

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body held at 5.30pm at the School on Wednesday, 8 July 2026.

PRESENT

Ms S Hoffmann (Chair), Ms S Lee, Mr R Robinson (Head Teacher), Ms C Grey-Sharpe, Ms A Hunter, Mr S Patel.

In Attendance

Miss S Cocker (Deputy Head Teacher)
Mrs R Thackray (School Business Manager (SBM) and Associate Member)
Mrs M Carroll (Deputy Head Teacher)
Mr G Owen (Deputy Head Teacher)
Mrs J Giles (Minute Clerk)

45. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received, with consent, from Mr G Denison and Ms K Dickinson.

There were no declarations of interest.

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

No matters were notified to be brought up under Any Other Business.

47. REPRESENTATION

The following matters of representation were noted:

(a)	<u>Appointments</u>		
	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
	Gary Denison	Parent	11 March 2026
	Sufyan Patel	Parent	24 June 2026

It was noted that there was a schools' code of conduct register that the new governors would be required to complete.

ACTION: The Chair to contact the new governors regarding the code of conduct register.

(b) Current vacancies

1 Co-opted seat, 1 LA seat.

48. MINUTES OF THE MEETING HELD ON 11 MARCH 2026

RESOLVED: That the minutes of the meeting held on 11 March 2026 be approved and signed by the Chair as a correct record.

49. MATTERS ARISINGa) Declaration of Interest (Minute 30(a) refers)

This action was complete.

b) Appointment of Governors (Minute 30(c) refers)

This action was complete.

c) LA Governor parameters (Minutes 11 (a) and 30 (c) refer)

This action remained open.

d) LA Meeting re PFA (Minutes 11 (c) and 30 (d) refer)

The SBM advised that there was no update.

Q: What has been suggested?

A: This relates to increased fencing and a change of access from the community centre. The caretaker is not working there anymore.

e) Staff/pupil ratio numbers (Minutes 12 and 30 (e) refer)

This action was complete.

g) Governor Training Record (Minutes 15 (d) and 13 (g) refer)

This action was complete. The SBM asked Governors to share any training and visits that had taken place with her to capture in the log.

h) Governor Recruitment (Minute 33 (a) refers)

This would be discussed later in the meeting.

i) Policy Reviews (Minute 39 refers)

The SBM had shared a list of policies for review. There was a discussion around which policies needed to be reviewed and approved by the FGB and those which could be managed within committees. It was agreed that new policies and policies with significant change should be shared at FGB meetings.

ACTION: The SBM to update and circulate the policy review schedule.

j) Medical Needs Policy (Minute 39 refers)

The policy had been reviewed by Locala whose view was that the Medical Needs Policy needed to be amended. Locala had recommended the format of the Fairfield policy.

k) Data Protection Policy (Minute 39 refers)

The SBM advised that there had been 4 data breaches since February 2025, none of which were significant. All had been reported. Staff had been reminded to check the email address where they were sending correspondence. The school had started to password protect certain documents that were sent out to parents.

50. FINANCIAL MANAGEMENT AND MONITORINGTo approve the School Budget 2026-2027 (Minute 35 refers)

The Chair advised that the Finance and Resources Committee had agreed in May 2026 that they would not sign the budget and to send a letter to the LA. This had taken place and an acknowledgment had been received.

51. REPORTS FROM COMMITTEES AND GOVERNORS WITH RESPONSIBILITIESFinance & Resources Committee

The Finance and Resources Committee meeting had taken place immediately before the FGB. The Chair of the Committee advised the following key points:

- The banding for half of the pupils had been reviewed to date.
- 17 Kirklees schools would have a deficit of more than £100,000 next year.
- The LA were conducting a SEND review to be in place for April 2027. The school hoped this would lead to more clarity about the budget and deficit.
- There would be a change of room to become a medical room to meet higher pupil medical needs.
- An Inclusion Hub would be created to enable the school to be more proactive and better meet pupils needs.
- At Easter, DfE colleagues had come to check readiness for the handover from the Pinnacle but there were still no timescales for this.
- One minibus had been involved in an accident and may be written off. If so, this raised the question of how the replacement would be funded. The SBM would consult with all governors when the information was available. With the insurance there had been a discussion about gap insurance to mitigate risk.

ACTION: The SBM to consult with all governors about potential minibus replacement when the information was available.

