# Kirklees Directorate for Children and Young People

**THE GOVERNING BODY OF RAVENSHALL SCHOOL**

Minutes of the Governing Body meeting held at 5.30 pm at the school on Wednesday 16 November 2022.

PRESENT

Ms B Goodliff (Chair), Ms M Maguire (Vice Chair), Mr R Robinson (Head Teacher), Ms Kirsty Dickinson, Mr K Hussain, Mr S Patel, Mr J Pollard.

In Attendance

Ms E Kilner (Minute Clerk)

Mrs C Blackburn (Deputy Head)

Mr L Crowther (Designate)

Mr I Eloi (Designate)

Mrs S Hoffman (Designate)

Mrs S Lee (Designate)

Ms C Roberts (Satellite Provision)

Mrs R Thackray (School Business Manager and Associate Member)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedural Items** | **Minutes** | **Action / Impact** |
| 1. | Election of Chair. | The Head Teacher welcomed Mr L Crowther and Mr I Eloi to the meeting.  **RESOLVED:** That Ms B Goodliff be elected as Chair for a term of 1 year. |  |
| 2. | Apologies for Absence, Consent, and Declarations of Interest. | It was noted that Ms T Haley has resigned as a Governor today.  There were no apologies for absence.  There were no declarations of interest.     1. Approve the Governors’ Code of Conduct   **RESOLVED**: All governors present confirmed their approval of the NGA Governors’ Code of Conduct.   1. Declaration of Business Interest Information   **ACTION**: All governors to complete their Declaration of Business Interest form as soon as possible, ideally now.   1. GIAS   The Head Teacher confirmed that the record on Get Information About Schools is up to date. | **ALL / GCS** |
| 3. | Notification of items to be brought up under Any Other Business. | 1. Satellite Provision update   *Ms Charlotte Roberts joined the meeting.*  The Satellite Provision Report was shared on screen.  Charlotte Roberts presented the report to the meeting including the key areas below.   * Vision * Provision – The Base – main learning area. * How is it going – Shared access space, outdoor space, educational trips and community learning. * Supported inclusion opportunities. * Development – Library engagement, formal learning * Development – Share practice for the benefit of all pupils, mutually beneficial CPD   The Chair noted that the Satellite provision is fantastic.  Charlotte was thanked for the presentation.  *Charlotte Roberts left the meeting.* |  |
| 4. | Representation | It was noted that all the vacancies for co-opted governors have now been filled.  It was noted Ms T Haley has resigned as a governor today.  **ACTION:** That the Head teacher / Chair to provide the GCS with a copy of Mrs Haley official resignation. | **HT / CHAIR / GCS** |
| 5. | Election of Vice Chair | **RESOLVED:** That Ms M Maguire and Mr K Hussain be elected as co Vice Chairs for a term of 1 year. |  |
| 6. | Review of Committees, including Headteacher’s Performance Management Working Group. | 1. Membership     **RESOLVED:** That Committee membership be as detailed below:  Finance and Resources  Mrs K Dickenson  Ms B Goodliff  Mrs S Lee  Mr K Hussain  Mr R Robinson  Mrs R Thackray  Head Teacher Appraisal Committee  Mrs K Dickenson  Ms B Goodliff  Ms M Maguire  Dismissal Committee  Mr L Crowther  Mrs S Hoffman  Mr S Patel  Dismissal Appeals Committee  Mrs K Dickenson  Ms B Goodliff  Ms M Maguire  Pay Committee  Mrs K Dickenson  Ms B Goodliff  Ms M Maguire |  |
| 7. | To appoint Governors with Specific Responsibilities | **RESOLVED**: That Governors with specific responsibilities be appointed as follows:   * Safeguarding – Ms B Goodliff * Quality of Education – Ms M Maguire * Behaviour and Attitudes – Mr J Pollard * Personal Development – Mrs K Dickenson * Leadership, management and strategy – Mrs S Hoffman * Preparation for Adulthood – Post 16 Provision – Mr S Patel * Finance and Resources – Mr K Hussain * Wellbeing – Ms B Goodliff, Mr J Pollard |  |
| 8. | Delegation of Financial Powers to the Head Teacher | **RESOLVED:** That the Governing Body delegates to the Head Teacher the power to  carry out on its behalf the following delegated duties:   1. Planning and conducting the affairs of the school to remain solvent. 2. 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. 3. Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding. 4. 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.   **RESOLVED:** That the spending limit for the Head Teacher and budget virement be £25,000. |  |
