

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, 24 January 2024.

PRESENT

Mr R Baines (Chair), , Mrs L Drye, Mr P Evans (Head Teacher), Ms C Gray , Mr M Holland, Mr C McCombe, Mrs W May, Ms A Morris , Mrs S Norman, Mrs J Wittrick

IN ATTENDANCE

Mr J M Drewery (Minute Clerk)
 Ms R Cranmer (Deputy Head Teacher)
 Ms J Hallas (School Business Manager)

	Item	Minutes	Action
Procedural			
38.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Mrs J Berrett. (consent). There were no declarations of interest.	
39.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items identified under Any Other Business.	

40.	REPRESENTATION	<p>The following matters of representation were noted:</p> <p>25.3 <u>Governor Vacancies</u></p> <p>There was now one remaining parent governor vacancy, as it was reported that disclosure clearance permission for Ms A Morris was notified to the school on the 23rd of December.</p> <p>The Head Teacher stated that there were two expressions of interest for this remaining Governor vacancy from Parents which would mean an election.</p>	
41	MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2023	<p>RESOLVED: That the minutes of the meeting held on 29 November 2023 be approved and signed by the Chair as a correct record of the meeting.</p>	
42	MATTERS ARISING	<p>(a) <u>GIAS Update (Minute 27 b) refers</u></p> <p>The required updates had been made to GIAS.</p> <p>(b) <u>Terms of Reference (TOR) for Finance and Resources Committee (Minute 27 c) refers</u></p> <p>ACTION: Mr M Holland would draft the TOR in time for the next Finance committee.</p> <p>(c) <u>Risk Register (Minute 27 d) refers</u></p> <p>The draft risk register was still pending. ACTION: Ms Hallas and Ms May to develop an initial draft risk register using a template supplied by Ms May.</p> <p>(d) <u>NSPCC training (Minute 27k) refers</u></p> <p>Outstanding issues from the training had been resolved.</p>	<p>Mr Holland</p> <p>Ms Hallas/Ms May</p>

		<p>(e) <u>Skills and objectives (Minute 29 refers)</u></p> <p>Mr Evans reported that he had received 6 responses to the template he had issued for Governors to record their skills and objectives.</p> <p>(f) <u>Ravenshall school (Minute 29 refers)</u></p> <p>The Chair still had to contact the Chair at Ravenshall school.</p> <p>(g) <u>Chair's thanks (Minute 30b) refers</u></p> <p>The Chair had sent out thanks from Governors to staff with thanks for their work and achievements.</p>	<p>Remaining Governors to respond</p> <p>Chair to contact</p>
43.	INTERIM HEADTEACHER AND SENIOR LEADERSHIP ARRANGEMENTS	<p>RESOLVED: That Agenda item 13 be discussed now.</p> <p>The Head Teacher had previously announced that he was leaving and an e-mail seeking an interim Head Teacher had been circulated. Ms R Cranmer had been appointed as Interim Head Teacher and Mr Evans summarised her background experience as the Deputy Head Teacher for 5 years. It was envisaged that a new Head Teacher could be appointed for November, ready for an April 2025 start.</p> <p>Q: How would this appointment be communicated? A: An e-mail would be communicated to staff.</p> <p>It was still necessary to appoint staff to the other interim positions.</p> <p>For the Head Teacher post there was a brief discussion about the merits or otherwise of utilising the services of the KLP in the recruitment process. This would cost a four figure sum if this option was taken.</p>	
44.	FINANCIAL MANAGEMENT AND MONITORING	<p>Ms Hallas provided a summary of the up to date financial position at Period 9 which included:</p> <ul style="list-style-type: none"> The first instalment of the Sports Pupil Premium was £9625, with a further £6875 to come. 	

