

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 25th May 2022

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Jeanne Wood (JW)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Chris Bird (CB) Helen Campos (HC) Stuart Iles (SI)</p>	
3	<p>MATTERS TO BE INCLUDED UNDER AOB</p> <p>ME – Wellbeing Group ME – Electric Vehicle Charging Points KB – School Games Mark</p>	
4	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
5	<p>MINUTES OF MEETING – 06.04.2022</p> <p>The minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING – 06.04.2022</p> <p>MS to look at work/life balance of staff further – Ongoing. Addressing this at inset day on Friday and will report back at next FGB. ME to amend new governor pack re mentor/potential governor – Achieved. ME has amended the pack as previously agreed and is now on the website. If any further amendments are needed, then please let ME know.</p>	Wellbeing updates add as agenda item
7	<p>REPORT FROM BUSINESS COMMITTEE – 04.05.2022</p> <p>SP reported that the yearend figures show the school is in a good financial position. The carry forward was high so MS has looked at how he can invest the money to make improvements within the school. There is lots of ongoing work to the fabric of the school, with the leaking roof now been fixed. The leak in the heating system in P16 is still ongoing.</p>	

	<p>There was an incident where a member of staff was injured on the minibus. There is also a problem with being unable to accredit new minibus drivers, but KB reported that steps have been taken to address this. The school is still struggling to employ LSAs as there are very few applications.</p> <p>Question: Under debts and recoveries there are some debts going back to 2018. How long do they stay on their before they are wiped off?</p> <p>Answer: Business Committee made the decision to keep them until the pupil has left the school, so that a record can be kept to check trends or repeat offenders.</p> <p>Observation: There is an incorrect date in item 9 – should be 25.5.22 not 22.5.22.</p> <p>Question: The new flooring in the hall, who is paying for this? Is it covered by the insurance?</p> <p>Answer: The work is not being done because of the flood, its just general wear and tear, so the insurance will not cover it.</p>	
8	<p>General Ledger /Journals & Virements – seen at Business Committee 04.05.2022</p> <p>None. PR presented some virements and journals but as the budget had not been approved it was decided to approve them once in the budget.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE – 11.05.2022</p> <p>ME reported that the HODs had reported progress at the meeting, and it was a pure delight to hear them. They seemed less tired and even more enthusiastic; they loved coming to showcase their work. Clear progress towards Departmental objectives has been made especially in Maths across the school. Behaviour has improved too. CF has been asked to produce journeys of two pupils (possibly post16), showing their behaviour from when they started to now, showing the improvement and how self-management develops. The school council is functioning extremely well within the school. It was a very positive meeting.</p>	
10	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that there were no outstanding incidents except two allegations which have been disproved. The large medicine cabinet has been ordered. There was an incident with a pupil self-harming with glass from the greenhouse, which has been referred to H&S. Safer recruitment audits were not carried out for external candidates and PP will review next time.</p> <p>MS mentioned that Safer Guidance for Working with Children, TW/MS had training as did all staff. He thanked PP for her part in the safer recruitment, we do really well as a school.</p> <p>Challenge Question: Should School Council have feedback on how we keep them safe in school?</p> <p>Answer: It was agreed that it would be good for them to hear this. No School Council meeting for a few weeks due to exams.</p> <p>Challenge Question: The issue with the greenhouse and going to H&S, how significant an issue is this, how soon will H&S deal with it? If it's a significant risk surely it needs fixing now? Is the greenhouse an easy</p>	

	<p>target?</p> <p>Answer: Liz is on H&S committee and will be addressed there. MS mentioned that the issue was with the pupil and what is in place to keep her safe. They have CHP and risk assessment and is monitored; it is a form of attention seeking.</p>	
11	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p> <p>MS believes that the school is going from strength to strength. It has been a challenging year with lots of quite challenging safeguarding issues. There have been a lot of serious incidents which have happened out of school and as a school we have a robust system which helps us address this. Shelly's knowledge with her background in social care has been really helpful. We have supported parents with family support workers at home and given early help.</p> <p>KB highlighted that social workers are working in a quicker and more timely way than last year, and having Shelly in the school helps push things along. The issues are more complex and serious with less lower issues.</p> <p>Question: Has lockdown been responsible for the increase in this?</p> <p>Answer: Not necessarily, there are lots of other factors with some pupils needing to go into care, which is hard for all sides. There have been some sexual abuse issues affecting families, which in turn affects behaviour of pupils. There is some frustration as not everyone in the school knows the background of all pupils.</p> <p>Observation: The figures for CPoms seem to be in the wrong order, re number of incidents verses number of pupils.</p> <p>MS mentioned that CPoms will allow the school to analyse the data better, see similar trends. The school are still trying to get the most out of the system and some work needs to be done on how to improve relevant data, to make it more detailed.</p>	
12	<p>PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN (SPRING TERM)</p> <p>KB reported that most of this had been discussed at Pupil Committee. There has been a lot of work with subject leaders to make them more prepared for Ofsted. This has been a change for some of the teachers, looking at subjects in a different way and also analysing the data. The self-evaluation plans will be used to inform the SIP.</p> <p>Question: Do subject leaders go to Pupil Committee?</p> <p>Answer: No, not yet would be a bit daunting at the moment.</p> <p>Challenge Question: Would it help their development?</p> <p>Answer: Think they need to be a bit more confident first.</p> <p>Last term looked at Clive's (SILP) report, picked out key knowledge, end goals, how to answer Ofsted, which will give good grounding for September.</p> <p>Subject leaders will continue to be monitored, given deep dive and 1-1s to keep building on their skills.</p> <p>A new playground has been created with Astro Turf and inset training will</p>	

