declaration of Interest form (Minute 20 (b) refers)</u> Ms Hallas stated she had issued a further document to the governor but still had not received it back.</p> <p>(b) <u>Governor biographies (Minute 20 (d) refers)</u> Ms Hallas confirmed that most governor biographies were uploaded however there were still some outstanding. Mr Evans clarified that the governors display board in the school had been accidentally damaged by staff.</p> <p>(c) <u>Kirklees Learning Partner (KLP) (Minute 9 (b) refers)</u> Mr Evans confirmed that the KLP would be invited to attend the next full governing body meeting.</p> <p>ACTION: Mr Evans to invite the KLP to the next meeting</p> <p>(d) <u>Face to face training sessions (Minute 12 refers)</u> Mr Baines confirmed he had approached Kirklees and asked for the governors to be contacted direct. The governors reported that they had not heard from Kirklees. Mrs Berrett suggested that governors could do an on-line course together in order to discuss and share the information. Mr Evans stated that this could be arranged and that more courses were being made available by Kirklees for governors to book onto.</p> <p>(e) <u>Valentines Disco (Minute 13 (a) refers)</u> It was noted that this had been a very good event and enjoyed by all. The governors thanked Mrs Witterick and the Friends of Southgate for organising the event.</p>	Mr Evans
10.*	FINANCIAL MANAGEMENT AND MONITORING	<p>* The governors agreed to bring this item forward in the meeting in order for Ms Hallas to leave the meeting. In future this item would be moved up the standard meeting agenda.</p> <p>(a) <u>Finance meeting</u> Mr Holland stated that the Finance Committee had met just prior to this meeting. Additionally governors attend the school twice each term to discuss financial arrangements. A finance report had been produced and shared with governors. Mr Baines' queries had been responded to by the school. The priorities for</p>	

		<p>financial monitoring would be managing the budget underspend and income management. The actions arising from the finance report were:</p> <ul style="list-style-type: none"> • To provide an accurate breakdown of the cost of using visiting lecturers. • To provide further information on the devolved capital process. • Further work was required on the narrative for capital SAP and costings for staffing. • Work to continue on the ICT budget. <p>(b) <u>Update</u></p> <p>Ms Hallas reported that, to improve financial monitoring, the school was introducing the Money Manager system which would allow for better and more in-depth analysis of both income and expenditure than currently available with the SAP system.</p> <p>Mr Baines and Ms Hallas jointly explained the annual budget process to governors and that the new annual budget would be starting from 1st April 2023. Miss Hallas provided some high level detail on the financial situation for 2022-23 and 2023-24 financial years as follows:</p> <p>2022-23</p> <ul style="list-style-type: none"> ○ Budget had been closed, information finalised and submitted to Kirklees. ○ An underspend was predicted which would carry forward into the next year and the school's approach was to use this money on premises projects. <p>2023-24</p> <ul style="list-style-type: none"> ○ Budget pressures from PPP contract costs and staffing costs would mean tight financial management would be required. ○ The allocation for the year was £70k less than the total income received for the previous year. <p>Mr Evans stated that the school was fortunate in that it had not had to look at making staff redundant.</p>	
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		<i>Miss Hallas left the meeting at this point.</i>	
6.	SCHOOL VISION AND VALUES	<p>Mr Evans outlined the work undertaken in order to refresh the school's vision and values, including:</p> <ul style="list-style-type: none"> • The governors and Mr Evans had set out why they performed their roles. • These were shared with all staff in a twilight who generated ideas for values. • Mr Evans and his team collated the ideas and shared these with SLT, the staff and governors. <p>Mr Evans presented to governors the drafted vision and values which would be used across the school, including the satellite. The new vision was simpler and the theme of nurturing resonates throughout. Four values had been created, each with a core value statement. Aims had been reduced to 5 and are distinct from the values. The governors gave positive feedback to Mr Evans on the drafts, which will now be presented to a staff, parent/ carer and pupil group.</p> <p>Q: How will these be measurable? A: Mr Evans stated that the vision and values would be presented to the staff teams and that the School Development Plan (SDP) would be based on it. Ms Grey stated that they would also be part of the Equality Assessment.</p> <p>Mr Holland commented that Ofsted would want to see that the vision and values were embedded in the school and that governors would be able to witness these in action when they visited the school.</p> <p>Q: What opportunity is there for staff to work for an employer of choice? A: Mr Evans confirmed that the opportunity value covers this.</p> <p>Mr McCombe suggested that using "we" rather than "our staff" could be more powerful. Mr Evans advised he was also getting feedback from parents/ carers on the drafts.</p>	
7.	REPORTS FROM COMMITTEES	<p>The following meetings had taken place:</p> <p>(a) <u>Finance committee – 29 March 2023</u> This was discussed under Minute 10.</p>	

