

THE GOVERNING BOARD OF SOUTHGATE SCHOOL

Minutes of the annual meeting of the Governing Board held at 5.30 pm at the school on Wednesday 15 October 2025.

PRESENT

Mr R Baines (Chair), Ms R Cranmer (Head Teacher), Mr M Cleve, , Mr M Holland (Vice-Chair), Ms L Jackson (Associate Member), Mrs W May, Mr C McCombe, Ms A Morris, Mrs S Norman.

IN ATTENDANCE

Mrs S Dunn (Minute Clerk)
Ms K Emptage (Deputy Head Teacher)

The meeting started at 5.35 pm

	Item	Minutes	Action
1.	ELECTION OF CHAIR	<p>The Minute Clerk opened the meeting.</p> <p>RESOLVED: That for the election of the Chair and Vice-Chair, Governors determined that:</p> <ul style="list-style-type: none"> (i) Nominations would be accepted from Governors not present at the meeting. (ii) The term of office of the Chair and Vice-Chair would be for one year. (iii) 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	<p>Apologies for absence had been received from Mrs L Drye and Mrs J Wittrick both with consent.</p>	

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	AND DECLARATIONS OF INTEREST	<p>There were no declarations of interest.</p> <p>(a) <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>(b) <u>Declaration of Business Interest</u></p> <p>Action: The Head Teacher to review when the last declarations were made and notify Governors if new declarations were required.</p> <p>(c) <u>Get Information about Schools (GIAS)</u></p> <p>The Head Teacher confirmed that GIAS was up to date.</p>	Head Teacher
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	The Head Teacher reported that the school's joint SDP/SEF document set out the school's aim to fill the two vacancies before the end of the current academic year.	
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>Governors would use the Governor Action Plan to address and develop succession planning for the Board.</p>	

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6.	REVIEW OF COMMITTEES AND PANEL ARRANGEMENTS	<p>(a) <u>Committee Membership</u></p> <p>Committee membership was agreed as follows:</p> <p><u>Finance and Resources Committee</u></p> <p>Mr Baines Mr Holland Ms May Ms Morris</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Mr Baines Mr Holland Mr McCombe Mr Cleve</p> <p>The Chair stated that all Governors were welcome to attend any Committee meetings.</p> <p>The Head Teacher shared some dates for the Governing Board and the Committee meetings with Governors. These were discussed and the agreed schedule would be sent to Governors.</p> <p>Action: Head Teacher to amend the meeting schedule and issue to Governors</p> <p>(b) <u>Panels and Ad hoc Committees</u></p> <p>It was agreed that the following panels and ad hoc committees would be covered by Governors on an ad-hoc basis, depending upon eligibility and availability, with a minimum of three Governors:</p> <ul style="list-style-type: none"> • Staff Dismissal • Dismissal Appeals • Complaints • Pay • Appeals 	<p>Head Teacher</p>

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		<ul style="list-style-type: none"> • Pupil Discipline <p>(c) <u>Head Teacher's Performance Management</u></p> <p>A date for the appraisal had been set for 3 November 2025. The external advisor would be Ms J Nellis. The panel would comprise of the Chair and Ms Morris. Dates for the appraisal review and mid-term review would be set at the appraisal.</p> <p>(d) <u>Terms of Reference</u></p> <p>RESOLVED: That Governors agree to adopt the Kirklees Model terms of reference.</p>	
7.	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<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, Mr Cleve • Equality Governors – Mr McCombe, 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 – Ms Jackson • Health and Safety Governors** – Mr Baines, Mrs May • Curriculum Governors – Ms Jackson and one “guest” Governor <p>The Deputy Head Teacher explained that the Spiritual, Moral, Social, and Cultural (SMSC) Quality Mark was not currently available. Governors agreed that SMSC would be linked to Equality and noted that the school would continue to follow the principles of SMSC. Mrs May stated that changes to SRE (Sex and Relationship Education) would also need to be considered.</p> <p>* Governors discussed and agreed that although there were no EYFS pupils the at the time of the meeting, this role would continue.</p>	

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		<p>** Responsibilities would also include the Medicines Audit and Ms Jackson would provide support.</p> <p>Action: The Head Teacher to notify Ms Morris of the dates for the wellbeing forums.</p> <p>Action: The Deputy Head Teacher to share dates of proposed curriculum visits with Governors.</p> <p>Q. Where would Governors review staff training? A. Governors should review training as it applies to their responsibilities, for example health and safety, safeguarding.</p>	<p>Head Teacher</p> <p>Deputy Head</p>
8.	DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER	<p>RESOLVED: That the Governing Board delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <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. <p>The Head Teacher's authorisation expenditure limit for day-to- day financial management of the school was agreed at £15,000.</p>	
9.	MINUTES OF THE MEETING HELD ON 2 JULY 2025	<p>RESOLVED: That the minutes of the meeting held on 2 July 2025 be approved and signed by the Chair as a correct record.</p>	