	<p>be given on utilising the pond place. The school is planning to fit a sail in Pond Place. If anyone is interested in helping, please contact Julia. In the Iles Kitchen, P16 have created takeaway sandwich/jacket potato service for staff which will be up and running after half term, with hopes of developing this further.</p> <p>Covid Catch up continues and we have gone over and above with what support was required, especially with GCSE students.</p> <p>Question: How many students are taking GCSEs?</p> <p>Answer: 3 Maths, 1 English and 1 A level. The exams, especially Maths, get harder and harder each year.</p> <p>KB delivered training to Wraxall WI on ASD/ADHD in girls, which was well received.</p> <p>MS mentioned that there have been more requests from schools asking for support for SEN students. CF has been to Kingshill, Corpus Christi and Trinity School.</p> <p>Question: Is this a commercial venture?</p> <p>Answer: Yes. MS has been talking with Ed (Headteacher) from Baytree and looking at how we develop this further, maybe working together. The white paper mentions more SEN pupils going to mainstream school so maybe something NS can also be involved with.</p> <p>Question: Is this something we can do with an online package, something pre-recorded. Or is it more niche?</p> <p>Answer: KB has looked into this and needs a lot of work, probably six months to produce properly. Need to weigh up both the time needed and financial cost. Could take back to LA and see if funding available. Some of it is very bespoke. It would be more useful if some mainstream schools had training before they received the Top Up funding, so they would spend it more effectively.</p> <p>Wellbeing inset day planned and will include work life balance, team building and a talk about menopause.</p> <p>IO mentioned that a male staff member was concerned that this was not equal opportunities and was there something available in the pipeline for male colleagues. It was agreed that the talk would benefit all staff and male members of staff might appreciate how better to support their female colleagues.</p>	
13	<p>APPROVAL OF BUDGET</p> <p>MS mentioned that the budget was healthy, and he had tried to spend/invest money within the school and had spent £194K to fix/improve things around the school. The only concern is that the budget can change at any point depending on the pupils within the school. There has been a saving due to not filling the 9 vacancies for LSAs and also not using agency staff. Senior Leaders have been reluctant to use agency staff as sometimes it is easier to cope without them, than have pupils' behaviour affected by someone they don't know and who doesn't understand how the school works.</p> <p>MS will continue to invest more, as it is a concern that the LA will take back the carry forward in other ways.</p>	

	<p>If we look at the three-year balance then the third year is in red, at the moment we are spending £4k per child approximately.</p> <p>Challenge Question: What percentage of budget goes on teaching staff? How do we compare with other schools?</p> <p>Answer: 83% of budget goes on staffing, national average is 90%. We do get a benchmark report at Pupil Committee, which looks at how we compare to similar schools.</p> <p>As the balance is healthy, we could look at replacing the old minibus. The income fluctuates all the time depending on pupils, but most local SEN schools have a healthy carry forward. The flooding at the school did also mean that some things were improved/replaced, and this was paid for by the insurance.</p> <p>Question: Do all pupils have electronic tablets?</p> <p>Answer: Yes, we have plenty especially as the government gave us lots of laptops.</p> <p>The budget was approved by governors and TW signed ready to be sent to NS.</p>	
14	<p>IMPACT OF TRAINING DAYS</p> <p>MS mentioned that the annual report shows how the extra day was used pre-flooding.</p> <p>MAPA training, safeguarding updates, Fire Safety, Psychological First Aid and also given classroom set up time enabling clutter free and well organised classrooms.</p> <p>The school continue to invest in online training via Educare. Staff also received Epilepsy and VNS training, and managing medical conditions Asthma, Anaphylaxis and managing medications in school.</p> <p>In January, the focus was the School vision, values, and aims, how to develop them and also safer interventions with the new update interventions programme formally MAPA.</p> <p>Wellbeing Day – all staff developed team building, forest skill, musical activities, and menopause.</p> <p>This year there is an extra bank holiday due to Jubilee.</p> <p>Question: How far in advance do you plan?</p> <p>Answer: Some statutory training is already planned out, MAPA & Child protection. SLT look at the school Improvement Plan and see what updates are needed in September and plan from there.</p> <p>Question: What does VNS mean?</p> <p>Answer: Vagus Nerve Stimulation – A magnet type device which is used to try to prevent seizure.</p> <p>Question: Are we agreeing to six INSET days next year?</p> <p>Answer: Yes, we believe it will help with the wellbeing of the staff.</p> <p>Question: Can we agree this for future years, or do we have to do every year?</p> <p>Answer: Yes, we need to agree each year.</p>	

