

**THE GOVERNING BODY OF SOUTHGATE SCHOOL**

Minutes of the meeting of the Governing Body held at 5.30 pm at the school on Wednesday, 3 July 2024.

**PRESENT**

Mr R Baines (Chair), Ms R Cranmer (Interim Head Teacher), Mr M Cleve, Mrs L Drye, Ms C Grey, Mr M Holland, Ms L Jackson (Associate Governor), Mrs W May, Mr C McCombe, Ms A Morris, Mrs J Wittrick

**IN ATTENDANCE**

Mrs S Dunn (Minute Clerk)  
Ms K Emptage (Interim Deputy Head Teacher)  
Ms J Hallas (School Business Manager) – part  
Ms K Horton - part

The meeting opened at 5:37 pm

	<b>Item</b>	<b>Minutes</b>	<b>Action</b>
95.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence had been received from Mrs J Berrett and Mrs S Norman (both with consent).  There were no declarations of interest.	
96.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following matter would be raised under Any Other Business:  • Senior Leadership Team (SLT) recruitment	

97.	REPRESENTATION	<p>The following matter of representation was noted:</p> <table border="0"> <thead> <tr> <th data-bbox="604 167 963 247"><u>Appointment Name</u></th> <th data-bbox="963 167 1456 247"><u>Category</u></th> <th data-bbox="1456 167 1904 247"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="604 279 963 319">Mr M Cleve</td> <td data-bbox="963 279 1456 319">Parent</td> <td data-bbox="1456 279 1904 359">Pending DBS Clearance</td> </tr> </tbody> </table> <p>Governors noted that the DBS check was in hand.</p>	<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr M Cleve	Parent	Pending DBS Clearance	
<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>							
Mr M Cleve	Parent	Pending DBS Clearance							
98.	MINUTES OF THE MEETING HELD ON 8 MAY 2024	<p><b>RESOLVED:</b> That the minutes of the meeting held on 8 May 2024 be approved and signed by the Chair as a correct record of the meeting subject to the following amendment:</p> <p><u>Present</u></p> <p>The correct spelling of Mr M Cleve's name</p>							
99.	MATTERS ARISING	<p>(a) <u>Apologies for absence, consent and declarations of interest (Minute 76 refers)</u></p> <p>Mr Baines had spoken to Mrs Berrett and had asked her to contact the school.</p> <p>(b) <u>Reports from committees (Minute 82 refers)</u></p> <p>Ms Cranmer reported that one local councillor had visited the school and another councilor would be visiting the school the following week.</p> <p>(c) <u>Head Teacher's report and Governor questions (Minute 83 refers)</u></p> <p>Mr Holland had met with the school's safeguarding team.</p> <p>(d) <u>Premises updates and programme of summer works (Minute 86 refers)</u></p> <p>Ms Cranmer had raised the issue of the muddy access at the last property meeting.</p>							

(e) Governor Training and Development (Minute 89 refers)

Ms Cranmer confirmed that the link to the cyber security training would be put on the SharePoint site.

(f) Governor Training and Development (Minute 89 refers)

Mr Baines confirmed that he had provided induction training information to the new Governors.

(g) Governor Training and Development (Minute 89 refers)

Mr Cleve's DBS check had been discussed under Representation (Minute 97 refers).

(h) Governor Training and Development (Minute 89 refers)

Ms Cranmer reported that, prior to the meeting, she had received four completed Governor skills analysis forms. The remaining Governors completed the forms at the meeting.

(i) Reports on link/governor visits (Minute 90 refers)

Ms Grey confirmed that the Health and Safety visit had been carried out.

(j) Any other business (Minute 92 refers)

Mr Holland provided an update on the Comic Arts Week/ Creativity Week arrangements. A comic artist had been booked for the autumn term and another artist had been booked for World Book Day.

(k) Any other business (Minute 92 refers)

The University of Manchester presentation would be made at the meeting (Minute 101 refers).

