

19 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 19th April 2023.

PRESENT

Mr Khuram Hussain (Co-Vice Chair), Ms Megan Maguire (Co-Vice Chair), Mr Rik Robinson (Head Teacher), Ms Kirsty Dickinson, Mr Suffyan Patel.

In Attendance

Mr David Evans (Minute Clerk)
 Mrs Claire Blackburn (Deputy Head)
 Mr Isaac Eloi (Designate)
 Miss S Hoffmann (Designate)
 Ms Kerry Horan (Assistant Head)
 Mr Gareth Owen (Deputy Head)
 Mrs Rachel Thackray (School Business Manager and Associate Member)

	Procedural Items	Minutes	Action / Impact
31.	ELECTION OF CHAIR.	<p>The meeting commenced at 17:50, following Vice Chair discussions.</p> <p>The Head Teacher welcomed everyone to the meeting. The Clerk acted as Chair to explain the election of the chair process, (based on the NGA Supporting Recruitment, appointment election of Governors and Trustees Chair and Vice Chair election: Model Procedure and Guidance, Notes for Trustees), summarising electing Chairs as a 3 - stage procedure: nominations, seconding and governor voting. Within that framework the election of a single nomination and more than one nomination for Chair was discussed.</p> <p>The Co-Vice chairs had discussed the need for a longer run into the election of a Chair given the relative newness of the existing governors; the Vice Chairs being some of the longest serving members of the board with the most understanding of the school and its context.</p> <p>The Clerk explained the need for the current Vice Chairs:</p>	

		<ul style="list-style-type: none"> To step up in the role of Chair for the period lasting until the election of a Chair. To consult with the Board prior to making decisions unless the decision would have a negative impact on any of the school stakeholders by waiting; and subsequently reporting the decision back to the board as quickly as possible. To negotiate a lead Vice chair for an imminent OFSTED inspection. <p>All governors were in agreement of this solution to dealing with sudden resignation of the existing Chair, Miss B Goodliff.</p> <p>RESOLVED: That Ms M Maguire and Mr K Hussain as Co -Vice chairs, to co-Chair, until the election of the new Chair at the meeting on 5th July.</p> <p>ACTION: For the board to consider the process of election of the chair, nominations and the election of Chair at the next Full Governing Board on the 5th July.</p>	<p>KH and MM</p> <p>Board</p>
32.	APOLOGIES FOR ABSENCE, CONSENT, AND DECLARATIONS OF INTEREST.	<p>Apologies for absence: Apologies were received from Mr L Crowther, Ms K Dickinson, Ms S Lee and Mr J Pollard.</p> <p>There were no declarations of interest</p>	
33.	NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.	There were no items to be brought up under any other business.	
34.	REPRESENTATION	<p><u>34.1 End of Term of Office</u></p> <p>Mrs M Maguire, Co Vice Chair, was in contact with Amarjeet Kaur regarding the extension of her representation.</p> <p>The resignation email from Mrs T Haley had been sent by the Head Teacher.</p> <p>ACTION : Clerk to confirm with KGS that this is on record</p>	<p>Vice – Chair MM</p> <p>Clerk / GCS</p>

		<p><u>34.2 Appointment of Co-opted Governors</u></p> <p>It was noted that four co-opted governor's positions had been filled at the previous meeting. Mr L Crowther, Ms Sarah Lee, Miss Sarah Hoffmann and Mr Isaac Eloi had been appointed as members of the board previously and this was not reflected in the minutes of the last meeting on 16th November 2022.</p> <p>ACTION: Clerk, Dave Evans, to check with KGS that this is known and to take any remedial actions following.</p> <p><u>4.3 Co-opted board member vacancy</u></p> <p>Q: How do we go about recruiting a co-opted member, do we advertise? A: HT noted that Kirklees Governing Service (KGS) had a list of individuals looking for positions on governing bodies.</p> <p>ACTION: HT to contact KGS regarding suitable candidates for appointment to the Board</p>	Clerk / GCS
35.	MINUTES OF MEETING HELD ON 16 TH NOVEMBER 2022	<p>RESOLVED: That the minutes of the meeting held on 19th November 2022 be agreed and approved by the Governing Body as a correct record and signed by the Chair, with the exceptions noted below:</p> <p><u>Missing minutes</u> The acceptance of new co-opted Governors did not appear in the minutes of the last meeting on 16th November 2022 (Minute 34.2 applies)</p> <p>ACTION: Clerk, Dave Evans, to check with KGS that this is known and to take any remedial actions following.</p> <p>Governors also discussed the distribution of the previous chairs responsibilities.</p> <p>It was discussed that Co-Vice chairs would take on responsibilities which were performed by the previous chair in the following committees (minute 6 applies):</p> <ul style="list-style-type: none"> • Finance and Resources. • Head Teacher Appraisal Committee. 	

