

### THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the meeting of the Governing Body held at 6.00pm at Southgate School on Monday, 19 March 2018.

PRESENT: Mr R Baines (Chair), Ms C Bent, Ms J Berrett, Mr J Clegg, Mrs K Emptage, Mr D Hinchliffe, Mr M Holland, Mrs A McDonagh, Ms A Robinson, Mrs N Rogers (Head Teacher).

IN ATTENDANCE:

Mr P Evans (Co Head)

Ms E Kilner (Minute Clerk)

	Item	Minutes	Action
2562.	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs L Cooper with consent.  There were no declarations of interest.	
2563.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no matters for discussion under any other business.	
2564.	MINUTES OF THE MEETING HELD ON THE 4 <sup>th</sup> DECEMEBR 2017	<p><b>RESOLVED:</b> That the minutes of the meeting held on 4<sup>th</sup> December 2017 be approved and signed by the Chair as a correct record subject to the following amendments:</p> <p><u>Minute 2541(b)</u> Delete the first and third bullet points.</p> <p><u>Minute 2542(e)</u> In the final sentence 'Head Teacher' should be replaced by 'Senior Leadership Team'.</p>	

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2565.	MATTERS ARISING	<p>a) <u>Premises Update – Doors and Locks (Minute 2536(a) refers)</u></p> <p><b>Q. Do the new doors work?</b> A. Yes. If we have a problem it is reported to SPIE and they respond on the same day.</p> <p>b) <u>Premises Update – Failing Doors (Minute 2536(b) refers)</u></p> <p><b>Q. Do we now have critical spares for failing doors?</b> A. We are currently in trial in 2 classrooms with new door stops. If this is successful all doors will change.</p> <p>c) <u>Premises Update – Caretaking (Minute 2536(c) refers)</u></p> <p>We now have approval for full day caretaker coverage. Caretaking has improved in relation to gates, gritting, performing checks and record keeping.</p> <p>d) <u>Premises Update – Plaster Work (Minute 2536(d) refers)</u></p> <p><b>Q. Is Plasterwork being fixed?</b> A. A snagging list of Plaster Work issues has been created. We are getting close to the last date for corrections of building issues.</p> <p><b>Q. How long do we have to rectify issues under the contract?</b> A. 1 Year.</p> <p>e) <u>Premises Update – Staff Toilets (Minute 2536(e) refers)</u></p> <p>It was confirmed that Staff Toilets can now be locked.</p>	

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		<p>f) <u>Premises Update – Site Familiarisation (Minute 2536(f) refers)</u></p> <p><b>Q. Are Lifts working?</b>  A. Lifts work intermittently. A roof leak has caused problems with electrical wiring. This will be fixed. Lift call buttons are supported by SPIE with checks and safety certificates. Bells in lifts are responded to by SPIE.</p> <p>g) <u>Premises Update – Finance (Minute 2536(g) refers)</u></p> <p>The £240,000 annual unity charge has not yet been received.</p> <p>The budget for 2017/2018 has now been received and a meeting with Kirklees to discuss the 2018/2019 budget has been scheduled for May 2018.</p> <p>h) <u>High Needs Consultation (Minute 2538 refers)</u></p> <p>The Head Teacher updated the meeting on the High Needs Consultation meeting.</p> <p>The purpose of the meeting was to discuss the High Needs provision in Kirklees and issues. A number of case studies were reviewed.</p> <p>Key issues identified were the early analysis of a child’s needs. There should be better analysis of what a child needs early in the process using specialist school help. Additional capacity in the system is required to identify and meet these needs and prevent situations going out of control.</p> <p><b>Q. Is it the parents who decide which school a child attends?</b>  A. This is often a negotiation and some parents have difficulty in getting acknowledgement of issues with children to allow the right support to be put in place.</p>	

