

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body held at 5:30 pm at the School on Wednesday, 15 May 2024

PRESENT

Ms S Hoffmann (Chair), Mr R Robinson (Head Teacher), Mr L Crowther, Ms K Dickinson, Ms C Gray-Sharpe, Mrs S Lee, Mr S Patel, Mrs J Kilbride.

In Attendance

Mrs Clare Blackburn (Deputy Head)
Mr Gareth Owen (Deputy Head)
Mrs Rachel Thackray (School Business Manager and Associate Member)
Mrs Linda Howatson (Minute Clerk).

50. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received, with consent from Mr I Eloi and Ms M Maguire.

There were no declarations of interest.

51. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER AOB:

There were no notifications of Any Other Business received.

52. REPRESENTATION

Governors noted the following vacancies:

1 x Co-opted Governor vacancy.
1 x Parent Governor vacancy.

The Head Teacher advised that Ms K Dickinson, would give up her seat as Parent Governor as her child was due to move to another school. Ms Dickinson would therefore take up the Co-opted Governor seat with immediate effect.

This would result in the school having 2 Parent Governor vacancies. The Head Teacher advised that he would put a letter out and would commence the election process for parent governors.

ACTION: The Head Teacher to put out a letter inviting applications for Parent Governor seats.

53. ELECTION OF VICE CHAIR

ACTION: The Chair advised that in Ms Maguire's absence, this item would be brought forward to the next FGB meeting.

54. MINUTES OF THE MEETING HELD ON 17 JANUARY 2024

RESOLVED: That the minutes of the meeting held on 17 January 2024 be approved and agreed by the Governing Body as a correct record.

55. MATTERS ARISING

(i) SEF and SIP

The SEF and SIP had been put on the school's website. This action was complete.

(ii) Leadership and Management

Mrs Gray-Sharpe updated governors on progress on access to the website for mobile phone users. This action was ongoing.

(iii) Events

The Chair advised that she had attended Bright Futures event in January. No other events were noted.

(iv) Financial Management and Monitoring

Governors were advised that the SFVS document had been reviewed and submitted to the LA.

(v) Friends of Ravenshall

It was noted that the audited Friends of Ravenshall account had been received and was emailed to governors.

(vi) Safeguarding Training

It was noted that Ms C Blackburn would email the link to the Key Safeguarding training to governors. This action remained outstanding.

56. REPORTS FROM COMMITTEES

Finance and Resources Committee

Ms C Lee provided an overview of this evening's Finance and Resources Committee meeting.

The key items discussed were:-

- End of year 2023-24 carry over figure of £229,466
- 2023-24 underspend/overspend
- 2024-25 budget planning
- Premises and resources
- Mini Buses
- Photocopiers.

The Full Governing Board was asked to agree the budget as presented by the SBM and that the Chair would sign off on the B3 in order that it could be submitted to the LA ahead of the 7 July deadline.

RESOLVED: That the annual budget be approved by the Full Governing Board.

57. HEAD TEACHER'S REPORT / DATA REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been distributed to all governors and had been uploaded on to the school's website.

Mr Robinson advised governors that they had the opportunity to read the documents and to provide challenge to the FGB. Mr Robinson asked governors to consider any questions and/or concerns which they wished to raise at the FGB.

58. LEADERSHIP AND MANAGEMENT

Mr Robinson advised governors that the Careers Lead gave a talk on careers at the governor's development meeting which took place in March. The school's KLP also attended the meeting and a discussion took place around Ofsted and what questions they might ask.

Mr Robinson stated that it was a very positive meeting.

The Chair stated that it was very useful to have the KLP in attendance.

(a) Governor Development Update

Mr Robinson advised governors that the Careers Lead gave a talk on careers at the governor's development meeting which took place in March. The school's KLP also attended the meeting and a discussion took place around Ofsted and what questions they might ask.

