

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 via Microsoft Teams on Wednesday, 4 October 2023.

PRESENT

Mr R Baines (Chair), Mr P Evans (Head Teacher), Mr M Holland, Mrs W May, Mr C McCombe, Mrs A Morris (Designate Governor)

IN ATTENDANCE

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

The meeting started at 5:35 pm

	Item	Minutes	Action
<b>Procedural</b>			
1.	ELECTION OF CHAIR	<p>Mrs Dunn took the Chair. Before requesting nominations the following was agreed:</p> <p>1.1 Nominations for Chair would only be received from those present at the meeting.            1.2 The term of office of the Chair would be one year (as in previous years).            1.3 In the event of a tie the governors would vote again.</p> <p>Nominations were received for Mr Baines. No other nominations were received.</p> <p><b>RESOLVED:</b> That Mr Baines be elected as Chair for a term of one year.</p> <p>Mr Baines took the Chair for the rest of the meeting.</p>	

2.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Mrs J Berrett, Mrs L Drye, Ms C Gray, Ms B Katenga, Mrs S Norman and Mrs J Wittrick. All apologies for absence received consent.</p> <p>Mr Baines commented that he would reach out to Ms Katenga due to the number of meetings she had been unable to attend.</p> <p>Mr Evans reported that he had spoken with Ms Gray who had requested a temporary pause in serving as a governor due to other commitments. Mr Evans would contact Ms Gray in early 2024 for an update.</p> <p>There were no declarations of interest.</p> <p>The Governing Body also confirmed the following:</p> <p>2.1 <u>Approve the Governors' Code of Conduct</u></p> <p><b>RESOLVED:</b> That the Governors agree to the NGA model Governors' Code of Conduct.</p> <p>2.2 <u>Declaration of Business Interest information</u></p> <p>Some governors had completed their declarations; however it was thought that some remained outstanding.</p> <p><b>ACTION:</b> That Ms Hallas check all governors had submitted their Business Interest declaration and would follow up with those governors who had not yet submitted it.</p> <p>3.3 <u>Get Information about Schools (GIAS)</u></p> <p>It was reported that this was currently up to date but would need further amendment to add Mrs Morris.</p> <p><b>ACTION:</b> Ms Hallas to ensure GIAS updated to include Mrs Morris.</p> <p>Mr Holland joined the meeting at this point.</p>	<p><b>Mr Baines</b></p> <p><b>Mr Evans</b></p> <p><b>Ms Hallas</b></p> <p><b>Ms Hallas</b></p>
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3.	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> <p>(a) Minutes of the Finance committee meeting held on 12 July 2023 (b) Comic Arts Week. (c) Fire at Lydgate school building (d) Format of minutes for governors meetings</p>							
4.	REPRESENTATION	<p>The following matters of representation were noted:</p> <p>4.1 <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>Mrs Alison Morris</td><td>Parent</td><td>TBC</td></tr></tbody></table> <p>Mr Baines welcomed Mrs Morris to the meeting.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Alison Morris	Parent	TBC	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
Mrs Alison Morris	Parent	TBC							
5.	ELECTION OF VICE-CHAIR	<p>Before requesting nominations, it was agreed that:</p> <p>5.1 nominations would only be accepted from governors present at the meeting. 5.2 the term of office would be one year (as in previous years).</p> <p>Nominations were received for Mr M Holland. No other nominations were received.</p> <p><b>RESOLVED:</b> That Mr Holland be elected as Vice-Chair for a term of one year.</p>							
6.	REVIEW OF COMMITTEES	<p>Mr Holland stated that, having looked at the LA Committee Matters document, he would propose that the Finance Committee’s remit be extended to Finance and Resources and for the terms of reference to also include responsibility for risk management and pay. Governors supported this proposal and discussed the Governing Body’s approach to having oversight of risk management.</p> <p>Mr Evans commented that governors were made aware of some risks through the SFVS assessment and the health and safety risk registers. Additionally the Standards and Effectiveness Committee carried out “horizon scanning” as part of its remit and, in developing the SEF and SDP, the Senior Leadership Team considered the school’s strengths, weaknesses, opportunities and threats.</p>							

