

THE GOVERNING BODY OF RAVENSHALL SCHOOL

Minutes of the meeting of the Governing Body held at 5:30 pm at the School on Wednesday 22 January 2025.

PRESENT

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

In Attendance

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

25. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received with consent from Mrs K Dickinson, Mrs J Kilbride and Ms M Maguire

There were no declarations of interest.

26. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER AOB

The following matter would be raised under Any Other Business:

- Issues with the PFA outside area

27. REPRESENTATION

Governors noted that there were two Parent Governor vacancies. The Head Teacher advised that he had held conversations with parents and was hoping to progress with running an election.

28. MINUTES OF THE ANNUAL MEETING HELD ON 25th SEPTEMBER 2024

RESOLVED: That the minutes of the meeting held on 25th September 2024 be approved and agreed by the Governing Body as a correct record.

29. MATTERS ARISING**a) Representation (Minute 4 refers)**

The Head Teacher reported that previously the LA had helped and located two previous governors for the school.

ACTION: Minute clerk to enquire again with the LA as to how these governors were identified.

b) Committee Membership (Minute 6 refers)

It was noted that one more governor was required for the Dismissal Committee.

RESOLVED: That Mrs S Lee be appointed to the Dismissal Committee

c) Safeguarding Report (Minute 13 (d) refers)

The link had been sent out to governors and the Governors letter to be added to the 2024 safeguarding plan.

d) Quality of Education (Minute 13 (e) refers)

The MQTL report had already been sent out to Governors.

e) Building Contract (Minute 13 (h) refers)

The link had been sent to governors for the White Fraser Report

f) Policies for Review (Minute 20 refers)

All policies had been sent out to governors.

30. REPORTS FROM COMMITTEESa) Finance & Resources Committee

The committee had met prior to this meeting and the following matters were discussed:

- Difficulties with the LA regarding the banding of some pupils
- Projected deficit of £220,000
- Benchmarking

Q: Is the deficit because the LA have taken away some funding from the school?

A: Yes. It has arisen due to pupil numbers reducing and some pupils not being on the correct banding.

Q: Would the correct banding bridge the gap?

A: It would be funding of an additional £114,000 if the correct banding was applied.

Q: Is it affecting all schools?

A: Yes, throughout the LA.

b) Head Teachers Appraisal Committee

This was held on 27 November 2024. It was a good meeting, and objectives were set for the coming year. The governors congratulated the Head Teacher on the recent outstanding Ofsted report as well.

31. GOVERNOR TRAINING AND GOVERNOR VISITS

All governors had completed the Keeping Children Safe In Education training. A parent consultation evening was also attended in November and had been a very good open event.

Following the letter sent to the LA regarding the PFA issues, a meeting was held with the LA at PFA. The letter had been shared with all governors. Potential actions on the part of the LA were discussed in terms of building better relationships with the community centres linked with the PFA and a perimeter fence at the premises. As a result of the meeting, shortly afterwards police community support officers and community representatives also visited the school.

A follow up meeting was scheduled for the end of January 2025.

ACTION: Chair to follow up on the date of the next meeting

32. REPORT FROM GOVERNOR DEVELOPMENT MEETING

This was held on 27 November 2024. Safeguarding training was provided by Mrs Carroll and Ms Thackray provided finance training. The Ofsted visit had just taken place, and it provided an opportunity to thank staff for all their hard work and achieving an outstanding outcome.

33. LEADERSHIP REPORT TO GOVERNORS AND GOVERNORS' QUESTIONS

Ms Thackray had distributed a number of reports to the governors before the meeting.

(a) Leadership and Management

The final Ofsted report was received last week. The Head Teacher was pleased with the process and the exceptional outcome which was due to the school being well prepared and organised.

(b) Stage 3 Attendance Concern

The Head teacher advised that this was an issue with the attendance of a member of staff which had moved to stage 3 in the disciplinary process. The school was working with HR on this matter.

(c) Parental Complaints

One complaint was received which Mrs Carroll was dealing with.

Q: Will it go to LADO?

A: It hasn't. It will be logged as an allegation. There is no evidence to substantiate the claim, and the parent will be attending a meeting at the school.

(d) Safeguarding Report

Mrs Carroll distributed her report at the meeting in the form of a table detailing the numbers to date under each category. It was noted that the school could no longer access some LA services and for example now had to pay for a nurse and speech and language therapist, all of which was impacting the school's finances.

