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,

17 January 2024.

PRESENT

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

Mrs S Lee, Mr S Patel, Mrs J Kilbride.

In Attendance

Mrs Clare Blackburn (Deputy Head)

Mr Gareth Owen (Deputy Head)

Mrs Rachel Thackray (School Business Manager and Associate Member)

Ms A Bird (Minute Clerk)

28.  Apologies for absence, consent and declarations of interest

 Apologies were received with consent from Mr I Eloi and Ms M Maguire. Mr L Crowther was not in attendance.

 There were no declarations of interest.

29. Notification of Items to be brought up under AOB:

 The following item was notified to be brought under Any Other Business.

* Committee Designations.

30. Representation

 **RESOLVED:** That the following resignation is confirmed:

 Resignation

 Name Category With Effect From

 Khurram Hussain Parent 09/01/2024

31. ELECTION OF VICE CHAIR

 **RESOLVED**: That this item be deferred to the next meeting.

32. MINUTES OF THE MEETING HELD ON 27th September 2024

RESOLVED: That the minutes of the meeting held on 27th September 2023 be approved by the Chair as a correct record.

33. MATTERS ARISING

 Governors were reminded that they need to advise the SBM of any training to be booked.

34. REPORTS FROM COMMITTEES

1. Head teacher Performance Management Committee

The Head teacher’s appraisal was undertaken in December. It was a good meeting. And the committee confirmed that all targets had been met.

1. Finance and Resources Committee

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

 - State of the budget.

 - Expenditure is in line with predictions.

 - Staffing pay rise implications.

 - Premises adaption to make classrooms appropriate for use by the children.

 - Teachers pay grant received to offset additional pay award.

 - Health and Safety in the Design and Technology room including staff

 training and risk assessments for tools and equipment.

 - Replacement of the buses and the implications of leasing versus purchase.

 - Benchmarking data was shared with the full GB which shows that money is being spent wisely.

The last Governor Development meeting (15th November) was productive, and included

* Safeguarding training
* Governor training feedback
* New Website developments
* Strategic priorities
* Governor skills audit
1. Lead Governor Reports

Mrs S Lee reported that she has met with the English lead to look at reading and phonics to make sure it was appropriate across school. Lots of ways to promote reading for pleasure were observed including the lending libraries and library card. A phonics tracker is being trialled to close the gaps and this can produce homework sheets for individual pupils. Thanks were offered to Alana ~~Dtonge~~ Tonge for her time.

 Kirsty looked at the Forest School and how the school promotes personal development. A

 new school nurse is improving health outcomes. Kirsty looked at playtime, use of

 the new gym equipment and boutique. There has been a Christmas Fayre and

 primary school talent show.

**Q. How much was raised at the Christmas Fayre?**

A. £2.5k

**Q. Did parents attend ?**

A. Yes.

Mr S Patel attended the opening of the Forest School and networked at the event.

 The Head teacher commented on the high level of commitment by lead governors.

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

The Head teacher asked governors for comments on how they would like the Head teacher’s report to be presented. Governors commented that the overview was useful. To be discussed in the Development Governors meeting in March. A comprehensive document pack was distributed in the meeting.

 (a) Leadership and Management

The priorities for the SEF and SDP haven’t changed and have been sent out.

**ACTION**: Mrs Gray Sharpe would put the documents on the website.

Thanks were offered to Mrs Gray Sharpe for arranging the development of the

website. It promotes a happy, safe school. A governor commented that it was

hard for some mobile users to access the information.

**ACTION**: That the Head teacher and Mrs Gray Sharpe will resolve this.

The new satellite teacher is settling in well and the pupils are settled. She is

enthusiastic and has lots of great plans. This is the only significant change in

staffing. The new teacher came from a primary school in Calderdale where she

did a lot of work on wellbeing.

 (b) Looked After Children

The report was included in the pack including updates on progress.

 (c) Parental Complaints

There was one official complaint in September and the parents have moved the children. There have been no official reports since then.

 (d) Termly Data

Nothing to report.

 (e) Premises Development

The grand opening of the Forest School has taken place and the children are getting a lot out of it. There has been the adaptation of some classrooms. Plans for the future include the development of a sensory area and outdoor library which will free up space in school. This will hopefully happen in the Easter holidays.

