

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, 12 July 2023.

PRESENT

Mrs J Berrett, Ms L Drye, Mr P Evans (Head Teacher), Mr M Holland, Mr C McCombe, Mrs J Wittrick

IN ATTENDANCE

Mrs S Dunn (Minute Clerk)
 Ms A Morris (Parent)
 Ms J Nellis (Kirklees Learning Partner)
 Mrs R Perfitt (Deputy Head Teacher)

The meeting started at 5:35 pm

	Item	Minutes	Action
Procedural			
15.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Mr R Baines (consent), Ms W May (consent), Mrs S Norman (consent) and Miss C Gray (consent).</p> <p>In the absence of Mr Baines, Mr Holland chaired the meeting. Mr Evans stated that that this was the first time in nine years that Mr Baines had missed a Governing Body meeting and this reflected Mr Baine's commitment to the school.</p> <p>Ms Hallas was also unable to attend the meeting.</p> <p>There were no declarations of interest.</p>	

16.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be brought up under Any Other Business:										
17.	REPRESENTATION	<p>The following matters of representation be noted:</p> <p>(a) <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>Jeannette Berrett</td><td>Co-opted</td><td>15/05/2023</td></tr><tr><td>Carson McCombe</td><td>Designate</td><td>31/05/2023</td></tr></table> <p>(b) <u>Vacancy</u></p> <p>One parent governor – the vacancy was not discussed at the meeting.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jeannette Berrett	Co-opted	15/05/2023	Carson McCombe	Designate	31/05/2023	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>										
Jeannette Berrett	Co-opted	15/05/2023										
Carson McCombe	Designate	31/05/2023										
18.	MINUTES OF THE MEETING HELD ON 24 MAY 2023	<p>RESOLVED: That the minutes of the meeting held on 24 May 2023 be approved and signed by the Chairman as a correct record subject to the following amendment:</p> <p>Item 8, page 9 question – replace “personal intervention” with “physical intervention”</p>										

19.	MATTERS ARISING	<p>(a) <u>NSPCC training (Minute 5 (b) refers)</u></p> <p>Mrs Perfitt had sent the link to governors. Mrs May had completed the training.</p> <p>ACTION: Governors to liaise with each other to arrange sessions for the training.</p> <p>(b) <u>Exams Results Day (Minute 14 (b) refers)</u></p> <p>Mr Evans confirmed that this would be held on 24th August 2023 and children could come into school. Parents had been notified about the date.</p> <p>(c) <u>Pupil Surveys (Minute 10 (a) refers)</u></p> <p>Mr Evans confirmed that areas rated less positively by pupils had been followed up individually with them.</p> <p>(d) <u>Behaviour Principles Written Statement (Minute 12 (a) refers)</u></p> <p>Governors had approved the statement at the last meeting.</p> <p>(e) <u>Intimate Care Policy (Minute 15 (a) refers)</u></p> <p>This item was discussed under item 11 below.</p>	Governors
20.	FINANCIAL MANAGEMENT AND MONITORING	<p><u>Update</u></p> <p>Mr Holland reported that the Finance and Premises committee had met prior to this meeting and that minutes of the meeting would be shared with governors. Mr Holland summarised the matters reported at the meeting including:</p> <ul style="list-style-type: none"> • The budget for the year was £4.7m • The budget would be effectively monitored and although it was more challenging serious position there appeared to be some room to maneuver 	

- Governors would continue to meet the school staff twice termly to review the budget and the Finance and Premises committee would meet once a term to monitor the budget.
- Some carry-forward from last year would be used for investments including playground, CCTV and ICT purchases.
- Outgoings in some areas appeared high but this is due to the fact that some costs are paid as lump sums early in the year rather spread over the year.
- Options for the old minibus were being considered.
- New codings in the Money Manager system were proving very helpful in analyzing and monitoring expenditure.
- The school's business support function had been affected by a long-term staff absence.
- The Business Support Apprentice had settled in well and was developing his skills

Mr Evans provided an update on the satellite school. The cost of the staff working at the satellite had been included in the budget. Funding for the eight pupils transferring would cover the core staffing costs at the satellite. Support staff would be working at the main school until they were needed at the satellite.