		<p><b>ACTION:</b> Mr Holland to draft a new terms of reference for the Finance and Resources committee.</p> <p>The governors agreed that there should be a risk register for the school which would be developed over the year and would become the responsibility of the Standards and Effectiveness Committee to monitor.</p> <p><b>ACTION:</b> Ms Hallas and Ms May to develop an initial draft risk register using a template supplied by Ms May.</p> <p>6.1 Committee Membership</p> <p>Committee membership was agreed as follows:</p> <p>(a) <u>Finance and Resources</u></p> <p>Mr Baines Mr Evans Mr Holland Ms May</p> <p>(b) <u>Standards and Effectiveness</u></p> <p>Mr Baines Mr Holland Mr McCombe Other governors were also welcome to attend the meetings</p> <p>(c) <u>Other committees</u></p> <p>It was agreed that the following committees would be covered by governors on an ad-hoc basis:</p> <ul style="list-style-type: none"> <li>• Staff Dismissal</li> <li>• Dismissal Appeals</li> <li>• Complaints</li> </ul>	<p><b>Mr Holland</b></p> <p><b>Ms Hallas/ Ms May</b></p>
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7.	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>a) <u>Specific Responsibilities</u></p> <p>The following specific responsibilities were agreed:</p> <ul style="list-style-type: none"> <li>• SEND (Special Educational Needs &amp; Disability) Governor – Not applicable as this was a special school and all governors have responsibility</li> <li>• Governor Training Contact – Mr Baines</li> <li>• Governor for Children Looked After/Child Protection Governor/Safeguarding Governor – Mrs Berrett, Mr Holland, Mrs Wittrick (Safeguarding Committee)</li> <li>• Wellbeing Governor – Mrs Wittrick</li> <li>• Equality Governor/ Health and Safety Governor – Ms Gray supported by Mr McCombe (Equality) and Ms May (Health and Safety)</li> <li>• Pupil/Sports Premium Link Governor – within the Standards and Effectiveness Committee's remit</li> <li>• Attendance Governor – within the Standards and Effectiveness Committee's remit</li> <li>• Website Compliance Governor – Mrs Morris</li> </ul>	



		<p>of the Governing Body are such as to enable it to fulfil the obligations specified for it.</p> <p>(v) Following LA advice, the HT's authorisation expenditure limit for day-to-day financial management of the school be as set in the terms of reference for the resources committee and be agreed at <b>£10,000</b>.</p> <p><b>ACTION:</b> Mrs Dunn to speak to the Kirklees Governor Service regarding point (v) above.</p>	<b>Mrs Dunn</b>
9.	MINUTES OF THE MEETING HELD ON 12 <sup>th</sup> JULY 20223	<p><b>RESOLVED:</b> That the minutes of the meeting held on 12<sup>th</sup> July 2023 be approved and signed by the Chair as a correct record of the meeting subject to the following amendments:</p> <p><u>PRESENT</u> Add Mr C McCombe Delete Ms W May</p>	
10.	MATTERS ARISING	<p>(a) <u>NSPCC Training (Minute 5 (b) refers)</u></p> <p>Mr Holland stated he had still to speak to Mrs Wittrick about this.</p> <p>(b) <u>KLP Feedback (Minute number 22) refers</u></p> <p>Mr Evans confirmed that Ms Nellis still worked with the school and other special schools in Kirklees and this had proved helpful for the school to benchmark itself against the others. Ms Nellis would continue to visit the school and would provide support when Ofsted visited. The governors confirmed they were happy for the visits to continue which would now need to be funded by the School.</p> <p>(c) <u>SDP Review (Minute 24 refers)</u></p> <p>Mr Holland commented that it would be good if the school would keep open the option to work with PHD students.</p>	<b>Mr Holland</b>

		<p>(d) <u>Intimate Care Policy (Minute 25 refers)</u></p> <p>Ms Perfitt confirmed that the policy had been completed and had incorporated the governor feedback given at the last meeting.</p> <p>(e) <u>School Recruitment (Minute 25 refers)</u></p> <p>Mr Evans reported that the school had had a successful recruitment round over the summer. There were still some ETA vacancies which were advertised with a closing date for applications of 8 October. There had been some good marketing activity undertaken to attract potential candidates to the school. Mr Evans requested support from governors with the recruitment process.</p> <p>(f) <u>Careers Provision (Minute 27 (d) refers)</u></p> <p>Mr Evans reported that CK Careers were working one day per week in the school and that it was the same person who attended as had previously attended.</p> <p>Ms Perfitt left the meeting at that point</p>	
11.	FINANCIAL MANAGEMENT AND MONITORING	<p>Ms Hallas provided a verbal update to the meeting. The key points noted were:</p> <ul style="list-style-type: none"> <li>• Period 4 was the last report provided to governors; however period 6 monitoring had been completed and submitted to Kirklees Council.</li> <li>• The school had received £26k additional funding and had sought clarification from Kirklees Council on any conditions attached to it.</li> <li>• Spending on teachers' salaries had been as expected. There had been an underspend on ETA's due to absences however agency costs had been incurred and were monitored. Lunch time cover costs were also as expected, however the school had increased its offer. Administration staff costs were overspent due to absence cover.</li> <li>• Expenditure on premises – there had been a lot of investment which included the immersive room, re-branding and redecoration.</li> <li>• The absence rate was reported to be a little higher at 14.91 and illness had affected the attendance levels among both staff and pupils</li> </ul>	



