

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 at the school on Wednesday, 29 November 2023.

PRESENT

Mr R Baines (Chair), Mrs J Berrett, Mrs L Drye, Mr P Evans (Head Teacher), Mr M Holland, Mr C McCombe, Ms A Morris (Designate Governor), Mrs S Norman

IN ATTENDANCE

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

The meeting started at 5:40 pm

	Item	Minutes	Action
Procedural			
23.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Mrs W May, Ms C Gray and Mrs J Wittrick. All apologies for absence received consent. There were no declarations of interest.	
24.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under Any Other Business: (a) Post 16 transport consultation (b) Governors' survey	

25.	REPRESENTATION	<p>The following matters of representation were noted:</p> <p>25.1 <u>DBS Checks</u></p> <p>Ms Morris explained a problem she had experienced in obtaining her DBS check.</p> <p>ACTION: Ms Hallas to contact Kirklees Governor Service (KGS) to try to resolve the issue.</p> <p>25.2 <u>Resignation</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>Ms B Katenga</td><td>Parent</td><td>28 November 2023</td></tr></tbody></table> <p>25.3 <u>Governor Vacancies</u></p> <p>Governors noted that following the resignation reported in Minute 25.2 there were two parent governor vacancies.</p> <p>ACTION: Ms Hallas to issue a communication to parents inviting applications to join the Governing Body</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms B Katenga	Parent	28 November 2023	<p>Ms Hallas</p> <p>Ms Hallas</p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
Ms B Katenga	Parent	28 November 2023							
26	MINUTES OF THE MEETING HELD ON 4 OCTOBER 20223	<p>The meeting held on 4 October 2023 was inquorate.</p> <p>RESOLVED: That the Governing Body ratify the minutes of the meeting held on 4 October 2023.</p> <p>RESOLVED: That the minutes of the meeting held on 4 October 2023 be approved and signed by the Chair as a correct record of the meeting subject to the following amendments:</p> <ul style="list-style-type: none">• Replace references to Mrs A Morris with Ms A Morris• Replace references to Mrs R Perfitt with Ms R Cranmer							
27	MATTERS ARISING	<p>(a) <u>Declaration of Business Interest Information (Minute 2.2 refers)</u></p> <p>ACTION: Ms Hallas to confirm all governors have submitted their declarations of business interest forms.</p>	<p>Ms Hallas</p>						

		<p>(b) <u>GIAS Update (Minute 2.3 refers)</u></p> <p>It had been noted that further updates would be required to GIAS.</p> <p>ACTION: Ms Hallas to ensure the required updates are made to GIAS.</p>	Ms Hallas
		<p>(c) <u>Terms of Reference (TOR) for Finance and Resources Committee (Minute 6 refers)</u></p> <p>ACTION: Mr Holland to draft the TOR.</p>	Mr Holland
		<p>(d) <u>Risk Register (Minute 6 refers)</u></p> <p>Due to unexpected circumstances, work on the draft risk register had been unable to be progressed since the last meeting.</p> <p>ACTION: Ms Hallas and Ms May to develop an initial draft risk register using a template supplied by Ms May.</p>	Ms Hallas/Ms May
		<p>(e) <u>Pay Committee (Minute 6.1 refers)</u></p> <p>The Pay Committee had been established and had met.</p>	
		<p>(f) <u>Appraisal Panel (Minute 6.2 refers)</u></p> <p>The Appraisal Panel had been set up and had met.</p>	
		<p>(g) <u>Governor with responsibility for on-line safety (Minute 7 a) refers)</u></p> <p>Mr Baines had been appointed Governor for this responsibility at the Standards and Effectiveness committee meeting.</p>	

		<p>(h) <u>Website compliance check list (Minute 7 a) refers)</u></p> <p>The checklist had been shared with Ms Morris (see Minute 33(a)).</p> <p>(i) <u>Curriculum visits (Minute 7 b) refers)</u></p> <p>The list of visits had been shared with Governors and the first visits had been completed (see Minute 33 (c)).</p> <p>(j) <u>HT's expenditure authorisation (Minute 8 (v) refers)</u></p> <p>Mr Holland had not heard from KGS, however the new TOR for the Finance and Resources Committee would include a proposed authorisation which Governors would approve.</p> <p>(k) <u>NSPCC training (Minute 10 a) refers)</u></p> <p>Mr Holland reported that the training provided by Educare would be used instead of the NSPCC training. He had undertaken the Educare training module but had experienced some issues with obtaining his certificate.</p> <p>Mrs Berrett reported she had completed a training course on safeguarding. Mr Evans agreed that the school would reimburse her for the cost of this. Governors were reminded that Governor-specific safeguarding training must be completed as a priority, but other training could be helpful for further background.</p> <p>(l) <u>One Page Profile (Minute 15 refers)</u></p> <p>Mr Evans reported that it had been difficult to set out the information Ofsted would want to hear about protected characteristics in the profile. It was too short to get the message across fully and he recommended Governors read the SEF which contained more detail.</p> <p>(m) <u>Dates of future meetings (Minute 21 refers)</u></p> <p>Dates had been set and were shared with Governors on the meeting agenda.</p>	
--	--	---	--