		<p>(b) <u>Standards and Effectiveness committee – February 2023</u></p> <p>Mr Holland provided a summary of the matters discussed at the meeting, including:</p> <ul style="list-style-type: none"> • Preparation for children post 16 years to take their next steps • School places across Kirklees • CPOMS – linkages and quality of recording • Two areas of the SDP • Vision and values • Some future changes to procedures had been identified 	
8.	SCHOOL UPDATES	<p>Mr Evans provided a verbal report to the governors and brought to governors' attention the following key points:</p> <p>(a) <u>Pupils</u></p> <ul style="list-style-type: none"> • There were 168 pupils currently on the roll, 2 having left the school recently. • Visits for new pupils were underway. • Post 16 pupils – discussions had started however some children still did not know what their next steps would be. School were chasing this. • Assessment data would be available at the end of term. <p>(b) <u>Staff and Staff Survey</u></p> <ul style="list-style-type: none"> • A vacancy for a maths leader had been filled by an honorarium • A maternity leave vacancy (Intervention and Pastoral Manager) had now been filled on a job share basis with existing staff • Further staff are being trained on the DSL role to provide cover due to a staff member leaving • The staff survey was being re-issued to staff as the previous one was not anonymised. However there were some salient points arising from the survey: <ul style="list-style-type: none"> • Staff were clear about their role in school and about the roles of others 	

- Communication channels could be better (comparatively) and the team would be looking into this

Q: Did anything else come to light?

A: Mr Evans replied that whilst the survey was overall positive, it had identified some staff were struggling and the team were trying to address some of those issues. He acknowledged that there was always an opportunity to do better.

(c) Safeguarding – Ms Perfitt provided the following update:

- Currently activity was at its lowest level for some time.
- Working with agencies was continuing and where necessary the school had pushed back to these on some cases, however there was no cause for escalation on the these at present.
- Child and Adolescent Mental Health Services (CAMHS) support for pupils was an issue.
- A new user guide for CPOMS had been produced including contextual safeguarding in the school.

Q: Does low volume of cases also mean low complexity?

A: Ms Perfitt confirmed that this was not the case.

Q: How many staff have received Designated Safeguarding Lead (DSL) training?

A: Ms Perfitt confirmed that four staff had been trained and a further one member of staff would be trained. Course availability had been an issue but more were now available. There will be 7 trained DSLs in school.

The governors gave their support to the school in pushing back to agencies where it needed to.

	<p>Mrs Berrett stated that she supported the above, having recently carried out a safeguarding visit. She raised a concern that some of the safeguarding training would not apply to the pupils in the school and advised that she and Ms Perfitt were trying to get this changed.</p> <p>(d) <u>Satellite</u></p> <ul style="list-style-type: none"> • It was confirmed that the satellite would be based at Newsome Academy (Newsome). • Visits to Newsome had been positive and it was felt there was a good alignment between both schools. • Kirklees Council had provided its approval. • The plan was for staff and pupils to start at Newsome from September 2023 with some pupils in Orchard being appropriate for this. • Engagement with families would be required, however a pupil could return to Southgate if they did not like the satellite environment. <p>Q: What will be the capacity? A: Mr Evans confirmed that there would be sufficient space eventually for two classes of 10/12 pupils; however initially, there would be one class of six to eight pupils.</p> <p>Q: Are Southgate staff moving across? A: Mr Evans confirmed all staff had been provided with information about the satellite and there had been a good level of interest in the opportunity. Teachers have been identified to teach at the satellite.</p> <p>Q: Will the pupils feel part of Newsome or Southgate? A: Mr Evans stated that pupils would still be encouraged to feel part of Southgate. Staff would be led by pupils in respect of their choice of uniform.</p> <p>Q: Is the school paying for the new uniforms? A: Mr Evans confirmed that the financial discussions had included all provisions for the satellite.</p> <p>Ms May commented that, based on her experience, there would be a lot of logistical questions and offered to share her experiences with Mr Evans.</p>	Mr Evans
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		<p>ACTION: Governor satellite meeting to be arranged.</p> <p>Q: How will the school transport work? A: Mr Evans stated that pupils would travel directly to Newsome and back.</p> <p>The governors expressed an interest in meeting governors from Newsome at some point.</p> <p>Q: What are the opportunities for sharing? A: Mr Evans replied that these included Inset, curriculum, DSLs, experience and training.</p> <p>Q: Will the children be replaced at Southgate? A: Mr Evans confirmed that this would create capacity on the main site.</p> <p>Q: How could the school get out of the contract? A: Mr Evans confirmed that there would be a two-year notice period for both parties.</p> <p>Q: Who will be responsible for the wider communications? A: Mr Evans confirmed that Southgate would be dealing with this.</p>	
9.	SCHOOL SELF EVALUATION AND SCHOOL DEVELOPMENT PLAN	<p>(a) <u>School Self Evaluation (SEF)</u> Mr Evans had circulated a copy before the meeting. The SEF showed the school's journey and it had evaluated itself as good. The governors provided positive feedback on the document.</p> <p>(b) <u>School Development Plan (SDP)</u> Mr Evans had circulated a copy ahead of the meeting, representing a mid-point review with notes attached on the current position.</p> <p>Three areas of progress/good performance were:</p> <ul style="list-style-type: none"> • Teaching • Wider curriculum • Staff attendance and retention <p>Three areas for improvements were:</p> <ul style="list-style-type: none"> • Pupil attendance – levels were going up but not at target yet 	