		<ul style="list-style-type: none"> • Dismissal Committee. • Dismissal Appeals Committee. • Pay Committee. <p>They would also take on the following Specific Responsibilities (minute 7 applies):</p> <ul style="list-style-type: none"> • Safeguarding • Wellbeing <p>ACTION: Co-Vice chairs to negotiate responsibilities and take on the roles.</p>	<p>KH and MM</p> <p>Clerk / GCS</p>
36.	MATTERS ARISING	<p>a) <u>Declaration of interest forms</u></p> <p>The Board confirmed that all Declaration of Business Interests forms had been completed.</p> <p>The agenda note from the Governor Clerking Service (GCS) stating there was one outstanding form having been sent to the specific individual caused confusion.</p> <p>ACTION: Clerk, Dave Evans, to ascertain the name of the individual referred to in the GCS note and ask it to be shared with Co-Vice chairs and HT, so it can be actioned if needs be.</p> <p>b) <u>Clarity in agenda setting</u></p> <p>Governors noted that the current agenda had many items, some of which were hard to disentangle from one another, leading to feelings of it being repetitive. Governors requested a more coherent agenda through partnership between the Head and KGS.</p> <p>ACTION: Head Teacher and KGS to draft an agenda that is workable for both parties.</p>	<p>Clerk / GCS</p> <p>Head teacher / GCS</p>
37.	REPORTS FROM COMMITTEES	This item would be discussed in Minute 40.	
38.	GOVERNOR TRAINING AND GOVERNOR VISITS	<p>a) <u>Training</u></p> <p>Co-chairs had attended SAP and Money Manager Training and reported back that the training was useful.</p>	

		<p>b) <u>Visits</u> Sufyaan Patel and Sarah Hoffmann had made visits to the school completing the report templates supplied by the Head Teacher. It was agreed that these types of reports, should, going forward, be distributed to the Governors prior to meetings. This would allow time for governors to formulate any questions and queries to be aired at the subsequent meeting.</p> <p>ACTION: Governors making visits should complete the reporting template and circulate prior to the next board meeting, or other relevant meeting</p>	Governors
39.	<p>SENIOR LEADER REPORT TO GOVERNORS AND HEADTEACHER REPORT</p>	<p>The Head Teacher distributed a paper and spoke in detail to PowerPoint presentations regarding:</p> <p>a) <u>Leadership and Management</u> The Head started with a fundraising update.</p> <p>The appointment of a worker, Charlotte Gray-Sharpe, to oversee and promote the activities of this charitable arm of the school, Friends of Ravenshall, had led to the creation of a new constitution to open up opportunities for funding which was bearing fruit in terms of finance but also in the development of partnership working and creating new networks. Practically, this was having a positive impact on development of the sensory garden and ponds. These activities were being supplemented by exploring corporate partnerships; moving into marketing of Friends of Ravenshall and the school in general. For example, a recent visit by the local MP had led to the school being mentioned in PMQs by Dominic Rabb.</p> <p>Twitter feed had been used extensively.</p> <p>b) <u>Family and Communities Support Worker:</u> The promotion of Liz Blythe to the role was recent but was working well already. Liz was helping develop a referral system for working with parents.</p> <p>Q: What is happening if filling Liz's previous role A: Her previous position is currently being advertised.</p>	

c) Satellite School update.

There were currently four pupils at Headfield plus two new starters. It was likely a further child would be allocated a place in the near future. The Satellite School Agreement had been signed by the school and had been distributed by email.

Q: What is the capacity of the school?

A: Capacity at the satellite is for 10; 9 is the break-even figure; but depending on the level of need the school might only operate with 8 at times.

Q: Has the satellite school filled quickly?

A: In a way, yes. This is indicative of the context our type of schools are operating in: school had 21 places for new pupils but have received 120 requests for placement.

