

Kirklees Directorate for Children and Young People

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body of Ravenhall School held at 5.30pm at the school on Wednesday, 6th July 2022.

PRESENT

Ms B Goodliff (Chair), Ms M Maguire (Vice Chair), Mr R Robinson (Head Teacher), Ms T Haley, Mr K Hussain.

In attendance

Mrs R Thackray (School Business Manager and Associate Member)
 Miss D Letremy (Minute Clerk)
 Mrs C Blackburn (Deputy Head)
 Mr G Owen (Deputy Head)
 Ms S Cocker (Assistant Head)
 Mrs K Horan (Assistant Head - SMSC)
 Mr S Patel (Observer – awaiting DBS)
 Mrs K Dickinson (Observer – awaiting DBS)
 Ms S Lee (Observer)

	Procedural items	Minutes	Action/impact
72	Apologies for Absence, Consent, and Declarations of Interest	<p>Apologies for absence were received from Mr J Pollard (consent).</p> <p>Mr K Hussain gave advance notice that he would arrive to the meeting late.</p> <p>There were no declarations of interest.</p>	
73	Maths Coordinator to present findings	<p>Ms S Cocker introduced herself as a new Assistant Head Teacher and presented a PowerPoint to Governors, highlighting the following areas:</p> <ul style="list-style-type: none"> • Background information – Investigation/research for Sheffield Hallam University • Enumeration 	

		<ul style="list-style-type: none"> • Previous findings • Research aims and questions • Method • Data analysis • Results • Discussion <p>Q: Are the tests undertaken standard existing tests? A: Yes</p> <p>The Governors thanked Ms S Cocker.</p>													
74	Notification of items to be brought up under Any Other Business	There were no items to be raised under any other business.													
75	Representation	<p>The following matters of representation were identified:</p> <table> <thead> <tr> <th><u>Appointment Name</u></th> <th><u>Category</u></th> <th><u>with Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms Tracey Haley</td> <td>Co-opted</td> <td>20.05.2022</td> </tr> <tr> <td>Sufyan Patel</td> <td>Co-opted (designate)</td> <td>Pending DBS Check</td> </tr> <tr> <td>Kirsty Dickinson</td> <td>Parent (designate)</td> <td>Pending DBS Check</td> </tr> </tbody> </table>	<u>Appointment Name</u>	<u>Category</u>	<u>with Effect From</u>	Ms Tracey Haley	Co-opted	20.05.2022	Sufyan Patel	Co-opted (designate)	Pending DBS Check	Kirsty Dickinson	Parent (designate)	Pending DBS Check	
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76	Minutes of the meeting held on 18 May 2022	<p>The minutes of the meeting held on 18th May 2022 had been distributed to Governors in advance of the meeting.</p> <p>RESOLVED: That the minutes of the meeting held on 18th May 2022 be agreed and approved by the Governing Body as a correct record and signed by the Chair in due course, subject to the following amendments:</p> <ul style="list-style-type: none"> ▪ Spelling correction throughout: Ms T Haley ▪ Spelling correction – minute 61 refers: Becks Errett 													
77	Matters arising	There were no matters arising.													

78	Senior Leaders' report and Governors' questions	<p>The Senior Leaders' report had been distributed to governors in advance of the meeting and the following points were highlighted in the meeting and questions asked as appropriate:</p> <p>a) <u>Leadership and Management</u></p> <p>i). School improvement partner visit The Head Teacher reported that a visit had taken place and the report was presented to Governors at the meeting.</p> <p>ACTION: Head Teacher performance management meeting was to be arranged.</p> <p>ii). Recruitment The Head Teacher reported that there was a lot of recruitment ongoing, including Apprentice Teaching Assistants, qualified Teaching Assistants, Outdoor Learning Co-ordinator (TLR), Behaviour Support Worker, Maths Co-ordinator, Teacher of Creative Arts and Administration Support. There were interviews to be held on two consecutive Fridays starting from Friday the 8th. In addition, the lunchtime offer was increased, and a bid writer had been appointed to start in January 2023.</p> <p>iii). Satellite provision The Head Teacher reported that staffing was now in place and The Base was almost ready to open. Weekly meetings were being held with the Local Authority and an open afternoon was held the day before the meeting for the four families already on board.</p> <p>Q: Are we confident that we will have the same school improvement partner next year? A: Yes, we will have her for one free visit and then we will buy in from a quality assurance point of view.</p> <p>Q: Do we have Governor representation for interviews next Friday? A: No but it would be good to have Governor representation.</p>	
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Q: Is the bid writer coming from Primary or secondary?

