Kirklees Directorate for Children & Young People DfE: 7005

**THE GOVERNING BODY OF Ravenshall School**

Minutes of the meeting of the Governing Body held at 5:30 pm at the School on Wednesday,

27th September 2023.

PRESENT

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

Mrs S Lee, Mr S Patel,

In Attendance

Mrs Clare Blackburn (Deputy Head)

Ms Sophie Cocker (Assistant Head)

Ms Becks Errett (Assistant Head)

Ms Kirsty Horan (Assistant Head)

Mr Gareth Owen (Deputy Head)

Mrs Rachel Thackray (School Business Manager and Associate Member)

Mr David Evans (Minute Clerk)

6. Election of Chair

Ms Sarah Hoffman was elected for four years at the meeting held last academic year on  
 17th May 2023  
  
7. Apologies for absence, consent and declarations of interest

Apologies were received with consent from Mr Liam Crowther, Mr I Eloi, Mr K Hussain (Co-

Vice Chair), Ms M Maguire (Co-Vice Chair))

There were no declarations of interest.

7.1 Approve the Governors’ Code of Conduct

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

7.2 Declaration of Business Interest Information

**ACTION**: New Governor, Ms J Kilbride, to complete the Register of Business Interest form.

7.3GIAS

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

8. Notification of Items to be brought up under AOB:  
   
 - Lettings Policy.

9. Representation  
  
 **RESOLVED:** That the following appointments are confirmed:

Appointments

Name Category With Effect From

Ms J Kilbride Co-opted 05/07/2023

Ms C Grey Sharpe Staff 20/09/2023

10. ELECTION OF VICE-CHAIR  
  
 **ACTION:** That the election of vice chairs be postponed until the next Full Governing   
 Board meeting to ascertain the willingness of the vice chairs to continue, as preferred by the present governors.

11. REVIEW OF COMMITTEES

(a) Committee Membership  
  
 **RESOLVED**: That the Committee membership be as detailed below:

Finance and Resources

Mr Liam Crowther (Chair)  
Mrs K Dickenson

Mrs S Lee  
Ms S Hoffman

Mr K Hussain

Mr R Robinson

Mrs R Thackray

Head Teacher Appraisal Committee

Mrs K Dickenson  
Ms S Hoffmann

Ms M Maguire

Dismissal Committee

Mr I Eloi

Mrs S Hoffman

Mr S Patel

Pay Committee

Mrs K Dickenson  
Ms S Hoffmann

Ms 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:

• Mr Liam Crowther

• Mrs K Dickenson

• Mr I Eloi

• Ms C Grey – Sharpe

• Ms J Kilbride

• Mrs S Lee

• Ms S Hoffmann

• Mr K Hussain

• Ms M Maguire

• Mr S Patel

**ACTION**: GCS to confirm whether or not that a Governing Board must, legally have a pupil discipline committee.  
  
(b) Head Teacher’s Performance Management

**RESOLVED**: That the Head Teacher’s Appraisal Panel along with Kirklees Learning Partner would meet in the morning of 14th November 2023.  
  
(c) Terms of Reference

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

12.To appoint Governors with Specific Responsibilities

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

* Leadership, Management and Strategy Governor – Ms S Hoffman
* Preparation for Adult Life and Careers Governor – Mr S Patel and Mr K Hussain
* 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 – Ms K Hussain
* Pupil Premium Link Governor – Mr L Crowther
* Behaviour and Attitudes Governor – Ms S Lee and Mr I Eloi
* Finance and Resources Governor, Online Safety and Website Compliance Governor – Mr L Crowther

**ACTION:** All governors to advise Ms R Thackray of any training booked.

13. 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:

1. Planning and conducting the affairs of the school to remain solvent.
2. 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.
3. Ensuring that funding from the LA and any other sources was used only in accordance with the conditions attached to that funding.
4. Providing such information as the LA may reasonably require to satisfy 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.

14. MINUTES OF THE MEETING HELD ON 5th July 2023

RESOLVED: That the minutes of the meeting held on 5th July 2023 be approved by the Chair as a correct record.

ACTION: Minute 73 was still a live action and GCS service was asked if it can alter the time frames of the production of minutes and papers so Governors can receive them ten working days before the next meeting.

