

### THE GOVERNING BODY OF SOUTHGATE SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at Southgate School on Wednesday, 4 October 2017.

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

**IN ATTENDANCE:**

Mrs H Broadley (Minute Clerk)

Mr P Evans (Deputy Head Teacher)

Ms J Hallas (Business Manager)

	Item	Minutes	Action
<b>Procedural</b>			
2513	ELECTION OF CHAIR	RESOLVED: Following a nomination, a unanimous decision was taken, that Mr R Baines should be re-elected chair. Term of office to be 1 year.	
2514	APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>Apologies for absence were received from Mr M Holland.</p> <p>There were no declarations of interest.</p> <p>i) <u>Protocols on apologies for absence</u></p> <p>RESOLVED: It was agreed that consent would be given to all apologies received.</p> <p>ii) <u>Approve the Governors Code of Conduct</u></p> <p>RESOLVED: It was agreed that the NGA Code of Practice, adopted by the LA be adopted as the Governors Code of Conduct</p>	

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		iii) <u>Declaration of Business Interests</u>  RESOLVED: Declaration of Business Interests were signed by members of the Governing Body during the meeting and returned to Mrs Rogers. It was agreed that the information would be uploaded on to the school website.	
2515	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under any other business <ul style="list-style-type: none"> <li>• Pupil Diagnosis.</li> <li>• Head teacher recruitment process.</li> </ul>	
2516	ELECTION OF VICE-CHAIR	RESOLVED: Following a nomination, a unanimous decision was taken, that Mr J Clegg be elected vice-chair. Term of office to be 1 year.	
2517	MINUTES OF THE MEETING HELD ON 12 JULY 2017	RESOLVED: Minutes of the meeting held on the 12 July 2017 be signed by the chair as a correct record.	
2518	MATTERS ARISING	(i) <u>New Website (Minutes passim)</u>  It was reported that the new website had been launched and met legal requirements. Plans were in place to further develop the website. A governor commented that she had received a parental complaint regarding the lack of information available on the first day of term, as term dates were not available on the website. Assurance was given that the website was work in progress.  A discussion ensued regarding the development of the school prospectus.  <b>ACTION: Mrs Rogers to look into updating the school prospectus.</b>  (ii) <u>Sensory Room (Minute 2488 refers)</u>  It was reported that some amendments to the requirements of the room had been made and would shortly go out for tender.	N Rogers

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		<p>(iii) <u>CAMHS (Minute 2495 refers)</u></p> <p>Mr Evans reported that a further meeting had been arranged for Thursday 5 October. Feedback on what had been implemented so far was positive.</p> <p>(iv) <u>Representation (Minute 2502 refers)</u></p> <p>Confirmation that a letter regarding the two vacancies on the governing body had been drafted and was ready to be sent out.</p> <p>(v) <u>School Development Plan (Minute 2503 refers)</u></p> <p>Mrs Rogers confirmed that updated copies of the SDP had been circulated.</p>	
<b>School Improvement</b>			
2519	HEAD TEACHERS REPORT	<p>(a) <u>Behaviour Analysis</u></p> <p>Mr Evans provided an overview on the previously circulated detailed behaviour analysis and highlighted pertinent points:</p> <ul style="list-style-type: none"> <li>• Despite an increase from 85 to 105 pupils on roll, the impact on behavior incidents had been low.</li> <li>• Outstanding behavior had increased as the year had progressed, with only a slight dip following relocation.</li> <li>• Stage 3 behaviour incidents had begun to reduce.</li> <li>• The majority of lower school incidents took place prior to the relocation to Southgate.</li> <li>• Upper school incidents were skewed by the intake of Woodley students.</li> <li>• The majority of pupils who had come from Woodley were now settled.</li> <li>• Stage 3 incidents peaked in week 10 and then again in week 35.</li> <li>• Incidents per day were generally below 4, despite the move.</li> <li>• Currently 4.1 incidents per day so slightly higher overall. One pupil who</li> </ul>	

