

**THE GOVERNING BODY OF RAVENSHALL SCHOOL**

Minutes of the meeting of the Governing Body held at 5:30 pm at the School on Wednesday, 25<sup>th</sup> September 2024.

**PRESENT**

Ms S Hoffmann (Chair), Mr R Robinson (Head Teacher), Mrs K Dickinson, Ms C Grey-Sharpe, Mrs S Lee, Mr S Patel.

**In Attendance**

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

**1. ELECTION OF CHAIR**

No election was had as Ms Sarah Hoffmann was elected for four years at the meeting held last academic year on 17<sup>th</sup> May 2023.

**2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received with consent from Mrs J Kilbride and Ms M Maguire.

There were no declarations of interest.

**2.1 Approve the Governors' Code of Conduct**

**RESOLVED:** Governors present, confirmed their approval of the NGA Governors' Code of Conduct.

**2.2 Declaration of Business Interest Information**

There were no declarations of interest to record.

**2.3 GIAS**

**RESOLVED:** That the Head Teacher confirmed that the record on Get Information About Schools was up to date.

**3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER AOB**

The Head Teacher requested that a confidential item be discussed with the governors only at the end of the meeting.

**4. REPRESENTATION**

Governors noted the following matter of representation:

<u>Resignation Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr I Elloi	Co-opted	13.9.2024

The resignation of Mr I Elloi due to work commitments was accepted.

Governors noted that there were 2 Parent Governor vacancies. The Head Teacher advised that he had approached parents. However, no interest had been forthcoming as yet.

**ACTION:** Minute clerk to ask the LA to look at the database for potential co-opted governors

**Q: Where do we stand if there is no interest from parents?**

A: We will approach parents individually if needs be.

## 5. ELECTION OF VICE-CHAIR

**RESOLVED:** That Mrs K Dickinson hold the post of Vice-Chair for 2 years until the Annual (Unanimously) Meeting in 2026

## 6. REVIEW OF COMMITTEES

### 6.1 Committee Membership

**RESOLVED:** That the Committee membership be as detailed below:

#### Finance and Resources

Mrs S Lee (Chair)  
Mrs K Dickenson  
Ms S Hoffmann  
Mr R Robinson  
Mrs R Thackray

#### Head Teacher Appraisal Committee

Mrs K Dickenson  
Ms S Hoffmann  
Mrs M Maguire

#### Dismissal Committee

Mrs S Hoffmann  
Mr S Patel

**SGS Note:** Composition of committees cannot be less than 3 governors.

#### Pay Committee

Mrs K Dickenson  
Ms S Hoffmann  
Mrs M Maguire

#### Ad hoc Committees

The following Committees would be drawn from a pool of the whole Governing Body, based on eligibility to serve, training completed and availability to attend a meeting:

- Admissions Committee
- Admissions Appeals Committee
- Staffing Committee
- Pupil Discipline Committee
- Complaints Committee
- Dismissal Appeals Committee - Ms S Hoffmann, Ms J Kilbride, Ms M Maguire

If there were fewer than three governors from Ravenshall School available, independent governors through another local school or through their LA's Governor Services team would be sourced to make up the committee.

The current pool of governors include:

- Mrs K Dickenson
- Ms C Grey – Sharpe
- Ms J Kilbride
- Mrs S Lee
- Ms S Hoffmann
- Ms M Maguire
- Mr S Patel

## 6.2 Head Teacher's Performance Management

**RESOLVED:** That the Head Teacher's Appraisal Panel along with Kirklees Learning Partner would meet in the morning of 27th November 2024.

## 6.3 Terms of Reference

**RESOLVED:** That the Governing Body chose to adopt the Kirklees Model terms of reference for the Governing Body and its Committees

## 7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Governors noted that the vacancies could be filled when new governors were appointed.