ACTION: Minute 74a, should be changed from ACTION to RESOLVED.

15. MATTERS ARISING

10.1 Mini-bus insurance update

The insurance company had paid £23,000 from the claim for the two stolen mini buses. This was an amount substantially below the cost of one new mini bus.

10.2 Feedback from Governor Development meeting

The Governor development meeting covered feedback from visits from the PfA site,

OFSTED, the role of governors and likely questions to be asked, resulting in the

development of a Governor information file, which was distributed at the meeting.

10.3 School Nurse Recruitment

The school had appointed Joanne Leather, who would start her position in the week before half-term.

16. MINUTES FROM THE MEETING HELD ON 19TH SEPTEMBER 2023  
  
 (a) Mr I Eloi availability

Ms S Hoffman felt that GCS had made contact with Mr I Eloi but would like confirmation of the outcome.

**ACTION:** GCS to confirm Mr I Eloi’s attendance at the complaint’s meeting on   
 02/10/2023  
  
 GCS Note from minutes was still relevant: For the avoidance of doubt, all communication should be through the Complaints Co-ordinator, as the Clerk to the Governors; neither party should send responses to the other directly.

(b) GCS to establish Complaints Committee Chair

**RESOLVED**: That Mr I Eloi would be chair for the meeting.

17. REPORTS FROM COMMITTEES

Finance and Resources Committee reported was presented by Ms R Thackery:

* All reports from SAP and Money Manager balance, and the report was tabled.
* Premises continue to be updated from works over summer,
* Health and Safety walks have begun and we now have a Governor responsible for Health and Safety, a fire drill had been conducted and a lockdown practice was planned in the forthcoming week,
* Dates of future meetings were summarised below (Minute 4 refers)

18. HEAD TEACHER’S REPORT / DATA REPORT AND GOVERNORS’ QUESTIONS

(a) Leadership and management

An updated school development plan was introduced by Head teacher and was tabled in the new Governor files. Head teacher outlined the key priorities of the plan:

1. Engagement for Learning,
2. Subject Leadership,
3. Safeguarding,
4. Teaching and Learning.
5. Communicating learning and progress (with parents).

(b) Looked After Children (Minute 18.6 refers)

This item was not discussed.  
  
(c) Parental Complaints

One complaint was resolved over summer and learning from that had been taken into the Strategic Development Plan. An additional complaint was ongoing.

(d) Termly Data

The presentation of data for Governors would be made more accessible by using headline data figures useful for OFSTED purposes, but also to provide a picture to governors from that standpoint, thereby painting a picture of what was happening in school. This would be presented at each Full Governing Body meeting, going forward.  
  
(e) Premises Development

The Forest School area continues to be developed, and outdoor gym equipment had been installed (providing a popular area for break times but also for helping regulate some emotions and behaviours). Due to changing learner needs a sink had been installed in the classroom.  
  
 A plan for community artworks taking the ideas and work of the pupils and finished by experienced artists would take place over this academic year in an area of the school.

(f) Safeguarding

Mrs C Blackburn gave an overview of the new developments and nature of the breadth of safeguarding activity.

The school continues to develop its practice e.g. online security; working to develop a safeguarding culture within the school to involve pupils; the employment of a new school nurse, development of individualised approaches to improve attendance for persistent absence.

There were changes to this year’s Keeping Children Safe in Education (e.g. Filtering and Monitoring) and Prevent guidance.

**ACTION**: Governors to read the full version of Keeping Children Safe in Education 2023

The school deals with a number of vulnerable children:

* 7 Children Looked After
* 2 Children on Child Protection Plans
* 5 Children in Need
* 1 Team around Family
* 2 children with Special Guardianship Orders
* 3 on other non-legal family arrangements
* 13 Children were seen by CAHMS Learning Disability Team and 9 were on the waiting list to see CAHMS
* 12 Children were on the CAHMS waiting list for the Neuro-development Pathway for ADHD diagnoses
* 7 were on the Educational Psychologists’ caseloads.

**Q: What makes it necessary for an Educational Psychologist to be employed**

**with some children?**

A: This usually refers to a child needing additional support in developing

regulation skills and understanding. It could also mean that there were

amendments required to meet need in the Educational Health Care Plans.