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		<p>had been involved in many of the incidents was no longer at the school.</p> <ul style="list-style-type: none"> <li>• Physical interventions increased during summer 2 term.</li> <li>• Summer 2 showed a decline in stage 3 and serious incidents as the weeks progressed.</li> <li>• Strong emphasis was being placed on stage 1 and stage 2 behaviour incidents this academic year as they have the largest impact on learning.</li> </ul> <p>(b) <u>Data Analysis</u></p> <p>Mrs Rogers provided an overview on the previously circulated data analysis and highlighted pertinent points:</p> <ul style="list-style-type: none"> <li>• This year saw a small dip in rates of progress, but our young people continue to make exceptional progress. This was not unexpected as the school went through a process of relocating and doubling in size. A three year trend demonstrated that we maintained similar high levels of progress.</li> <li>• Girls had maintained levels of progress, boys hadn't. There were a higher percentage of boys than girls in school. The majority of pupils who had joined from Woodley were boys and these pupils went through an unsettling double transition (from Woodley to Lydgate and then to Southgate).</li> </ul> <p>Anonymised copies of the academic priority pupils were tabled for Governor perusal. Mrs Rogers explained that the red figures represented the lower tertile and the amber figures represented the medium tertile. Context and actions were detailed for each pupil. It was reported that tables would be reviewed on a half termly basis.</p> <p>Mrs Rogers reported that there were now 13 classes in school, seven new teachers and twelve new members of classroom support staff.</p> <p>A brief discussion ensued regarding the availability of support for NQTs and</p>	

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		<p>SCITTs, it was confirmed that they felt they provided adequate school support. It was further confirmed that the LA did not provide any support.</p> <p><b>Q: Is there a shortage of SEN teachers in general.</b>  A: Yes, teaching in an SEN school is very different from teaching in a mainstream school. Three new members of teaching staff in school have come from mainstream schools.</p> <p>(c) <u>Premises update</u></p> <p>Mrs Rogers reported that the biggest issue with the new building had been the doors, which were not fit for purpose. The magnets on the doors did not work and would burst open easily if kicked. The magnets had stopped working as a result of this. It was further reported that the magnets which should have been fitted to all the doors in school should have been able to support 600 – 700 kilos of force, however the ones actually fitted did not hold 300 kilos of force.</p> <p>Mrs Rogers confirmed that the issues with the doors had resulted in a need to contact some parents to highlight the issues and provide clarity on the need to review if it was safe for some pupils to be educated off site rather than remain in school. This had been received positively by the parents involved.</p> <p>Mrs Rogers reported that the long term outcome would be that money would need to be invested to replace all the doors in school to ensure safety.</p> <p>A governor commented that assurance should be sought from the LA that issues with doors would be resolved by the end of October half term. It was reported that the next property meeting would take place on 5 October when the issue would be further discussed.</p> <p>It was agreed that progress on the issues with doors would be closely monitored by members of the Governing Body.</p> <p><b>ACTION: Ms Hallas to email all governors with recent dialogue.</b></p>	<p>Mrs Hallas</p>

