

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, 24 May 2023.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Ms L Drye, Mr P Evans (Head Teacher), Miss C Gray (from 5:55 pm), Mr M Holland, Ms W May, Mrs S Norman, Mrs J Witterick

IN ATTENDANCE

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

The meeting started at 5:45 pm

	Item	Minutes	Action
Procedural			
1.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mr C McCombe (consent) and Ms B Katenga (consent). There were no declarations of interest.	
2.	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"> Intimate Care Policy The governors agreed that agenda item 14 would be brought forward.	

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>Jeannette Berrett</td><td>Co-opted</td><td>15/05/2023</td></tr><tr><td>Wendy May</td><td>Designate</td><td>18/04/2023</td></tr></tbody></table> <p><u>Designate Appointment</u></p> <table><tbody><tr><td>Carson McCombe</td><td>Designate</td><td>ID received, awaiting DBS</td></tr></tbody></table> <p>ACTION: Ms Hallas to arrange for follow up on the DBS check.</p> <p>3.2 <u>Appointment of one Co-opted Governor</u></p> <p>This item was noted but not discussed.</p> <p>3.3 <u>Election of one Parent Governor</u></p> <p>This item was noted but not discussed.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jeannette Berrett	Co-opted	15/05/2023	Wendy May	Designate	18/04/2023	Carson McCombe	Designate	ID received, awaiting DBS	Ms Hallas
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>													
Jeannette Berrett	Co-opted	15/05/2023													
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Carson McCombe	Designate	ID received, awaiting DBS													
4.	MINUTES OF THE MEETING HELD ON 29 MARCH 2023	<p>RESOLVED: That the minutes of the meeting held on 29 March 2023 be approved and signed by the Chairman as a correct record subject to the following amendments:</p> <p>3.1 Replace “Ms Wells” with “Ms May”</p> <p>8 (c) delete first bullet point</p>													

5.	MATTERS ARISING	<p>(a) <u>Kirklees Learning Partner (KLP) to attend Governor meeting (Minute 5 (c) refers)</u> Mr Evans reported that the KLP would be attending the meeting on 12 July 2023.</p> <p>(b) <u>Safeguarding Training (Minute 5 (d) refers)</u> There are still very limited face to face training sessions available. Ms Perfitt suggested that Governors consider the NSPCC training course specific for governors. This was an online course but could be completed in sections rather than as a whole. It was agreed the school would meet the cost of this training.</p> <p>ACTION: Ms Perfitt to send a link to the NSPCC course to governors and for governors to arrange a series of sessions among themselves to complete the training.</p> <p>(c) <u>Governor satellite meeting (Minute 8 (d) refers)</u> Mr Evans confirmed that the meeting had taken place and that governors had viewed the documents and plans. Governors who participated were thanked and Ms May was thanked for her insight.</p> <p>(d) <u>Satellite School Update (Minute 8(d) refers)</u> Mr Evans provided an update. There have been positive engagement from the staff, pupils and their families. Families had had a tour of the facility. Between six and eight pupils would be transferring across and these pupils are very excited about it.</p> <p>Building work funding (approx. £200k) had been approved and would be met by Kirklees Council. Pupils would only transition when the works are completed and the school was set up. Mr Holland commented that he had spoken to a staff member who had been very enthusiastic about it.</p> <p>(e) <u>Access to Parent Hub (Minute 12 (b) refers)</u> Ms Hallas confirmed she had provided access to the whole school part of Parent Hub to all governors.</p>	Ms Perfitt / Governors
6.	FINANCIAL MANAGEMENT AND MONITORING	<p>(a) <u>Update</u> Ms Hallas shared a paper with governors by way of an update. The school was about to set its budget for 2023-24 which would be £4,424k plus a carry forward of £221k making a total of £4,645k.</p>	