28.	FINANCIAL MANAGEMENT AND MONITORING	<p>Ms Hallas provided a summary of the financial position at Period 6 which included:</p> <ul style="list-style-type: none"> • The budget had increased by £145k to £4,695k due to Pupil Premium top up payments. • Approx 50% of the budget had been spent which included annual payments for council traded services. • ETA vacancies were covered by supply staff. • Playground works had been paid for but the office repainting had still to be paid. • No further major building work would be planned for this year. • The school had leased a new minibus. • Further expected income for Covid Recovery and the National Tutoring Programme (total £72k). • Sports Premium - estimated to be £16k. <p>Q: What would happen to the old blue minibus? A: In the first instance the school would have to establish if the Variety Club want to have it returned.</p> <p>Ms Hallas informed Governors that the PPP contract would end in 10 years' time and there would need to be some significant decisions made on the post-contract provision of FM services and staffing.</p> <p>Mr Evans provided a summary of the discussion held at the Finance meeting on 29 November on budget planning linked to the curriculum.</p> <p>The Governors thanked Ms Hallas for her report.</p> <p>Ms Hallas left the meeting at this point.</p>	
29	TEACHERS PAY AND CONDITIONS – PROPOSALS SEPTEMBER 2023- 24	<p>Governors noted that Senior Leadership Team (SLT) staff salaries may need to be re-calculated in line with the formula set out in the policy. This was due to an increase in numbers with the Satellite Provision.</p> <p>RESOLVED: That Governors approve the adoption of 2023 Kirklees Model Teacher Pay Policy</p>	

	GOVERNING BODY DEVELOPMENT: ACTIONS & PRIORITIES 2023-23 (MINUTE 16 REFERS)	<p>The Governors had a broad discussion about the development of the Governing Body, which included the following points:</p> <ul style="list-style-type: none"> • Governors supported the SDP. • There was a broad range of skill sets among Governors and this would be useful to be promoted more amongst the wider Governing Body. • Governors with specific responsibilities should develop their understanding of these areas. • Governors could also use the role as an opportunity to learn more about an area they had an interest in. • Ofsted liked to see that external validation of Governing Bodies had been done. Ms J Nellis had reviewed the Governing Body as part of her work for the school. • Developing links with the Governing Body at another school could provide opportunities for shared learning on common issues. • It was vital that Governors were trained in, and understood, safeguarding. <p>It was proposed that each Governor should identify some objectives for themselves; setting out what they wanted to achieve as a Governor over the next 12 months.</p> <p>ACTION: Mr Evans to issue a template for Governors to capture their skills and objectives</p> <p>ACTION: All Governors to complete the template and return it to Mr Evans</p> <p>ACTION: Mr Baines to make contact with the Chair at Ravenshall school</p>	<p>Mr Evans</p> <p>All Governors</p> <p>Mr Baines</p>
30.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance Committee</u></p> <p>The committee had met on 29 November and minutes of the meeting would be available to Governors.</p>	

		<p>(b) <u>Pay Committee</u></p> <p>The committee had met on 29 October. Mr Evans had presented details of the staff performance management reviews. It had been a successful year and every teacher had performed well. Governors noted that Early Careers Teachers (ECTs) had done well, making a big impact on the school and this linked to a successful recruitment approach. There were three requests for teachers to progress to the Upper Pay Scale (UPS) which had been approved. Governors commented that it was good to offer progression and that this benefited morale in the school.</p> <p>ACTION: Mr Baines to issue a message from the Governors to staff thanking them for their work and recognising their achievements.</p> <p>(c) <u>Head Teacher Performance Management</u></p> <p>The committee had met before the end of October and had been supported by Ms J Nellis. Mr Evans had met the objectives set for the year very well and new objectives had been set for the forthcoming year.</p> <p>(d) <u>Standards and Effectiveness Committee</u></p> <p>The committee had met on 24 October and minutes of the meeting were available to Governors. Matters discussed at the meeting included:</p> <ul style="list-style-type: none"> • Finance, use of Pupil Premium and Covid Recovery funding • Ofsted • Changes/updates from Kirklees Council (horizon scanning) • Kirklees College • SEF and SDP • Procedures and policies to review • Change in Governors 	Mr Baines
31.	HEAD TEACHER'S SCHOOL UPDATES	The Head Teacher presented verbal report to Governors. Governors asked questions of Mr Evans. The report included:	