A: She currently works in a primary school but she has worked with secondary.

Q: Was there a Family Support Worker vacancy?

A: This has been put on hold until next term.

Ms T Haley offered to support with interviews next Friday.

b) Quality of Education

i). **Curriculum intent and subsequent curriculum developments**

Mr G Owen presented to Governors at the meeting highlighting the proposed curriculum intent, developments, pathways (semi-formal/formal), training and schemes of work.

ii). **MQTL**

Mr G Owen reported that most teachers had been seen and so far, a lot of the teachers had acted quite well on feedback that was previously given to them. Feedback and training had clearly had an impact, although, there had been some challenging conversations. Within the school timetable, each teacher had been allocated development time and a directory of good practice would be built up.

Governors would be provided with a report at the next meeting.

iii). **Reading and Phonics**

Mr G Owen reported that staff had some good training led by Dr Sarah Mosely. A phonics package had been bought in to. However, following the training, it appeared to be irrelevant to pupils and it would not be cost effective with regards to staff training. Therefore, another package was selected to pilot for a year.

iv). **Work related learning**

Mr G Owen was currently working with Calderdale and Kirklees Careers to research appropriate work experience for SEND pupils. In addition to

this, Khurram had links with Greggs, and they were very interested in working with Ravenhall.

The Chair informed Governors that during a recent Ofsted inspection at another school, the inspectors asked Governors a lot of questions regarding the curriculum. Based on that, the Chair requested a curriculum summary for Governors.

ACTION: Mr G Owen to create a curriculum summary for Governors.

Q: Have Teaching and learning principles been identified for Ravenhall?

A: As a team, they have been identified and these will be presented to staff at a future inset day.

Q: Is there still any statutory requirement for work experience?

A: No. A lot of mainstream schools felt that the impact of work experience wasn't very big. However, the impact is much bigger for SEND pupils.

Q: Would work related learning be targeted to a specific age range?

A: We would begin with Key Stage 4 and Post-16. Work will continue with the job centre for the younger pupils.

Q: Do you still have the link with Batley Bulldogs?

A: Yes, for catering and hospitality.

Mr K Hussain joined the meeting at this point.

Q: Do you teach work related learning throughout?

A: Yes, we are always talking about the pupils' aspirations, but we do want to look at this more closely for younger pupils, linking skills to work and possible careers.

Q: Do they link work to a purpose such as making money?

A: There are definitely things to work on and think about in terms of Gatsby so this is a valid point. We can look at what else we can be doing in school, rather than relying on Calderdale and Kirklees careers.

c) Behaviour and Attitudes

Behaviour and Attitudes analysis was distributed to Governors at the meeting and Mrs K Horan reported that she had been looking closely at the inclusion room and information on CPOMS.

The summer term had shown an increase in behaviour incidents, particularly in the last two weeks, which appeared to be down to pupils who were anxious about going to college, although a lot of work had been done with them. In addition, some of the key incidents were with Year 6 pupils, who were again anxious about moving to secondary school.

There had also been an increase in harm to staff by pupils which included biting, pushing, kicking, and hitting and an increase in self harm, which involved one pupil and a referral had been made for help and support.

There had been a reduction in use of the reflection room, a reduction in harm pupil on pupil, a reduction in the use of care and control, a reduction in lunchtime incidents and a reduction in homophobic and sexualised behaviours.