		<p>The budget for teachers and ETAs had been adjusted due to expected funding in relation to the satellite school provision. The contingency would be set at £168k. Last years carry forward would be used for some premises works (e.g. playground), IT purchases and training.</p> <p>Mr Evans, Ms Perfitt and Ms Hallas would continue to meet governors monthly to monitor the budget. The Money Manager system had been set up with additional codes to provide more detailed analysis of expenditure which was essential due to the complexity of the budget.</p> <p>The school's annual Schools Financial Value Standard (SFVS) return had been completed and had been reviewed by Mr Baines before it had been submitted to Kirklees Council.</p> <p>(b) <u>Careers Service Provision</u> Mr Evans reported that he had only just been notified by CK Careers that Kirklees Council that it was no longer commissioning them for this service for special schools.</p> <p>The governors expressed their disappointment with Kirklees Council in making this late notification and noted how very effective the current provider (CK Careers) had been in working with the children in the school.</p> <p>Mr Evans stated that he had received a quote from the current provider to continue the service at the school but at a charge. He would be speaking to the Head Teachers at the other special schools to see if a joint procurement exercise could be undertaken to provider better value. Governors suggested that the Head Teachers collectively write to Kirklees Council requesting advice on how to proceed.</p> <p>Q: Would the current provider be willing to reduce its charges? A: Mr Evans replied that this was something he was considering asking of them.</p> <p>The governors discussed the situation further including the scale/quality of the local provider market, capacity/expertise for a procurement exercise and the potential difficulties in transferring to a new provider. Governors felt that the school needed to make arrangements to continue to provide a service until a new provision/service could be put in place; even if this meant additional pressure on the budget.</p>	
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14.	MONITOR RECOVERY PREMIUM FUNDING	<p>Ms Emptage presented this item and explained to governors how the funding had been spent this year. She also explained that it had been difficult to monitor due to identifying funding streams. There had been two main areas of focus:</p> <p>(a) <u>Academic mentoring</u> 57 pupils had received mentoring using Priority Pupil data to identify the pupils. Of these 79% had made progress and 62% had made progress in two or more areas. Sensory approaches had worked well. There had been a 50% reduction in Stage 1 and 2 anxiety levels with a 67% reduction elsewhere.</p> <p>(b) <u>Tutoring</u> Two tutors had been working with older learners to help make progress and grow self-esteem. Seven pupils had been involved and a total of 367 hours tutoring had been provided. Pupils had taken mock exams in Maths and English with good results across the board; however it was more than just the results it was about the journey for the pupils. No pupil had sat an exam if they would find it stressful.</p> <p>6 pupils took Functional Skills (a range of Level 1 and 2) in Maths, 4 pupils also took Functional Skills (both Level 1 and 2) in English and 2 pupils took Maths GCSEs.</p> <p>The benefits of tutoring being provided by subject specialists had been evident and pupils had been excited about the process. Mr Holland had kindly invigilated the exams to help create proper exam conditions. He reported that these had gone well with pupils not needing the extra time they had been allowed.</p>	

		<p>The governors thanked the office staff for their support with the exams. Mr Baines drew attention to a recent article in the Guardian newspaper about the National Tutoring Programme funding.</p> <p>Q: Could Newsome assist with exams moving forward?</p> <p>A: Mr Evans suggested that in the longer term, this could be possible as part of the two-way sharing between the schools.</p> <p>The governors were very pleased that the school was giving pupils the opportunity to study in the same way as other children. The governors thanked Ms Emptage for her presentation.</p> <p>Ms Emptage left the meeting at this point.</p>	
7.	REPORTS FROM COMMITTEES	<p>The following meetings had taken place:</p> <p>(a) <u>Standards and Effectiveness committee – 16 May 2023</u></p> <p>Mr Holland provided a summary of the matters discussed at the meeting. Minutes of the meeting would be shared with governors. Matters discussed included:</p> <ul style="list-style-type: none"> • Post 16 options – governors and staff were very aware of the issue but unable to make progress due to the poor range of options available and the lack of places available for pupils with certain needs. This issue would be revisited. Mrs Berrett commented that she had learned from a local councillor that it was a national issue. • Outside classroom provision • Changes in the CPOMS system • Updates from the NAHT (National Association of Head Teachers) conference and national issues • Changes in personnel at Kirklees Council • School Development Plan (SDP) • Quality of education <p>(b) <u>Children Looked After (CLA) and post-CLA meeting – 22 May 2023</u></p> <p>Mr Holland provided a summary of the key points discussed at the meeting including:</p> <ul style="list-style-type: none"> • It was evident that staff knew the children very well • Many positives were noted and some concerns; however governors had confidence in the school staff to address these 	