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		<p>The Head Teacher reported that the use of independent provision in Kirklees had recently increased significantly. The aim is to improve Kirklees provision to reduce the need for external provision back down to previous levels. It was noted that some use of Independent will always be required for very difficult cases.</p> <p><b>Q. What is Independent provision?</b>  A. This is used when Kirklees schools can't support a problem. Independent provision by an external provider costs an estimated £86,000 per child per annum.</p> <p><b>Q. Did anyone from social care attend the meeting?</b>  A. Yes.</p> <p><b>Q. Is the being driven from Social Care requirements of budget requirements?</b>  A. We must review on a case by case basis to provide the right support and provision.</p> <p><b>Q. Would schools need to be made bigger to accommodate children not going to Independent provision?</b>  A. No because the numbers are small, circa 10 to 30.</p> <p>It was also noted that Kirklees provision does need to be improved for Autism and Social and Emotional Needs. There is a gap in provisions of SEMH for girls as Joseph Norton is for boys only. Gaps in provision also exist for Social and Emotional higher ability and profound sensory difficulty with learning difficulty.</p> <p>i) <u>Head Teacher's Report (Minute 2541(b) refers)</u></p> <p>Staff injuries have not increased significantly since the last meeting and post incident follow up has improved. Staff are encouraged to complete a incident report every time and use panic buttons. Post incident support is offered.</p>	

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		<p>j) <u>Ofsted Report (Minute 2542 refers)</u></p> <p>It was noted that Ofsted would include a review of governors meeting minutes as part of any review. They would check to ensure that actions have been completed and documented.</p> <p>k) <u>Financial Management and Monitoring (Minute 2548 refers)</u></p> <p>The Head Teacher updated the meeting that the School Fund had been frozen for the last year and there were no transactions on the account.</p> <p>l) <u>Any Other Business (Minute 2549(b) refers)</u></p> <p>Mr P Evans confirmed that the website had been updated and that the school was investigating how the Sports Premium could be used more effectively including the provision of necessary equipment.</p>	
2566.	MINUTES OF THE MEETING HELD ON THE 10 <sup>th</sup> JANUARY 2018	<b>RESOLVED:</b> That the minutes of the meeting held on 10 <sup>th</sup> January 2018 be approved and signed by the Chair as a correct record of the meeting.	
2567.	MATTERS ARISING	There were no matters arising from the meeting held on 10 <sup>th</sup> January 2018.	
2568.	HEAD TEACHER RATIFICATION	<p><b>RESOLVED:</b> That Mr P Evans would be appointed as Head Teacher commencing September 2018.</p> <p>Mrs Nicola Rogers thanked the governors for all the support they had given her and hoped they would continue to support the new Head Teacher.</p> <p>Mr P Evans confirmed that he has undertaken Head Teacher training and appreciates how important it is to ask for governor support when required.</p>	
2569.	PUPIL ISSUES	This matter will be covered under the Head Teacher's Report.	
2570.	REPORTS FROM COMMITTEES	None.	

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2571.	HEAD TEACHER'S REPORT	<p>The Head Teacher had circulated the her report to Governors, Southgate School, February 18 prior to the meeting. Additional copies were provided.</p> <p>The Head Teacher invited questions.</p> <p>a) <u>School Context</u></p> <p><b>Q: Has a breakdown of attendance been given to the Chair?</b>  A: Yes, this has been provided. It confirmed that holiday absence is not a significant issue. Attendance is currently 91% which is below previous levels but is above the national average for special schools of 90.3%.</p> <p><b>Q: Do we still have a lot of absence due to holidays?</b>  A: Not as much. The issue is with children on part time timetables. Using part time timetables is useful to help children transition to a full time timetable.</p> <p><b>Q. Do Ofsted understand the issue of part time timetables?</b>  A. Ofsted do focus on absence and compare performance to other special schools.</p> <p><b>Q. Can attendance be improved?</b>  A. Yes. Talking to parents helps. It is a negotiation and takes a lot of energy. The school does follow all normal processes and procedures including call ups, follow ups, letters and attendance meetings.</p> <p><b>Q. Do we still have an attendance office?</b>  A. Yes. This helps with solutions that can be used including dual registrations with home school.</p> <p><b>Q. How is Kirklees going to manage funding challenges across Kirklees?</b>  A. Kirklees special needs is underfunded by 17% compared to the national average but overall Kirklees is overfunded by 12% in mainstream education and this does present a funding problem. We</p>	

