



	Item	Minutes	Action
		<p><b>Action:</b> Contact Mrs Wittrick regarding the end of her term of office</p> <p>3.2 <u>Appointment of Co-opted Governors (2 vacancies)</u></p> <p>The Head Teacher reported that an advertisement had been prepared and sent out to various places. One person had been in contact expressing an interest in becoming a Governor and would be invited into school to discuss the role further.</p>	<b>Mr Baines</b>
42.	MINUTES OF THE MEETING HELD ON 3 DECEMBER 2025	<b>RESOLVED:</b> That the minutes of the meeting held on 3 December 2025 be approved and signed by the Chair as a correct record.	
42.	MATTERS ARISING	<p>(a) <u>Declarations of Business Interest (Minute 28 (a) refers)</u></p> <p>Ms Hallas would check if all Governors had completed and returned the forms to the school.</p> <p><b>Action:</b> Check all Governors have completed and returned their forms to the school</p> <p>(b) <u>Pay Committee – 15 October 2025 (Minute 28 (e) refers)</u></p> <p>The minutes of the committee meeting had been agreed by the Governors.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 15 October 2025 be noted.</p> <p><i>Ms Emptage joined the meeting at this point</i></p> <p>(c) <u>SharePoint Access (Minute 28 refers)</u></p> <p>The school had started to include links to the SharePoint site in emails to Governors which had resolved the access issues.</p> <p>(d) <u>Standards and Effectiveness Committee – 3 December 2025 (Minute 30 (a) refers)</u></p> <p>The minutes of the meeting had been produced and shared with Governors.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on the 3 December 2025 be noted.</p>	<b>Ms Hallas</b>

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		<p>(e) <u>Finance and Resources Committee – 3 December 2025 (Minute 30 (b) refers)</u></p> <p>The minutes of the meeting had been produced and shared with Governors.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on the 3 December 2025 be noted.</p> <p>(f) <u>Ensuring a High Quality of Education at Southgate School Policy (Minute 31 (b) refers)</u></p> <p>Governors had reviewed and approved the policy (Minute 45 (i) below refers).</p> <p>(g) <u>Governing Board Action Plan (Minute 33 refers)</u></p> <p>The updated Governor Action Plan had been added to SharePoint.</p>	
43.	FINANCIAL MANAGEMENT AND MONITORING	<p>The Finance and Resources Committee had met on 4 December 2025 (Minute 44 (b) refers).</p> <p>(a) <u>Financial Report</u></p> <p>Ms Hallas presented key items from a report on the school budget at Period 9 which included:</p> <ul style="list-style-type: none"> <li>- expenditure continued to be on track with expected outgoings. Supplies and Services expenditure was above budget due to agency costs as the insurance claims had not yet been received to cover these</li> <li>- the school had spent less on Supplies and Services in the current year at Period 9 than in the previous year</li> <li>- the year end projection was a small underspend and the contingency provision had not been used</li> <li>- some staff agency costs were increasing due to changes in the national minimum wage. This may need to be negotiated with the insurance provider before the policy was renewed</li> <li>- expenditure on agency staff had reduced from the previous year due to careful management of cover and staff redeployment to cover absences</li> <li>- an audit of staff laptops had been requested to develop a replacement plan</li> </ul>	