**RESOLVED:** That Governors with specific responsibilities be appointed as follows:

- Leadership, Management and Strategy Governor – Ms S Hoffmann
- Preparation for Adult Life and Careers Governor – Mr S Patel
- Governor Training Contact - Ms R Thackray
- Governor for the Quality of Education – Ms M Maguire
- Attendance, Child Protection, Children Looked After and Safeguarding Governor – Ms S Hoffmann
- Health and Safety Governor – Ms J Kilbride
- Wellbeing and Equality Governor – Mrs K Dickinson
- Pupil Premium Link Governor
- Behaviour and Attitudes Governor- Mrs S Lee

- Finance and Resources Governor, Online Safety and Website Compliance Governor – Mrs S Lee

## 8. DELEGATION OF FINANCIAL POWERS TO THE HEADTEACHER

**RESOLVED:** That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (a) Planning and conducting the affairs of the school to remain solvent.
- (b) 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.
- (c) Ensuring that funding from the LA and any other sources was used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require satisfying the LA that the financial management and organisation of the Governing Body were 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 15<sup>TH</sup> MAY 2024

**RESOLVED:** That the minutes of the meeting held on 15<sup>th</sup> May 2024 be approved by the Chair as a correct record.

## 10. MATTERS ARISING

Governors agreed that all actions had been completed and there were no matters arising.

## 11. REPORTS FROM COMMITTEES AND NAMED GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Ms Hoffmann reported that she had visited the school and discussed the single central record with Ms Thackray.

Mrs Lee and Mrs Dickinson had met with Mr Robinson regarding his well-being.

Mrs Lee provided an overview of the Finance and Resources Committee meeting which had been held earlier in the evening. The key items discussed were:

- budget, significant income and expenditure
- difficulties with the SEND co-ordinator at the LA
- correct bandings for children and changing needs
- pupil numbers reducing and impacting budget
- PFA gaining a container for staff workspace

## 12. GOVERNOR TRAINING AND GOVERNOR VISITS

The visits were shared and discussed at the last meeting. Governors were reminded that training was on GLAD.

The Chair thanked everyone who had attended the school. The Head Teacher supported the governors and asked for visits to be arranged for their specific responsibilities.

### 13. SENIOR LEADERSHIP REPORT AND GOVERNORS' QUESTIONS

Ms Thackray had distributed a number of reports to the governors. The Head Teacher also presented the leadership report to governors as a slide presentation.

#### (a) Leadership and Management

The Head Teacher outlined in depth the following key priorities of the School Development Plan:

- i. Refining the curriculum
- ii. Developing the curriculum offer
- iii. Communication
- iv. Developing a coaching culture
- v. Professional development-support staff
- vi. Emotion coaching
- vii. Holistic targets
- viii. Parental engagement
- ix. High expectations

**Q: Did the plan for professional development for support staff come out of the staff survey?**

A: It came from the leadership observing staff and recognising that it is an area to develop for support staff.

#### (b) Looked After Children

The report had been distributed to the governors.

**Q: Was the attendance in comparison to CLA?**

A: It was slightly lower. Overall attendance is very good.

#### (c) Parental Complaints

There were none to report.

#### (d) Safeguarding report

Mrs Carroll distributed her report to governors at the meeting and provided an in-depth review. There was a team of 10 and it was noted that having a bi-lingual staff member for home visits was hugely helpful. DSL training was completed. Reports to be updated were highlighted in yellow.

**ACTION:** Ms Thackray to send governors the KCSIE link to be signed.

There was a weekly staff bulletin with a quiz introduced.

There was continued concern about the PFA area where groups of men were congregating in an intimidating manner. Reports had been made by the school to the police and the LA and nothing had happened. The Head Teacher asked for support from governors to write a letter.

**ACTION:** Governors letter to be added to the 2024 plan by Mrs Carroll

The school were exploring the opportunity to discuss online safety when parents were at school for consultation evenings.

**Q: Are all the LADO referrals resolved?**

A: yes

The safeguarding policy had been updated and was in the pack of documents distributed.

(e) Quality of Education

Ms Cocker went through the information outlined in the CPD report which had been distributed.

Mr Owen had shared a progress report on Pupil Progress which he explained was to track pupil progress against their predicted progression rate in English and maths and holistic targets. The impact on previous actions and interventions was outlined.