		<ul style="list-style-type: none"> The school had received £43,347 towards the cost of implementing the teacher pay award for 2023. No extra funding had been awarded for support staff pay. With the Period 10 financial report in the following week, the impact of the support staff pay increases and the back pay to April would be felt. Expenditure had also increased on agency staff, due to the number of vacancies to be covered. The SBM was meeting with Finance governors on the 1st of February for a budget planning meeting. As with other schools the SFVS had to be forwarded to the authority by 31st March. It was planned to close expenditure for the financial year on 18th of March. A budget setting meeting would be taking place with the council in early March, and the school's allocation for next year from the council should be known by the end of February. <p>The Governors thanked Ms Hallas for her report.</p> <p>(Ms Hallas left the meeting at this point.)</p>	Finance/FGM for action
45.	REPORTS FROM COMMITTEES	There were no committee reports at this stage – Dismissal meeting in AOB.	
46.	HEAD TEACHER'S SCHOOL UPDATES AND GOVERNORS' QUESTIONS	<p>The Head Teacher summarised his report to Governors.</p> <p>a) <u>Pupils</u></p> <p>There are 171 pupils on roll, which included 8 at the Newsome satellite. 2 new pupils had joined in KS3. A further 2 new pupils had been named for September 2024, bringing the total to 8.</p> <p>Latest figures showed 54.5% of pupils were on free school meals. There were 9 Looked after children and 11 post Looked After. White British pupils had increased over 5 years to 71.7% and pupils for whom English is an additional language had decreased to 12.7%.</p> <p>Capacity issues at SENDACT and lack of specialist places elsewhere posed continuing</p>	

		<p>challenges to the school. As the cohort was likely to be more complex next year work was ongoing with the education psychology service and the team were developing an engagement offer and curriculum.</p> <p>There would be another satellite class at Newsome and there was a potential opportunity for the school to participate in post 16 LA SEND provision, if not in the coming year then the year after. It may then be possible to accommodate 16 to 20 at the satellite.</p> <p>b) <u>Attendance</u></p> <p>Latest attendance figures were 90.24% for autumn 2023, 0.87% higher than Autumn 2022. This was 2% in advance of the average for special schools in Kirklees. Persistent absence (PA) was at 28.82% and signified attendance below 90%. Pupils in this category received high level support from school and from external professionals where relevant.</p> <p>Q: What was available for benchmarking and how does the school make best use of it?</p> <p>A: The school was compared to different schools and the school has access to statutory assessments. The school was also establishing internal benchmarking and moderation of teachers and was implementing a new subject based ten week assessment cycle</p> <p>c) <u>Pupil Progress and Attainment</u></p> <p>Governors noted receipt of the Autumn term analysis from Ms R Cranmer. Evidence for Learning was being used to capture a wide range of assessment. This year parents should be able to look up pupil progress online. The accent was on a more person specific form of monitoring progress, and looking at how problems could be overcome if sufficient progress had not been made.</p> <p>d) <u>Teaching and Learning</u></p> <p><u>Tiers of Support</u></p> <p>This academic year, CPD and support for teachers had become much more</p>	
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		<p>personalised. The current team of teachers were the strongest that the School had had and on the Southgate scales the January 24 average teacher score was 2.6, compared to September 2022 average of 4.1 (with 1 being outstanding.) Only one teacher required a high level of support with 16 being judged as good and 7 as outstanding.</p> <p>e) <u>Stress and Behaviour</u></p> <p>Good and outstanding behaviour had increased with a reduction in Stage 2 anxiety. Physical interventions in Autumn were lower than in the previous academic year and the pattern was continuing into this new term. In addition to covering anonymized individual cases which were really positive, bullying and discrimination data was also covered as its extent was important to evidence, in particular because of its impact on the curriculum.</p> <p>Northon Thorpe Hall was oversubscribed for referrals and Southgate had a continuing problem with servicing the complex needs of some of it's pupils. The Inclusion Support Officer had not been able to offer much assistance and consideration would be given to commissioning support in-house.</p> <p>f) <u>School Organisation and Staffing</u></p> <p>1.5 Teachers had been appointed as replacements were needed to replace a member of staff who left in the summer and there had been another resignation. Three new ETAs had also been appointed. The School also had strong relationships with agencies for support staff and the flexible approach was demonstrated by the fact that the school had established rolling Grade 7 ETA recruitment, and devised a new job description for the Grade 6 ETAs.</p> <p>The school had a strong team of middle leaders, some of whom were studying for the National Professional Qualification for Senior Leadership (NPQSL), to select from for interim leadership</p> <p>g) <u>SEF/SDP</u></p> <p>The SEF had been modified for January 2024 and would be circulated with the papers for the next FGM. Copies were available on request.</p>	<p>School to circulate SDP,</p>
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		<p>There was good progress on evaluating action plans and an updated SDP would be sent out before the March FGM meeting. The SDP would be an item on that agenda.</p> <p>h) <u>Positive Feedback</u></p> <p>Included in the report were a number of compliments for the school and its staff from parents.</p> <p>The Governors thanked Mr Evans for his report.</p>	Clerking Service for Agenda.
47.	SAFEGUARDING	<p>Currently 2 pupils were on a Child Protection Order, 5 on a Child in Need Plan, 5 with a Team around the Family plan and an Early Help Assessment was currently being undertaken.</p> <p>Mrs J Wittrick had made a Safeguarding visit and met with staff which was planned to be once per term. The teachers thought they were well supported in school. On a Curriculum visit she had observed skills teaching in how to use mobile communications to help independent travel.</p> <p>There were 7 trained DSL's. Ruth had been instrumental in developing the Safeguarding work and the current lead was Naomi.</p> <p>Q: Do staff carry out home assessment visits? A: We don't do home assessment visits, despite being asked to by social care. Staff have developed greater confidence to liaise with other organisations and provide professional challenge when necessary.</p>	
48	ATTENDANCE	<p>Governors noted receipt of the Spring term information sheet and the guidance document one which explained Governor role in improving school attendance.</p> <p>Q: Were there any concerning cases amongst the persistent absentees? A: For the next Governors' meeting it would be possible to discuss more individual case studies. These studies were valuable and the feedback from the APSO had been positive.</p> <p>Q: Had there being an identifiable attitude change towards attendance?</p>	Individual case absence studies to be featured in next