Mrs K Horan informed Governors that from September, the ISP (Individual Support Plan) would be re-named RSP (Regulation Support Plan) and a proforma and case studies were presented to Governors at the meeting.

Mrs K Horan presented a proposal to Governors for moving forward to reduce behaviour and attitudes incidents. The pastoral team would be asked to present their ideas before this was shared.

Q: Would parents not be contacted sooner than presented on the proposal?

A: We would expect that this is already done through Class Dojo.

Q: How would we find out that there is a lot going on at home with a student?

A: We don't always find out until we start digging. Some families share a lot of information but some don't, and some students aren't able to communicate their needs. There has definitely been a gap in the past and the work done so far has already made an impact. Building on relationships with families is key.

The Governors thanked Kerry.

d) Personal Development

i). **After school and lunchtime clubs**

Ms C Blackburn reported that after school clubs had recommenced and lunchtime clubs were expanding, led by pupil interests. There had also been a lot of trips and leavers celebrations, including lazer zone and Eureka.

ii). **Physical and mental health**

Mrs C Blackburn reported that the Sullivan Room was becoming popular, with children learning to use the facilities to help themselves regulate.

Yoga training had been arranged for all staff in September 2022.

Rabbits had been introduced into school as the therapy dog had been very successful.

iii) **PCSO visits**

Julie Buxton had been in to school a couple of times.

The following dates were distributed to Governors for information:

- Leavers Day-24th June 2022
- Sports Day- 7th June 2022
- Residential in Keswick-11th -15th July 2022
- Teacher interview- w/c 11th July 2022
- Staff celebration event- 15th July 2022

		<ul style="list-style-type: none"> • Beach party- 20th July 2022 • INSET day- 5th September 2022 • Open morning- 17th September 2022 <p>The Chair requested that a phonics presentation be arranged for a future Governors meeting,</p> <p>ACTION: The Head Teacher to arrange for Jackie to present a phonics update to Governors.</p>	
79	Impact of CPD on quality of provision and outcomes for pupils.	<p>The Head Teacher reported that reading and phonics training was ongoing for staff. Several senior leaders were looking in to starting an NPQ. Safeguarding staff had completed all required safeguarding training. Three members of staff had completed COSHH Health & Safety training and all staff had completed the PREVENT training.</p> <p>Q: Has there been any County Lines training?</p> <p>A: We have had some staff training, and this is covered as part of the annual safeguarding training. We know our pupils very well and all staff are aware of what signs to look out for.</p>	
80	Governor Training and Governor Visits	<p>The Chair reported that the celebration assembly was fantastic and photographs were shared with Governors at the meeting.</p> <p>The Head Teacher thanked Mr K Hussain for assisting with interviews.</p>	
81	Financial Management and Monitoring	<p>Mrs R Thackray distributed the financial management and monitoring report to Governors in advance of the meeting, including the budget and gave a verbal update at the meeting, highlighting the following points:</p> <ul style="list-style-type: none"> • In September, the plan was to create a Resources and Finance committee that would meet three times per year to look at how the budget is spent in greater detail. • The budget was on track so far. • The School Led Tutoring claim deadline would be mid-September. • A premium was paid to Kirklees for sickness absence/supply, and this had been running at a deficit for a five-year period. Therefore, it was decided by Kirklees 	