The School’s Safeguarding Team was drawn from members of staff across the different age phases, sites and from a variety of roles, thereby adding coverage and depth to safeguarding.

Staff Training for Safeguarding was on-going and all members of staff have attended (or would be mopped up) in a bespoke Safeguarding Twilight session; Inset days would cover Safeguarding and a new course on Awareness of Child Abuse was being rolled out.   
  
For Governors, all have signed the Governor Code of Conduct and were completing Keeping Children Safe in Education. (Several staff members have completed the online assessments on this updated guidance).  
  
Referrals to the Safeguarding Team have numbered 14 including cases covering:

Criminal exploitation, harmful sexual behaviour, mental health, medical incidents, allegations  
  
The Family well-being officer had been able to visit parents of all new children to the school. In the school there would be 3 after school clubs running; and after Christmas there would be one in Preparation for Adult Life.

A key focus had been to improve attendance of those who were persistently absent. Individualised plans were being created to help get children into school. The school had slightly higher attendance figures than the national average, and currently stance at 90.78%.

(g) Quality of Education

Mr G Owen followed on from his previous presentation highlighting how the school curriculum now showed progression and sequentialism and was currently being embedded by subject leaders across the school. He went onto explain, through tabling of a report, the new Subject Leadership Development Programme aimed at developing the effectiveness of the role in using the curriculum for improved outcomes through consistency in planning, delivery, and assessment.

**Q: This programme sounds wonderful. How were the staff taking it?**A: We have had a staff meeting about it and the programme was seen as useful

because it would mean consistent support for and by staff, with varying

amounts of experience and different skills sets and expertise.

Ms S Hoffman (Chair) congratulated Mr Owen on the development.

Continuing Professional Development was summarised by Ms S Cocker, in:

The re-launch of the CPD programme for ETAs and teaching staff on Wednesday. Teaching staff have also been given protected time to develop their pedagogical knowledge, skills and understanding. A summary of the makeup of the new staff starters at the school and how would they were progressing.  
  
 Observation of Teaching, Learning and Assessment - Through April 2023 members of SLT and Subject Leaders observed teaching staff and concluded that 50% of lessons observed were outstanding; that teachers want to develop their skills to be more effective, that use of video to record learning (and assessment) was a priority, some lessons required improvement and staff have been deployed according to their strengths and lessons would be re-visited this autumn term. Most members of staff could demonstrate the learning intent and its place in the sequencing of the curriculum.

Behaviour and Attitudes - Ms K Horan used a case study of how the school had dealt with one learner finding it difficult to access school by providing home tuition and supporting a well-planned transition to Brian Jackson College and other provision such as Bumpy, where the young person had settled in well. The parent of the learner had thanked Ravenshall for what it had done.

Ms Horan explained the types of interventions available for learners’ experiencing difficulties and the numbers involved in those interventions in a tabled report.

Similarly, an analysis of CPOMs from summer term was presented indicating trends etc.  
  
 A new Engagement for Learning approach had been rolled out and communicated throughout the school and with parents. This revitalised Dojo Scheme had rewards that have been voted for through the pupil voice survey.  
  
 Parent Well Being - The council provision for mental health had been re-launched as Kirklees Keeping in Mind and they continue to run drop-in sessions for parents. 11 parents attended the last session.

Pupil Outcomes - Mr G Owen spoke around a tabled report to explain that the school had two assessment systems running in tandem with each other, a detailed report on both systems was given:

- ABC – the academic side of the curriculum, namely English and Maths,

- Holistic – the individualised outcomes written in Educational Health Care plans.

The ABC information showed slight improvements in attainment from the previous year. Figures for English and Maths were analysed by gender for the whole school and by Key stage; those in receipt of pupil premium, and across key stages.  
  
The Holistic assessment outcomes were analysed in a similar way but also includes data according to primary need category and their looked after, in need and protection plan status. These figures were up on the previous year, but it was noted that given the individualised nature of the targets, benchmarking was difficult.

A summary of examination results 2022-23 was explained across the different subjects of the school offer.

Personal Development - A new member of staff Steve Wilson had joined the staff team as a careers specialist and was busy developing a newsletter, updating the website, destination data, and developing his role in the light of the new provision offer.