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		<p>(d) <u>Site Services</u></p> <p>Mrs Rogers provided an update on the on-going issues due to a lack of cleaning staff. It was confirmed that the allocation should be four cleaners and one cleaning supervisor, however, two of the cleaners had been suspended in summer and to date, had not been replaced. As a result of this, the school was not clean. Mrs Rogers confirmed that contact had been made with SPIE and this would hopefully be resolved in the next couple of weeks.</p> <p>It was reported that the Caretaker in school had not been provided with adequate tools to carry out some duties. It was agreed that communication between the Caretaker and SPIE was poor and this must be resolved.</p> <p>A discussion regarding the large gate on school premises ensued. A governor shared their concern over what kind of message this gave out to the community.</p>	
2520	PUPIL ISSUES	Issues were covered and discussed in the behaviour analysis.	
2521	GOVERNOR TRAINING AND GOVERNOR VISITS TO SCHOOL	<p>It was agreed that this item would be added to the agenda for the next FGB Meeting.</p> <p>Governors were invited to attend Parents Evening.</p>	
2522	SAFEGUARDING	The school has invested in CPOMS which means that safeguarding alerts are constantly emailed to DSLs. Safeguarding Governors C Bent and J Berrett had been in to see how the system worked. This was explained to Governors. A full Safeguarding Audit of school processes is due to be carried out by Steve Barnes Safeguarding Officer for Kirklees on November 3 <sup>rd</sup> .	
2523	SCHOOL DEVELOPMENT PLAN - UPDATE	<p>It was confirmed that Mrs Rogers had circulated an up to date School Development Plan.</p> <p>It was reported that a teacher workload audit would take place at some point during the academic year. Staff voice would also be sought on their thoughts on levels of</p>	

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		<p>support in school from a developmental perspective. A governor commented on the importance of capturing staff voice.</p> <p><b>Q: Were Nurture meetings taking place?</b> A: No meetings had not yet been set up</p> <p>Mrs Rogers reported that she and Mr Holland had recently attended a workshop in Leeds in relation to Ofsted which had proved very interesting.</p> <p>A brief discussion regarding 'Clear line of sight/assessment' in relation to SEN pupils took place:</p> <p><b>ACTION: Clear line of sight/assessment to be included on the agenda at the next FGB Meeting</b></p> <p><b>Q: Were case studies still carried out?</b> A: Yes</p> <p><b>Q: When do we expect a visit from Ofsted?</b> A: March 2018 would mark three years since the last Ofsted inspection, however it was difficult to ascertain when an inspection would take place.</p> <p><b>ACTION: Mr Holland to feedback on the role of a Governor at the net FGB Meeting</b></p>	<p>FGB</p> <p>Mr Holland</p>						
<b>Governing body matters and statutory responsibilities</b>									
2524	REPRESENTATION	<p>To report the following matter of representation:</p> <p>13.1 <u>End of Term of Office</u></p> <table border="1" data-bbox="757 1249 1664 1361"> <thead> <tr> <th data-bbox="757 1249 1093 1289"><u>Name</u></th> <th data-bbox="1093 1249 1413 1289"><u>Category</u></th> <th data-bbox="1413 1249 1664 1289"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="757 1321 1093 1361">Ms Claire Bent</td> <td data-bbox="1093 1321 1413 1361">Parent</td> <td data-bbox="1413 1321 1664 1361">26.11.17</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms Claire Bent	Parent	26.11.17	
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		<p>13.2 Governors are asked to note the following vacancies:</p> <p>1 x Co-opted 1 x Parent</p>	
2525	REVIEW OF COMMITTEES	<p>(a) <u>Membership</u></p> <p>The 'Committee matters' recommended committee structure was discussed. It was agreed to continue with the current committee structure.</p> <p>RESOLVED: That committee membership be as follows:</p> <p style="padding-left: 40px;"><u>Finance</u></p> <p style="padding-left: 40px;">Mr R Baines Mrs L Cooper Mr D Hinchliffe Mrs N Rogers</p> <p style="padding-left: 40px;"><u>Health and Safety</u></p> <p style="padding-left: 40px;">Mr J Clegg Mr D Hinchliffe Mrs K Emptage</p> <p style="padding-left: 40px;"><u>Performance Management (two out of four to attend)</u></p> <p style="padding-left: 40px;">Mrs J Berrett Mrs C Bent Mr J Clegg Mrs A Robinson</p> <p>The Pay Committee to be the full Governing Body minus the staff members.</p>	