Q: Have there been any transitions visits to the satellite yet?

A: Mr Evans confirmed that there had been some visits but due to exams and now works being undertaken this had affected visits a little. Pupils had met children attending Newsome. Uniforms were under development with the pupils involved in this.

Q: Would the children wear uniforms all the time?

A: Mr Evans stated that it would depend on the child, however most wanted to wear one to fit in with the school; especially when accessing the main school.

Q: Would pupils and parents still be included in Southgate School?

A: Mr Evans confirmed that this would continue. Pupils would be spending at least ½ day a week at Southgate. Additionally they would be involved in the Duke of Edinburgh awards and other enrichment. The leadership rota will also include the satellite. Events will still take place at Southgate School.

		<p>The governors discussed visiting the satellite school and also having some of their meetings there.</p> <p>Mr Evans provided an update on the minibus. It was an old vehicle but worked well for local trips however future maintenance needs were uncertain. The school was exploring whether to replace it with two people-carrier vehicles as these were more flexible and more staff would be able to drive them.</p> <p>Q: Is the school looking at funding for this?</p> <p>A: Mr Evans confirmed that it needed to secure funding. The Variety Club charity had helped to provide minibuses in the past and there was also an option to lease vehicles rather than purchase them. A good option is also to buy good quality second hand outright.</p>	
21.	REPORTS FROM COMMITTEES	<p>The following meeting had taken place:</p> <p><u>Safeguarding</u></p> <p>Mrs Berrett and Mrs Wittrick had met Mrs Perfitt and a copy of the report had been shared with governors.</p>	
22.	KIRKLEES LEARNING PARTNER FEEDBACK	<p>Mr Evans introduced Ms Nellis to the meeting. Ms Nellis had been working with the school for three years, supporting the Head Teacher. One visit per term had been carried out. The school had been notified that from September 2023 Kirklees Council would no longer fund a KLP for every school; only those needing intensive support. However the school could buy the service from a KLP direct.</p> <p>Ms Nellis summarised her background and experience, including a special interest in SEND, and explained that she worked with a number of schools across Kirklees and Calderdale, including other special schools.</p> <p>Ms Nellis advised governors about her two visits to the school, one in Autumn 2022 and the other in Spring 2023. In respect of the Autumn 2022 visit:</p> <ul style="list-style-type: none"> • The focus had been on curriculum 	

		<ul style="list-style-type: none"> • PSHE (Personal, Social, Health and Economic education), early reading and maths had been reviewed with the school team • Strong senior and middle leadership had been observed • Phonics had also been looked at, with the school implementing a new system and training staff on it <p>In respect of the Spring 2023 visit:</p> <ul style="list-style-type: none"> • Strategies to support reading had been looked at • Very high-quality reading records had been seen and she would encourage the school to share the model with others • excellent practice had been observed • She had been impressed with the individualised reading packs for pupils • the environment had been observed and she understood the difficulty for the school in meeting expectations for displays to be linked to learning whilst maintaining a calm environment. However she could see changes had been made to the environment and had been impressed by the level of calm throughout the school. • She was very positive about the new satellite school at Newsome and also the outreach work and other external work. • She had suggested more training on phonics would assist ETA's and that supply staff should be briefed on the school's reading strategies <p>Ms Nellis offered her support to the school when it was visited by Ofsted. Mr Evans confirmed this would be a valuable contribution to the process. Mr Evans will be updating the crib sheet of information for governors to support them in the Ofsted visit, utilising the updated SEF and new SDP.</p> <p>Mr Evans thanked Ms Nellis for attending the meeting and for her support and engagement with the school.</p> <p>Q: How would the school contract with a KLP from September?</p> <p>A: Ms Nellis advised that in September Kirklees Council would be requesting all schools to self-evaluate to determine if intensive support would be needed or not. If intensive support was needed Kirklees Council would continue to provide it and fund it. If not then the school could contract directly with her.</p>	
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		Mr Holland commented that the role of the KLP was important in providing experience and a critical eye to the school. Mr Evans stated that the school had last been inspected by Ofsted five years ago and he was expecting there to be a visit soon.	
23.	SAFEGUARDING	<p>Mrs Perfitt presented current information on Safeguarding activity including:</p> <ul style="list-style-type: none"> • two pupils on Child Protection Plans, with one child having moved into care • two pupils on children in need interventions • six pupils with Team Around the Family (TAF) interventions • five pupils with Early Help Assessments (EHAs) in progress • two recent strategy meetings had ongoing issues to address. These had provided an opportunity for learning and to reflect on working with other agencies <p>Mrs Perfitt presented information on pupils' attendance which was currently at 90.73% but unfortunately not reaching the school's ambitious target. However the data had been compared to other schools and was comparable. Ms Nellis advised that DfE data reported a higher absence rate nationally of 13.1% for special schools. Absences from Pupil Premium children were currently at 1% which met the target.</p> <p>Mr Evans reported that Naomi Fan would be taking over Mrs Perfitt's DSL role with her ongoing support. The governors supported this decision. To assist with the handover an external review had been commissioned.</p> <p>Mrs Perfitt advised that the Prevent Team would be coming back into school next year. There would also be some training carried out to raise awareness of gangs. In respect of CPD she had observed that there were now a number of staff showing increased confidence in dealing with safeguarding issues and who were able to do this without seeking guidance.</p> <p>Mrs Perfitt reported that the school was working with the family and the hospital education service following the sectioning of a pupil under mental health legislation. The staff had not dealt with this situation previously.</p>	