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10.	MATTERS ARISING	<p>(a) <u>Financial Management and Monitoring (Minute 100 refers)</u></p> <p>It was confirmed that minutes of the meeting had been produced and issued to Governors.</p> <p>Q. Is there any update on the Friends of Southgate (FOS)?</p> <p>A. Some funds have been used for the book bags which have been given to families to promote home learning, raise money for FOS and raise the profile of FOS. FOS still needs more people to be involved. FOS has donated £10k towards the sensory garden and forest school. The winter disco is intended to help raise the profile and get more people on board. The school has pushed for FOS to continue and the charity Parentkind are also supporting, but unfortunately unless people do come forward it will end. There are many good reasons why FOS should continue.</p> <p>Q. How much has been done to promote FOS?</p> <p>A. Information has been provided with the book bags and big projects such as the sensory garden demonstrate what is achievable by a group like FOS.</p> <p>Governors noted that the key message to parents was in linking the support needed to bring about the benefits. Governors agreed to support the school at the winter disco to help raise the profile and recruit members to FOS.</p> <p>(b) <u>Reports from Committees (Minute 101 (b) refers)</u></p> <p>It was confirmed that minutes of the Standards and Effectiveness Committee had been produced and issued to Governors.</p> <p>Q. Should the school start to consider the possible implications of the 2026 local elections?</p> <p>A. Yes, this can be included as part of the Standards and Effectiveness Committee's horizon scanning work.</p> <p>Q. Are the pupil transport services better this year?</p> <p>A. They have been hit and miss. New Kirklees owned vehicles have been acquired by School Transport, who no operate four routes at Southgate. There have been</p>	

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	<p>Mr Cleve presented a summary of the key points discussed at the meeting, which included:</p> <ul style="list-style-type: none"> - The performance of all school staff - To evaluate and approve an application for a staff member to move to the upper pay band - A review of the performance management of staff – all staff had passed their appraisal <p>Q. Is performance still linked to pay? A. No.</p> <p>(c) <u>Finance and Resources Committee – 15 October 2025</u></p>	<p>Action: Minutes of the meeting would be prepared and shared with Governors.</p> <p>The Head Teacher presented a summary of the key points discussed at the meeting, which included:</p> <ul style="list-style-type: none"> - At Period 6 just under 50% of the budget had been spent - The school had a better understanding and control of all budget areas, for example out of area payments - Staff costs were underspent but backdated pay increases and proceeds from staff absence insurance claims were still to be put through. After this the budget would remain on track - Premises costs were underspent but a PPP payment was pending - Proposals to use the DFC had been considered such as the sensory garden and quiet rooms. DFC would not be needed to pay for the new boiler as this would be provided under the PPP contract. Grant funding was being sought for the remaining cost (approximately £7k) of the sensory garden <p>Action: Head Teacher to share the quotes for the quiet rooms with Governors.</p> <ul style="list-style-type: none"> - Transport costs were underspent; however, the school needed to replace the big blue bus with a leased vehicle as it was becoming life expired. Expenditure on taxis and mileage had significantly reduced from £500 pm to £60 pm without affecting services
		<p>Ms Hallas</p> <p>Head Teacher</p>

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		<ul style="list-style-type: none"> - Supplies and services expenditure had been as profiled. The school had started a review of the cost of food for breakfast, snacks and food technology but wanted to maintain choice and quality - The school was reviewing the plan and budget for enrichment activities - Supply staff costs were being matched to income from the insurance claims - An unplanned whiteboard replacement had caused the IT budget to be overspent - The Kirklees Special School Review was still ongoing but schools had pushed back to the council on the finance systems. Implementation was still planned for April 2026 - Discussions with the Local Authority on commissioning had unfortunately not made any progress <p>Q. Does the payment of staff pay increases have to wait for the Pay Committee meeting?</p> <p>A. This will be reviewed.</p> <p>Q. Can you use DFC for IT purchases?</p> <p>A. Yes, if it is needed.</p> <p>Q. Is the school aware that the Transpennine Route Upgrade Community Funding has reopened?</p> <p>A. Yes, an application has been made.</p>	
12.	HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher provided a verbal update to Governors which included the following information:</p> <p>(a) <u>Pupils</u> There were 181 pupils on roll which was under PAN. The school was working with the ECHP Team to allocate the remaining places. Transitions had gone well and individual cases of anxiety were well managed.</p> <p>(b) <u>Staffing and Leadership</u> Leadership remained stable and was developing. Three new teachers had joined the school and three ETAs had been successfully recruited. The Academic Mentor role would become permanent and the School Business Manager job description was being reviewed with Kirklees HR Service. Activity Support Assistant recruitment was being planned.</p>	