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		<ul style="list-style-type: none"> <li>- the cohort of pupils in the personalised curriculum provision would be reviewed at the end of the year when the current Year 11 cohort left the school. This change is being considered to plan for future staffing and recruitment</li> <li>- the school would continue with the three-year first aid staff refresher training but would stop the optional annual refresher training. Staff attending the three-year refresher training would share any information and cascade updates with other staff</li> <li>- improvements to the visitor carpark were being considered to improve safety provide additional measures to support out duty under Martyn's Law</li> <li>- the built-in desk in the library had been removed to make this space more accessible and welcoming for pupils to enjoy reading. During these works the PPP contractor will remove several electrical sockets which over time will reduce the PPP contract cost.</li> <li>- the variation for the Forest School and Sensory Garden was with Kirklees Council</li> <li>- a variation for the improvements to the Quiet Rooms was being developed</li> <li>- Lifecycle works to redecorate classrooms and breakout areas would commence in the summer holiday</li> <li>- Kirklees Council had requested a contribution of £4.6k towards the cost of negotiating the end of the PPP contract</li> </ul> <p><b>Q. Would the school be better off negotiating the end of the contract itself?</b></p> <p>A. This would be more expensive for the school. The school building is in a good state of repair and it is expected that works to achieve the hand back standard would not be extensive.</p> <ul style="list-style-type: none"> <li>- income for all out of area pupils had been received</li> <li>- a grant of £400 for science had been received</li> </ul> <p><b>Action:</b> Add the financial report to SharePoint</p> <p>The Governors thanked Ms Hallas for her report.</p> <p>(b) <u>Budget 2026-27</u></p> <p>The Head Teacher reported that the local authority was considering setting up a collaboration for maintained schools. It would possibly operate in some similar ways to a Multi Academy Trust (MAT) and services could be provided to schools through this arrangement, for example cleaning, HR. It would be funded by top-slicing the budget. The view of the Governors was that the quality of services would need to improve for</p>	<p><b>Ms Hallas</b></p>

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		<p>this option to be attractive to schools but that it would be worth engaging and exploring with the LA and other maintained schools.</p> <p>The school had not received any information from the local authority about the budget for next year. Work had been undertaken to forecast expenditure on salaries and other costs. Estimates were presented to Governors who noted that income had not been included as it was not guaranteed and that the estimates would merely maintain the school but not allow it to develop.</p> <p><b>Q. What is the timeframe for informing the school about the budget?</b>  <b>A.</b> This is unclear as the special schools funding review has not been completed. The new funding model will not be in place for April 2026 but the local authority have said it is more likely to be in place by September 2026. The arrangement for the interim period has also not been confirmed. All Special School Head Teachers are pressing the local authority for a decision on this.</p> <p>The school was very clear about the funding it required to operate and would be committing to continue commissioning some external services for 2026-27, for example sensory OT, music therapy, the school nurse and SALT. Governors acknowledged that the school was fortunate in being a relatively strong financial position, due to the strong management of the budget by the School Business Manager.</p> <p>(c) <u>Schools' Financial Value Standard (SFVS)</u></p> <p>The SFVS would be reviewed and updated before being shared with Governors. The deadline for submission was 31 March 2026 and the document would need to be approved by Governors at the next meeting.</p> <p><b>Action:</b> Review and update the SFVS for Governors to approve at the next meeting.</p> <p><i>Ms Hallas left the meeting at this point</i></p>	
44.	REPORTS FROM COMMITTEES	<p>(a) <u>Standards and Effectiveness Committee</u></p> <p>Due to the time required to discuss the complexities of the budget situation in the Finance &amp; Resources Committee, the next meeting would be held on Wednesday 25 March 2026.</p>	

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		<p>(b) <u>Finance and Resources Committee – 4 February 2026</u> The key points of the meeting had been presented to Governors under Financial Monitoring and Management (Minute 43 (a) refers).</p> <p><b>Action:</b> Minutes of the meeting would be prepared and shared with Governors.</p>	<b>Ms Hallas</b>
45.	HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher reported that the year so far had gone very well. She provided a verbal report to Governors which included:</p> <p>(a) <u>Pupils</u> There were 183 pupils on roll. The school was working with the ECHP team to allocate pupils for September 2026 and 50% had been allocated. There had been a lot of consultations and several ongoing tribunals.</p> <p>(b) <u>Staffing and Leadership</u> Stable leadership had continued. Three TLR roles had been advertised internally (English, PSHE and Technology for Life) with several expressions of interest received. Turnover was low and the new ETAs were doing well. Future recruitment would be carefully considered as pupils' needs changed.</p> <p>(c) <u>Quality of Teaching and Learning</u> Quality Assurance changes had been implemented and were going well. They would be reviewed after 12 months. CPD was under way, for example Makaton for Core CPD and scaffolding learning for enhanced CPD. The Wider Leadership Team (WLT) would be meeting this week. Beachball visits had been trialed with very positive feedback received from support staff.</p> <p>(d) <u>Attendance</u> Attendance year to date was 90.66% comparing well to the latest Kirklees (88.12%), regional (86.19%) and national (87.1%) special schools' data. Twenty-four pupils had 100% attendance and 82 pupils had 95%+ attendance. Twenty-three pupils had &gt;80% attendance due to reasons which included term time holidays, medical conditions and reduced timetables. Five pupils were on reduced timetables.</p> <p>(e) <u>Data Reports for Pupil Progress and Pupil Behaviour</u> Reports had been shared with Governors ahead of the meeting. Pupils were generally making good progress and those who were struggling were given priority. Pupil</p>	