		<p>Q: Are the staff and pupils being supported following this?</p> <p>A: Mrs Perifft confirmed that they were. Pupils were aware that pupil in question was unwell and the situation had been risk assessed leading to the pupil latterly working alone with supervision.</p>	
24.	SDP REVIEW 2022-2023 AND NEXT STEPS	<p>Mr Evans had updated the school's two-year School Development Plan (SDP) and shared this with governors. The current SDP would be ending Summer 2023. Most of the objectives had been achieved with a few partly achieved. Evidence of achievement had been very well documented.</p> <p>Q: Where had the most added value been seen?</p> <p>A: Mr Evans thought this had been through teaching and learning. There was now a quality and consistency in teaching and teachers were supported to improve. Progress towards the other objectives underpinned this, including good staff attendance levels, behaviour, therapy etc.</p> <p>Q: Could the school support PHD students?</p> <p>A: Mr Evans stated that the school had already worked with Manchester University to carry out bespoke research which had been used to develop the Woodland pathway. The school would be interested in working with other universities.</p> <p>Mr McCombe offered to check when Huddersfield University would be inviting the next round of applications.</p> <p>Mr McCombe commented that the school should publish its SDP achievements and the impact these have made as a communication to parents and other stakeholders.</p> <p>Mr Evans confirmed he was drafting a new SDP for the next two years and this would be shared with governors at the next Full Governing Body meeting.</p>	

25.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p><u>Intimate Care Policy</u></p> <p>A draft policy had been shared with governors. Mrs Berrett and Mr Holland praised Ms Gaffigan for producing a quality draft so promptly. Both thought it was an excellent document. Mr McCombe suggested that the policy needed to correlate with the school's policies on Equality, Diversity and Inclusion.</p> <p>ACTION: Mrs Perfitt to feed this back to Ms Gaffigan.</p> <p>Mr Evans reported that the school had updated some other policies including risk assessments for off site visits; however these did not require governor approval but were available for scrutiny. An updated First Aid policy would be reviewed at the next Curriculum and Standards Committee meeting.</p>	Mrs Perfitt
26.	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 Berrett had been to the theatre with Cedar class which had been a successful event • Mrs Wittrick had carried out a visit to review the curriculum. A report had been produced and shared with governors. She had been very impressed with the teachers and the resources <p>Q: Could the governors see a curriculum tree?</p> <p>A: Mr Evans shared a sample at the meeting and explained how it worked across the school. There was a tree for each subject.</p> <ul style="list-style-type: none"> • Mrs Wittrick had attended a Philosophy for Children (P4C) session in Squirrel class led by Mrs Drye. She had been impressed by how the session encouraged pupils to voice an opinion and debate issues. She had also been impressed with the enthusiasm and commitment of staff • Mr Holland had been supporting the leadership in the recruitment of a Pastoral Intervention Officer and some ETA positions. He had been impressed by the quality of the candidates which meant that several offers had been able to be made. Mrs Perfitt advised that the school would only recruit staff it was totally confident would be able to perform the role. 	