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(b) School Improvement Partner Visit

Governors were advised that Ms Jackie Nellis had visited the school. This had been an additional visit by the AKLP as the school was due an Ofsted visit. Ms Nellis had been very impressed with what she saw. There had been a couple of areas which had been identified in previous visits, one of which was the semi-formal curriculum and Ms Nellis was very impressed with developments here.

Mr Owen added that he was very happy with the strides which the semi-formal department had taken, adding that they had caught up with the curve.

Mr Owen also stated he was very happy with Head Teacher triads.

Mr Robinson advised that the LA offered one visit per term, but with the Ofsted window narrowing, the LA would pay for this visit.

(c) Deputy Head Teacher Vacancy

Governors were advised that two Deputy Head Teachers had been appointed. Mr Robinson stated that a very thorough two-day interview process had taken place and that he was very excited to have both candidates on board, stating that they each worked very well together during the recruitment process.

Mr Robinson added that the school would not be recruiting a new AHT, so the cost implication was kept to a minimum.

Q. What will be the responsibilities of the new DHTs?

A. We will have a clear picture at the next meeting.

(d) Ofsted Update

Mr Robinson advised that a lot of preparation had been done in anticipation of an inspection. He advised governors that the SLT was keen to implement some new ideas, but that this would be dependent on the outcome of Ofsted's visit.

(e) Admissions

Governors were advised that Admissions for September were almost complete. Mr Robinson advised governors of having had a real struggle with SENDACT. The scheduled meeting with the LA had been cancelled, so he had no final indication of expected numbers yet, but he felt that numbers would increase. Mr Robinson added that he was confident that the complexity of need in Yr. 7 would not be as significant this year.

(f) SEND School Funding Review

Mr Robinson advised that Mr Peter Gray was commissioned by the LA to carry out special school and mainstream funding exercise. A draft report had been received approximately two weeks ago. The findings would have an impact on special school funding and the numbers presented were quite stark.

Mr Robinson advised that recommendations had been made to change the way the system was funded. He added that transparency of reporting would draw attention to issues around funding for special schools.

A concern which Mr Robinson shared with governors was around benchmarking. He thought that the current system did not reflect current cohorts and that he would work with Head Teachers of special schools as a Task and Finish Group to identify and address issues.

Q. Did the LA come to you for your thoughts?

A. We had one visit in an afternoon for approximately an hour and a half.

Q. Will the review affect next year's budget?

A. Yes, I've spoken to the LA about a timeframe, but it certainly won't be for this year.

Q. Who is leading on this initiative?

A. Joanne Sanders, Service Director, Kirklees Learning and Early Support

(g) KSSH Review

Governors were updated on reports received from the Head Teacher Triad Group who were working on subject leadership within the three special schools. Mr Robinson described this as a really good process. There were a few development points to work on, but there was clear evidence on developments at Southgate and Castle Hill. It had been a very positive exercise.

The reports focussed on early learning development and schemes and questioned whether or not staff had the right skill sets to deliver effective curriculums.

Mr Robinson advised that he would put together an impact study for governors to review.

The Chair advised that reflection was clearly indicated, and that staff were enabled to reflect on their journey.

Q. Do you feel that you can be open and transparent in this exercise?

A. Yes, it's a very good group, and some Terms of Reference had been set out at the start.

59. QUALITY OF EDUCATION(a) Spring Progress Report

Mr Owen provided an overview of his report which informed school leaders of how pupils were progressing against Ravenshall progression guidance in English and Maths, as well as in Holistic targets.

Mr Owen was confident that pupils were in line to achieve their end of term targets. Pupils' requirements were looked at as well as any adaptations which were required to be made by the SLT.

With regard to holistic targets, Mr Owen felt that SLT could dig deeper and that there was a disparity between Autumn and Spring, but that he was happy with the progress which had been made here.

Q. Do staff have the opportunity to speak with the SLT about their needs?

A. Yes. This is new to staff, but we can support staff who require support.

Q. Do the Teachers responsible for each of the classes bring issues to you?

A. Yes, and the subject leaders can also bring information to Mr Owen.

Q. Can a key be provided?

A. Yes, I will ensure that this is included in future reports.

Mr Owen explained that trailblazers' maths data had come from mainstream curriculum. This needed to be put into context for the pupils at Ravenshall and there were some very specific tools which could be used to measure progress. The Maths Teacher was reassessing this and Mr Owen was working with the Maths Lead to put in place a different approach.