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		<p>do not expect increases in Special Needs funding to be more than 1.5% per annum across Kirklees.</p> <p><b>Q. What are we doing to support teachers?</b>  A. Reviews are in place to identify teachers who are struggling. Three teachers have been put on support plans which is an informal process to provide support with review dates. In any case where the informal process did not work, the formal process would be used. There have been no formal support plans this year.</p> <p><b>Q. Have teacher assessments taken place?</b>  A. Assessments have been made by the Senior Leadership Team and compared to self-assessments done by teachers.</p> <p><b>ACTION:</b> The Chair asked for copies of the quadrant analysis for review.</p> <p>b) <u>Pupil Attainment and Progress</u></p> <p>Mr P Evans updated the meeting. The school is now assessing progress using PIVATS 5 and CASPA. This provides expected progress identifying which children need extra support. The data compliments teacher audits and provides supporting evidence of gaps in provision.</p> <p>c) <u>School Organisation and Staffing</u></p> <p>One of our Newly Qualified Teachers is leaving and recruitment will start for a replacement.</p> <p><b>Q. Is this due to Fixed Term Contracts?</b>  A. No, it is for different reasons.</p> <p>Higher roll numbers are expected in September 2018. This may require and additional class and class teacher.</p>	<p><b>Head Teacher / R Baines</b></p>

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		<p><b>Q. Can we use secondment to provide a Deputy Head Teacher from September?</b>  A. We have a number of options including secondment and acting up.</p> <p>d) <u>Progress Against Identified Priorities</u></p> <p>The Head Teacher updated that the school is progressing well against identified priorities.</p> <p>e) <u>Finance and Resources</u></p> <p>The Head Teacher updated that the school expects to be overspent by £50,000 in the current financial year It has been indicated that this should be a one year problem and should resolve in the next financial year</p>	
2572.	KLP NOTES OF VISITS	<p>There have been no new KLP visits.</p> <p>It was noted that past reports have been encouraging.</p>	
2573.	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>Governors presented reports from recent visits.</p> <p>a) <u>Early Years Visit</u></p> <p>Ms A Robinson presented a report on her visit to Early Years.</p> <p><b>Q. Would Ofsted inspectors understand staffing ratios in early years?</b>  A. Ofsted would consider the needs of the children.</p> <p><b>Q. Could Mrs A Robinson extend her scope to cover all of lower school?</b>  A. Yes that would be good.</p>	



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		<p><b>Q. Could Mrs A McDonagh join Mrs A Robinson on visits to lower school?</b> A. Yes.</p> <p>Mrs A Robinson provided a copy of the report to Mr P Evans for school records.</p> <p>b) <u>Safeguarding Visit</u></p> <p>Ms J Berrett and Ms C Bent presented a report on the safeguarding visit.</p> <p><b>Q. Do we now have Fire Drill records?</b> A. Yes, SPIE maintain these records.</p> <p><b>Q. Is there still an issue with the main gate?</b> A. Yes but proposals are going to be made to put signage at the main gate and a fencing review will recommend changes to the fencing.</p> <p>It was also noted that the hatch in reception is being replaced as it is possible to climb through the existing hatch and get access to the school.</p> <p>The report was passed to Mr P Evans for school records.</p> <p>c) <u>Looked After Children visit</u></p> <p>Mr M Holland presented a report on the Looked After Children visit.</p> <p>There have been three visits into school since the last meeting, Meetings have discussed the system and processes and blockages in the process. Mr M Holland wants to ensure that Social Workers are fulfilling all duties.</p> <p>The Head Teacher confirmed that these visits were very useful to the school.</p>	

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		<p>Mr Holland proposed that future Looked after Children visits should be combined with Safeguarding visits. This will be more efficient with less duplication.</p> <p><b>Q. Will scope of future visits include Child Protection Plan?</b> A. Yes, that is a good idea.</p> <p><b>Q. How many children are currently on Child Protection Plans?</b> A. Currently 3.</p> <p><b>ACTION:</b> Mr M Holland to send a copy of the report to Mr P Evans for school records.</p> <p>d) <u>Health and Safety Site Visit</u></p> <p><b>ACTION:</b> Mr J Clegg and Mr D Hinchliffe agreed to plan a date for a Health and Safety Site Visit.</p> <p>The Chair thanked the governors for all their work on site visits.</p>	<p><b>M Holland</b></p> <p><b>Mr J Clegg / Mr D Hinchliffe</b></p>
2574.	SAFEGUARDING	There we no Safeguarding issues to be reported.	
2575.	SCHOOL DEVELOPMENT PLAN - UPDATE	The School Development Plan was discussed under the Headteachers's report.	
2576.	OFSTED	<p>Preparations for a future Ofsted visits were discussed.</p> <p><b>ACTION:</b> Mr P Evans agreed to update the School Evaluation Form.</p> <p><b>Q. Do we want to do specific preparation for an Ofsted inspection?</b> A. Yes.</p> <p>It was noted that the next Ofsted visit would be for 1 day only because the school was rated good at the last visit which took place 3 years ago.</p>	<p><b>Mr P Evans</b></p>