To appoint a SEND Link Governor (Minute 28 (b) refers)

The need to appoint a SEND link Governor had been identified.

RESOLVED: That Ms A Hunter be the SEND link governor.

52. GOVERNOR TRAINING AND GOVERNOR VISITS

The following governor visits were reported:

- Mr G Denison had attended for a Health and Safety visit on 24th June 2026. A Health and Safety walk had also taken place.
- The Chair had met with Mrs K Horan. The focus was on attitudes. The children were very engaged. Children had been able to be inside during lunchtime as well as outside which was beneficial.
- Mr Patel had attended for the leavers' assembly.

53. REVIEW OF COMMITTEE MEMBERSHIP AND AD HOC PANELS

Governors were advised to refer to the LA's Committee Matters guidance, particularly regarding the formation of ad hoc panels. It was noted that the FGB should agree on arrangements for convening panels from a pool of eligible and available governors for the following statutory functions:

Staff Dismissal
Dismissal Appeals
Complaints
Pay
Appeals
Pupil Discipline

RESOLVED: That governors be selected from a pool of eligible and available governors to attend ad hoc panels as necessary.

54. LEADERSHIP REPORT TO GOVENORS AND GOVERNORS' QUESTIONS

The Head Teacher distributed a document to Governors during the meeting. Points were noted as follows:

(a) Leadership and Management

Complaints: Nothing formal had been received since the previous meeting.

HR: An attendance hearing had taken place.

Safeguarding: The safeguarding report had been circulated and included the following:

The school had a high percentage of children in care which included children who were looked after and special guardianship orders/family arrangement. There had been 15 allegations made against staff; no case to answer had been found. There was sometimes a pattern of children making allegations against staff and, in these cases, it was clear that some pupils could not be left alone with a single member of staff.

The number of child-on-child incidents had reduced overall.

Online incidents had increased; to address this, various initiatives had been undertaken which had included whole school assemblies, information sent to parents and police targeted work. Some children needed to sign about explicit images and a lot of time had been taken up. The PHSE and online safety links would include a student page on the bulletin.

Prejudice/discriminatory incidents had reduced. There was constant work with children about values.

Q: Have the interventions helped?

A: There has been a reduction in discriminatory language. The biggest issue is sexist/misogynistic language.

Threats had increased but verbal abuse had gone down - this was often dysregulated children.

Child on staff incidents – physical incidents had decreased. Discriminatory incidents and threats had increased. There was a new category of verbal incidents which was often when children were dysregulated. It was about recognising when there needed to be consequences.

Reported harmful sexual behaviour - there had been 9 incidents with 6 pupils. 2 members of the safeguarding team had received specific training. If the pupil had not yet reached puberty this could not be classified as sexual behaviour. Some of the behaviour had been targeted towards staff and there had been a need to report some to the police.

There were no extremist concerns. One pupil was being monitored and this had gone to prevent and to the exploitation panel. They had been offered after school activities, for example music, which had gone well.

Online safety - some incidents had been referred to the exploitation panel and pupils were receiving support. Medical incidents – it was noted that the number of incidents involving epilepsy and seizures was increasing.

Safeguarding actions included:

- Weekly safeguarding bulletin
- Annual safeguarding training - KCSIE - this would take place in the third week of the Autumn term. The prevent training would also be undertaken.
- Weekly safeguarding meeting held.
- Safeguarding supervision was in place.
- The safeguarding team was making referrals as required to a range of agencies. This could be time-consuming.
- Links with Occupational Therapy and Speech and Language Therapy were being made.

It was noted that two members of the safeguarding team had left. An advert for a replacement and for an SEN administrator had gone out for recruitment.

(b) Admissions

There had been 265 requests for places for September 2027. The satellite provision had been paused for a year. The LA had stated that the school could accommodate 200 pupils in the building. It was likely there would be 204 or 205 pupils in the new school year; the school was taking more children, but the building size had not increased.

The LA had provided reassurance that they were looking for a long-term solution for PfA premises.

(c) Parent and Staff Survey

The parent survey results were very positive overall and there had been more respondents than previously.

Staff Survey results were largely positive.

Q: 26% of staff said they did not feel that behaviour was managed consistently why is this?