		<ul style="list-style-type: none"> <li>Costs for the Newsome satellite were expected to increase (furniture and IT); however these would be claimed back from Kirklees Council</li> </ul> <p><b>Q: When the apprenticeship comes to an end, how will the tasks be carried out?</b> A: The duties would have to be shared out among the team.</p> <p><b>Q: Would there be a role for the apprentice if all the team were in school?</b> A: This would need to be considered further.</p> <p><b>Q: Would the apprentice get a qualification at the end of the contract?</b> A: Yes and the apprentice had been placed on the deployment register at Kirklees Council which meant job vacancies could be applied for.</p> <p>Ms Hallas and Mr Evans would review the business support function and some options for its future. Mr Holland praised the school staff for the offer of the apprenticeship opportunity.</p> <p>Governors thanked Ms Hallas for the report. Ms Hallas left the meeting at this point.</p>	
12.	REPORTS FROM COMMITTEES	<p>(a) <u>Dismissal Panel</u></p> <p>Mr Baines provided an update on a recent panel meeting.</p> <p>(b) <u>Children Looked After</u></p> <p>Governors had attended school in July 2023 and had met with staff. It was clear that the staff knew the children very well. Ofsted expectations had also been discussed. The next meeting would focus on performance and data. Governors were very positive about Ms Fan's leadership of this area, and noted her focus, notes, challenge and action plan.</p>	
13.	HEAD TEACHERS REPORT	<p>The Head Teacher presented the key points from his report that had been circulated to governors prior to the meeting. Governors asked questions of Mr Evans. The report included:</p> <ul style="list-style-type: none"> <li>Acknowledgement of the fantastic staff team in place as well as a strong Governing Body.</li> </ul>	

- 169 pupils on roll, including 8 at the satellite school. This was down from last year as one pupil had moved to being electively home educated.

**Q: Was the school still supporting this pupil?**

A: Support was initially provided; however this was now being done by the local authority.

**Q: Was there a place available in school?**

A: The PAN is 164 plus the satellite of 16. However it was key to ensure any spaces are offered to children whose needs could be met. Currently there are spaces in the older years provision. For next year, the school was planning to offer another new class at the Satellite.

**Q: If there is demand for places in the earlier years, why have no children been accepted into Reception this year?**

A: The school is flexible in its approach and ages are not always fixed in terms of offering provision. With a shortage of space, it is generally accepted that pupils who come into complex needs can manage a KS1 environment if the support is right.

**Q: Was there any evidence that smaller class sizes are having a positive impact?**

A: Yes there were early indicators that the approach was working; however the next steps would be important.

**Q: In the pupil progress graphs are those marked in red the same pupils?**

A: Some would be, e.g., if it was linked to an emotional need or attendance; however some of the pupil's progress would be captured in specific ways and may only be in one area.

**Q: What are the expectations for physical interventions?**

A: We always strive to keep this as low as possible. provision in an area of the school did lead to an increase and this has been resolved. However the complexity of need among pupils is a factor. There was evidence that the duration of physical interventions was becoming shorter and did not impact on the wider school as much as before due to the better management of these and the skill of staff to identify and address an issue earlier.

		<p><b>Q: Should the school be reviewing its expectations for physical interventions?</b></p> <p>A: The school aims to bring the numbers down and had included this in the SDP. If the school addressed ensuring the provision was right for pupils this would lead to reduced physical interventions.</p> <ul style="list-style-type: none"> <li>• It was noted that progress to set up the satellite school went well, there had been a few minor issues however these were not connected to the pupils.</li> <li>• The school would be widening its accreditation offer this year following the success of the previous year.</li> <li>• The teaching team was strong with few required higher levels of support.</li> </ul> <p>Governors commented that they were pleased to see the wider leadership roles being highlighted in the report.</p> <p><b>Q: Would the school discuss with parents whether their child had had an outstanding day or not?</b></p> <p>A: Yes, but this is not driven by daily anxiety judgements. The school uses this measure to assess pupils over time. The two leadership team meetings have two focuses. Pupil Focus looks at what could be done or would need to be introduced for a pupil.</p> <ul style="list-style-type: none"> <li>• In respect of safeguarding, it was noted that the new DSL had performed well. The police service had provided positive feedback to the school on the way safeguarding was managed.</li> </ul> <p>Governors thanked Mr Evans for his report.</p> <p>Mrs Morris left the meeting at this point.</p>	
14.	SCHOOL SELF EVALUATION (SEF)	<p>Mr Evans advised that the SEF had been reviewed by Ms Nellis on 27 September 2023. Evidence had been collected in order to draft the document; which had been based on the Ofsted handbook in order to make a broad assessment. The assessment level was judged to be “good”.</p>	

