

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 19TH OCTOBER 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)</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: Stuart Iles (SI) Jeanne Wood (JW)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 07.09.2022</p> <p>The minutes were signed as a true record of the meeting and they were electronically signed by TW.</p>	
5	<p>MATTERS ARISING FROM MEETING – 07.09.2022</p> <p>KB to send list of pupil accidents to governors – for next FGB 19.10.2022 – achieved.</p> <p>KB reported that she had produced a list of accidents broken down by type. The report shows that 50% of incidents were accidents and 50% were linked to behaviour incidents.</p> <p>Question: Would you class this as a lot of incidents? Answer: It is hard to compare, but it allows H&S to look at trends and risks to help reduce incidents and have conversations with staff and pupils.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE 28.09.2022</p> <p>SP reports that the meeting was quorate. Good progress has been made on building projects and ongoing discussions are taking place re the Public Right of Way.</p> <p>Finances are looking okay at the moment, but inflation will have an impact. The pay increases and energy costs will put pressure on the finances.</p> <p>Question: Is anyone in the school likely to strike?</p>	

	<p>Answer: Do not know – teachers do not have to tell school if they are going on strike but due to goodwill staff usually tell MS.</p> <p>The autumn budget will highlight spending and recruitment may well be affected.</p> <p>MS has a meeting with LA on 10.11.2022 to look at TopUp funding.</p> <p>There were no questions.</p>	
7	<p>General Ledger /Journals & Virements – 28.09.2022</p> <p>None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 05.10.2022</p> <p>ME highlighted the reports given from MLs, which showed the commitment of staff to achieve pupil outcomes. The reports also showed the consistency in the giving of rewards. PB is looking at how to bridge the gap between KS4 and Post 16 reward systems – as KS4 are reluctant to claim their rewards currently.</p> <p>Attendance continues to be a little disappointing; one pupil left within 24 hours, there are three pupils who are non-attendees, but plans and contact arrangements are in place.</p> <p>The progress this year has been brilliant with much of the report showing in blue. The reason for some of this is due to the rewrite of the curriculum and schemes of work to make them more accessible for Social / Communication pupils.</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP said the report spoke for itself and asked if there were any questions.</p> <p>Question: How do you have a 0.5 incident?</p> <p>Answer: It should say 0.5% of all CPOMs incidents etc. The report was changed accordingly.</p> <p>MS mentioned that after reviewing the data on CPOMs, the figures showed a direct correlation between pupils who have been impacted by breakup and those about which we are already concerned.</p> <p>MS also has had a couple of serious incidents to deal with.</p> <p>The report was amended to say ‘having relationships and sex education additional support by MS’ rather than ‘having sex education with MS’.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS</p> <p>MS reported that there had been two allegations in the last couple of weeks. The members of staff have had the incidents talked through and the issues have been dealt with internally, both receiving a warning (Management Instruction). There were also two safeguarding allegations in relation to transport and these have been reported to NS.</p> <p>Challenge Question: Is there any connection between them?</p> <p>Answer: There was an alleged inappropriate use of MAPA on two occasions. The outcome was they had done it to keep pupil safe but did not do it in the correct way. The other was a member of staff thought something was going to happen so intervened, but it did not happen, therefore was an inappropriate action. The intimate care policy has been discussed with them again.</p> <p>MS also mentioned that the school used to keep these records for three</p>	