A: The changing needs of the children and the skills, understanding and knowledge of staff was impacting this. Some staff felt that there needed to be a blanket approach, but this was not the case. In some classes there were different standards and expectations than in others. This needed to be monitored. The Inclusion Hub would also help. The school was putting the onus back on staff for what they did when they saw a pupil becoming dysregulated. There was also an element of the learning not being engaging enough.

Q: Are the issues the same in all phases?

A: Teenagers are more likely to try to leave a lesson.

Q: Are the training and approaches different in different phases?

A: Pupils have their own support plans, but these are not always being used.

It was noted that a September launch would reinforce the message that behaviour and conduct are the responsibility of all staff members.

(d) Quality of Education

CPD Update: The CPD system was not fully functioning. Details would be shared when possible.

ACTION: The HT to share the CPD update when this was available.

ECT Update: One ECT had signed off and the other would be completed by the end of term. One ECT would be continuing their second year, and another would join in September. The Chair asked the school to pass on congratulations to the ECTs on behalf of the governors.

Spring 2026 pupil performance report: The report showed how pupils were progressing against the Ravenshall progression guidance in English and Maths, as well as in Holistic Targets.

Progress comparisons were made between:

- Phases in each strand of English and Maths
- Pupils who were and were not eligible for pupil premium funding in each strand of English and Maths
- Terms in each strand of English and Maths
- Phases in each strand of Holistic Targets
- Pupils who were and were not eligible for pupil premium funding in each strand of Holistic Targets
- Terms in each strand of Holistic Targets.

Follow up actions were planned in each area.

Q: Is there no data for English trailblazers?

A: This has been under review.

It was noted that in maths there was generally an upward turn in progress from autumn to spring. There were a couple of areas of downward trend which were being investigated. Interventions had taken place. Data from summer was due soon and hopefully the impact of the interventions would be seen.

For holistic targets, some phases performed better than others. It was noted that, within trailblazers, a secondary school model was adopted whereby pupils were taught by different teachers, requiring holistic targets to be addressed across a number of staff members.

Governors stated that, as the holistic targets were taken from EHCPs, and it would be helpful to see this. Governors were informed that there would be data on how pupils were progressing. However not all pupils' outcomes were reviewed at the same point in the year.

ACTION: The HT to share data about holistic targets.

The HT said the current system with maths and especially in the trailblazer phase was not working as well as it could be.

Q: How is the holistic target setting going?

A: The annual review objectives will be reviewed and agreed for each pupil and the way that teachers are facilitating and recording progress will be reviewed.

Q: Do you expect the holistic assessment to demonstrate progress?

A: Not as much as in English and maths. A pupil that has achieved their target at the end of term will be set a new target, but where they have not then they will work on the same target with a different approach which means that the progress is not as clear.

For staff, getting the data was very time-consuming. A broader long-term target would provide more opportunity for little steps to be captured. The new system would reduce staff workload.

ACTION: The HT to show governors the new assessment system in the Autumn term.

At this point the agenda was taken out of order.

55. PE & SPORT PREMIUM

It was noted that the FGB was required to review the PE & Sport Premium annual report (funding, spending, impact and required swimming data) and approve it for website publication and DfE digital submission, noting it must be signed off by the Headteacher and Chair of Governors.

Q: Is there a reason why 4 sets of equipment are needed?

A: Sometimes classes are merged to carry out activities. The sports premium could only be used on designated areas of spend.

Q: How is the money based?

A: It is based on primary pupil numbers. From Christmas onward the system for sports premium will be changing.

Q: Is some of it used for after school clubs?

A: Yes, and for activities in the playground to encourage pupils at playtime to be more physical.

RESOLVED: That the Sports Premium review be agreed and signed off.

56. EDUCATIONAL VISITS

A report had been produced which showed the educational visits that had been undertaken, which of these were regular visits as part of the curriculum and which were extra. There was an overview of participation from each of the pupils. Some pupils were not able to take part in trips if they were not able to self-regulate to an extent where they would be safe. For PfA students, the majority of their time was out in the community.

At this stage in the meeting the Leadership Team report was resumed.

(a) Behaviour and Attitudes

Mrs Horan had written a report but had been unable to attend. The HT talked through the report which included the following points:

- Seclusions and fixed term suspensions were much lower than previously.
- The funding for the parent workshops had been cut but the school would provide.