15.	SCHOOL DEVELOPMENT PLAN (SDP): PRIORITIES 2023-24	<p>Mr Evans advised that Ms Nellis had also reviewed the SDP and had provided some feedback in respect of the amount of detail; however the reason for this (i.e. to encourage staff to own it) had been appreciated.</p> <p><b>Q: How would the amount of detail in the SDP fit with staff workloads?</b>  A: Workload audits were carried out and help would be offered if staff felt overwhelmed. The leadership team's responsibilities were to implement the plan. The aim of the plan was actually reduce workload by aligning staff roles, making the workload more organised and spread across the year groups.</p> <p><b>Q: Should the One Page Profile Summary say more about how the school would fulfil its equalities agenda as Ofsted would be interested to see this?</b>  A: This would be reviewed and Mr Evans would consider this.</p>	Mr Evans
16.	GOVERNING BODY DEVELOPMENT: ACTIONS AND PRIORITIES 2023-24	This item was not discussed.	
17.	PREMIUM REPORTS	Mr Evans confirmed that the reports were on the school's website. He reminded governors that the criteria for the Sports Premium had changed.	
18.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p>The following model Kirklees policies had been shared with the governors with a recommendation for governing bodies to adopt:</p> <ul style="list-style-type: none"> <li>• Kirklees Model Appraisal Policy 2023</li> <li>• Kirklees Model Complaints Policy 2023</li> </ul> <p><b>RESOLVED:</b> That the Governing Body agree and adopt the above policies.</p> <p><b>RESOLVED:</b> That the Governing Body agree and adopt the following policies:</p> <ul style="list-style-type: none"> <li>• Whistleblowing</li> <li>• Child Protection*</li> <li>• Medical Needs Policy</li> </ul>	

		<ul style="list-style-type: none"> <li>• SEN Report</li> <li>• Staff code of conduct</li> </ul> <p>* It was noted in respect of the Child Protection policy the sexual violence and harassment guidance was now included in the Keeping Children Safe In Education 2023 document and that there were useful crib sheets available if required.</p> <p>Governors commented that on-line safety was currently a major issue, which included the filtering and monitoring standards for schools, and that there were some other matters for the school to consider in relation to this.</p> <p>Governors discussed the “low level concerns” category and how this fitted with the threshold that had to be met before a referral to LADO could be made.</p>	
19.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>Unfortunately there had not been any governor visit into school since the start of term due, in part, to the high amount of illness.</p> <p>Mr Evans reminded governors that on-line training in relation to preparation for Ofsted was available to governors.</p> <p>There was also training available for governors on the Prevent Duty.</p> <p>Governors were requested to ensure they were up to date regarding safeguarding training.</p>	
20.	ANY OTHER BUSINESS	<p>(a) <u>Minutes of the Finance committee meeting held on 12 July 2023</u></p> <p>Mrs Dunn reported that this meeting had not been quorate and therefore it was necessary for the minutes of the meeting to be ratified by the Governing Body.</p> <p><b>RESOLVED:</b> The Governing Body approved the minutes of the Finance committee meeting held on 12 July 2023 and to adopt the recommendations of the committee.</p>	

		<p>(b) <u>Comic Arts Week</u></p> <p>Mr Holland informed governors that this would be held at the end of October and the theme was “Art With a Cause”. It was noted that staff who would lead on this had been identified and the event had been well communicated within the school. The event would include photography, calligraphy and music.</p> <p>(c) <u>Fire at Lydgate school building</u></p> <p>Mr Baines notified governors of this recent incident as the building had formerly housed the school.</p> <p>(d) <u>Format of minutes for governors meetings</u></p> <p>Mrs Dunn advised governors that Kirklees Governor Service (KGS) had proposed a new format for meeting minutes to be adopted from September 2023. Mr Baines and Mr Evans stated they had not been informed by KGS about the proposal. The governors confirmed they were content with the current format and wished to continue with it.</p> <p><b>ACTION:</b> Mrs Dunn to feedback to KGS.</p>	<b>Mrs Dunn</b>
21.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<b>ACTION:</b> Mr Evans and Mr Baines to meet to set up dates for governor meetings for the year.	<b>Mr Evans/ Mr Baines</b>
22.	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> 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.