

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body held at 5:30 pm at the School on Wednesday, 14th May 2025.

PRESENT

Ms S Hoffmann (Chair), Mr R Robinson (Head Teacher - joined remotely by Teams), Mrs K Dickinson, Ms C Grey-Sharpe, Mrs J Kilbride, Mr S Patel.

In Attendance

Miss J Tingle (Minute Clerk)
Mrs M Carroll (Deputy Head Teacher)
Ms S Cocker (Deputy Head Teacher)
Mr Gareth Owen (Deputy Head Teacher)
Mrs Rachel Thackray (School Business Manager and Associate Member)

45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Mrs S Lee.

There were no declarations of interest.

46. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items notified to be raised under Any Other Business.

47. REPRESENTATION

The following matter of representation was noted:

Resignation

Governors were informed that Ms M Maguire, LA Governor, had tendered her resignation with effect from 22 January 2025.

The Head Teacher advised that one parent was interested in becoming a parent governor. Also, there was potential interest from a member of the leadership team at Camphill which the Head Teacher was working on.

ACTION: Minute clerk to find out what the parameters are for a replacement LA governor.

GCS Note: LA governors are appointed via an application process (application form is available on the Kirklees website).

48. MINUTES OF THE MEETING HELD ON 22nd JANUARY 2025

RESOLVED: That the minutes of the meeting held on 22nd January 2025 be approved and agreed by the Governing Body as a correct record.

49. MATTERS ARISINGa) Representation (Minute 29 (a) refers)

The Minute Clerk had provided the response from Kirklees to Ms Thackray to circulate to the Head Teacher and governors. Ms Grey-Sharpe had spoken to Trans Pennine. However, no one was able to commit. It was agreed that a recruitment strategy would be formalised at the next governors' development meeting.

ACTION: Governor recruitment strategy to be added to the agenda of the next development meeting.

b) LA meeting regarding PFA issues (Minute 31 refers)

Ms Thackray had followed this matter up. However, no date had been committed to by the LA.

ACTION: Ms Thackray to follow up again.

c) School development plan (Minute 35 refers)

The Head Teacher confirmed that this was in progress.

ACTION: Head Teacher to prepare a new SDP.

50. REPORTS FROM COMMITTEESFinance & Resources Committee

The committee had met prior to this meeting.

RESOLVED: That the minutes of the meeting held on 22nd January 2025, as recommended by the Committee, be approved.

51. LEADERSHIP REPORT TO GOVERNORS AND GOVERNORS' QUESTIONS

Ms Thackray had distributed several reports to the governors before the meeting.

(a) Leadership and Management

The Head Teacher noted that Kirklees had added Attendance figures, Exclusions figures and Wellbeing to the agenda which he was happy to add.

The Head Teacher had shared a 10-page document with governors detailing all the factors around the deficit. He expanded on the various aspects of the report at length.

The Head Teacher advised that a SEND funding review was trying to address the discrepancies and unfair banding.

Q: Are all Heads and leadership teams involved to even out funding for each banding?

A: It is all moderated. Schools are profiled and then a group of deputies will moderate it and analyse bands for consistency.

(b) Parental Complaint

There had been one parental complaint which Mrs Carroll had dealt with.

(c) Safeguarding Report

Mrs Carroll read through her latest report which was in the form of a table detailing the numbers under each category. There continued to be no children on protection plans. There was a reduction in the Children In Need which Mrs Carroll believed was due to the change in how the LA had changed the criteria rather than a true reduction.

The school was struggling to get a pupil into school despite all efforts including home visits. A letter was sent to the LA asking for support. However, the response was that the criteria was not met.

Q: What is the criteria?

A: Not being on roll for 20 days.

Q: Has anything happened to cause the absence?

A: The pupil has had a lot happening. The child feels they should be at college. The school has offered work experience. However, the child needs medical assistance, and the parent does not want their child to go to college.

The school had identified problematic sexualised behaviour. There were 4 incidents in January and 10 in May which involved 5 pupils. The police had attended school and spoken to staff and pupils. A charity was coming into school focusing on knife crime and vulnerable children on county lines.

Q: Do the police and charity make the language simple and accessible?