		A: No it was an emotional avoidance of school. The school had proactively maintained strong links with pupils during COVID and also organised transitional programmes following the return to school based education.	Attendance report.
49	WELLBEING AWARD	The school's reaccreditation was noted. Governor's recognise the importance of wellbeing for all and stated their full support and commitment to obtain the accreditation. RESOLVED: That Mrs J Wittrick and the school be congratulated on striving towards reaccreditation.	
50	SMSC AWARD	<u>Personalised Curriculum Research project</u> The student research on the Woodland Pathway had focused on engagement and transitions with interviews taking place with pupils and parents. There was a focus on staff skills and personalisation of education. By Easter the completed research would be published after final verification.	
51.	INTERIM HEADTEACHER AND SENIOR LEADERSHIP ARRANGEMENTS	This item had been discussed under Agenda item 43.	
52.	REVIEW OF POLICIES	The Health and Safety and Assessment Policies had been distributed ahead of the meeting. RESOLVED: That the Health and Safety Policy and Assessment policies be approved. The Examination policies were ready to pass to Mr R Holland for review. (Ms A Morris left the meeting at this stage.)	Mr Holland to review
53.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	(a) <u>Single Central Record</u> Mr M Holland had visited the school to check the Single Central Record and was satisfied that all records had been updated. While on site he had asked some quality checking questions. Staff were aware of the need to access the SCR regularly and he complemented staff on their multi agency working and their support of pupils.	

		<p>(b) <u>Governor Training</u></p> <p>The following training had been attended:-</p> <p>Fire safety in education - Mrs J Wittrick and Mr C McCombe. Online safety - Mrs J Wittrick Online Safeguarding and Prevent – Mrs J Wittick</p> <p>c) <u>Accreditation of Training</u></p> <p>Q: Would prior employer training be accepted in lieu of Governor training? A: It should be but it would be appropriate to inquire via Jo Baker.</p> <p>Mr C McCombe added that Prevent training from his employer had been accepted as transferable.</p>	
54.	ANY OTHER BUSINESS	<p><u>Dismissal Committee Meeting</u></p> <p>It was reported that there had been a meeting which had led to the dismissal of a member of staff on ill health grounds, which could not be avoided.</p>	
55.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the FGB and Committees be held at the school on:</p> <ul style="list-style-type: none"> • 13 March 2024 - Finance Committee – 5.00pm • 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 	
56.	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 8.10pm.