		<ul style="list-style-type: none"> • Children were making progress and attendance levels were good • Engagement by social workers varied and there was a lack of consistency in these staff which did not help • Governors understood the long term impact on a child of early trauma and were content that the school staff were very capable of dealing with it 	
8.	HEAD TEACHER'S REPORT AND GOVERNORS QUESTIONS	<p>Mr Evans had provided a written report to the governors in advance of the meeting and brought to governors' attention the following key points:</p> <p>(a) <u>Pupils</u></p> <ul style="list-style-type: none"> • There were 169 pupils currently on the roll, one having joined the school recently <p>Q: What is the school's capacity? A: Mr Evans confirmed that capacity was 164 pupils, however numbers were balanced taking into account several factors including if a child's needs could be met in any given class and other pressure, such as pupils moving in from other authorities and potential appeals tribunals.</p> <p>Q: How many children would be leaving this year? A: Mr Evans confirmed that 18 Year 11 pupils would be leaving with a small number still without a named Post 16 provision.</p> <ul style="list-style-type: none"> • In September 2023 there would be no pupils for Reception class and only one child in Key Stage 1. There was an emerging trend for an older pupil cohort • Mr Evans had attended a SENDACT (Special Educational Needs and Disabilities Assessment and Commissioning Team) meeting with Kirklees Council and had raised concerns with managers • There were improving good-attendance levels across the school, including from the Pupil Premium cohort <p>(b) <u>Pupil Progress and Attainment (presented by Ms Perfitt)</u></p> <ul style="list-style-type: none"> • In the Spring terms 74% of pupils had made expected/above expected progress and 28% of Priority Pupils had made accelerated progress and were now back on track • The Evidence for Learning (EFL) system was being used for the assessment of holistic progress and was receiving positive feedback from staff. Data quality would improve as more data was inputted 	

		<ul style="list-style-type: none"> • Assessment tools for the Wider Curriculum subjects and Personalised Curriculum were being trialed • External assessments for Key Stage 4 were currently ongoing with external moderation samples for ASDAN and AQA Entry Levels having been submitted. A Results Day had been planned when pupils could call into school to collect their results • Key Stage 1 SATS were being done by one pupil and there were no pupils doing the Key Stage 2 SATS this year • Pre Key Stage Standards were being assessed using EFL <p>Q: How is the listening assessment measured? A: Ms Perfitt replied that was measured using PIVATS still but EFL can be used for collecting evidence; for example asking a pupil to retell a story they have been told.</p> <p>Q: Do parents know if their child is considered a Priority Pupil by the school? A: Mr Evans stated that assessment data was shared with parents and reminded governors that learning progress was not always linear. Pupil progress is discussed in each pupil's annual review with provision adapted to reflect needs. The school proposed to potentially use EFL for parental engagement moving forward. The descriptor "Priority Pupil" could generate negative connotations and therefore be potentially upsetting for parents. The school celebrated successes instead and would be aiming to improve its consistency in doing this (via Dojo) next year.</p> <p>(c) <u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • There was currently a very strong teaching team at the school • Quality assurance had been focusing on new members of staff or those identified as needing support • May Formal Skills (Intent) and Deployment of ETAs Learning Walk: <ul style="list-style-type: none"> - 13 observations (13 teachers) were conducted on new staff, ECTs, teachers requiring high support and some medium support. No teachers requiring low support were observed - Despite not covering our strongest teachers, the overall data supports that our less experienced teachers are making good progress over time. 92.3% Good or Better which is our strongest ever, with 38% of these considered very good - PM lessons were stronger than AM lessons! - Deployment of ETAs across school remains much improved 	
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		<p>- Gap between pathways has closed</p> <p>(d) <u>Behaviour</u> The Spring term saw a marginal increase in the percentage of pupils having 'outstanding' days and an increase in the percentage of pupils having 'good' days. This is positive as Stage 1 anxiety has decreased and Stage 2 has remained stable.</p> <p>The percentage of Stage 3 behaviour (crisis incidents) and physical interventions have marginally increased in the Spring term (as discussed in further detail in the report) however figures remain low compared to previous years.</p> <p>The governors commented that they had confidence in the school leaders to address this issue.</p> <p>Q: Do personal intervention levels eventually plateau? A: Mr Evans replied that the school would always aim to lower these, and there are some key individual pupil success stories over time.</p> <p>The governors noted that there was reflection following a physical intervention to learn from it and change things if required.</p> <p>(e) <u>Bullying and Discrimination</u></p> <ul style="list-style-type: none"> • The Spring term data was encouraging as incidents continued to fall in most areas <p>(f) <u>Recruitment</u></p> <ul style="list-style-type: none"> • A competitive recruitment exercise had just been completed to appoint a temporary replace for an Assistant Head Teacher (maternity) <p>(g) <u>Building and Premises</u></p> <ul style="list-style-type: none"> • After five years of negotiations a new canopy over Hedgehog class would now be put up 	
9.	SAFEGUARDING	Ms Perfitt presented information on Safeguarding including information contained in the Head Teachers Report for governors:	