		<p>(l) <u>Any other business (Minute 92 refers)</u></p> <p>Ms Cranmer confirmed that a SharePoint site had been set up for sharing Governor documents.</p>	
100.	FINANCIAL MANAGEMENT & MONITORING	<p>Ms Hallas reported that she had met with Governors on 22 June 2024 and presented a verbal report which included the following:</p> <ul style="list-style-type: none"> <li>• Additional funding for Teachers' Pay and Pension Grants and interest on the bank account had been received. This would allow the original contingency to be protected and the additional funds would be used to support the School Development Plan (SDP)</li> <li>• The school's revised budget for the 2024-25 year was £5m and it was in a good financial position, unlike many schools</li> <li>• The school would also be looking at other income streams e.g. grants</li> <li>• The staff absence insurance scheme provided by Kirklees Council would be closing on 31 August 2024 and the school had started considering packages from other providers</li> <li>• Architects AHR had been asked to look at the building and produce plans to create more space, which could form part of a longer term plan for the school</li> <li>• The PPP Contractor would be undertaking redecoration of the corridors during the summer holidays as part of the lifecycle plan</li> </ul> <p><b>Q: Will the school logos be protected?</b> A: Yes, the plan will be to paint the logos directly onto the walls after the redecoration works were completed.</p> <p><b>Q: Is there be a risk of not having arranged alternative insurance for staff absences?</b> A: An option is to select a recommended provider.</p> <p><b>Q: Will it be critical to have alternative insurance in place for September?</b> A: The risk would be that a long term absence occurs and, without insurance, it would be very expensive to provide cover. A recommended provider has been asked to provide a quote. If the quote received is too high the school will have to look at other providers. If not, the school will be inclined to accept the quote and proceed.</p> <p><b>Q: Do the procurement rules allow the school to go with the recommended provider?</b></p>	

		<p>A: Yes, the provider is on the DfE Framework so the school can make a direct award.</p> <p>Governors thanked Ms Hallas for her report.</p> <p>Ms Hallas left the meeting at this point.</p>	
101.	UNIVERSITY OF MANCHESTER PRESENTATION	<p>The Governors were joined remotely by Rebecca Halliwell, Trainee Educational Psychologist, from the University of Manchester. Ms Kate Horton from the school staff also joined the meeting at this point.</p> <p>Ms Halliwell gave a presentation on her findings from the research project undertaken into the Personalised Curriculum at the school. She explained her approach and the case studies she had prepared. The findings had been positive. The research paper would be shared with Governors.</p> <p><b>Q: Will the framework from the research be implemented in school?</b>  A: The framework is already applied in school. Having a written framework will help explain the approach to others. There are 19 pupils in school with a personalised curriculum.</p> <p>The Governors thanked Ms Halliwell and Ms Horton for the presentation and commented that they were very impressed with the work.</p> <p>Ms Halliwell and Ms Horton left the meeting at this point.</p> <p><b>Q: Will the research paper be published?</b>  A: Yes.</p> <p>Mr McCombe commented that when the paper was published the school would need to be prepared to manage the responses from interested parties.</p> <p><b>Q: Will the research paper be shared with the other special schools?</b>  A: Not yet. Other special schools cater for different needs.</p>	

102.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance and Resources Committee – 3 July 2023</u></p> <p>The key points from the meeting were notified to Governors under Financial Management and Monitoring (Minute 100 refers). Minutes of the meeting would be shared with Governors.</p> <p>(b) <u>Standard and Effectiveness Committee – 22 June 2024</u></p> <p>Mr Holland provided a verbal report from the meeting. Minutes of the meeting would be shared with Governors. The meeting had discussed the following areas:</p> <ul style="list-style-type: none"> <li>• Kirklees Council’s high needs funding review</li> <li>• Political leadership changes at Kirklees Council (horizon scanning)</li> <li>• Councillor visits</li> <li>• Working with other schools e.g. pen pal scheme with a school in Ghana</li> <li>• Pupil numbers</li> <li>• Tribunals</li> <li>• Outreach challenges</li> <li>• End of year data</li> <li>• Surveys</li> <li>• Parental engagement challenges</li> <li>• Review of the SDP and SEF</li> <li>• Working with other professions</li> <li>• Exams – the cessation of functional skills qualifications in two years, accreditation, BTEC qualifications</li> <li>• Opportunities for working with other schools</li> </ul>	
103.	HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS	<p>Ms Cranmer provided a verbal report to Governors. Matters discussed included:</p> <ul style="list-style-type: none"> <li>• Transitions to September classes had started and pupils were doing well with the changes. New starters from September had also been into school</li> <li>• A review of the SDP was underway and data was being collated. The school had achieved the vast majority of the current plan but had not implemented a new funding model as this had been outside of the school’s control. New areas of focus had been identified for next year’s plan</li> </ul>	

