

THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the meeting of the Governing Body held at 5.30 pm at the school on Wednesday, 16 October 2024.

PRESENT

Mr R Baines (Chair) - remotely, Ms R Cranmer (Interim Head Teacher), Mr M Cleve, Mrs L Drye, Mr M Holland, Ms L Jackson (Associate Governor), 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

The meeting opened at 5:33 pm

	Item	Minutes	Action
1.	ELECTION OF CHAIR	<p>Mrs Dunn opened the meeting.</p> <p>For the election of the Chair and Vice-Chair, Governors determined the following:</p> <ul style="list-style-type: none"> • Nominations would be accepted from Governors not present at the meeting. • The term of office of the Chair and Vice-Chair would be for one year. • A tie would be resolved by further discussion among Governors and a further ballot <p>A nomination for Chair was received for Mr Richard Baines.</p> <p>RESOLVED: That Mr Richard Baines be elected as Chair for a period of one year.</p> <p>Mr Baines took the Chair for the remainder of the meeting.</p>	

2.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence had been received from Ms C Grey, Mrs W May and Mrs S Norman (with consent).</p> <p>There were no declarations of interest.</p> <p>2.1 <u>Approve the Governors' Code of Conduct</u></p> <p>RESOLVED: That Governors approve the adoption of the NGA model Governors' Code of Conduct.</p> <p>2.2 <u>Declaration of Business Interest</u></p> <p>It was confirmed that all Governors had completed their declaration of business interest.</p> <p>2.3 <u>Get Information about Schools (GIAS)</u></p> <p>Ms Hallas confirmed that GIAS was up to date.</p>							
3.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be raised under Any Other Business.							
4.	REPRESENTATION	<p>4.1 <u>To Report the Following Matters of Representation</u></p> <p>The following matters of representation were noted:</p> <table border="0" data-bbox="591 1117 1917 1276"> <thead> <tr> <th data-bbox="591 1117 963 1149"><u>Appointment Name</u></th> <th data-bbox="963 1117 1456 1149"><u>Category</u></th> <th data-bbox="1456 1117 1917 1149"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="591 1228 963 1260">Matthew Cleve</td> <td data-bbox="963 1228 1456 1260">Parent</td> <td data-bbox="1456 1228 1917 1260">3.9.24</td> </tr> </tbody> </table>	<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>	Matthew Cleve	Parent	3.9.24	
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		<p><u>Resignation</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Jeanette Berrett</td> <td>Co-opted</td> <td>9.9.24</td> </tr> </tbody> </table> <p>4.2 <u>Appointment of a Co-opted Governor</u></p> <p>Governors noted the vacancy and agreed that this would be reviewed at a future meeting. The Governors' Skills Matrix would be sent to Kirklees Governor Service (KGS).</p> <p>ACTION: Send the Governors' Skills Matrix to KGS.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Jeanette Berrett	Co-opted	9.9.24	Mr Baines
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Jeanette Berrett	Co-opted	9.9.24							
5.	ELECTION OF VICE-CHAIR	<p>The procedure for the election was agreed (Minute 1 refers).</p> <p>A nomination was received for Mr Matthew Holland.</p> <p>RESOLVED: That Mr Matthew Holland be elected as Vice-Chair for a period of one year.</p> <p>Mr Holland asked Governors to consider sharing the role of Vice-Chair as part of their development and for succession planning. Mr McCombe expressed an interest and it was agreed that this would be included in the Governing Body Action Plan.</p>							
6.	RECRUITMENT & SELECTION PROCESS FOR NEW HEAD TEACHER	<p>Governors noted the following arrangements had been put in place for the recruitment of the new Head Teacher:</p> <ul style="list-style-type: none"> • The school's needs and vision had been completed • The advertisement, job description, personnel specification and further information had been prepared. The welcome letter had been rewritten • The Individual School Range had been agreed • The terms of reference for the Selection Panel had been prepared • The Selection Panel would comprise of all non-staff Governors who were available. There would be a minimum of three Governors. Mrs Wittrick had completed the Safer Recruitment training course. Other Governors were asked to complete the EduCare course 							

Ms May
Ms Morris

(b) Standards and Effectiveness

Mr Baines
Mr Holland
Mr McCombe
Mr Cleve

It was agreed that the first meetings of the Finance and Resources Committee and the Standards and Effectiveness Committee would review the terms of reference.