	AND GOVERNORS' QUESTIONS	<p>(a) <u>Pupils</u></p> <ul style="list-style-type: none"> • There were 169 pupils on roll, which included 8 at the satellite. • Attendance had continued to steadily increase to 90.76% with reasons behind all absences known to the school. It was noted that the Pupil Premium gap had also narrowed. • Pupil premium group represented 3.92% (narrowed from 5.58%). • Pupil behaviour was stable with a reduced number of personal interventions (PI) over the period. Most PIs had occurred in the Woodland Pathway but had not affected the class due to the interventions put in place which were monitored. • Information on bullying and discrimination would be provided in the next report • Post 16 provision had again been escalated to senior Kirklees Council officers. Three pupils were still without an offer and some offers had not been appropriate or what the child wanted. Issues with one provider would be looked at with that provider. <p>(b) <u>Staff</u></p> <ul style="list-style-type: none"> • Vacancies amongst the support staff were noted. Recruitment strategies continued to be explored. <p>(c) <u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Formal learning walks had been carried out. 12 observations (12 teachers) were conducted on new staff, ECTs, teachers who required high support and some medium support. No teachers who required low support were observed. Focus areas were identified from 2022/23 quality assurance areas, with select teachers signposted to appropriate support. 50% observed to be very good/outstanding and 86.3% good or better and strong progress was evident against individual areas for development. • Informal observations had also been carried out, which linked to engagement and attitudes with actions identified, for example on the computing curriculum where the school would link with Castle Hill school. • Middle Leaders were doing the work monitoring on English and Maths. • Subject Leaders area coordinators were carrying out ongoing subject specific informal quality assurance. 	
--	--------------------------	---	--

		<ul style="list-style-type: none"> • Peer review – staff from Castle Hill and Ravenshall schools had visited the school. Positive comments were received about the amount of school improvement undertaken since last February. <p>The Governors thanked Mr Evans for his report.</p>	
32.	SAFEGUARDING	<p>The Safeguarding Review report had been shared with Governors. Ms Cranmer and Ms Fan were praised in the report. The report included the following positive synopsis:</p> <p><i>“Safeguarding policies and processes are organised and embedded well into school. There is a strong DSL team who understand the needs of the pupils, regular safeguarding meetings take place to discuss the more vulnerable children. The school face significant challenges given the complex needs of the pupils and the safeguarding curriculum is very much pupil focussed. Record keeping is robust, and evidence is recorded where school have sought support from partner agencies. Pupils state that they like coming to school and enjoy their time there and it is a safe place to come and learn.”</i></p> <p>There were no items RAG rated Red. Three items were rated Amber:</p> <ul style="list-style-type: none"> (a) Safeguarding audit – due in March 2024. (b) Online Safety Policy – this had been updated and Governors would be asked to approve it. (c) Governors needed to complete their training although the review identified the vast experience of governors in this area. <p>Governors praised the school for the good report.</p> <p>Q: How would S175 audits be carried out? A: A new system would be introduced for these; however Governors could see the audits done on the old system if required.</p> <p>Q: Had the school asked for the safeguarding review to be carried out? A: Yes, it had been requested for quality assurance purposes in view of the handover of responsibilities between Ms Cranmer and Ms Fan. It had been planned in as part of the School Development Process (See SDP).</p>	

33.	REVIEW OF POLICIES	There were no policies to review.	
34.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>(a) <u>Review of school website</u></p> <p>Ms Morris reported that she had reviewed the website with the checklist provided by Mr Evans. She had managed to locate the majority of items on the checklist and had asked for this to be reviewed.</p> <p>Ms Morris suggested that the website should contain more evidence of the learning taking place in school. Mr Evans stated that teachers were encouraged to take more photos and a series of revolving images would be put on the website to demonstrate the diversity within the school. Governors noted the challenge in taking photos of a class where some parents had not given their consent.</p> <p>Ms Morris also suggested that the Forest school should have a higher profile on the website. Mr Evans clarified that the Forest school was mentioned in a number of sections of the website.</p> <p>Mr Evans thanked Ms Morris for her report. This had been reviewed by the SLT and three key actions had been identified. He advised that Ofsted wanted to see up to date information and, although the website was mostly compliant, the school had to keep working on it to maintain accuracy and relevance.</p> <p>Q: How would the website reflect the pupil voice? A: The website included a link to the School Council.</p> <p>(b) <u>Ofsted Presentation</u></p> <p>Mr Holland and Mrs Berrett had attended an online presentation arranged by Kirklees Council on 21 November. Slides and notes would be shared with Governors. Some key points from the presentation included:</p> <ul style="list-style-type: none"> • Inspectors were unlikely to ask questions on matters they could see (from the minutes) that Governors were monitoring. 	