15	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER (SILP) MS reported that this would be Clive Robson's (CR) last visit as he is unable to continue. MS is in consultation with someone else, which is good because SILPs come with different perspectives and challenges. LA are looking at finding someone, but MS knows the person they are looking at. MS welcomes the challenge that a SILP brings and this might not be the same with a SILP that he already knows well. KB mentioned that even though SILPs approach the work from different angles the message is still consistent. Question: If we change advisor, will we then have a different version of SIP? Answer: it may slightly change but this version works well now. Actions going forward: Continue and accelerate the work with MLs to develop their skill to improve the quality of education in their respective areas, extra support given by CF if needed. CR was happy with safeguarding. Attendance data was thorough, even with consistent non-attenders, the data for each pupil and individual plans was good. TW mentioned that he had not been able to attend DfE course but when received feedback there was nothing we were not doing in the report. The school sends to LA and meets with them to discuss any worries or concerns. Observation: It is a very useful report and gives proof of the questions and answers we ask. It is good that somebody from outside the school confirms this. MS has arranged for someone to do a full audit on safeguarding in July.</p>	
16	<p>GDPR COMPLIANCE MONITORING MS highlighted that this report was different to usual as this breaks down the incidents we have had. All the incidents were either a non-breach or a non-reportable. Question: As a governor do I breach GDPR when I download paperwork onto memory stick? Answer: No, it would only be if you lose a memory stick or you resign as a governor and you would need to delete information.</p>	
17	<p>POLICIES FOR APPROVAL BY FGB With respect to NS/SSE Policies and updates throughout the year it has been agreed that we will adopt them, with any changes that are</p> <p>FLEXIBLE LEAVE & WORK LIFE BALANCE POLICY (FROM BC) SP mentioned that this policy had been considered at Business Committee, but a few issues had arisen. It is an SSE policy but if we amend it as we need to, it no longer remains an SSE policy, so would need to rename it? In the policy it was agreed to add 'could only apply for flexible hours if been in school for longer than a year'. Also, part of the policy states that</p>	

	<p>MS would approve the flexible hours and the governors would be available for appeal, which is different to how it is now.</p> <p>Question: Is it legal with employment law?</p> <p>Answer: After checking at the meeting, it was changed to after 26 weeks. Some discussion took place, and it was agreed that flexible working requests go to Business Committee and then any appeals can go to FGB. It was also agreed that this policy be reviewed at FGB in the future.</p> <p>With these amendments the Governors unanimously agreed and accepted the policy.</p>	
18	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
19	<p>AOB</p> <p>Wellbeing Group</p> <p>ME reported that the Wellbeing Group met last Monday and agreed with everything that the SLT had been saying. They have been working extremely hard. ME reassured them that the Governors are 100% behind them. Those who met with CR when he visited were apprehensive but it made them Ofsted aware. It was a good meeting, and everyone is looking forward to the inset training.</p> <p>Electric Vehicle Charging Points</p> <p>ME mentioned that he had looked into grants for electric vehicle charging points and they are only available for existing car parks. He has emailed Sally Varley at NS, who has referred him to Frankie Mann, who is responsible for sustainable travel for NS. Adam, who is senior member of his staff has agreed to discuss further via TEAMS. KB mentioned that there was no room in the current car park at the moment due to the coaches.</p> <p>School Games Mark</p> <p>KB highlighted that Jane Hawkes the Sports Co-ordinator has achieved the Gold School Sports Award for the past 10 years, but this year has achieved the Platinum School Sports Award. We are one of the first schools to achieve this in NS. Well done, Jane.</p>	
20	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding, Flexible Leave & Work Life Balance Policy, GDPR Compliance Monitoring, SIP Updates. 2. ADVANCE EQUALITY OF OPPORTUNITY – SIP Updates, Training Days, Budget, Platinum Sports Award. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Safeguarding, SIP Updates, Training Days, Wellbeing. 	
21	<p>CORRESPONDENCE</p> <p>None.</p>	
22	<p>DATE OF THE NEXT MEETING</p>	

	4.45pm Wednesday 20.07.2022	
	MEETING CLOSED AT 6.45pm.	

SIGNED..... DATED