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	<p>behaviour had also been generally good and the school had robust systems in place to deal with any incidents.</p> <p><b>Q. Is there 2 weeks data missing from the Behaviour Report?</b></p> <p>A. Yes, apologies. This is due to moving from the Integris system to the Arbor system. During that period interventions were still being recorded but other behaviour logs were paused.</p> <p>Governors noted the personal impact on the anxiety of Year 11 pupils who would be leaving the school this year. The school would continue working to make the transitions as smooth as possible. Kirklees College have a strong transition program and both Ravenshall and Elite were very supportive.</p> <p>Governors noted the work being done to review how assessments were being carried out, with reference to the dip in Maths progress shown in the data report. The school was developing the Year 9 – 11 curriculum for Maths which would involve a review of assessments. Governors appreciated the difficulty in assessing children’s expected progress.</p> <p>(f) <u>Friends of Southgate (FOS)</u>  FOS had been relaunched and systems put in place to support it to operate. Several people had expressed an interest in joining however it had been difficult to get a meeting set up due to availability. The group needed to meet in person to hold an AGM and form a committee.</p> <p>The school had provided a lot of support to FOS but hope the group would become more autonomous as the new committee is established. Parentkind were also still involved to provide additional support.</p> <p><b>Q. Can anyone join FOS or does there have to be a connection to the school?</b></p> <p>A. A connection is preferable but it depends on what is set out in the constitution. Parentkind have been leading on this and the school will check with them.</p> <p>(g) <u>External</u>  The Kirklees Mayor had visited the school and met the school council. A return visit would take place in March 2026. The school had featured in a Look North news item on road safety.</p>	

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	<p>After some difficult conversations, some progress had been made for pupils where the school could not meet their needs. However, it is likely that this will continue to be difficult.</p> <p>The ALP (formerly KLP) had visited the school and had given very positive feedback. The school had begun to prepare for the new Ofsted framework.</p> <p>The Head Teacher had been nominated to be the Chair of the Kirklees Special Schools Heads (KSSH) group.</p> <p>Dalkia had scored 100% in its recent cleaning audit and Kirklees Catering had also scored 100% in an audit.</p> <p>Governors had been sent an email setting out proposed curriculum visits. The schedule had been mapped against the three-year QA cycle, with English and Maths being visited annually. Governors confirmed their availability for the upcoming visits.</p> <p><b>Q. How long does a visit typically take?</b>  A. It depends on what is covered but they are usually around one hour.</p> <p>Governors were invited to attend the next Careers Day and were asked for suggestions for suitable people to support the event.</p> <p>(h) <u>SDP 2025-26</u></p> <p>The WLT would complete a review of the action plans by 24 February to feed into the SDP and SEF update. The updated documents would be shared with Governors.</p> <p>The ALP had undertaken a learning walk and had complimented the Deputy Head Teacher on her ability to articulate the context and progress made. Governors noted the school's strengths observed by the ALP.</p> <p><b>Q. How does the school work with the ALP?</b>  A. The school pays for the ALP's services directly.</p> <p>Governors suggested meeting the ALP to share knowledge and views.</p> <p><b>Action:</b> Arrange for the ALP to meet the Governors at an appropriate time.</p>	<p><b>Head Teacher</b></p>