- The results from a parent/carer survey were being processed and the school had received positive feedback about its communication. The school would consider how to improve communication regarding a child's learning
- The additional funding would be used to purchase quality resources to specifically target the SDP priorities
- The leadership team was proving to be sustainable through successful succession and upskilling. School systems and processes were efficient
- There was uncertainty around pupil numbers for September due to tribunals and mediation. The school's estimate was 183 pupils
- Kirklees Council's SENDACT (Special Educational Needs and Disabilities Assessment and Commissioning Team) were under a lot of pressure and communication had been affected. The school had raised three issues with SENDACT:
  - Demand for places
  - Post 16 with SEMH provision
  - A cohort of pupils placed at the school due to a lack of places elsewhere

The school had asked for guidance on which issue the school should focus on as it was unable to address all three issues.

**Q: Will Kirklees Council be building another special school?**

A: No, two schools will be having additional buildings constructed to increase capacity. A new free school for special needs was under discussion.

**Q: What will be involved in setting up a post 16 provision at the school?**

A: It is difficult to say as the school will not be the commissioners of the service.

**Q: Are the local councillors advocating for the school?**

A: There has been a lot of matters going on within the council and these will continue.

**Q: Should the school escalate the issues within the council?**

A: Yes, the school would be contacting Jo-Anne Sanders, Service Director Learning and Early Support.

		<p>The meeting discussed potential next steps to escalate the issues and noted this would need a strategic approach. The Governors supported the school's intention to escalate the issues and requested that the school report back on progress.</p> <p>Mr McCombe left the meeting at this point.</p> <p><b>Q: Which of the three issues is the most key to the school?</b></p> <p>A: Post 16 provision for the current cohort; however the other issues affect more children. Each issue is important.</p> <ul style="list-style-type: none"> <li>• Attendance was 90.96% which compared well to national data. Parameters had changed for Pupil Premium which had led to a less good performance</li> <li>• There had been no exclusions and behaviour had been good. The transitioning process had caused some issues which was to be expected</li> <li>• Safeguarding – in the previous week there had been three child protection pupils, four children in need and five Team Around the Family (TAF). There had been one early help assessment. There had been 12 strategic meetings in the last 12 months. There were eight children looked after (CLA) pupils and 12 post CLA. Eight members of staff were DSL trained and a third Pastoral Intervention Manager had been appointed. The school was very proud of its safeguarding team who coped with many multi-agency interventions and involvement</li> <li>• Quality of teaching and learning – 95% of teaching was seen to be good or better, and 55% as very good/outstanding. Other quality assurance had been done and the assessments for English and Maths were under moderation. Peer moderation of teachers had been carried out for benchmarking and consistency</li> </ul> <p>Governors thanked Ms Cranmer for the report.</p>	
104.	STAFFING UPDATES	<p>Ms Cranmer provided an update which included:</p> <ul style="list-style-type: none"> <li>• The school had a full team of teachers, which was considered an achievement in the current climate and demonstrated that people liked the school as a place to work</li> <li>• There had been 100 responses to the staff survey and the feedback had been positive. The vast majority of staff had indicated that they were happy working at the school</li> </ul>	

		<p>across a number of questions. More positive feedback had been given about the management of bullying and communication than in the previous survey</p> <ul style="list-style-type: none"> <li>• ETA recruitment was underway; however it had been noticed that there were less experienced candidates applying. This would mean more support and induction training would be required but also gave an opportunity to develop staff with potential</li> </ul>	
105.	REVIEW OF POLICIES	<p>(a) <u>Anti-Bullying Policy</u></p> <p>An updated policy was shared with Governors at the meeting. The school wanted to launch the policy at the Inset Day in September. Governors were asked to provide feedback by the end of the summer term. Parent and pupil voices had already been included and an internal review had been carried out. Governors agreed that, if only minor amendments were received, the policy would be approved.</p> <p><b>ACTION:</b> Governors to review the Anti-Bullying policy and provide feedback by the end of summer term</p> <p><b>RESOLVED:</b> That, subject to minor amendments being received from Governors, the Governors approve the Anti-Bullying policy.</p> <p>(b) <u>SMSC Policy (spiritual, moral, social and cultural development)</u></p> <p>A draft policy was shared with Governors.</p> <p>(c) <u>Equality Policy and Objectives</u></p> <p>The objectives had been updated. This was a statutory document.</p> <p>(d) <u>Accessibility Plan</u></p> <p>The actions had been reviewed and updated. This was a statutory document.</p> <p><b>RESOLVED:</b> That the Governors approve the Equality Policy and Objectives and the Accessibility Plan</p>	<b>All Governors</b>