Interventions at the PfA site have changed their focus to be more proactive and regular.

(h) Dates for Governors:

**ACTION**: Governors were encouraged to attend the following events:

6th November 2023 Helping Hands Day  
14th November 2023 Drop Down Day and community Art  
15th December 2023 Christmas Fayre

22nd December 2023 Nativity Play.

19. FINANCIAL MANAGEMENT AND MONITORING (MINUTE 17 REFERS)

This item was not discussed.

20. IMpaCT OF cpd ON Quality of Provision and outcomes for Pupils

(MINUTE 18.7 REFERS)

This item was not discussed.

21. SCHOOL DEVELOPMENT PLAN (MINUTE 18.1 REFERS)

This item was not discussed.

22. Governing Body Development: Actions and Priorities 2023/24

MS J Kilbride was booked on the induction courses run by the local authority.

**ACTION:** All governors to complete the reading of Keeping Children Safe in Schools (the  
 unabridged version, and may be asked to e-sign using the Parago app.  
  
 Head teacher outlined how the development meetings would be used to build Governor   
 knowledge of the school and generate a picture of its workings, areas for improvement and   
 strengths. He continued to hope the visits and support of the Governors would continue in the same vein as the previous year; and he thanked Governors for such support and interest.

23. SAFEGUARDING (MINUTE 18.6 REFERS)

This item was not discussed.

24. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

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

* Kirklees Model Appraisal Policy 2023
* Kirklees Model Complaints Policy 2023
* Safeguarding and Child Protection Policy
* Child on Child Abuse Policy
* Medical Needs Policy
* Positive Relationship and Engagement Policy

25. ANY OTHER BUSINESS

The letting of School premises and facilities

The school had been approached to use facilities for a private teaching class. This had led

to ideas about other rooms and indoor and outdoor facilities being made available for hire.   
  
 **Q: Is there something in any agreement or policy and responsibilities for insurance   
 and liabilities?**  
 A: Yes, we have a draft policy which we have included public liability insurance, damages

and hire rates given caretaking costs.   
   
 **Q: Were there any parameters on what the premises can be used for?** A: We were putting a brochure together so that such issues can be discussed within the   
 Senior leadership Team and Governors. This is a means of opening up income

generation and other funds for the school, through alternative funding bids.

26. DATES OF FUTURE MEETINGS

Governors approve the following meeting dates and the meetings in bold to have the Governor Clerking Service provide a clerk to minute the meeting:

1. Tuesday 14th November, time to be confirmed Headteacher’s Appraisal
2. Tuesday 14th November, time to be confirmed, Pay Committee Meeting
3. Wednesday 15th November 17:00 Governor Development Meeting
4. **Wednesday 17th January 16:45 Finance and Resources Committee Meeting**
5. **Wednesday 17th January 17:30 Full Governing Body Meeting**
6. Wednesday 14th March 17:00 Governor Development Meeting
7. **Wednesday 15th May 16:45 Finance and Resources Committee Meeting**
8. **Wednesday 15th May 17:30 Full Governing Body Meeting**
9. Wednesday 3rd July 17:00 Governor Development Meeting

RESOLVED: That the next meetings of the Governing Body Development Meeting be held at 17:00 on 15th November 2023 at the school.

27. 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.

**ACTION LOG:**

|  |  |  |
| --- | --- | --- |
| **Number** | **Action** | **By Whom** |
| 1 | Only one governor had yet to complete their Declaration of Business Interest; and this was because they have only just begun as a governor. Could this be completed as soon as possible. | Ms J Kilbride |
| 2 | That the election of vice chairs be postponed until the next Full Governing Board meeting to ascertain the willingness of the vice chairs to continue, as preferred by the present governors. | GCS |
| 3 | GCS to confirm whether or not that a Governing Board must, legally have a pupil discipline committee. | GCS |
| 4 | Would governors let Ms R Thackray know of any training booked on. | All governors |
| 5 | GCS to confirm Mr I Eloi’s attendance at the complaint’s meeting on 02/10/2023 | GCS |
| 6 | All governors to complete the reading of in schools, and may be asked to sign using the new school app | All governors |