| 9. | Minutes of the meeting held on 6 July 2022 | The minutes of the meeting held on 6 July 2022 had been distributed to Governors in advance of the meeting.  **RESOLVED:** That the minutes of the meeting held on 6 July 2022 be agreed and  approved by the Governing Body as a correct record and signed by the  Chair. |  |
| 10. | Matters arising | There were no matters arising. |  |
| 11. | Head Teacher's Report/Data Report and Governors’ Questions | The Head Teacher circulated the Leadership Report to Governors.  The Head Teacher updated the meeting.   1. Leadership and Management  * KLP visit. * the KLP Report was shared on screen. * preparation of teachers for Ofsted is taking place. * the KLP would visit again in January 2023 with a focus on English. * Overall, the visit was very positive. * Outreach – We are working with Heckmondwike Primary School, Spen valley and Headland. We are doing a SEND review for a school in North Yorkshire. * Family and Community Support Worker (FSCW)) – we have had 5 external applicants and an update on appointment would be made at the next meeting. * Cyber Security – We are developing a Cyber Security Policy and a Cyber Security Plan.   **Q: Do you have Cyber insurance?**  **A:** Yes, but we need to complete actions to be compliant.  **Q: Did we previously have a Cyber Security Policy?**  **A:** No. We have an Online Safety Policy. The Cyber Security Policy relates to external threats.   1. Quality of Education  * Teaching and Learning Framework – this is a big part of the School Development Plan. The Teaching and Learning Framework was shared on screen.   **Q: Will the Teaching and Learning Framework include CPD and Quality Assurance?**  **A:** Yes, it will, and this will feed into the School Development Plan. CPD activity was summarised.   * Curriculum update – the Reading and Wellbeing rationale and Thrive Time were summarised. * Phonics Training – this is ongoing for all staff to ensure the school is compliant with the reading framework. We are using the ‘Phonics for children with SEND’ scheme. * AAC TLR Post – we have advertised internally for this post.  1. Behaviour and Attitudes  * Pupil updates were summarised with actions taken. Actions are having positive results. * Behaviour Support Worker – we had very good candidates and two appointments were made. * MHST Workshops – these have been very effective.  1. Personal Development  * Careers and Work-Related Learning – progress was summarised. * Educational Psych update and change of placements – a summary was provided.  1. Dates for Governor Information  * Friday 2 December – Christmas Fayre 1 to 3 pm * Wednesday 14 December - Primary Christmas production 1.30 to 3pm   All Governors are invited to attend.  The Chair thanked all staff for all their hard work for the school and pupils. |  |
| 12. | Financial Management and Monitoring | Mrs R Thackray updated the meeting.   * It was noted that the SAP Report and the Money Manager Report are circulated to all governors monthly. * The Finance Report from Mrs R Thackray had been discussed at the Finance and Resources meeting in detail including significant Income receipts and significant costs. * In summary, the budget is on track and there are no significant variances or concerns. |  |
| 13. | Pupil Outcomes and end of term Assessment Data | The Head Teacher confirmed that a report on Pupil Outcomes and end of term Assessment data would be circulated to all by the Head Teacher.  It was noted that GCSE’s and Accreditations have been achieved by pupils at the school. |  |
| 14. | Review and Publish PE and Sports Premium Funding | The Head Teacher confirmed that this item would be discussed at the next Full Governing Body meeting.  **ACTION:** That the GCS include this item at the next FGB. | **GCS** |
| 15. | Annual Evaluation of a Governing Boards Effectiveness | The Chair confirmed that this item would be discussed at the next Full Governing Body meeting.  **ACTION:** That the GCS include this item at the next FGB. | **GCS** |
| 16. | Setting the Strategy for 2022/23 | The Head Teacher confirmed that School Development Plan (SDP) and priorities for 2022/23 was discussed at the last Full Governing Body meeting.  There have been no significant changes to the SDP or priorities since the last meeting. |  |
| 17. | Monitor School Improvement Plan and review Goals (Priorities 2022/23) | The SDP and SEF have been circulated to all governors.  School Development Plan (SDP) and priorities for 2022/23 was discussed at the last Full Governing Body meeting.  There have been no significant changes to the SDP or priorities since the last meeting. |  |