(c) Other committees

It was agreed that the following committees would be covered by Governors on an ad-hoc basis, with a minimum of three Governors:

- Staff Dismissal
- Dismissal Appeals
- Complaints
- Pay (must meet to agree pay awards by 31 October)
- Appeals
- Pupil Discipline

Ms Cranmer reported that the school was awaiting the Kirklees Pay Policy which the Pay Committee would need for the meeting.

Head Teacher's Performance Management

A date for the appraisal had been set for 16 December 2024. The external advisor would be Ms J Nellis. The panel would comprise of Mr Holland, Mr McCombe and Ms Morris. Mrs Wittrick would be in reserve. Dates for the appraisal review and mid-term review would be set at the appraisal.

		<p>ACTION: Invite Ms J Nellis to the appraisal.</p> <p><u>Terms of Reference</u></p> <p>RESOLVED: That Governors agree to adopt the Kirklees Model terms of reference.</p>	Ms Cranmer
8.	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>Ms Cranmer and Ms Emptage outlined some of the responsibilities and welcomed Governors into school to meet with relevant staff.</p> <p>The following specific responsibilities were agreed:</p> <ul style="list-style-type: none"> • Governor Training Contact – Mr Baines • Governors for Children Looked After and Post Looked After, Child Protection and Safeguarding* – Mr Holland, Mrs Wittrick, Mr Cleve • EYFS (Early Years Foundation Stage) – Mrs Wittrick • Wellbeing Governor – Ms Morris • Equality Governors – Ms Grey, Mrs May • Pupil/Sports Premium Link Governor – to be included in remit of Standards and Effectiveness Committee • Attendance Governors – Mr Holland, Mr McCombe • Website Compliance Governor – to be rotated alphabetically each term starting with Ms Jackson • Health and Safety Governors – Ms Grey, Mrs May • Curriculum Governors – Ms Morris, Ms Jackson • Spiritual, Moral, Social, and Cultural (SMSC) development Governor – Ms Jackson <p>* Mr Holland outlined the Governors' approach and the remit of these responsibilities.</p> <p>It was agreed that Ms Jackson would undertake the annual Medicines Audit this year.</p> <p><i>Ms Hallas left the meeting at this point</i></p>	
9.	DELEGATION OF FINANCIAL POWERS	<p>RESOLVED: That the Governing Board delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p>	

	TO THE HEAD TEACHER	<ul style="list-style-type: none"> (i) Planning and conducting the affairs of the school to remain solvent. (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls. (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding. (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Board are such as to enable it to fulfil the obligations specified for it. (v) The Head Teacher's authorisation expenditure limit for day-to-day financial management of the school be agreed at £15,000. 	
10.	MINUTES OF THE MEETING HELD ON 3 JULY 2024	RESOLVED: That the minutes of the meeting held on 3 July 2024 be approved and signed by the Chair as a correct record of the meeting.	
11.	MATTERS ARISING	<p>(a) <u>Reports from Committees (Minute 99 (b) refers)</u></p> <p>Ms Cranmer advised that the second councillor visit had not taken place.</p> <p>(b) <u>Review of Policies (Minute 105 (a) refers)</u></p> <p>The Anti-Bullying Policy had been adopted and shared with partners.</p> <p>(c) <u>Any Other Business (Minute 110 (a) refers)</u></p> <p>The Head Teacher advertisement and job description had been prepared.</p> <p>(d) <u>Any Other Business (Minute 110 (b) refers)</u></p> <p>Ms Emptage reported that the supplier had been contacted; however, the structure of the business premises meant that further access changes could not be made. Other providers had been approached but had similar access issues. The school used the</p>	

		<p>Uniform Exchange service if required. Governors agreed that further work on this was required, and it was suggested that a provider be invited to the parents' evening.</p> <p>ACTION: Progress getting better physical access with uniform providers.</p>	Ms Cranmer/ Ms Emptage
12.	REPORTS FROM COMMITTEES	<p>(a) <u>Finance and Resources Committee – 3 July 2024</u></p> <p>RESOLVED: That the minutes of the meeting held on 3 July 2024 be noted.</p> <p>(b) <u>Standard and Effectiveness Committee – 21 June 2024</u></p> <p>RESOLVED: That the minutes of the meeting held on 21 June 2024 be noted.</p>	
13.	HEAD TEACHER'S VERBAL REPORT AND GOVERNORS' QUESTIONS	<p>Ms Cranmer provided a verbal report to Governors.</p> <p>(a) <u>Successful outcomes from the previous school year</u> Governors noted the following outcomes which had placed the school in a strong position at the start of the new school year:</p> <ul style="list-style-type: none"> • The Good OFSTED rating awarded in January 2024 • Effective management had created a good financial base • Moderation of pupil progress analysis had created greater reliability in progress data and good expected progress had been validated • Strong accreditation results across a range of subjects, including, for the first time, BTEC Music Industry Skills • Achievement of 25 of 28 SDP outcomes; one outcome would be progressed and the remaining two outcomes would become the focus of the current SDP <p>(b) <u>Current year progress</u> Governors noted the following:</p> <ul style="list-style-type: none"> • 184 pupils on roll (including 20 places at the satellite school) – PAN is 164. Three children would be moving on and the school may take on new pupils and support pupils on the waiting list • Transitions had been successful with 30 new starters welcomed 	