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		<p>The Complaints Committee would draw from the Governing Body according to availability.</p> <p>(b) <u>Terms of Reference</u></p> <p>RESOLVED: That the Local Authority model Terms of Reference be adopted.</p>	
2526	TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>RESOLVED: That the following Governors be given specific responsibilities as follows:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs – responsibility of all Governors due to the nature of the School.</li> <li>• Governor Training Contact – Mr R Baines</li> <li>• Governor for Looked After Children – Mr M Holland</li> <li>• Child Protection Governor – Mrs J Berrett and Mrs C Bent</li> <li>• Early Years Governor – Mrs A Robinson</li> <li>• Safeguarding Governor – Mrs J Berrett and Mrs K Emptage</li> <li>• Health and Safety Governor – Mr J Clegg</li> <li>• Data/Progress/Attainment Governor – Mr R Baines</li> <li>• Literacy Governor – Mrs A Robinson</li> <li>• Numeracy Governor – Mrs L Cooper</li> <li>• Careers Governor – Mrs L Cooper</li> </ul>	
2527	CHAIRMAN'S DELEGATED POWERS	<p>RESOLVED: That the Chairperson be given the following delegated powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.</li> <li>(iii) To determine in advance of a meeting whether any items of</li> </ul>	

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		the agenda should be deleted from the copy to be made available at the School.	
2528	DELEGATION OF FINANCIAL POWERS TO THE HEAD	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(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.</li> <li>(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</li> <li>(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</li> </ul> <p>RESOLVED: That the Head Teacher be granted a virement limit of £10,000.</p>	
2529	TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY	It was reported that this had not yet been agreed and would therefore be further discussed at the next FGB meeting.	
2530	POLICIES FOR REVIEW BY FULL GOVERNING BODY	<p>RESOLVED: The following policies were discussed, agreed and signed off by the Chair of Governors:</p> <ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> <li>• Safeguarding Policy</li> <li>• Behaviour Policy</li> </ul>	

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		<ul style="list-style-type: none"> <li>Managing the Competency of Teaching</li> </ul>	
2531	APPROVE THE BUDGET	RESOLVED: It was reported that Mr R Baines had approved the budget and this had been signed off prior to the end of the summer term.	
2532	FINANCIAL MANAGEMENT AND MONITORING	<p>This item was taken out of order.</p> <p>Ms Hallas tabled copies of the B3 for governor perusal and reported that the figures were remained skewed however; these would be adjusted over the course of the financial year in conjunction with the LA. It was confirmed that the LA would be working on census figures going forward which would help with budgeting.</p> <p>It was reported that the school had still not been provided with any premises costs. It was further reported that SPIE would be coming in to establish costs given that the building would now complete and it was hoped that figures would be available within the next couple of weeks.</p> <p>Ms Hallas provided an overview of expenditure and highlighted pertinent points.</p> <p>A discussion ensued regarding the costs, temporary to permanent fees for support staff via Vision for Education against finders' arrangement fees took place.</p> <p><b>Q: What are visiting lectures?</b> A: These fall under code 42567 and covers a variety of costs including outdoor visits and buy backs from the LA.</p> <p>Ms Hallas reported that twenty new laptops had recently been purchased for use by pupils. The old laptops had subsequently been refurbished for use by staff members.</p> <p>Ms Hallas confirmed that the budget was looking reasonable given the starting point. Ms Hallas further confirmed that premise figures detailed were based on last years' budget and therefore were incorrect given that they were based on different premises (Lydgate).</p>	

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2533	ANY OTHER BUSINESS	<p>(a) <u>Pupil Diagnosis</u></p> <p>A discussion ensued regarding the recent diagnosis of an autistic pupil. It was confirmed that the parent of the pupil involved had been seeking a diagnosis since the child was five years old and were now 15 years of age.</p> <p>(b) <u>Retirement of Mrs Rogers</u></p> <p><b>ACTION: Mr Baines to liaise with the LA regarding the appointment process of a new Head teacher and report back to governors.</b></p>	Mr Baines
2534	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting of the Governing Body be held at Southgate School on:</p> <p>Monday 4 December at 6pm</p>	Governor Clerking Service
2535	AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: 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.</p>	Governor Clerking Service