A: Yes, and there has been very positive feedback.

(d) Premises update

The Head Teacher advised that the school was working with Pinnacle on the life cycle equipment. Ms Grey-Sharpe informed the governors that the sensory path would be completed within the half term. Trans Pennine had supplied the building materials and paid for the installation.

(e) Staffing update

The Head Teacher updated the governors on staff movement including one going for promotion, one leaving and two who were retiring.

Q: Is recruitment going well?

A: Yes, there are 3 days of recruitment coming up.

(f) Therapeutic intervention updates

The Head Teacher had circulated two independently conducted reports for speech and language therapy, one being evaluation and one an impact report. The reports were scrutinised and implemented and had made a difference to the pupils.

Q: Are the therapists staff members?

A: No, they are independent and paid a daily rate.

(g) GDPR review

The data controller visited the school on 8th May 2025 with a view to updating the school's policies. A check is scheduled for the Autumn term following staff annual training.

There had been two data breaches reported this year. However, they were not classified as serious.

(h) Quality of Education

Ms Cocker had distributed a CPD report from January to April 2025. The school was proud of how it was developing a culture of quality of teaching, learning and development amongst the teachers. Teachers were working in pairs to build relationships and openness. Governors commented that professional partner works well. The school was focussing on communication techniques in the twilight time. Training around Arbor was carried out, amongst other training detailed in the report. An update on ECTs was provided.

Governors commented on how well the school was doing in terms of providing bespoke, personalised training which was really meeting children's needs and was a credit to the school.

Q: Could there be a way of generating income for the school by sending staff to train staff at other schools?

A: Potentially. The school has a social and moral responsibility to work with other schools and supporting others is a big part of the school's next step.

(i) Parent consultation and transition information

Mr Owen reported that the second consultation event of the year had been held last week. Additional workshops were organised and external speakers invited. The school charity shop was running and a pop-up café used. It was noted that attendance was down from 67% in November 2024 to 51% this time. The significant reduction was in the Discovery phase which was down by 40%. The vast majority of annual reviews take place for Discovery at this time and the school believed the timing should change for different phases as opposed to the whole school.

Q: Would this increase the number of times external parties have to come into school?

A: Yes. However, we can match the relevance of speakers to the timing and the focus of the event.

(j) Pupil outcomes update

Mr Owen distributed a report which showed various graphs on how pupils were achieving in the Spring term for English and Maths assessments and Holistic Targets assessments. Mr Owen highlighted that Trailblazers were more in line with Discovery and Explorers pathways since the last data. There was a drop in numbers for Explorers which will need interventions putting in place. For holistic targets, pupil premium pupils were performing in line with or better than others.

The gap was closing for Trailblazers. The governors complimented the staff on working very hard to achieve these outcomes.

Mr Owen provided a verbal update from Mrs Errett regarding the PFA. The well-being cabin was up and running and very well received.

Mr Owen left the meeting at 6.30pm to visit the pupils away at Cliffe House.

(k) Behaviour and Attitudes

Mrs Horan had distributed the Behaviour and Attitudes Report and the CPOMS Whole School EFL Monitoring Overview Spring Term. The Head ran through the details as Mrs Horan was unable to attend the meeting.

(l) Personal Development

Mrs Carroll updated the governors about a summer school which families would be able to attend as well. A grant had successfully been applied for by Ms Gray-Sharpe to fund the summer school as a trial.

Q: What is the uptake?

A: There are a number of people who want to attend, and we have staff support. So, it is looking viable.

Q: Is it just for current pupils or new starters?

A: New starters for now.

Mrs Carroll presented a calendar via PowerPoint for the meeting. This showed a variety of photos on a notice board for numerous events which had taken place. Mrs Carroll and Ms Gray-Sharpe elaborated on the events which included World Book Day, Team Eid with Bollywood Dancing and a Fashion Show, Animal Antics and VE Day in May. Dates for upcoming events for governors were listed on the leadership report to governors.

Ms Cocker also reported that a TV crew had been into school to promote numeracy day. The bulletin will be on ITV news next week.

The governors thanked the leadership team for all their efforts.