There were no children on child protection. However, there were nine reported on children in need.

Q: Is the report for the year Jan 2024 to Jan 2025?

A: No, it is from September 2024 to January 2025

Q: There are 410 incidents. How much time is spent looking logging these?

A: It is time consuming. However, there is a team of 10 which includes a family liaison officer in the school who all work to establish the evidence.

The school was monitoring one extremist concern which had reached the stage where it will be referred to Prevent.

A: What are the medical incidents?

Q: This can cover anything from a seizure to personal hygiene.

Q: Can we find the comparison numbers from last year?

A: Some of the categories have changed but going forward we can track it.

(e) Quality of Education

Mr Owen had shared the Autumn 2024 Pupils Progress Report, and he highlighted some of the key areas. The governors were pleased with the report and commented that it was beneficial that it was in the same format as last year and therefore easy to follow and compare.

A system had been developed to record the educational trips and visits and how they feed into the curriculum. This will be available at future meetings.

Ms Cocker had distributed a CPD report. The governors noted that the report was very thorough.

(f) Behaviour and Attitudes

Mrs Horan had distributed the Behaviour and Attitudes Report and several accompanying handouts including cpoms EFL monitoring, student voice questionnaire and MyHappymind.

Q: There is quite a big difference between PFA 100% and Trailblazers 70% on the survey. Is this due to age or something else?

A: There are a couple of children who don't feel that the school is meeting their needs. The school is doing work around pathways which hopefully will address this.

(g) Personal Development

Mrs Carroll reported on several character and cultural days including a Hello Yellow mental health day, a non-school uniform Halloween day, which included staff, and an enterprise day at Christmas. There were plans outlined for various days this term.

The student ambassadors were brilliant pitching to Trans Pennine rail. There was very positive feedback on this.

Regarding equality and diversity, the school was ongoing with the UNICEF rights respecting school award.

A parent workshop on online safety was held at the consultation meeting and the school send parent bulletins out.

Ofsted were particularly impressed that the school runs after school clubs. Mrs Carroll was hoping to launch a passport where the pupil can record memory making events and achievements.

An update on attendance was distributed and showed an improvement on last year.

It was noted, to be reported at Minute 31, that the Chair had completed a safeguarding visit with Mrs Carroll and Mrs Dickinson had a personal development visit with Mrs Carroll.

34. FINANCIAL MANAGEMENT AND MONITORING

All governors had reviewed the SFVS which had also been discussed and agreed in the Finance & Resources Committee meeting. The Chair had signed the document.

APPROVED: That the SFVS be approved by the governors.

Ms Thackray confirmed that the school's voluntary funds had been audited. An audit certificate was issued and sent to school audit for their records.

Governors had received a document on the budget approval process which was noted.

35. SCHOOL DEVELOPMENT PLAN (SDP)

The Head Teacher was to prepare a new SDP.

ACTION: Head Teacher to prepare a new school development plan

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

This would be covered at the next Governor Development meeting at 5pm on 12 March 2025.

37. SAFEGUARDING

This item was discussed at Minute 33 (d).

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

This item was discussed at Minute 33 (e).

39. TEACHERS PAY AND CONDITIONS PROPOSALS-SEPTEMBER 2024/2024

The two different policies had been discussed at the governor developmental meeting and the Chair had informed the LA of the governors' decision. This was actioned and the pay rise and back pay had been received in January 2025.

RESOLVED: That the pay policy not linked to performance management should be adopted.

40. POLICIES FOR REVIEW/POLICY UPDATES

The governors had received the Kirklees Teacher Appraisal Policy.

RESOLVED: That Kirklees Teacher Appraisal Policy be adopted.

41. SCHOOL SELF-EVALUATION 2024/2025

This was reviewed by governors and was contained in the School Development Plan and would feed into the new one.

42. ANY OTHER BUSINESS

The issue with the PFA outside area was dealt with at Minute 31.

43. DATES OF FUTURE MEETINGS

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

Wednesday 12th March 2025 at 5pm-Governor Development
 Wednesday 14th May 2025 at 4.30pm-Finance & Resources Committee
 Wednesday 14th May 2025 at 5.30pm-FGB

44. 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 Number	Action	By Whom
29 (a)	Minute clerk to ask the LA how previous governors were identified for the school	Miss J Tingle
31	The Chair to follow up on the date of the next meeting with the LA regarding the PFA issue	Chair
35	The Head Teacher to prepare a new school development plan	Head Teacher