- Overall behaviour was very good. Some pupils had struggled with transition and there had been some physical interventions (PIs) which could affect staff teams' morale; however data indicated that PIs this year were the same as the previous year and were already reducing due to specialist support and interventions from staff
- The internal CPD programme had started and staff had also attended external conferences and coaching training
- The parents and carers evening had gone well and positive feedback had been received about the provision/offer, communication and the staff
- Newly recruited and existing staff were doing well; however recruitment and retention remained an issue. Staff absences were actively managed through the agreed procedure. The school had arranged for a nurse from SAS (the insurance provider) to attend the INSET day and talk to staff and this had been well received

Q: Does the school conduct exit interviews?

A: Yes. Some staff leave because of the salary constraints or a change of career or circumstance but others have moved on to more advanced positions.

- The school had stabilised its leadership in readiness for potential changes and was in a strong position
- Support had been provided to staff and family following a pupil's medical diagnosis
- Wider working with the local authority had started well with Special School Funding Review, a new SENDACT team and systems. The school was pushing for more pupil spaces and for Post-16 provision. Ms Cranmer had joined the SEND Transformation and Commissioning Group to advocate for pupils and the SEND community

Governors were informed about an accident in school involving a staff member, including the investigation, support provided to staff and cover in school.

Governors thanked Ms Cranmer for the report.

14.	FINANCIAL MANAGEMENT & MONITORING	<p>Ms Cranmer provided a verbal update which included:</p> <ul style="list-style-type: none"> • Budget was £5,162k for the year. The contingency of £251k had been divided into protected contingency (£137k) and learning resource funds (£114k) with the latter having been allocated to the SDP around the curriculum • The next financial return would be prepared using Period 6 and this would be discussed by the Finance and Resources Committee • School staff had been monitoring the Friends of Southgate School (FOSS) bank account and completing the return to the Charity Commissioner; however Governors agreed that it was inappropriate for this to continue and the role should be done by someone impartial. The issue would be discussed further at the Finance and Resources Committee <p>Q: Why is the school doing this? A: FOSS had only two members now; however the school planned to support a relaunch of FOSS during the school year and get more people involved.</p> <p>Q: What is the balance on the account? A: Approx £12k.</p> <p>Q: Presumably FOSS could organise events and raise funds or the school? A: Yes.</p> <p>ACTION: Discuss FOOS financial procedures at Finance & Resource Committee.</p> <ul style="list-style-type: none"> • It had been confirmed that the National Tutoring Programme monies would not be clawed back • The funding for Sports Premium for 2024/25 was £16k plus £10 per pupil for pupils either aged between five and 10 or in Years 1 to 6. The majority would be spent on procuring external support to deliver PE and a strategy would be developed. Pupil Premium funding for 2024/25 was £122k, representing 101 pupils. Impact reports would be shared with Governors <p>ACTION: Share Sports Premium and Pupil Premium impact reports with Governors</p>	Ms Cranmer
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		<ul style="list-style-type: none"> • The new staff absence insurance policy was working well; there had been a couple of issues with claims which had been dealt with • The corridors had been redecorated through the PPP lifecycle programme and the school had paid for the stairwells to be redecorated from its DFC allocation • A capital building work request had been made to create a new external door for a classroom at the satellite school <p>Q: What is the cost of the new door? A: Approx £17k.</p> <p>Governors thanked Ms Cranmer for the report.</p>	
15.	SCHOOL DEVELOPMENT PLAN (SDP): PRIORITIES 2024/25	<p>Governors had been sent a copy of the SDP ahead of the meeting. The SDP had been written based on the Self Evaluation Form (SEF), data and evidence from the last school year. The number of outcomes in the SDP had been reduced to nine.</p> <p>The Kirklees Learning Partner (KLP), SLT and Wider Leadership Team had all contributed. Governors were also invited to contribute. The SDP had been shared with staff and staff Performance Management (Appraisal) targets were linked to it at all levels. CPD had been planned to support the SDP outcomes.</p> <p>Q: How can parents work with the school in respect of outcome C2 (Sex and Relationship Education (SRE))? A: The school will communicate with parents about its teaching of SRE. It will be open with parents about what children will be told and parents will be welcome to ask questions. SRE was a complicated statutory requirement to provide however teaching and information will be tailored for each child.</p> <p>Q: Will the teaching also include gender and identity? A: Yes.</p> <p>Mr Holland commented that he had found the SDP document to be very clear.</p>	