Generally primary schools were set up in a nurturing way in which a lot of learners with complex needs could be dealt with. Ravenshall's satellite primary took learners with more complex needs. For both types of primary the transition to secondary was much more difficult. Secondary schools required pupils to be much more independent. So, like mainstream primaries dealing with children with additional needs, where would those at our Satellite school go to following year 6, if the main site was full. Mainstream secondary schools were not nurturing in the same way as primary schools.

Currently Southgate and Ravenshall specialist schools were working with Honley High and Westborough and Mirfield Free Grammar, respectively, to develop provision. There was however, a clash in value systems and mission between specialist schools and mainstream secondary schools, very simplistically: inclusivity and results focus.

d) Admissions**Q: Given the numbers requesting placement at Ravenshall, how is it managed?**

A: We have to follow statutory timeframes and guidance in managing placement requests. We have to act in a timely manner but also demonstrate ability to meet the needs of young people requiring a place.

There were complications resulting in trying to meet need rather offering service on a first come first served model:

The council held a decision-making week in which most requests for specialist schools in

the authority were discussed, by various professionals. Their deliberations determine who should have places where, based on need. We receive lots of consultations from this.

There was also the Tribunal service, where the courts would decide where a child should go. On average the courts decided based on parental choice. This could mean places were taken up by children whose needs might be better met elsewhere or which were being taken up by those less in need of a place at Ravenshall.

Q Are numbers from tribunals increasing?

A Yes, they are. In addition, the council directed us to take one child.

This meant that despite the school facing increasing capacity, the demands outstrip capacity. This was a risk to the quality of the provision for existing pupils.

To this end school had commissioned an independent capacity report which could be used to bolster responses regarding the efficient use of resources and impact on learners of taking a new pupil.

Q: How does the tribunal system work?

A: Parents of a child with an EHCP, who disagree with the placement of their child in a particular school can appeal and this will go to mediation. If mediation does not work, then parents can launch an appeal through the courts, a tribunal. The whole Code of Practice has parental preference of schools at its heart, taking precedence in decision-making about placing children in specific schools.

This system could result in the mis-match of children and settings; can be ad hoc in the planning for schools e.g. timetabling, planning to meet need etc.

Q: Is it the same for other like schools?

A: In the grand scheme of things we are well- placed, but it is becoming very difficult in the midst of a national shortage of settings / provision.

Q: Are there enough resources?

A: There is not enough provision due to various factors such as pressures from the advancement of medicine, improvements in identifying needs, increases in needs as a

result of COVID experiences and the fact that Kirklees has more learners who move into the area with an EHCP than move out, than any other district in the country.

e) Kirklees Learning Partner Autumn Term visit

The Headteacher explained the positive feedback from the visit confirming the school's self-evaluations. The report had been discussed at the November meeting. The issue here was whether or not to pay for a second visit to help support any inspection.

RESOLVED: Head teacher to confirm with Kirklees Learning partner a second visit for inspection.

f) Kirklees Specialist Schools Hub

The Head teacher explained the development of quality in the school by reference to nascent discussions between Kirklees specialist schools, which were exchanging ideas around subject leadership and quality assurance. Similarly, there was co-operation between the five specialist schools about a teachers' network working to improve teaching and learning. The schools were currently working in triads to share and develop ideas.

Q: How have you decided the focus of these developments?

A: By looking at the priorities in the OFSTED inspection framework.

g) New website development

A new website was being developed and once completed it would go live.

Q: Is the change to be compliant with OFSTED?

A: Both sites are compliant with OFSTED. The reasoning behind a new one is to make the site navigable by children, and more celebratory about what the school is and does.

From this a governor noted how the telephone voicemail message had changed and was now voiced by a Year 7 pupil from the school.

h) Health and Safety Report

SBM, Rachel Thackery, circulated a summary of the Health and Safety Review (also tabled). The resulting action plan had been returned to Kirklees. Some of the actions had been to:

**Head
Teacher**

- Set up a Health and Safety committees which has started monitoring and formalising the Health and Safety work that has always gone on at the school.
- Adopt E sign for policy work.
- The adoption of an online training package for all staff.

Q: Do you record near misses with the local authority?