Governors were advised that rates of progress were different depending on how old pupils were and what their starting points were. The trail-blazer children were expected to make one step of progress in Autumn, an additional step of progress in Spring and no further step for Summer term so as to make it clear how pupils had caught up. Trends were very easy to identify.

(b) CPD Report

The Continuing Professional Development – January to April 2024 report was distributed to governors ahead of the meeting.

Areas of development were identified for individual members of teaching and support staff.

The Head Teacher identified differences between established teachers and ECTs and advised that there was a lot of work ongoing to improve development. This linked into the School Development Plan and in terms of planning for next year, the school planned to change staffing to strengthen areas of need.

Q. Is the SLT happy with what they've seen?

A. Yes.

Q. Are ECTs in the middle of their careers?

A. Some are coming to the end of their second year and others are in their first year. The first year ECTs require some development.

Q. Do ECTs get to see qualified teachers at work?

A. Yes, time is allocated specifically for training, ECT time and mentoring.

Governors noted that a Teaching and Learning policy was in place. Under-performing staff were put on an informal 6 week support plan, before being considered for capability process.

(c) Sensory Garden

Governors were advised that the school had secured funding to develop a sensory garden. Phase 1 was complete and Phase 2 would be completed at half term. The garden would include a sensory hammock, musical instruments and planters. Pupils were involved in the project.

Q. How will the garden be used?

A. Risk assessments have just started. Usage of the garden will be scheduled. The Discovery Lead is overseeing this.

60. BEHAVIOUR AND ATTITUDES

Ms C Blackburn provided a summary of the Behaviour and Attitudes report which was distributed to governors ahead of the meeting.

(a) CPOMS

Governors noted a slight increase in the number of lunchtime playground incidents and less children who were going to clubs.

There was an increase in child-on-child abuse out of school and online.

Governors were advised of a range of therapeutic interventions in place to work with children with regulation difficulties.

Reflection rooms were re-branded as 'Retreat' rooms, which provided calm spaces for children to regulate.

(b) BLOC 1:1 Pupil Consultancy

Governors were advised that staff had been offered 1:1 pupil consultancy with Brendan Partnership work with WHSS every half term. Feedback from sessions was very positive.

(c) Pupil / Staff Wellbeing

Governors were advised that the school had officially become a "myHappyMind school". This was a portal which provided resources, story books, journals, conversation pack cards, teddies which were well utilised by teachers to aid pupils' regulation and wellbeing.

Q. Is this an App?

A. Yes, and parents have already subscribed to the app and were using it at home with their children.

It was noted that, since the restructure of Northorpe Hall and the removal of MHST, Ravenshall's new Parent Community Support Worker for the next 12 months would be Karen Rayner who would provide school with 27 hours of support through tailored wellbeing workshops and 1:1 support. This had been very positively received by parents.

Q. Is there a Mental Health and Wellbeing Governor?

A. We will look at this as part of our development meeting in June.

Q. As governors, should our visit report template include a wellbeing section?

A. Yes, that is a good idea.

ACTION: Head Teacher/SBM to include wellbeing section in governor visit report template.

61. PERSONAL DEVELOPMENT

Governors were advised that all training which had taken place had been specifically for the safeguarding team. The team had expanded this year. Ms Blackburn was leaving and Jo was dropping a day. The school wanted to broaden skills and to include the inclusion team. This was working very well so far.

(a) Safeguarding

Ms Blackburn gave update on safeguarding report at this point. She advised that there were several safeguarding policies in place at Ravenshall School and that these were all listed in the Annual Safeguarding Report – Summer 2024. The newest one was the Work Experience Policy which was due for ratification.