106.	ANNUAL EVALUATION OF THE GOVERNING BOARD'S EFFECTIVENESS	This item was discussed under Matters Arising (Minute 99 (h) refers). Ms Cranmer advised that the skills analysis was important as it would help to recruit/appoint a new Governor.	
107.	GOVERNOR TRAINING/ DEVELOPMENT	Mr Baines reminded Governors that roles and responsibilities would be allocated at the Annual General Meeting in September and asked Governors to consider which areas they would like to be involved in.	
108.	REPORTS ON LINK/GOVERNOR VISITS	<p>The following Governor visits were noted:</p> <ul style="list-style-type: none"> <li>• Mr Baines had attended the Finance meeting, the Standards and Effectiveness Committee meeting, and the Enrichment Celebration Evening. He commented that the Celebration Evening had been a fantastic event and he had enjoyed the musical performances. He had also attended the Year 11 Leavers' assembly</li> <li>• Mrs Wittrick had attended the parents' evening and had enjoyed speaking to many parents and carers. She had also helped with the ETA recruitment</li> <li>• Mrs May and Ms Gray had carried out a Health and Safety visit on 14 June. They had focussed on the paperwork and had reviewed systems. It had been noted that some tweaks were required to become more accessible. It had been suggested that the school reduce the number of risk assessments to be more manageable. Overall it had been a positive discussion. They had also looked at equality, diversity, and inclusion (EDI) and had been impressed that this also included staff</li> </ul> <p>Ms Emptage reported that she had drafted a new timetable for Governor curriculum visits which would start in September. This would be shared at the meeting in September</p> <ul style="list-style-type: none"> <li>• Mrs May had attended a Duke of Edinburgh Bronze event and the Celebration Evening</li> <li>• Mr Cleve had attended the Celebration Evening and had thought it to be a fantastic event. He had also attended Sports Day</li> </ul>	

		<ul style="list-style-type: none"> <li>Ms Morris had attended the Parents' Evening and reported that she felt this was fostering a sense of community among parents and carers. She had also attended the Big Sing event</li> <li>Ms Jackson had supported the ETA interviews and had worked with Ms Emptage on SMSC. She had also attended Sports Day with Fox Class</li> <li>Mr Holland had attended the Finance meeting and the Standards and Effectiveness Committee meeting. He had been into school to arrange the Comic Arts events and had supported the recruitment of the Pastoral Interventions Manager. He had invigilated at some exams and had attended Parents' Evening. He had also met with Ms Fan regarding safeguarding and CLA. He provided feedback to Governors on the "Carry my Story" event which had given a refugee an opportunity to visit the school and tell his story to pupils</li> </ul> <p>Ms Cranmer reported that the school had joined a letter which would be sent by a number of schools to Kirklees Council regarding the Working Together guidance.</p>	
109.	REGISTER OF BUSINESS INTEREST	Governors were reminded to complete their annual declarations for 2024-25 via the online link.	
110.	ANY OTHER BUSINESS	<p>(a) <u>SLT Recruitment</u></p> <p>Mr Baines praised Ms Cranmer, Ms Emptage and the interim SLT for ensuring the school's continued performance and seamless continuity following the departure of the Head Teacher.</p> <p>The Head Teacher position would be advertised at October half term. Mr Baines and Mr Holland would draft the advertisement and job description and these would be shared with Governors.</p> <p><b>ACTION:</b> Mr Baines and Mr Holland to draft the Head Teacher advert and job description</p>	<b>Mr Baines / Mr Holland</b>

		<p><b>Q: Will the post be advertised externally?</b> A: Yes. Kirklees Council will advise on the process.</p> <p>(b) <u>School Uniform Provider</u></p> <p>Ms Jackson reported that she had been unable to visit the provider, Term Time Wear, with her son due to the shop's premises not being accessible. She queried if it would be possible to use another provider. It was agreed that Ms Emptage would contact the provider to see what they could do to improve accessibility.</p> <p><b>ACTION:</b> Ms Emptage to contact Term Time Wear regarding access to their shop</p>	<b>Ms Emptage</b>
111.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<b>RESOLVED:</b> That the next meeting of the governing body be held at 5.00 pm at the school on 2 October 2024.	
112.	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 closed at 8.20 pm.