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		<p>(i) <u>Policies</u></p> <p><b>RESOLVED:</b> That Governors approve the following policies:</p> <p style="padding-left: 40px;">Examination Policy Ensuring a High Quality of Education Policy</p> <p>Governors discussed the Absconding Policy and agreed that a further review of the wording under point 1 would be undertaken.</p> <p><b>Action:</b> Review and amend the Absconding Policy and reissue to Governors for approval</p> <p>Governors noted that two pupils would be taking the GCSE Maths exam, three pupils taking the functional skills in English exam and 10 pupils taking the functional skills in Maths exam.</p> <p>The Governors thanked the Head Teacher for her report.</p>	<b>Ms Emptage</b>
46.	SAFEGUARDING	<p>The Deputy Head Teacher presented information to Governors which included:</p> <ul style="list-style-type: none"> <li>- One pupil on a Child Protection Order</li> <li>- Five pupils on a Child in Need Plan</li> <li>- Three pupils with a Child in Need respite package</li> <li>- Two pupils with a TAF</li> <li>- Five strategy meetings had been held in the last 12 months</li> <li>- 28 Duty and Advice calls had been made or received in the last 12 months</li> <li>- Six Encompass calls had been received in the last 12 months</li> <li>- There were eight Looked After Children and 10 post Looked After</li> </ul> <p>The school had hosted the most recent Special Schools DSL Network meeting which had gone well. Staff had received Advanced Prevent training and one staff member had also attended training on radicalisation and vulnerability, supporting neurodiversity and vulnerable individuals against radicalisation. The school's Prevent Risk Assessment had been completed and verified. The school would be developing plans to reinforce and build on the radicalisation training. Ms Fan had attended the first System Safeguarding Assurance for Educators (SSAFE) meeting.</p>	

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		Ms Fan would be arranging a meeting with Governors in the Spring 2 term to focus on Children Looked After and attendance.	
47.	GOVERNOR TRAINING, GOVERNOR ACTION PLAN AND GOVERNOR VISITS	<p>The following Governor visits had been made:</p> <ul style="list-style-type: none"> <li>- Mr Baines had attended the Christmas concert</li> <li>- Mr Baines and Mr Holland had visited the satellite school on 3 February 2026 and provided positive feedback. The satellite school had formed some good links across the Newsome site which had resulted in sharing skills and resources</li> <li>- Mr Cleve had attended the Christmas concert and Christmas disco</li> <li>- Mr Holland had carried out a safeguarding and Children Looked After visit. He reported that there was an excellent team in place. The staff supported each other and kept going despite the difficult job that they did. They approached their work with confidence, followed the procedures with consistency and knew when to push back. In the next safeguarding meeting Mr Holland would review Prevent/Radicalisation, Children Looked After and attendance.</li> </ul>	
48.	ANY OTHER BUSINESS	<p>(a) <u>Comic Arts</u></p> <p>Mr Holland had met with Ms Goodson. The school would be holding an event on World Book Day on 5 March 2026 and the focus would be superheroes. It was proposed that an external artist be invited into school in the Summer term and some ideas for this had been put together.</p> <p>(b) <u>Other matters</u></p> <p>A music therapy report from Nordoff-Robbins had been shared with Governors. Governors commented on the positive impact of Music Therapy evidenced in the report.</p> <p>Governors noted there were postings on Facebook by a solicitor specialising in SEND about the Government's SEND White Paper, which provided some useful insights.</p> <p>Governors noted with concern that Merlin Entertainments was trialling new stricter criteria for the Ride Access Pass at its theme parks.</p>	

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49.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<b>RESOLVED:</b> That future Governors' meetings be held at the school at 5.30 pm on:  Wednesday 20 May 2026 Wednesday 1 July 2026	
50.	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 7:45 pm.