Governors noted that, of the 209 children who had EHCPs, 4 were children with a Child Protection Plan, 6 were children with a Child in Need Plan, 8 children were LAC and 8 children were subject to SGO/Family arrangements. In comparison to last year, the number of children on Child in Need Plans had increased.

Q. How does this impact the school?

A. It involves a lot more home visits and a lot more time supporting families.

Governors were advised that, whilst it was hugely beneficial to have a School Nurse, this was highlighting a lot of concerns with some of the children. Children who were on Child Protection Plans seemed to remain on plans for a lot longer, without receiving the required support.

Ms Blackburn advised that the school continued to provide a lot of family support and that families came talk to staff about their concerns.

Q. With so many children who come on transport, do you get to meet families?

A. Yes, we do home visits and we have already started doing home visits for children who were starting in September.

Ms Blackburn advised that online safety incidents had increased, but that the school continued to work on mitigating these.

Ms Blackburn referred governors to CCE Information in the safeguarding report. She spoke about the contextual risks to the children at school and wanted to ensure that everyone was made aware of this. Governors noted that the school was in regular contact with the Police, SG Officers, and neighbouring schools as well as being in contact with the LA.

Governors were advised that the PFA Environment was an ongoing situation and that reports were made to the Police portal, concerns were raised with the LA and that the AHT continued to look at expansion opportunities.

Ms Blackburn advised that whole school attendance was at 93%. The expected rate for special schools was 88-89%. Ravenshall continued to work very hard at attendance. Strategies were put in place to mitigate absence for any pupil who dropped below 90% attendance.

(b) Students Personal Development

Ms Blackburn advised that pupils had undertaken work experience in different businesses within the community. Work experience assignments included the children working independently at Ossett Golf Club, various local schools and care homes. This had been hugely successful and the children had enjoyed it very much. Evaluations had been done and feedback had been excellent.

The school hoped to expand this and to include apprenticeship programmes also.

Q. Do the students get a choice in where they are placed?

A. Yes, and they are completely skills-matched to their placements.

Q. Are there enough business who will support this?

A. That is the hurdle, but we are working with Bradford Experience who support the initiative and suggest businesses which we can approach.

Ms Blackburn advised governors of the school's Personal Development calendar and that the school continued to try to do more events around diversity and inclusion. Activities which recently took place included a Deaf Awareness week, a Big Sing, where pupils and staff learned to sing and sign a song, E-Disco parties, Downs Syndrome awareness events, World Happiness Day, Red Nose Day, etc.

Governors were advised of external people/services who had done interventions which included a Police talk about Law, interventions around male and female consent and "My Story" events, where refugees would tell their stories to the children.

The school continued to work on a programme of parent-carer workshops.

Governors noted that the school had recently taken a group of students on a trip to London which was very successful and the children thoroughly enjoyed their trip.

For the Summer term, residential visits were being risk assessed. The Semi-Formal students were to go to Cliffe House in Shepley and Year 6 and PFA students were going to Bradley Woods for one night. The Year 9 students were to go to Keswick.

Governors were advised of a Summer term list of school events, which included:-

15 May	PfA Performing Arts group Performance
16 -17 May	Discovery Bradley Wood Residential
21-24 May	PfA Bradley Wood Residential
11 June	Year 9 Parents' Meeting – Keswick Residential
20 June	Kirklees Music Festival – Makaton Choir
21 June	Trailblazers end of term trip – Gulliver's World
28 June	Leavers' breakfast
29 June	Leavers' events
3 July	Discovery end of term trip - Bridlington
5 -12 July	Year 9 Keswick Residential
Tbc	Discovery Sports Day
Tbc	Explorers, Trailblazers and PfA Sports Day
19 July	Ravensfest

Governors were encouraged to attend the above events.

62. IMPACT OF CPD ON QUALITY OF PROVISION AND OUTCOMES FOR PUPILS

A report was provided for the governors for discussion.

63. REPORT FROM GOVERNOR DEVELOPMENT MEETING

This had been covered in Minute 57.

64. FINANCIAL MANAGEMENT AND MONITORING

This had been discussed Minute 55 (iv).