	<p>months, but he has extended this to six months.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION</p> <p>KB highlighted this report which shows a breakdown of incidents by class and type of pupil.</p> <p>All staff have received the training necessary. There is a new safeguarding audit, with a change of questions which Amy is looking at and will come to governors soon. The school was asked about a Safer Recruitment Policy, which the school does not have at present.</p> <p>One referral went to Children’s Front Door, which was actioned immediately but was a very challenging process.</p>	
11	<p>WELLBEING</p> <p>ME reported that a Wellbeing meeting took place 14.10.22 but as four members were absent and only two at meeting, it was more of a chat than a meeting. As there were few at the meeting ME decided to leave the Business Committee survey till next meeting.</p> <p>KB mentioned that the school had been approached to be a pioneer wellbeing school and has asked for more information and what it entails.</p>	
12	<p>ATTENDANCE OF PUPILS 2021 – FOR INFORMATION</p> <p>MS reported that the figures for attendance are down, but plans are in place for those who are not in school. The school are working with LA and the multi-agency team. A couple of pupils have moved away and one pupil who does not want to do anything is receiving mentoring through 1-1 Turnaround. The safeguarding element of pupils is kept up to date and the reports show how we are keeping pupils safe. The challenge is when did we last see some of these pupils as it is not always in their best interest to visit. The majority of absences is due to the same pupils, with letters going to parents to address this.</p> <p>KB mentioned that it was hard to compare our figures with the national average as those figures are not available.</p>	
13	<p>SCHOOL SELF-EVALUATION</p> <p>MS explained that this report shows the school’s vision of Dream, Achieve, Believe and aims and values. These are our school rules and have been regularly revisited. Currently the school has ninety-five staff with some vacancies.</p> <p>Question: is it worth showing those vacancies?</p> <p>Answer: Not really as they change so frequently.</p> <p>The report shows updated data and summer results and gives a snapshot of what we are doing. This then feeds into the SIP report.</p> <p>KB highlighted the ‘why we are better than good’ section and evidence shows that we are outstanding and confident in key areas. It also shows areas that need developing and improving.</p> <p>Question: should we add the fact that we have an accessible curriculum as curriculum leads and SLT have worked so successfully on it?</p> <p>Answer: It was agreed to add this to the bullet points at beginning of report.</p>	

14	<p>SCHOOL IMPROVEMENT PLAN</p> <p>MS reported that this is a 2-year plan which is fed by the SIP lead's report and shows what has been achieved in terms 1 & 2. It shows the plan moving on from last year and who is responsible for which areas.</p> <p>Question: this is the 2-year plan, is there anything that has not been achieved or needs to be added?</p> <p>Answer: Some things have been done, like developing Maths has been achieved but some things need to be extended and some have been parked.</p> <p>The SEF is inline with SIP and at the end of 2 years will see what has been achieved and what still needs to be developed.</p> <p>Observation: SP said he thought it was a very clear and comprehensive document.</p>	
15	<p>SIP PARTNER FEEDBACK</p> <p>Sam Barham (SB) our new SIP partner visited the school for 2 days. She also met with the Subject Leads who all did very well, especially showing how pupils are now more actively engaged in activities.</p> <p>SB highlighted the difficulties in recruiting, but this is national problem as well. The curriculum development work the school did during Covid has put the school way ahead of other school. Thank you to KB for her forward thinking and use of the home time.</p> <p>SB added links for IT as promised.</p> <p>Subject Leads gave good feedback, did not find it intimidating and enjoyed sharing their experience in the school.</p> <p>SB comes from a school similar to Ravenswood and could ask relevant questions to the different departments. It was a good experience for everyone.</p> <p>Observation: There were seven things in her report which have now been identified by external assessor, which confirms what we have previously been told as governors.</p>	
16	<p>PUPIL PREMIUM REPORT</p> <p>KB shared the report which gives a breakdown of how the £70K was spent to support those disadvantaged pupils to overcome barriers with their learning.</p> <p>The report shows the outcomes compared to their peers and in most cases are performing very well, with the exception of Maths which is slightly underperforming.</p> <p>Question: Do the desired outcomes change or are they the same year on year?</p> <p>Answer: they will vary according to the needs of the pupils in the school. MS mentioned that more pupils are now on FSM and will probably be more going forward.</p> <p>KB said that P16 seem to have more FSM, but she was not sure why.</p>	
17	<p>INFORMATION ON WEBSITE – VERBAL UPDATE</p> <p>ME reported that the governor's information was up to date on the website. AP is in the process of updating other parts and new things from the government are also being added as and when we know about them.</p>	