(b) Personal Development

- RHSE statutory changes – governors were informed that until last week the SEND update had not been available. There were a lot of areas that had been added for PSHE. Some of the areas only needed to be taught if there was a significant reason for doing so. The school had developed their approach.
- Dates - Wednesday 15 July - Ravensfest. Discovery leavers' assembly
- The SBM said that per whole time equivalent member of staff there had been 9.42 days off in a 12-month period. This was the lowest absence rate for any special school in the LA.

Q: Why has satellite provision been paused?

A: When satellite provision was conceived there was a group of children who sat between mainstream and special. There was now additional resource provision in mainstream schools. There was no longer a cohort who sat between special and mainstream as they were included in mainstream. The LA had not identified any children appropriate for the provision.

The Chair thanked the Head Teacher and the team for their thorough reports.

57. SAFEGUARDING

This item had been covered under Minute 33(a) above.

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

This item had been covered earlier in the meeting.

59. REPORT FROM GOVERNOR DEVELOPMENT MEETING

The budget had been discussed at length. There had been a session on trauma informed practice. The risk register had been developed and discussed.

60. ATTAINMENT AND PROGRESS DATA OVER THE YEAR

This item had been covered earlier in the meeting.

61. REVIEW PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN (SIP) AND SELF EVALUATION FORM (SEF)

This item had been covered earlier in the meeting.

62. STAFFING UPDATES/ARRANGEMENTS FOR THE ACADEMIC YEAR 2026/2027

This item had been covered earlier in the meeting.

63. REVIEW/APPROVAL OF POLICIES(a) Medical Needs Policy

The Governors had reviewed the policy. However, there were questions which Mrs Carroll would be best suited to answer. Therefore, this was to be discussed at the next meeting.

ACTION: To include the Medical Needs Policy as an agenda item at the next meeting of the FGB.

(b) Restrictive Interventions

Governors needed to have oversight of restrictive interventions. This would be covered in the visit for the lead governor and would include what had been recorded and how this went through the system

RESOLVED: That the Restrictive Interventions Policy be approved.

(c) AI Policy

The HT advised that staff had read and signed the policy. The Chair asked that governors be involved in AI training.

RESOLVED: That the AI Policy be approved.

64. PE & SPORTS PREMIUM

This item had been covered earlier in the meeting.

65. PREMISES UPDATES AND PROGRAMMES OF ANY SUMMER WORK(S)

This item had been covered earlier in the meeting.

66. ANY OTHER BUSINESS(a) School Based Email Addresses

Governors were reminded of the requirement to use school-based emails.

(b) Home tutoring**Q: How do arrangements with home tutoring work?****A:** This is about persistent school refusal. Staff members are supporting a pupil at home.(c) Interviews

The Head Teacher advised that there would be an interview panel required on Monday 13 July and that, if possible, it would be helpful to have an independent person on the panel.

ACTION: Governors to advise whether they can be available for the interview panel on Monday 13 July.

67. DATES OF FUTURE MEETINGS

RESOLVED: That the date of the next meeting of the FGB be confirmed as Wednesday 23rd September 2026 at 5.30pm at the school.

At 7.24 pm staff members (except the SBM) left the meeting.

68. **DELETED – See Minute 69**69. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.

RESOLVED: That Minute 68 be excluded from the copy to be made available at the School and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to the staff.

The meeting closed at 7.35 pm.

ACTION LOG:

Minute	Action	By Whom
47	<u>Representation</u> The Chair to contact the new governors about the code of conduct register.	Chair
49 (c)	<u>LA Governor Parameters</u> School to contact Governors for Schools.	Ms Thackray
49 (i)	<u>Policy Reviews</u> School to prepare a document listing all policies, review dates and who to approve.	Ms Thackray

51	<u>Finances and Resources Committee</u> The SBM to consult with all governors about potential minibuss replacement when the information was available.	Ms Thackray
54	<u>Leadership Report</u> The HT to share the CPD update when this was available. The HT to share data about holistic targets. The HT to show governors the new assessment system in the Autumn term.	HT HT HT
63	<u>Review/Approval of Policies</u> To include the Medical Needs Policy as an agenda item at the next meeting of the FGB.	Governor Clerking Service
66	<u>Any Other Business</u> Governors to advise whether they can be available for the interview panel on Monday 13 July.	All governors