16.	GOVERNING BOARD DEVELOPMENT: ACTIONS & PRIORITIES 2024/25	<p>There was no action plan in place, however Governors were actively sharing knowledge and experience to support succession planning. It was proposed that this would be discussed by the Standards and Effectiveness Committee and brought back to the full Governing Body.</p> <p>ACTION: Discuss Governing Board Action Plan at the next Standards & Effectiveness Committee</p>	
17.	SAFEGUARDING	<p>Ms Cranmer provided a summary for Governors on safeguarding matters since the start of term which included:</p> <ul style="list-style-type: none"> • At the time of the meeting, two pupils were on a Child Protection Order, three pupils were on a Child in Need plan, four pupils had a Child in Need respite package, five pupils had a Team Around the Family plan and four pupils had a Family Support Worker through Early Help • Two Early Help assessments had been undertaken, three calls made to Kirklees Duty and Advice team and staff had attended a strategy meeting • There were nine Looked After Children and 12 Post Looked After Children. The increasing number of children in care homes demonstrated the complexity of need • There were eight trained DSLs in school and a third Pastoral and Intervention Manager had been recruited. DSLs continued to attend conferences and training courses to maintain their skills and knowledge • Staff received regular supervision (formal and informal) and cases would be discussed at Pupil Focus. Additional support for staff would be provided where appropriate 	
18.	POLICIES REQUIRING AN ANNUAL REVIEW BY THE FULL GOVERNING BOARD	<p>(a) <u>Kirklees Model Appraisal Policy 2024</u></p> <p>The updated policy would be shared with Governors for review.</p> <p>ACTION: Send Governors the Kirklees Model Appraisal Policy 2024.</p> <p>(b) <u>Various Policies</u></p> <p>Governors had received the following school policies to review and approve:</p>	Ms Cranmer

		<ul style="list-style-type: none"> • Careers Education and Guidance Policy • Provider Access Policy • Complaints Procedure for Southgate School (based on the Kirklees Model Policy) • Health and Safety Policy • Safeguarding and Child Protection Policy • School Attendance Policy • Whistleblowing Policy • Spiritual, Moral, Social, and Cultural (SMSC) Policy <p>RESOLVED: That, subject to a minor amendment to the Careers Education and Guidance Policy, the Governors approve all the above policies.</p> <p>(c) <u>Wellbeing Strategy</u></p> <p>The document would be shared with Governors.</p> <p>ACTION: Share the Wellbeing Strategy with Governors.</p> <p>(d) <u>Keeping Children Safe in Education</u></p> <p>Governors confirmed that they had read this document.</p>	Ms Cranmer
19.	GOVERNOR TRAINING & GOVERNOR VISITS	<p>The following Governor visits were noted:</p> <ul style="list-style-type: none"> • Mr Holland had attended the last day of summer term and had been involved in the recent recruitment of the Pastoral and Intervention Manager. He also been in to school on 20 September to meet with staff regarding Safeguarding and Looked After Children • Ms Morris and Mr McCombe had attended the parents' evening • Mrs Wittrick had supported the recruitment of new ETAs <p>Ms Cranmer invited Governors to assist at the forthcoming Halloween Disco and to attend the annual staff Safeguarding Update session on 23 October.</p>	

110.	ANY OTHER BUSINESS	There were no items of Any Other Business to be discussed.	
21.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the governing body be held at 5.30 pm at the school on 11 December 2024.</p> <p>RESOLVED: That the next meeting of the Finance and Resources Committee be held at 5.00 pm at the school on 11 December 2024.</p> <p>It was proposed that dates for the meetings of the Governing Body, Finance and Resources Committee and Standards and Effectiveness Committee be set for the school year.</p> <p>ACTION: Establish and circulate dates for meetings of the Governing Body, Finance and Resources Committee and Standards and Effectiveness Committee.</p>	Ms Cranmer
22.	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 closed at 8.30 pm.