- Governors should see themselves as guardians of the school, providing effective governance.
- Having evidence was vital – documents, records etc.
- Safeguarding, behaviour management and attendance management were key areas for inspection, and it had been recommended that Governors read a document on managing sexual abuse in schools.
- Governors should know the school's strengths and weaknesses.
- Governors should be aware of the school's wellbeing policies and procedures.
- Governors would be invited to meet the inspectors on day 2 (usually around 6pm) and the Governing Body should agree which Governors would attend.
- Governors would also be invited to the feedback meeting.

Governors should start to prepare themselves for an inspection by reading the SEF, SDP, minutes and visit reports.

(c) Curriculum visit

Ms Morris and Mrs Wittrick had visited the school on 23 October. The visit theme had been My Creativity and had included art, music, drama, design, and technology. A report of the visit was available to Governors. The visit had looked at learning outcomes and how teachers adapted these for the classes. It had been observed that there was a lot of differentiation and positivity.

Ms Morris commented that some staff had initially been wary about the visit; however that had been overcome when the purpose of the visit had been explained.

Q: What could help staff overcome any nervousness about Governor visits?

A: Staff perhaps needed to know more about the Governor role and Governors could ask staff wellbeing questions when they visited. More communication between Governors and the staff would increase awareness and having a process to follow would make visits easier.

(d) Parents Evening

Some Governors had attended on 22 November and had spoken to parents. It had

		<p>been noted that a Post 16 provider had also attended. Mr Evans shared some very positive parent/carer feedback from the evening with Governors. Mr McCombe reported he had attended as a parent and wanted to praise the class teacher for spending time with him.</p> <p>(e) <u>Safeguarding visit</u></p> <p>Mrs Berrett, Mr Holland and Mrs Wittrick had visited the school on 9 November. A report of the visit was available to Governors. Governors had confidence that staff managed safeguarding well and empathised with the work and pressure this work involved. Mrs Berrett and Mr Holland would visit the school again on 6 December for an informal discussion with staff.</p> <p>(f) <u>Child Looked After (CLA) meeting</u></p> <p>Mr Holland provided feedback from the meeting held on 27 October which had focussed on termly progress. A report of the meeting was available to Governors. The majority of pupils had made expected progress, with maths as a strong area. More work would be required with post CLA pupils on speaking and listening. Governors appreciated the challenges presented. All Governors were invited to an informal meeting with staff on 20 December.</p> <p>(g) <u>Research and placement</u></p> <p>Mr McCombe reported that he had put Ms Cranmer forward to become an affiliate of the university which would allow access to the library for information and research. He also proposed exploring placements from the university in the school, which Governors welcomed.</p> <p>(h) <u>Comic Art Week</u></p> <p>Mr Holland reported that he had attended the calligraphy session in school and had seen how much pupils had enjoyed it. There had been a number of very good activities across the school, such as making poppies inspired by the recent Tower of London installation. He felt that parent engagement needed to be worked on and this would be part of the planning for next year's event.</p>	
--	--	--	--

		<p>(i) <u>Prevent training</u></p> <p>Governors were reminded that a training session in school had been arranged for the following week.</p>	
35.	ANY OTHER BUSINESS	<p>(a) <u>Post 16 transport</u></p> <p>Mr Evans reported that Kirklees Council were holding a consultation and he had attended a meeting to demonstrate the implications for pupils leaving the school. Changes could adversely affect pupils attending some Post 16 provisions and also disadvantage some families. Travel training would be needed if pupils would be expected to use public transport. Mr Evans would be encouraging Governors and parents to respond to the consultation.</p> <p>Q: Could cuts be made to transport services for younger children?</p> <p>A: These services could be affected and there had already been changes such as fewer passenger assistants employed.</p> <p>(b) <u>Governors' Survey</u></p> <p>Mrs Berrett reminded Governors that the last survey had been carried out 12 months ago and suggested that a new survey be carried out with a focus on pupil wellbeing. Ms Cranmer advised that the school would soon be issuing a survey to parents which would be used towards obtaining accreditation with the Wellbeing Award for Schools.</p> <p>It was agreed that the Governors' survey would be postponed until 2024.</p> <p>Q: What would be the timescale for the accreditation?</p> <p>A: Three years; however the school would normally review it every year.</p>	
36.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Committee be held at the school on:</p> <ul style="list-style-type: none"> • 24 January 2024 – Full Governors Board – 5.30pm • 13 March 2024 - Finance Committee – 5.00pm 	

		<ul style="list-style-type: none"> • 13 March 2024 – Full Governors Board – 5.30pm • 8 May 2024 – Full Governors Board – 5.30pm • 3 July 2024 – Finance Committee – 5.00pm • 3 July 2024 – Full Governors Board – 5.30pm 	
37.	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 8.30pm.