A: No, we do not, we keep an internal record, on our systems. Near misses have never been asked for by the local authority.

i) Subject Leadership - Progression Frameworks in school

The Head Teacher introduced Gareth Owen (Deputy Head) by saying that: Jacqueline Ellis's report (Kirklees Learning Partner) showed the school in a good light, especially the curriculum.

Gareth went onto explain the progression frameworks using Geography as an example, with PowerPoint. The frameworks were split into 7 stages, each term had a theme, e.g. pirates, were based on Early Years to Year 6; and had made an impressive impact (a paper was tabled showing improvements in the numbers of children hitting their personal targets, since its inception).

Q: Was this developed in consultation with the teaching staff?

A: No, the circumstances and time frame did not afford such a method of working. However, through a process of monitoring and evaluation all staff are involved in the fine tuning of the progression frameworks.

j) Quality of Education

The Head Teacher, took the Governors through a PowerPoint of current work and impact.

The Senior Leadership Team and Subject Leaders were working hard on the Observation of Teaching, Learning and Assessment. Observations had been taking place which showed that the school had a very strong team of teaching and support staff. In addition, those that needed support were getting help to improve and have impact.

At the same time there is much staff development in the school concerned with this area with staff completing NPQs and apprenticeships.

**Head
Teacher**

ACTION: Head Teacher to circulate to governors the summary sheets of OTL results.

k) Achievement and Academic Progress

Gareth Owen, summarised academic progress tracking Autumn 2022, tabled. There were improvements across English and Maths indicators. At the same time, results in sciences had been more tempered due to the introduction of more challenging criteria which had resulted in improved assessment practices.

Q: Are the outcomes and explanatory factors communicated to staff?

A: Yes, as they impact on our moderation and standardisation of practice and assessment. For example, some of the historic progress has been down to a return to consistency in staff and pupil attendance given the ending of COVID restrictions.

Behaviour and Attitudes

l) Focus, reduced timetables, suspensions

Kerry Horan, Assistant Head, presented a PowerPoint presentation on the implementation of FOCUS in autumn 2022 to engage 6 learners who were on reduced timetables (RTT). Now, there was only one of the 6 on a RTT, a direct consequence of the bespoke, individualised and innovative provision, offered by FOCUS.

The individualised strategies involved small group work, placing a lot of trust in the learners to work carefully, interact in public spaces according to accepted social standards, develop more self-awareness, regulation and esteem, friendships and deal with positions of responsibility.

Work in repair shops, visited the gym, participation in team sports, flying drones, shopping, and taking staff breakfast orders including dealing with money had all had positive impacts. This was evident, not only in numbers on RTT, but the fall in the number of CPOMS (Child Protection On-line Management System) recordings; and the fact there had been no suspensions since January 2023.

At the same time, the changing of categories on CPOMS had made the analysis of data much easier allowing the identification of hotspots, and patterns which helped form consistent responses across the staff group to difficult behaviours. CPOMS data was published weekly.

There were extenuating circumstances explaining the remaining RTT for one child: struggles to concentrate in the afternoons, but parents had seen a massive improvement in behaviour at home. Ethos outreach had been requested to work with the child and provide other strategies to help.

A member of staff from the Preparation for Adulthood (PfA) site had been working in one to one and small group sessions, with this cohort and would be deployed so long as there was need to be met.

m) Mental Health Support (MHST)

As part of focus there had been support offered by Northorpe Hall to parents / carers to help with their concerns, well-being and mental health issues. Northorpe Hall had said they could set up for half a day in school and deal with parental concerns. 15 parents attended the last meeting.

Megan Maguire was joined, by the rest of the governors, in thanking Kerry Horan and the staff involved for such a positive impact and amazing work.

n) Behaviour training

There were two dates, 11th and 18th May for the training of school staff in behaviour strategies to develop a whole school approach to delivery.

o) Personal Development

Claire Blackburn, Deputy Head, summarised the school's activities in this area:

- Careers: There had been two weeks of careers focus with meetings / visits from IKEA, Magna STEM, Oxfam, and drones workshop; as well as shadowing school staff.
- Protected characteristics: a new guide around this area was being adopted into school practice.
- PSHE (Personal, Social and Health Education): a new lunchtime initiative for KS 3 and 4 and PfA learner had been established to help navigate issues around relationships and sex. It was early days for evaluations regarding this project, to be made.

p) Dates for Governors information

The Head Teacher highlighted key dates for governors and invited governors to attend where possible; especially the Leavers assembly on Friday 30th June.