The Chair congratulated all of the staff on making sure that the majority of pupils make lots of progression and for those that needed extra help there are actions in place.

Ms Cocker provided a headline update on MQTL. A Lessons Observations Findings Summary PowerPoint presentation had been distributed which Ms Cocker expanded on.

**ACTION:** Ms Cocker to send out the MQTL report

**Q: What is the difference between a learning walk and a formal observation:**

A: Formal observation is of a full lesson and is compared to the lesson plan, whereas a learning walk is more of a drop in across school and the feedback is to the whole of the staff team.

(f) Behaviour and Attitudes

The staff Wellbeing flyers and Audit had been distributed. The Head Teacher provided an overview of the progress. The audit showed a traffic light system of progress on each section.

Governors noted that it was very thorough and demonstrated that staff were being listened to.

The Head Teacher presented the data on the behaviour and attitudes report.

There were no exclusions or suspensions to report this term.

The Head Teacher also referred to the LA Cygnet programme which involved families coming into school to support their children.

(g) Personal Development

Mrs Carroll reported that attendance was in the low 90% and above the national average against other special schools. A weekly meeting was held with the family

wellbeing officer and students below 90% were reviewed and reasons established.

The Head Teacher reported that the school had ramped up on careers for children and there was a detailed action plan related to the school development plan. The school was focussing on after school clubs.

A fund-raising report had been distributed and a sensory garden was in use and the focus was developing a farm area.

(h) Building contract

Ms Thackray updated the governors on the fact that the building contract was due to expire on 31 August 2031. The LA had prepared a health check due next year. Governors were asked to note that they might be asked to be involved and there may be a meeting in November.

**ACTION:** Ms Thackray to send a link to the White Fraser Report

(i) Dates for Governors

Governors were encouraged to attend the following events:

8th November 2024 Beauty and the Beast production  
13<sup>th</sup> November 2024 parent consultations  
15<sup>th</sup> November 2024 Children in Need Day  
18th December 2024 Discovery Christmas Nativity

14. FINANCIAL MANAGEMENT AND MONITORING (Minute 17 refers)

This item was discussed under Minute 11.

15. SCHOOL DEVELOPMENT PLAN

This item was discussed under Minute 13.

16. GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2024/25

The Head Teacher reviewed the Governors skills audit report which had been handed out. A traffic light system identified strengths and where development was needed.

17. SAFEGUARDING

This item was discussed at Minute 13.

18. IMPACT OF CPD

This item was discussed at Minute 13.

19. REPORT FROM GOVERNOR DEVELOPMENT MEETING

This had been re-arranged to November.

20. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

The governors had received the Kirklees Model Complaints Policy.

**RESOLVED:** That the following policies be adopted:

- Kirklees Model Complaints Policy 2024
- School Uniforms Policy

**ACTION:** The other policies listed on the agenda are to be sent out to the governors and the Minute Clerk to obtain the updated Kirklees Model Appraisal Policy as changed by the new government

21. ANY OTHER BUSINESS

The confidential item was discussed at the end of the meeting.

22. DATES OF FUTURE MEETINGS

The Head Teacher had sent out dates which the governors agreed.

***All attendees left the room except for the governors Ms Hoffmann, Mrs Dickinson, Mrs Lee and Mr Patel and the Head Teacher.***

23. **DELETED – See Minute 24**24. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 23 be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act 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 staff.

**ACTION LOG:**

Minute Number	Action	By Whom
4	Minute clerk to ask the LA to look at the database for potential co-opted governors	Miss J Tingle
11 (d)	The KCSIE link to be sent to governors	Ms Thackray
11 (d)	Governors letter to be added to the 2024 safeguarding plan	Mrs Carroll
11 (e)	MQTL report to be sent to governors	Ms Cocker
11 (h)	Link to the White Fraser Report to be sent to governors	Ms Thackray
20	Policies to be sent to governors for review Updated Model Appraisal Policy to be obtained from the LA	All governors/ Miss J Tingle