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	<p>(c) <u>Quality of Teaching and Learning</u> Quality Assurance plans had been created and shared with staff. Some audits had taken place. Performance management and CPD had started with the first CPD being held on 14 October 2025. Peer lesson visits would be rolled out for all staff.</p> <p>(d) <u>Attendance</u> To week commencing 10 October attendance was 92.17% and the Pupil Premium gap was 3.37%, which would be focussed on. Individual interventions had created a positive impact. Twenty pupils had attendance under 80% and 28 pupils had 80-90% attendance. Factors affecting attendance included term time holidays, medical conditions, reduced timetables and other individual concerns which were always followed up. The school compared very favourably to both special school and all school data.</p> <p>(e) <u>External</u> Paul Davies, MP had visited the school and met the School Council. The Head Teacher had been a panel member on an MP's SEND Q&A session in Calderdale. The Deputy Head Teacher had attended the Carry My Story Celebration. For the second year running the school had been awarded Music Mark. The school had progressed to the final of a national competition for My Best School Trip and Mrs Norman would be attending the ceremony on behalf of the school. The Kirklees Mayor would be visiting the school on 2 February 2026 followed by a trip to the Mayoral Office in March 2026.</p> <p>(f) <u>Accreditation</u> The Deputy Head Teacher summarised a written report for Governors. Three case studies from the GCSE class were shared with Governors. Functional Skills Maths Levels 1 and 2 had a total of six pupils entered with four passes. Entry Level Maths levels 1, 2 and 3 had a total of 21 pupils who passed the subject. Entry Level English levels 1, 2 and 3 had a total of 16 pupils who passed the subject. Nine pupils had received an ASDAN qualification. Eleven pupils had achieved vocational accreditations in either Construction or Motor Maintenance. Eight pupils had received an Arts Award and 29 pupils had received a silver or bronze Duke of Edinburgh award.</p> <p>Q. When do parents know their child is being entered for the Functional Skills exams?</p> <p>A. It is discussed at Parents' Evening, however we are already implementing plans to improve how we communicate the school's plan for a child.</p>	

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	<p>Q. Is there any support available to parents so they can help their child prepare for the Functional Skills exams?</p> <p>A. The school would look into providing a session in the future for parents.</p> <p>(g) <u>Upcoming Events</u> Governors were invited to the following events:</p> <ul style="list-style-type: none"> - Green Innovators Science Fair – 22 October 2025 - Safeguarding Twilight – 22 October 2025 - Winter Disco – 27 November 2025 - There would be several Christmas events and details would follow. <p>(h) <u>Safeguarding</u> The Deputy Head Teacher presented information to Governors which included:</p> <ul style="list-style-type: none"> - One child on a Child Protection Order (CPO), five pupils on a Child in Need plan, three pupils with a Child in Need respite package, two awaiting a Team Around the Family (TAF) plan and one pupil with a Family Support Worker through Early Help - Four Early Help Assessments were being undertaken - In the last 12 months DSLs had attended five strategy meetings and 24 Duty and Advice calls had been made - Seven pupils are Looked After and 10 children are Post Looked After. One pupil was in the Public Law Outline (PLO) process - Ms Fan had attended a Special School DSL network event on 3 October 2025 - Ms Fan and Shabana had attended the Child Protection in Education Conference on 2 October 2025 and were given updates on KCSIE 2025 as well as training on Prevent, AI and the legal challenges of safeguarding SEND pupils. There was a concern that the KCSIE updates from the Government lacked depth - The school's annual Safeguarding update for all staff would take place on 22 October 2025 <p>Q. How is the school managing online safety and AI?</p> <p>A. Three members of staff are leading on computing and online safety now to recognise the breadth of content and rapid changes, but this is a work in progress. At present Kirklees Council does not have a model policy for schools to use, so a new policy will need to be developed.</p>	