		<ul style="list-style-type: none"> • Assessment – these were on track but there was more to do regarding wider curriculum assessment. • Woodland Pathway. Whilst there have been improvements, adaptations had been made to improve teaching and learning further and reduce physical interventions. 	
11.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The following visits were reported as having taken place:</p> <ul style="list-style-type: none"> • Wellbeing visit – Mrs Witterick had met three members of staff. A report of the visit had been produced. The visit looked at actions, progress and outcomes. <p>Q: What data can be obtained about people accessing CareFirst support? A: Mr Evans stated that he would be able to find out the number of calls made to the service but nothing else as it was confidential.</p> <p>Q: Are there patterns in absences? A: Mr Evans stated that there was a link between long term absences and mental health but reasons for absences varied.</p> <ul style="list-style-type: none"> • Safer recruitment training – Mrs Witterick had completed this and had supported the recruitment of three ETA's. • Philosophy for Children (PforC) – Mrs Witterick had met with the lead teacher • Performing Arts Curriculum – Mr Baines and Mrs Witterick had met the lead teacher on 8 February 2023. A report of the visit had been produced. The school was looking to further develop its drama offer for pupils. <p>Q: How well used are the sensory rooms? A: Mr Evans stated that these were not used as much as they could be as there were some technical issues to resolve.</p> <ul style="list-style-type: none"> • Kirklees Governor Briefing – Ms Grey had accessed the recent online briefing which had a key message for governors about financial deficits over the next 2-3 years. Ms Grey offered to share her notes from the briefing with governors. • Looked After Children (LAC) – Mr Holland and Mrs Witterick had attended a meeting. A report had been shared with the governors. Performance data would be looked at at the end of the year. 	

		<p>Forthcoming meetings/visits/training:</p> <ul style="list-style-type: none"> • Medical Audit – Mr Holland and Mrs Berrett were attending on 31 March 2023 • Equality and Health and Safety visits to be arranged • The Friends of Southgate are proposing to hold an afternoon tea event at the school on 10 June 2023 between 11am and 2pm 	
12.	ANY OTHER BUSINESS	<p>a) <u>Child Absence Survey</u> Mrs Berrett proposed the school conducted a survey into this and offered to draft the questions. It was agreed that the survey would be run in September 2023.</p> <p>b) <u>Parent Support Group for School Leavers</u> Mrs Berrett proposed setting up the group with support from relevant school staff. She felt this would help parents to share concerns and gain confidence as advocates for their children. This was supported by the meeting.</p> <p>Q: Can governors have access to the Parent Hub for information? A: Mr Evans confirmed that it could be possible to provide high level access and asked Ms Hallas to look into it further.</p> <p>ACTION: Ms Hallas to look into access for governors to the Parent Hub</p> <p>c) <u>Letter from Kirklees regarding maintained schools</u> Mr Evans informed governors that Cllr Pattison had visited the school approx. 2 weeks ago.</p> <p>The school had received a letter from the lead member for Learning Aspiration and Communities (which had gone out to all maintained schools) regarding the academy agenda. Mr Evans had also attended a forum on this. Transferring to an academy was harder for special schools however Kirklees Council remains committed to maintained schools. Mr Evans emphasised the strong links the school had with Kirklees Council and the support it receives including finance, SEND and PPP contract management.</p>	Ms Hallas

13.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	RESOLVED: That the next meetings of the Governing Body be held on: 24 May 2023 at 5.30pm 12 July 2023 at 5.30pm	
14.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	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.	

Meeting finished at 8.15 pm.