		<ul style="list-style-type: none"> • The school had been involved in three child protection cases in as many weeks. • There were two children on child in need interventions • The Early Help Hub Coordinator was in post • The school was involved in seven Team Around the Family (TAF) meetings • Concerns about a lack of social worker visits for one child had been escalated within Kirklees Council • The number of DSL's in school was now seven creating strong capacity • The CPOMS user guide which had been shared with governors previously was having a positive impact on use of the system to record incidents <p>Mr Evans reported that Ms Perfitt's involvement and work on safeguarding matters had been considerable and therefore the school would be getting another member of staff to take over the role of DSL (transition period) and to ensure good safeguarding succession.</p>	
10.	SCHOOL SURVEYS AND WELLBEING	<p>Mr Evans provided a brief summary of the findings of three recent surveys carried out with pupils, staff and parent/carers. More detailed reports of the findings had been shared with governors ahead of the meeting.</p> <p>(a) <u>Pupil survey</u> Over 130 responses had been received. Questions had covered a broad range of matters and the survey had been differentiated to meet different needs. Pupils had rated the school highly in areas such as dealing with bullying, help to be independent, being listened to and being treated fairly. Where lower ratings had been given raised staff had followed these up with the individual pupils.</p> <p>(b) <u>Staff survey</u> There had been a workload survey carried out with 24 teachers and a further anonymous staff survey had also been carried out. In the latter staff had rated the school highly in areas such as being proud to work for the school, enjoying working at the school and keeping pupils safe. Two areas where lower ratings had been given were pupil behaviour, linked to an area of school being supported, and being treated with respect. These ratings were comparative with small numbers of staff giving negative responses.</p> <p>(c) <u>Parent/Carer survey</u> 58 responses had been received which was up from the 39 responses received last year.</p>	

		<p>Parents/Carers had rated the school highly in areas such as feeling confident to contact the school, feeling their child was safe and the standard of education and subject range being offered. Communication was the comparatively less positive area and leaders acknowledge that this isn't consistent across school.</p> <p>Overall there had been a lot of positive feedback from the surveys, with improved areas following implemented actions from the last survey; however it was acknowledged that the school always looked to do better.</p>	
11.	KLP VISIT	This item was not discussed at the meeting as it had previously been removed as an agenda item (to be covered in the next meeting).	
12.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p>(a) <u>Behaviour Principles Written Statement</u> Mr Evans had shared a draft statement with governors ahead of the meeting. Overall the governors thought the document was good.</p> <p>Q: Could the phrase “we are a non-sanctioning school” be reworded? A: Mr Evans and Ms Perfitt stated that it would be difficult to express the phrase differently without it becoming too “wordy” and that, as drafted, the phrase was widely used and understood by staff. This is a core part of the school's values and there was agreement amongst governors to keep this wording.</p> <p>RESOLVED: That the Behaviour Principles Written Statement be approved.</p>	
13.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>The following visits were reported as having taken place:</p> <ul style="list-style-type: none"> Philosophy for Children (P4C) visit – had taken place on 28 March 2023 by Mrs Witterick and Mr Baines. A report of the visit had been produced. Governors noted that P4C had been embedded in the Orchard pathway and that it was being rolled out across the other pathways 	

		<ul style="list-style-type: none"> • Medical Audit – this had been carried out by Mrs Berrett and Mr Holland. A further visit would be undertaken in six months' time • School cycling trip to Derbyshire in April – Mrs Norman and Mr Baines had been involved in this • Recruitment – Mr Baines and Mrs Berrett had assisted with a recruitment exercise in the previous week and had also been able to view the changes to the playground area <p>Forthcoming meetings/visits/training:</p> <ul style="list-style-type: none"> • Miss Grey and Ms May would be carrying out health and safety and equality visits • Mrs Witterick reported that the Friends of Southgate's afternoon tea event at the school would now be held on 16 July 2023 • Mrs Berrett and Ms Perfitt would be meeting in July to discuss Safeguarding 	
15.	ANY OTHER BUSINESS	<p>a) <u>Intimate Care Policy</u></p> <p>Mrs Berrett and Mr Holland had been reviewing the policy which states that one person should accompany the child unless two are needed. The difficult balance between ensuing there was dignity for the child but also ensuring staff are safeguarded was acknowledged. Mrs Berrett noted that she had seen other similar policies where it was two members of staff to accompany the child. Ms May suggested that the ERIC (The Children's Bowel and Bladder Charity) website might be a useful source of information.</p> <p>Mr Evans stated that the current policy was about to be reviewed and that at the last review it had been consistent with those used in other special schools. Care plans were individual to the pupil and include the pupil and parent voice in how these are implemented. Resourcing the provision of intimate care needed to be considered. Mr Evans offered governors the opportunity to visit the hygiene suites.</p> <p>ACTION: Mrs Berrett and Mr Holland would lead on looking at the reviewed policy and it would be formally discussed at the next meeting.</p>	Mrs Berrett / Mr Holland
16.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on:</p> <p>12 July 2023 at 5.30pm</p>	

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.	
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Meeting finished at 8.45 pm.