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		The Governor thanked the Head Teacher and Deputy Head Teacher for their reports. The Governors congratulated Mrs Norman and her team for their success in the competition and wished them well for the final.	
13.	FINANCIAL MANAGEMENT & MONITORING	This item had been discussed under Reports From Committees (Minute 11 (c) refers).	
14..	SCHOOL DEVELOPMENT PLAN (SDP) PRIORITIES 2025/26	The Head Teacher reported that the SDP and the SEF were now contained in a single document and she summarised the priorities. A new three-year cycle had commenced and this was reflected in the document. A copy of the document had been put on SharePoint for Governors to review.	
15.	GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2025/26	<p>The Chair reported that the Governing Board would review the action plan issued last term at the next meeting and reminded Governors to look at any actions that had been assigned to them.</p> <p>Action: All Governors to review the action plan and the actions assigned to them.</p>	All Governors
16.	SAFEGUARDING	This item had been discussed under the Head Teacher's Report (Minute 12 (h) refers).	
17.	THE SCHOOL TEACHERS PAY AND CONDITIONS ORDER 2025 AND MODEL TEACHERS PAY POLICY	<p>RESOLVED: That Governors approve the adoption of the Teacher Pay Policy with the removal of Performance Related Pay (PRP).</p> <p>RESOLVED: That Governors approve the adoption of the amended provisions relating to TLRs with effect from September 2025.</p> <p>Q. Are there any budget implications arising from adopting the TLR amended provisions from September 2025?</p> <p>A. No, as none of the relevant staff in school will be affected by the decision.</p>	
18.	POLICIES FOR REVIEW/APPROVAL	<p>RESOLVED: That Governors approve the following policies:</p> <ul style="list-style-type: none"> - NGA Code of Conduct (2025) - Complaints Procedure for Southgate School 2025 - Safeguarding and Child Protection Policy (2025-26) - Keeping Children Safe in Education 2025 - Health and Safety Policy 	

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		<ul style="list-style-type: none"> - Support Staff Appraisal Policy – checked Sept 2025 - Teacher Appraisal Policy – updated July 2024 - Teacher Capability Policy – updated Sept 2024 - Teacher Pay Policy* - Disciplinary Procedure - updated 2024 - Provider Access Policy 2025-26 - Careers Education and Guidance Policy 2025-25 - Sex and Relationships Education (SRE) Policy 2025-26 <p>* The Teacher Pay Policy was also discussed under Minute 17.</p> <p>Q. There are some major changes coming through in SRE. Has Kirklees provided any guidance on this yet?</p> <p>A. No, however the intention is to get a new policy ready for implementation in September 2026.</p> <p>The Head Teacher reminded Governors of the following policies which had been previously approved and needed re-approval:</p> <ul style="list-style-type: none"> - Support Staff Capability Procedure – updated Sept 2022 - Dispute Resolution and Grievance Policy – unchanged since 2019 - Whistleblowing Policy – updated 2024 - Safer Recruitment Policy – updated 2024 - Accessibility Plan, Equality Policy and Equality Objectives (Public Sector Equality Duty) (2024-27) <p>RESOLVED: That Governors approve the five policies listed above.</p> <p>The Governors commented that the school's policies were always very clear.</p>	
19.	GOVERNOR DBS REQUIREMENTS	<p>RESOLVED: That Governors agree that newly appointed Governors will be restricted until their DBS certificate has been seen and verified.</p> <p>RESOLVED: That Governors agree that reappointed Governors may continue in role while a new DBS is being processed.</p> <p>Action: Minute Clerk to check with Kirklees Governor Service regarding the record keeping of Governor appointment dates.</p>	Minute Clerk

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20.	GOVERNOR TRAINING & GOVERNOR VISITS	<p>The Chair reported that he had been into school in September to meet the Head Teacher and had taken part in a school assembly.</p> <p>Ms Jackson had been into school at the end of last term to carry out a medical review and review the risk assessments for school trips. She reported that she had found everything in order.</p> <p>The Vice-Chair and Mr McCoombe had been into school on 8 July 2025 to review attendance. The meeting had gone well and they had received a lot of information.</p> <p>The Vice-Chair and Mrs Wittrick had been into school for a meeting on Children Looked After, Post Looked After and Safeguarding at the end of last term. They had noted the range of complex circumstances the school had to deal with and had been pleased to hear about the increased understanding of SEND in the social work team. Out of Area placements were a concern. The Governors had also met the Pastoral Intervention team at the meeting.</p>	
21.	ANY OTHER BUSINESS	There were no items raised under Any Other Business.	
22.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That future Governors' meetings be held at the school at 5.30 pm on:</p> <p style="padding-left: 40px;">Wednesday 3 December 2025 Wednesday 4 February 2026 Wednesday 25 March 2026 Wednesday 20 May 2026 Wednesday 1 July 2026</p> <p>The next meeting would include a discussion on the Governing Board Action Plan.</p>	
23.	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 closed at 8:15 pm.