		<p>that each school was to be surcharged. This came to £16,000. But. It is not clear how this would be dealt with in the future.</p> <ul style="list-style-type: none"> • Satellite funding was going to be available. However, the formula had not been agreed yet. The Calderdale formula had been shared with the Local Authority and they were expected to confirm a formula by the end of the week. • The building work was almost complete and was due to be finished by the end of July. This had caused an issue which had now been resolved. • The new classroom furniture arrived and was unpacked and in place ready for use. Additional resources were to be ordered. <p>Q: Who is coming up with the formula for the satellite funding? A: The Local Authority.</p> <p>Q: Are the two new classrooms secondary classrooms? A: Yes.</p> <p>The Governors thanked Mrs R Thackrey.</p>	
82	Safeguarding	<p>Mrs C Blackburn tabled her Safeguarding Report, indicating there had been no Significant changes in the number of pupils being supported. She provided the following updates:</p> <ul style="list-style-type: none"> • There was 1 pupil on a child protection plan. • There were 8 Children in Need (have a social worker) • There was 1 pupil with a TAF (Team around the Family Plan) • There were 16 pupils on Short Breaks plan. • There were 6 children who were looked after. • There were 3 children who were adopted. • There were 3 children with Special Guardianship Orders • There were no children registered as Missing in Education this term. • There were 11 pupils with CAMHS Learning Disability Nursing Support and 1 on the waiting list. • There were no pupils in the following categories: working with the MHST practitioner; on reduced timetables for safeguarding and behaviour reasons; or with individual safeguarding risk assessments. 	

		<p>With regard to incidents in referrals, so far in the Summer Term there had been:</p> <ul style="list-style-type: none"> • 1 allegation made against a member of staff and all requisite procedures, including HR advice, had been followed. • 1 allegation of alleged bullying • 33 online safety incidents (this year) • 7 Domestic Violence Report (this year) • 1 parent/carer complaint • 44 first-aid incidents, including a pupil who had banged his head. The school had worked with his family to get him safely back in school • 2 child protection referrals (this year) • 0 reported racist incidents; extremist concerns; female genital mutilation concerns; or forced marriage concerns. <p>Q: Is it the school Nurse who reports incidents of domestic violence? A: It is Operation Incompass.</p> <p>Mrs C Blackburn shared training information, attendance and next steps with Governors at the meeting.</p> <p>The Governors thanked Mrs C Blackburn for the updates.</p>	
83	Outreach	<p>Mrs C Blackburn reported that Richard Turner, Key Stage 3 Lead had been very keen to get involved with outreach and there had been a lot of requests for outreach that would have to be rejected.</p>	
84	Policy Updates	<p><u>Teacher Pay Policy</u></p> <p>The Teacher Pay Policy had been distributed to Governors in advance of the meeting.</p> <p>The Head Teacher informed Governors that this was a Kirklees policy, with some amendments.</p> <p>RESOLVED: The Governors approved the Teacher Pay Policy.</p>	

		<p>The Head Teacher informed Governors that policies were key to ensure fair and consistent processes and procedures. There were currently some policies that were not in place and needed to be. Therefore, a number of policies would be distributed to Governors in advance of the next meeting, for approval by Governors.</p> <p>ACTION: The Head Teacher to distribute the policy review list to Governors.</p>	HT
85	Any other Business	There were no items raised.	
86	Dates of future meetings and possible agenda items:	<p>The School Governor Meeting Schedule was presented to Governors at the meeting.</p> <p>RESOLVED: That the meetings of the full Governing Body be confirmed as scheduled, to be held in school at 5.30pm on the following dates:</p> <ul style="list-style-type: none"> ▪ Wednesday 28 September 2022 (Governor Development Meeting) ▪ Wednesday 16 November 2022 (FGB) ▪ Wednesday 15 March 2023 (FGB) ▪ Wednesday 17 May 2023 (Governor Development Meeting) ▪ Wednesday 5 July 2023 (FGB). <p>RESOLVED: That the meetings of the Finance and Resources Committee be confirmed, and to be held in school at 5.00pm-5.30pm on the following dates:</p> <ul style="list-style-type: none"> ▪ Wednesday 16 November 2022 ▪ Wednesday 15 March 2023 ▪ Wednesday 5 July 2023. <p>Governors noted the importance of Governor responsibilities that link to Governor skills, to build relationships and drive school improvement.</p> <p>The Chair noted the tenacity of everything that Mr R Robinson and the leadership team had taken on and the openness and honesty was admirable. The Chair thanked the Head Teacher and all staff for their hard work on behalf of the governing body.</p>	
87	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.	

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The Chair closed the meeting at 7.31pm