40.	FINANCIAL MANAGEMENT AND MONITORING	<p>SBM presented a paper that was to be submitted to the postponed Finance and Resources Committee meetings on 15th March and 19th April 2023.</p> <p>She outlined how the:</p> <ul style="list-style-type: none"> • SFVS report had been signed by the Chair of Governors and submitted to Kirklees within the deadline. • Carry over of £296K this year was down from £424K in the previous year. • School had agreed a balanced budget with the local authority. • The main cost affecting the school is the staff budget. • The final carry over needs confirming before budget B3 can be completed. <p>Rachel wanted approval for the submission of the current budget by the local authority deadline.</p> <p>ACTIONS: SBM, to circulate budget so Governors can query anything in the sheets by 28th April. Khuram Hussain and SBM to meet to discuss the budget prior to timely submission.</p> <p>RESOLVED: Information to be distributed, queries answered and Vice – Chair to approve submission.</p>	<p>SBM, Governors, Vice-Chair (KH)</p>
41.	PUPIL OUTCOMES AND END OF TERM ASSESSMENT DATA	Minutes 39.1 and 39.2 refers	
42.	REVIEW AND PUBLISH PE AND SPORTS PREMIUM FUNDING	These had been published on the school's website. (Minute 14 refers)	
43.	ANNUAL EVALUATION OF GOVERNING BODY EFFECTIVENESS	<p>This was being progressed and was roughly 50% complete. (Minute 15 refers)</p> <p>ACTION: To be placed on the agenda for the next School Governor's Development meeting to ensure completion. The meeting in on 17th May at 5:00 pm</p>	<p>Head Teacher</p>
44	GOVERNING BODY DEVELOPMENT	The Head Teacher explained the purpose and style of the meeting, noting that anything needing clarification from today can be done at that meeting and that the meeting aims to	

	ACTIONS AND PRIORITIES	develop the capacity of governors and discuss matters in a less formal way than the Full Governing Body meeting. ACTION: Any agenda items to be submitted to Head Teacher.	Governors
45.	STRATEGIC PLAN	Head Teacher noted that the strategic plan needed to be progressed because of the economic context, in particular. The plan was being progressed. ACTION: Head Teacher to forward plan to governors.	Head Teacher
46.	IMPACT ON CPD ON QUALITY OF PROVISION AND OUTCOMES FOR PUPILS	Minute 39 refers.	
47.	SAFEGUARDING	Claire Blackburn, Deputy Head presented a paper, Safeguarding report, and talked it through noting: <ul style="list-style-type: none"> • There was nothing serious in the safeguarding report. • Figures for harmful sexual behaviours were the result of repetitive behaviours rather than sexual motivations. A lengthy SCR check had been completed (MM appreciated the work involved), • All areas were graded as outstanding. • Areas for development included establishing a pupil led health and safety, well-being and safeguarding committee. • And updates regarding Local Area Designated Officer (LADO) and GDPR for staff were required. ACTION: Co-vice chairs to determine who will be involved in Safeguarding especially the next SCR activity.	Vice Chairs
48.	OUTREACH	There was concern that this agenda item was a hangover from the past role of the school and was no longer relevant to the current workings of the school, and therefore should be removed from future agendas. ACTION: Clerk, Dave Evans, will ask for this removing from future agendas	Clerk / GGS

49.	KLP AUTUMN TERM VISIT	(Minute 39.1 refers see action)	
50.	POLICIES FOR REVIEW BY FULL GOVERNING BODY	Two policies were tabled by Rachel, SBM: <ul style="list-style-type: none"> • Teaching and Learning Policy • Teacher Appraisal Policy <p>RESOLVED: Both policies were ratified by the governors.</p>	
51.	RECOMMENDED SPRING / SUMMER TERM ITEMS	ACTION: Governors to suggest what is to be covered in the next meeting, as soon as possible for inclusion on the agenda	Governors
52.	AOB:	There was no other business.	
53..	DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	That the meeting of the: <ul style="list-style-type: none"> • Governor Development Meeting be held on 17th May at 17:00 hrs, • Finance and Resources Committee be held on 5th July at 17:00 hrs • Full Governing Body Meeting be held on 5th July at 17:30 hrs 	Head Teacher
54.	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 19.55 pm.