		<ul style="list-style-type: none"> • He also praised the school for the quality of the information it provided to applicants about the school itself as a place to work. Mr Evans advised that the school had looked at advertising vacancies more widely to attract quality candidates. A recent example had been the successful appointment of a person looking to move into the area, having seen an advertisement in the Times Educational Supplement (TES). <p>Q: How many vacancies are there?</p> <p>A: Mr Evans advised this was not a straight forward number as it depended on the needs of the children and the applicants' skill sets. Despite this recruitment round there would still be some vacancies in September; however the priority areas in school are covered and there are some areas where supply staff could be readily accessed if required.</p> <p>Q: How many candidates were shortlisted for interview?</p> <p>A: Mr Evans confirmed there were around 20.</p> <ul style="list-style-type: none"> • Mrs Berrett had attended Kirklees College with some of the school leavers • Mrs May and Ms Gray had met with Mrs Perfitt to review Health and Safety and Equality, Diversity and Inclusion. Reports of the meeting would be available soon but governors were very positive about the improvements made around the school and the strong health and safety culture. <p>Forthcoming meetings/visits/training:</p> <ul style="list-style-type: none"> • Mr Holland would be attending a Children Looked After - Post CLA meeting. 	
27.	SCHOOL UPDATES	<p>Mr Evans presented verbal update on the following areas:</p> <p>(a) <u>Pupils</u></p> <p>There would be 170 children in school, including the satellite. In the Autumn term the school would look to take on some more children. He was aware of many children with complex needs who were in mainstream school due to the lack of special provision. There are increasing numbers of pupils with more profound needs requiring an engagement curriculum and this was likely to increase further.</p>	

		<p>Some transitions had been affected by industrial action but on the whole had gone well. The number of physical interventions had increased, amongst a small cohort of pupils, but the support provided was working.</p> <p>(b) <u>Staff</u></p> <p>All key positions had been filled including middle leadership and a new TLR for behaviour. Staff will be trained on the new phonics system (Little Wandle) which was documented in the new SDP. A TLR3 (Teaching and Learning Responsibility) position had been agreed for PSHE. Exit interviews had been held with staff leaving the school which had shown that staff had left for positive reasons e.g. promotion, relocation.</p> <p>(c) <u>Post 16</u></p> <p>This had been raised at the last meeting and the issue has been continually escalated within the council. From the five pupils originally affected there are now only two without provision. There was a lack of provision in Kirklees and dialogue with Kirklees Council could be hampered by changes in personnel at the council. Mr Evans had submitted a proposal earlier in the year for the school to offer Post 16 provision which would be less expensive than sending children out of area.</p> <p>(d) <u>Careers Provision</u></p> <p>The school would be purchasing the services of the existing provider, CK Careers, for one day a week for the next year. This would allow the school time to consider further options for the provision.</p> <p>Q: How would the school do this?</p> <p>A: Mr Evans confirmed the school would have a contract directly with CK Careers. The person from CK Careers currently working with the children was excellent and this would continue under a new contract. However the new contract would be for one day whereas the existing arrangement was for two days, so there would need to be some new ways of working introduced. The school's Personal Development Leader was exploring this.</p>	
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28.	REGISTER OF BUSINESS INTEREST	Mr Holland reminded governors to complete their returns and that this would be picked up in September 2023.	
29.	ANY OTHER BUSINESS	There were no items of Any Other Business to be discussed.	
30.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held on:</p> <p>4 October 2023 at 5.30pm</p>	
31.	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 7:35 pm.