65. STAFFING UPDATES

This had been covered Minute 59 (b)

66. PREMISES UPDATES and PROGRAMME of ANY SUMMER WORK(S)

This had been covered Minute 56.

67. POLICIES FOR REVIEW AND POLICY UPDATES

The following policies had been distributed ahead of the meeting and governors were asked to review and approve:

- Code of Conduct & low level concerns
- Work experience policy
- Educational visits and offsite education
- Wellbeing policy.

RESOLVED: That all of the above policies be approved.

68. ANNUAL EVALUATION OF THE GOVERNING BOARD'S EFFECTIVENESS

RESOLVED: That this item be deferred to the Development meeting in June.

69. GOVERNOR TRAINING/DEVELOPMENT

The Chair, Mr Patel and Ms Gray-Sharpe had each attended Preparation for Ofsted training.

Ms Thackray advised that she would provide governors with a link to the cyber security training which all governors were required to do.

ACTION: Ms Thackray to provide governors with link to cyber security training.

70. REPORTS ON LINK/GOVNEROR VISITS

Mr Patel raised the capacity of the satellite provision. The provision currently had six children but had capacity for ten.

Governors discussed how satellite provision fits in with the admissions process. The Head Teacher advised that he would like to see more involvement from the LA and thanked Mr Patel for his insight and information. More thought and long term planning was required.

The Chair advised that she had looked at safeguarding in the curriculum. She advised that she had visited PFA and Brighter Futures. She accompanied Ms Blackburn on a visit to the classrooms and asked questions, received pupils' comments, etc. She had a better understanding of pupils' communication needs, and their understanding of the world around them, their rights and vulnerabilities. The Chair was satisfied that a safeguarding culture was well embedded at Ravenshall and thanked Ms Blackburn and her team for all of their hard work.

71. REGISTER OF BUSINESS INTEREST 2024-25

Ms Thackray referred governors to the link to the business interests form on the agenda for this evening's meeting and asked governors to submit their forms.

72. ANY OTHER BUSINESS

There were no items for any other business.

73. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That Governors approve the following meeting date:

Wednesday 3 July 17:00 Governor Development Meeting
(a Clerk is not required to minute this meeting)

Autumn 2024 term dates were yet to be agreed. The Head Teacher asked governors if they were happy for him to schedule the equivalent times and days for next year. Governors were happy for the Head Teacher to do this.

ACTION: The Head Teacher to share dates of meetings for the next academic year.

74. 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.

The Chair thanked everyone for their attendance and closed the meeting at 7:37 pm.

ACTION LOG:

No.	Min Ref	Action	By Whom
1.	53	<u>Vice-Chair (Minute 31 refers)</u> That the election of vice chairs be postponed until the next Full Governing Board meeting to ascertain the willingness of the vice chairs to continue, as preferred by the present governors.	GCS
2.	35 (a)	<u>SEF and SIP</u> That the SEF and SIP would be put on the website	Complete
3.	35 (a)	<u>Leadership and Management</u> That the difficulties in accessing the website by mobile phone users would be addressed.	CGS and Head Teacher
4.	35 (j)	<u>Events</u> That governors would aim to attend some of the events in school.	Ongoing

5.	36	<u>Financial Management and Monitoring</u> That governors would review the SFVS document and provide any comment or questions to the SBM.	Complete
6.	36	<u>Friends of Ravenshall</u> That the audited Friends of Ravenshall account would be e mailed to governors.	Complete
7.	45	<u>Safeguarding Training</u> That Clare Blackburn would email the link to the Key Safeguarding training to governors.	CB
8.	52	<u>Parent Governor Vacancies</u> The Head Teacher to put out a letter inviting applications for Parent Governor seats	Head Teacher
9.	60 (c)	<u>Governor Visit Template</u> Head Teacher/SBM to include wellbeing section in governor visit report template.	Head Teacher/SBM
10.	71	<u>Cyber Security Training</u> Ms Thackray to provide governors with link to cyber security training.	Ms Thackray