 (f) Safeguarding

The school deals with a number of vulnerable children:

* 6 Children Looked After
* 4 Children on Child Protection Plans
* 6 Children in Need
* 1 Team around Family
* 7 Children with Special Guardianship Orders
* 3 Children who are adopted
* 14 Children with CAHMS support
* 13 Children with individual safeguarding risk assessments.
* 1 Post 16 Child with a SAPT SW
* 2 Children on Reduced Timetables
* 77 Children with a Health Care Plan

There have been:

* 2 allegations made against staff and both were reported to LADO and the Police.
* 2 bullying incidents, 1 on line and one on what’s app out of school time. Both are being followed up.
* 1 reported racist incident linked to cognitive ability rather than intention.
* 2 significant medical incidents, a broken arm and severe epilepsy.
* 8 domestic violence reports which is an increase which impacts on pupils.

 Support from the Educational Psychologist is being received.

The Single Central Record was checked on 12 December by the DSL.

Attendance is high at 92% which is comparable to national. A breakdown of attendance was provided. There are a few pupils with very low attendance and the school is addressing all issues. The school no longer has a weekly APSO just once every half term to quality assure what is being done by the school.

More early health referrals have been made and the nurse is doing holistic assessments with parents. The school nurse is in school every day and can access medical records for pupils. Healthcare plans are being updated.

Staff training - Emotion Coaching is happening tomorrow and Prevent Awareness has taken place.

The main safeguarding issue for the school is the challenging relationship with social workers in the referral process. They seem to have little faith in the school’s knowledge of families. The school is trying to give families some trust in Social Services. Child on child harm is still a big priority.

The Assistant Head teacher for SEMH is joining the safeguarding team and it is

hoped to get one more team member from the Inclusion Team to join the team**.**

(g) Quality of Education

There have been 3 external reviews which aids improvement.

The SIP did work on the curriculum and the report was included in the data pack. At the last visit the new curriculum was still in its infancy. Actions following the last monitoring are the; development of subject leaders and support to early teachers. Everything is in place but the next step is to ensure that it is embedded.

Phase 1 of the subject leadership programme has finished and actions identified.

In review of the semi formal curriculum, it was found that some of the pupils struggled to engage. Better ways of preparing the children for learning and a new way of delivering this curriculum will be sought. Monitoring is using the engagement profile.

A long report on subject leadership has been produced following the latest round of monitoring. Findings were that there was an inconsistency with the quality of implementation of the curriculum. There are 5 early career teachers in one department. Areas for development and the next round of CPD have been planned.

Holistic target development needs to have a bigger impact. There was a discussion about the challenges of identifying evidence.

 The Great Heights Literacy Hub have visited and produced a thorough report on

 phonics and the transfer of progress from the discovery to explorer and

 trailblazer phases.

 A private consultant has spent 2 days in school looking at the Engagement for

 Learning Policy. The report is in the data pack and is very positive. The report

 identified strong relationships, a warm welcome environment, routines, policies in

 place and interventions working well. A couple of areas of implementation and

 the use of the reflection room have been resolved.

 (h) Behaviour and Attitudes

 The following points were noted:

* One child is on a reduced timetable.
* There have been no suspensions or exclusions.
* There have been lots of interventions.
* Eight children are in Nurture.
* ELSA 12, SEMH 10.
* There has been a reduction in anxiety and children are expressing their emotions more.

CPOMS monitoring has shown an increase in on call and playground incidents. Hot spot areas have been identified and are being monitored. There are more clubs. Twilight emotion training is happening.

An external behaviour review has taken place and a report provided. Recommendations were identified.

Governors commented that the Behaviour Report identifies how far the school has come and congratulated the team.

1. Personal Development

A calendar has been produced that represents the cultural events that the school could celebrate throughout the year. The aim is to encourage the awareness of pupils. The leadership team are identifying staff who could take ownership of the activities and someone to oversee the programme.

The Careers TLR is doing an amazing job. The transition process for leavers has started. C and K careers is no longer a free service so a new careers advisor is supporting across all the special schools. She has done one to one meetings with pupils and communication with parents. College leaders have visited the school. Case studies are on the website and an Alumni event is planned for the summer.

The Brighter Futures event will be bigger this year.

There are 3 after school clubs per week which prioritise the more vulnerable pupils and those that would benefit.

(j) Dates for Governors

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

 March – World book Day

 May – Parent’s Consultations

 Drop Down Day

 June 27– School Leavers Breakfast

 June 28 – Leavers’ Celebrations

 July – Transition Day

 Primary Sports Day

 Secondary Sports Day

 Ravensfest

36. FINANCIAL MANAGEMENT AND MONITORING

The SFVS was discussed in the Finances and Resources Committee meeting.

**ACTION**: That governors would take the document away for comment or questions and

it will bediscussed again at the meeting on 13 March. Kirklees have sent a

 document to help governors with challenge.

The SBM confirmed that the school’s voluntary funds have been audited.

Benchmarking data was reviewed and discussed

Governors had been sent the link to benchmarking prior to the meeting. They were happy that no issues were flagged up’

**ACTION**: The audited Friends of Ravenshall account will be emailed to governors.

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

 (MINUTE 18.7 REFERS)

 A report was provided.