52. SAFEGUARDING

This item was discussed under Minute 51 (g).

53. PREMISES UPDATE AND PROGRAMME OF ANY SUMMER WORKS

This item was discussed earlier in the meeting.

Q: Are there any updates on the farm?

A: Yes, hopefully in June/July. There will be the tree house classroom and Trans Pennine may attend to do some volunteer days to start building the animal shelter.

54. STAFFING UPDATES/ARRANGEMENTS FOR THE ACADEMIC YEAR 2025/2026

This item was discussed under Minute 51 (e).

55. PE SPORTS PREMIUM FUNDING

The Head Teacher confirmed that the school will report on this by 31st July 2025.

56. FINANCIAL MANAGEMENT AND MONITORING

The projected deficit and the budget had been discussed at Minute 51 (a). The report was shared with governors at the Finance & Resources Committee meeting. It was noted that there will be changes to the budget depending on factors such as pupil numbers and funding. A final budget will be circulated to all governors in the coming weeks.

RESOLVED: That the budget as it stands be approved by governors.

The 10-page report prepared by the Head Teacher regarding the current financial position was discussed further.

Q: Would the Head like governors to put their names to the report before it is submitted?

A: Yes before 2nd or 3rd June.

Q: Is it worth sharing with local and Kirklees MPs?

A: Yes.

57. REVIEW PROGRESS AGAINST THE SIP AND SELF-EVALUATION FORM

This was covered earlier in the School Development Plan.

58. ATTAINMENT AND PROGRESS DATA OVER THE YEAR

This was covered under Minute 51.

59. REVIEW/APPROVAL OF POLICIES

There were no policies to discuss at present.

60. ANNUAL EVALUATION OF THE GOVERNING BOARD'S EFFECTIVENESS

This was planned to be discussed at the upcoming governors' development meeting in the summer term.

61. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were reminded that the cyber training was due for renewal.

The governor development meeting was held in March which included a tour of the outside areas. The Ofsted plan inspection toolkit and school development plan were also discussed at that meeting.

With regard to governor visits, Mrs Dickinson attended the PFA on 10 March 2025. It was noted that the weekly bulletin to pupils had just started. Mr Patel was planning to visit the PFA to focus on work experience. Mrs Carroll offered to co-ordinate for Mr Patel. A safeguarding visit was planned for the Chair with Mrs Carroll.

62. ANY OTHER BUSINESS

Ms Thackray advised that she had been made aware that the governors could approve that for a Dismissal Committee a governor from another school can attend to make up a quorum.

RESOLVED: That a governor from another school can make up a quorum if required for a Dismissals Committee.

GCS Note: *this will need to be a reciprocal agreement with another school who need to be named with the agreement in place from both governing boards.*

63. DATES OF FUTURE MEETINGS

RESOLVED: That the dates of the next meetings be confirmed as follows:

Wednesday 2nd July 2025 at 5pm (Governor Development)
 Wednesday 24th September 2025 at 4.30pm (Finance & Resources Committee)
 Wednesday 24th September 2025 at 5.30pm (Governing Board)
 Wednesday 12th November 2025 at 5pm (Governor Development)
 Wednesday 21st January 2026 at 4.30pm (Finance & Resources Committee)
 Wednesday 21st January 2026 at 5.30pm (Governing Board)
 Wednesday 11th March 2026 (Governor Development)
 Wednesday 13th May 2026 at 4.30pm (Finance & Resources Committee)
 Wednesday 13th May 2026 at 5.30pm (Governing Board)
 Wednesday 1st July 2026 (Governor Development)

64. 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, in accordance with the Freedom of Information Act.

ACTION LOG:

Minute	Action	By Whom
47	<u>Representation</u> Minute clerk to ask the LA what the parameters are for a replacement LA governor.	Miss J Tingle
49 (a)	<u>Representation</u> Add governor recruitment strategy to the agenda of the next development meeting.	Head Teacher
49 (b)	<u>LA Meeting re PFA</u> Follow up with the LA for a meeting regarding PFA issues.	Ms Thackray
49 (c)	<u>School Development Plan</u> Head Teacher to prepare a new SDP	Head Teacher