	<p>Challenge Question: Why don't the LA let us know about the updates? Answer: We do get updates from LA and DfE but not always quickly. KB mentioned that some schools' websites include a lot of details re curriculum, but KB felt it was better to keep it simple, as the information changes frequently. As far as the school is aware we have a compliant website.</p>	
18	<p>SMSC REPORT KB mentioned that this report has been updated with all the different areas of SMSC, showing impact and development. Subject leaders have their own SMSC sheets explaining how we promote SMSC. Question: This seems a little light compared to the SIP/SEF? How do I understand 'areas of improvement' is enough? Answer: Through what we are doing, are we achieving all of this? If not, why not? The challenge question should be 'how do you know its enough'. Are we seeing impact? Yes, we are. Another way to clarify this is to ask PP/JW to get feedback from pupils at school council: evidence verses impact. The pupil survey will also highlight this and give evidence. SLs have also identified and produced their own reports to demonstrate how their curriculum areas link into SMSC areas. This sits alongside this document to show how we promote SMSC across the school and the curriculum. This feeds into SEF and gives us next areas for development. Question: TW mentioned that at Baytree, individual Governors had a responsibility for monitoring aspects that would be inspected by Ofsted and would that be something we should do? Answer: We have a small capacity of governors so maybe difficult to do but if anyone wants to visit school they can, as long as it is beneficial to school, pupils and staff.</p>	
19	<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 necessary.</p> <p>COMPLAINTS PROCEDURE There were no changes to this policy. The Governors unanimously agreed and accepted the policy.</p> <p>ADMISSIONS POLICY The school's PAN number had been increased to 134 The Governors unanimously agreed and accepted the policy.</p> <p>WHISTLEBLOWING POLICY. SSE Policy The Governors unanimously agreed and accepted the policy.</p>	

	<p>APPRAISAL AND CAPABILITY POLICY SSE Policy. The Governors unanimously agreed and accepted the policy.</p>	
20	<p>CONFIDENTIAL ITEM None.</p>	
21	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Pupil Premium, Safeguarding, Wellbeing, SIP, School Self Evaluation. 2. ADVANCE EQUALITY OF OPPORTUNITY – School Self Evaluation, SIP, SMSC Report, Admissions Policy, Pupil Premium. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – School Self Evaluation, SIP, AOB's, MATs. 	
22	<p>CORRESPONDENCE None.</p>	
23	<p>AOB</p> <p>Behaviour Incidents MS reported that he was looking at RPI data, which is very low when using MAPA. However, some staff were not reporting when just put a guiding hand on someone and this has made SLT think about how data is recorded. CF is looking at how it can be recorded correctly and what the data will look like. At the moment there is medium and high RPI and Dynamic Risk assessments but may need a low hold or guided hold. This will then give the school more detailed information for staff, pupils, and parents. Governors need to think about how they would like this data, are we happy with how it is or do we need more detail. Question: How will this affect safeguarding figures? Answer: There will be no effect as this is only on SIMs. It was agreed that CF trial this and produce a report for governors.</p> <p>Careers Governor SP mentioned that he needed to be ratified as Careers Governor. TW proposed, PP seconded. SP/KB to discuss what is required of SP in this new role.</p> <p>Staff Changes MS reported that four members of staff were moving on Pip Farrell, Meg Petrie, Kirsten Clark, Kirby Wallace. Interviews took place on 18/10 with internal candidates and all did really well. Two are going to job share a teaching role and one stepping up to take PF's role (CIAG). Karen has been taken on to deal with data and is doing really well. Sara will be returning after half term. PR is still off sick, but SLT is covering her role.</p> <p>Warning Notice TW reported that the LA had withdrawn their draft warning notice, which is a welcome end to the issue.</p>	

	<p>MATs MS suggested that the school get the ball rolling in regard to MATs. He will arrange a meeting with Guy Chappell (Special Partnership Trust), Lighthouse Schools partnership, and a mainstream MAT to see where the school wants to go.</p> <p>SEND in NS MS mentioned that a meeting has been arranged with NS to discuss next steps re what SEND schools look like.</p>	
22	<p>DATE OF THE NEXT MEETING 4.45pm Wednesday 14.12.2022</p>	
	<p>MEETING CLOSED AT 6.55pm.</p>	

SIGNED..... DATED