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		<p>The governors agreed that a specific meeting was required to discuss preparation for an Ofsted visit.</p> <p><b>ACTION:</b> The governors to agree a date for an Ofsted preparation meeting.</p>	<b>Governors</b>						
2577.	CLEAR LINE OF SIGHT/ ASSESSMENT	Clear Line of Sight and Assessment was covered under the Headteachers report.							
2578.	REPRESENTATION	<p>The following item of representation was reported.</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>Mrs Abigail McDonagh</td> <td>Parent</td> <td>09.02.2018</td> </tr> </tbody> </table> <p>It was noted that one vacancy for a parent governor remains.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Abigail McDonagh	Parent	09.02.2018	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
Mrs Abigail McDonagh	Parent	09.02.2018							
2579.	GDPR	<p>Mr P Evans updated the meeting on GDPR plans and progress.</p> <p>It was confirmed that the School Business manager would become the school Data Officer.</p> <p>Actions to be compliant should be as complete as possible by the end of April 2018. It was noted that staff Do's and Don'ts re data and emails are required.</p> <p><b>ACTION:</b> Staff Do's and Don'ts relating to GDPR to be produced and circulated. Mr P Evans to include this on the GDPR action plan and discuss with the Business Manager.</p>	<b>P Evans / Business Manager</b>						
2580.	POLICIES FOR REVIEW	<p>The Teaching and Learning Policy has been circulated by the Headteacher for review.</p> <p>The policy has been written with staff and captures approaches to Teaching and Learning in the school.</p> <p><b>RESOLVED:</b> The governors approved the Teaching and learning Policy and the policy was signed by the Chair.</p>							

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		<p><b>Q. Do we need to ensure that all teachers have a proper understanding of the Nurture approach?</b>  A. Nurture training will be covered at the staff meeting planned for 20<sup>th</sup> March 2018. This will take place in two groups covering existing staff and new staff.</p> <p><b>Q. How do parents react to the Nurture approach?</b>  A. Parents are very positive about the approach in general.</p> <p><b>Q. Do parents want consequences for serious incidents?</b>  A. This is always a difficult issue but punishment does not improve behaviour in the long run. The Nurture approach does result in measured improvement and progress. Case studies are very important to demonstrate this.</p> <p><b>Q. How does the school approach Nurture with children who have not been in education for a long time as Nurture works best if it starts early?</b>  A. This can be difficult but children can respond very well. There have been a reduced number of incidents in upper school which demonstrates that children can respond well.</p>	
2581.	FINANCIAL MANAGEMENT AND MONITORING	Financial Management and Monitoring has been covered above under Matters Arising and the Headteachers Report.	
2582.	ANY OTHER BUSINESS	There were no matters of Any Other Business.	
2583.	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p><b>RESOLVED:</b> That the next meetings WILL be held at the School on:</p> <ul style="list-style-type: none"> <li>• Ofsted Preparation Governors Information Meeting – Monday 23<sup>rd</sup> April 2018 at 6.15pm (no minutes required)</li> <li>• Finance Committee – Wednesday 16<sup>th</sup> May 2018 at 6.00pm</li> <li>• Governing Body – Wednesday 16<sup>th</sup> May 2018 at 6.30pm</li> </ul>	

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		<b>ACTION:</b> Mr P Evans to prepare an itinerary for the Ofsted Preparation Information Evening to be held on 23 <sup>rd</sup> April 2018.	<b>Mr P Evans</b>
2584	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<b>RESOLVED:</b> That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	

The meeting closed at 8.30pm.