| 18. | Governing Body Development: Actions and Priorities 2022/23 | The Chair confirmed that this item would be discussed at the next Full Governing Body meeting after consideration of the Governing Boards Effectiveness.  **ACTION:** That the GCS include this item at the next FGB.  At the next informal Governors meeting the following items would be discussed.   * Mrs R Thackray would explain Financial Reporting. * The Head Teacher would provide an update on the Ofsted Framework.   **RESOLVED:** It was noted that an Informal meeting for Governors would be held at 5.30 pm at the school on Wednesday 18 January 2023.  **ACTION:** All to provide any suggestions for agenda items for the informal governors meeting to the Chair. | **GCS**  **ALL**  **ALL** |
| 19. | Consultation on Admission Arrangements for 2024/25 | The Head Teacher confirmed that this item is not applicable for the school. |  |
| 20. | Teachers pay and conditions proposal 2022/23  Kirklees Pay Policy September 2022 | **RESOLVED:** That the Kirklees Pay and Conditions proposals be agreed and adopted. |  |
| 21. | Impact of CPD on quality of provision and outcomes for pupils | This item was covered in the Head Teacher’s report above. |  |
| 22. | Safeguarding | Mrs C Blackburn updated the meeting.  The Ravenshall Governors Meeting:16 November 2022  The Safeguarding Report was circulated at the meeting.  Mrs C Blackburn summarised the report for the meeting including.   * Safeguarding data * Incidents and referrals Summer Term 2022 * Team and Wider School Safeguarding Training * Attendance this term * Challenges to services   **Q: How do you find out about incidents outside school?**  **A:** There are impacts in school including arguments. We also get reports from parents. The issues are between students.  **Q: Can you update on the APSO?**  **A:** The activity of the APSO was summarised. The APSO is currently working with two pupils.  **Q: Do you have comparatives and targets for attendance data?**  **A:** These can be provided in the next report. We do not have a target, but we would be happy with 90% overall attendance. We do accept absence if there are reasons.  **Q: Do you have supervision as a DSL?**  **A:** No but we do attend DSL networks and decisions are made as a team as they are complex cases.  Mrs C Blackburn was thanked for the update. |  |
| 23. | Reports from Committees and Named Governors with Specific responsibilities | The update from the Finance committee is covered under Financial Management and Monitoring above.  **ACTION:** The Head Teacher to circulate the proforma document that should be completed for every governor visit to school. | **Head Teacher** |
| 24. | Outreach | Outreach was covered in the Head Teacher’s report above. |  |
| 25. | Policy Updates | **RESOLVED:** That the policies below be agreed and adopted subject agreed amendments.   * Online Safety Policy * Attendance Policy * Absconding Policy * Time off and work life balance Policy (to be adopted January 2023) * Teacher Pay Policy |  |
| 26. | Policies for Review by Full Governing Body | This was covered above. |  |
| 27. | Governor Training and Governor Visits | Governor training and governor visit feedback and updated would be covered at the next Full Governing Body meeting.  **ACTION:** All governors to complete the proforma governor visits document for each visit to school. | **All** |
| 28. | Any other Business. | 1. Approval of Pay awards.   *All staff left the meeting (Mr R Robinson, Mr J Pollard, Mrs C Blackburn and Mrs R Thackray).*  The Chair updated that the Head Teacher Performance Management meeting had taken place with the Chair, KLP, Mrs M Maguire and Mrs K Dickenson in attendance.  **RESOLVED:** That the recommendations of the Pay Committee for the Head Teacher were agreed.  **RESOLVED:** That the recommendations of the Pay Committee for the two Deputy Head Teacher’s pay were agreed.  *All staff returned to the meeting (Mr R Robinson, Mr J Pollard, Mrs C Blackburn and Mrs R Thackray).*  . |  |
| 29. | Dates of future meetings and possible agenda items: | **RESOLVED:** That the meetings of the Full Governing Body be confirmed, to be held at 5.30pm at the school on the following dates:   * Wednesday 15 March 2023. * Wednesday 5 July 2023. |  |
| 30. | Agenda, Minutes and Related Papers. | **RESOLVED:** That no part of the minutes, agenda and related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act. |  |

The Chair closed the meeting at 7.11 pm.