38. STAFF WELLBEING AND MENTAL HEALTH

 Information was shared with governors on what is done in school.

1. Staff Wellbeing Audit

There were 103 responses out of a potential 137. Staff either want to stay at the school, retire or take promotion. The results were shared with staff. Communication was raised as in staff want to know why changes are happening but sometimes this is not possible. A Communications Policy has been produced and the school is aiming to achieve the DofE Wellbeing Charter. Staff have been reminded about the CareFirst service but also the need for them to take personal responsibility for their wellbeing. A forum has been offered by the Head teacher but no one attended. It was after school so will be arranged before school next time. The only issue identified by the audit is the need for a safe and comfortable place for time out as the staff room isn’t suitable. A dedicated wellbeing safe is being sought.

**Q Might there be a stigma attached to going in there?**

 A. No it will be an additional place for staff to go and it is needed to meet the

 Wellbeing Charter.

 The moving of the library will create a space for pupil wellbeing.

39. UNDERSTANDING YOUR SCHOOL’S PLANS FOR 2024 TESTS OR EXAMS

 The school will continue to submit pupils for accredited courses

40. TEACHERS PAY AND CONSITIONS PROPOSALS– SEPTEMBER 2023/2024

 The proposals were noted.

41. CONSULTATION ON ADMISSION ARRANGEMENTS 2025/26.

 The LA process has been changed due to changes in staff at SENDACT. All Children who

 request places at school were reviewed at the same time but now there are more reviews

 and sometimes there isn’t a Head teacher presence and no information coming out from

 the panel. The Head teacher is getting much less say in who comes to the school which

 isn’t ~~right~~ helpful and there will be some last-minute changes. Head teachers are encouraging a

 review of the process but this is not happening. The concern is that children will not be in

 the most appropriate settings and it will be difficult for the school to plan the curriculum and

 staffing.

 **Q. Should the Governing Body write to the school about this issue?**

 A. Last summer a number of key positions left in the SENDACT team and haven’t been

 replaced with the same level of knowledge. A new process has been launched

 without consultation with head teachers. It may be advisable to wait and see what

 develops.

42. POLICIES FOR REVIEW AND POLICY UPDATES

1. PSHE POLICY

**RESOLVED**: That this policy was approved.

1. RSE POLICY

**RESOLVED**: That this policy was approved.

1. LETTINGS POLICY

There will be flexibility around times to use the community hours and each let will be considered on an individual basis.

**RESOLVED**: That this policy was approved.

1. USE OF TOUCH POLICY

**RESOLVED**: That this policy was approved.

43. LOOKED AFTER CHILDREN

 Nothing further to report. See 35.b

44. SCHOOL DEVELOPMENT PLAN (MINUTE 18.1 REFERS)

 Nothing further to report.

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

 The Governors Guide to Finance training was attended by Kirsty Dickinson.

 **Q. Is PP spending on the website?**

 A. Yes.

 Kirsty Dickinson, Charlotte Gray Sharpe and Sarah Hoffman attending Governor Induction

 Training and commented that there was a view that governors should not be on interview

 panels for staff below SLT. The Head teacher stated that he felt it was beneficial but there

 was a recognition that governors should not influence the decision too much.

 Sarah Hoffman recommended the Safeguarding Training on the KEY as it was easy to

 access and do.

 **ACTION**: That Clare Blackburn would email the link to governors.

46. SAFEGUARDING (MINUTE 18.6 REFERS)

 Nothing further to report.

47. ANY OTHER BUSINESS

 (i) Committee designations

 It was noted that due to a resignation Jackie Kilbride has joined the Finance and

 Resources Committee.

48. 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. Wednesday ~~14~~~~th~~March 17:00 Governor Development Meeting
2. **Wednesday 15th May 16:45 Finance and Resources Committee Meeting**
3. **Wednesday 15th May 17:30 Full Governing Body Meeting**
4. 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 13th March 2024 at the school.

49. 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:**

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| **Number** | **Action** | **By Whom** |
| 1. | 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 |
| 2 | That the SEF and SIP would be put on the website | CGS |
| 3. | That the difficulties in accessing the website by mobile phone users would be addressed.  | CGS and Head Teacher |
| 4.  | That governors would aim to attend some of the activities in school. | Governors |
| 5. | That governors would review the SFVS document and provide any comment or questions to the SBM. | Governors/SBM |
| 6. | That the audited Friends of Ravenshall account will be e mailed to governors. | SBM |
| 7. | That Clare Blackburn would e mail the link to the Key Safeguarding training to governors. | CB |