

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 14th December 2022

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) (Attended Virtually) Toby Willis (TW) (Chair) (Attended Virtually) 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: Stuart Iles (SI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 19.10.2022</p> <p>A line indicating break in paragraph was added on page three, item 10, and with this amendment 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 – 19.10.2022</p> <p>None.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 23.11.2022.</p> <p>SP highlighted some key points from the meeting. MS cancelled the cleaning contract immediately due to issues with the company. LC is now in charge of the in-house cleaning team. A decision was taken to install automated gates to fix the PROW issues. The roof is still leaking but work is in progress. Staff will receive a pay rise back dates to April, this has not been included in the budget and the school will not receive any extra funding. We have enough C/F this year, but this will cause ongoing pressure in the future. The fact we have had difficulties in recruiting and with good management of finances this has enabled us to build up our resources. ME thanked SP.</p>	
7	<p>General Ledger /Journals & Virements – 23.11.2022.</p> <p>None.</p>	

8	<p>REPORT FROM PUPIL COMMITTEE – 30.11.2022.</p> <p>ME highlighted some key points.</p> <p>It was a very positive meeting, with good progress being made across the school. MAT updates were given.</p> <p>Excellent progress is being made with staff development.</p> <p>Amy Baker has been appointed as Family Support Worker; Julie met up prior to Christmas Fayre to give an insight into how its organised.</p> <p>CF reported on Anti-Bullying Week which went well and highlighted even better ifs so can improve further next year.</p> <p>Two Learning Walks had taken place, the first one needed areas of improvement, which had been addressed by second Walk. KB highlighted the areas needing improvement and acted swiftly to give guidance/training where needed. There is a lot of pressure on the staff, and they have worked incredibly hard to improve things. The school are now in a better place for Ofsted. Staff are being supported where needed.</p> <p>The case studies shared were powerful stories, showing the progress that pupils have made since they joined the school.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that there was nothing outstanding to mention.</p> <p>The lock on the medicine cabinet in primary broke but was replaced by an old one from the main building.</p> <p>MS mentioned that there is a new lanyard system which is working well. Red indicates visitor should be supervised at all times (no DBS) and green shows DBS checked and documentation to support this; yellow is for students on work experience and blue is for contractors who are on site when no pupils are in.</p> <p>PP highlighted that there were issues with the pedestrian gate, which the school are aware of.</p> <p>Some amendments were made to the report – should read ‘speech and language’ and ‘should be challenged’ not ‘would be.’</p> <p>Question: How do you check social media prior to interview?</p> <p>Answer: Yes, since September we are now allowed to check social media, Instagram, Twitter, Facebook, TikTok etc. We check for racism, extremism, drug issues etc, we have an audit check list.</p> <p>ME thanked PP.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS</p> <p>MS reported there are two safeguarding allegations:</p> <p>One is against a member of staff, who is receiving a disciplinary sanction.</p> <p>Second was looked at in a meeting with the police and no further action was taken.</p>	
11	<p>WELLBEING</p> <p>ME mentioned that the meeting had taken place on Monday, a different time and day enabled more to attend. Sara will be chairing the meeting again.</p> <p>The staff room was discussed and how to improve staff areas. There is very little free space in the school for staff to sit quietly. This is due to extra pupils in the school and more spaces needed for pupils.</p>	

	<p>Money has been allocated for the staff room, looking to move the furniture around and have some study pods. There may be no need to buy extra furniture just need to find better use of it, especially in Primary. The MAPA noticeboard will be re done for staff reference. Printing and photocopying is still an ongoing issue.</p>	
12	<p>HEADTEACHERS REPORT</p> <p>MS mentioned that the school have 141 pupils with 134 funded places. MS has told NS if we are unable to recruit more staff then we will be unable to take more pupils.</p> <p>We have fifty-eight pupils on FSM, one leaving to go to Portsmouth and two in alternative provision.</p> <p>This report shows our two-year plans so will need to be reviewed soon. The impact of the report was reported at previous committee meetings. The Primary zone four playground is being improved to provide an effective outdoor learning space and should be completed by summer 2023.</p> <p>The school continues to further develop LSAs / teachers at delivering foundation subjects. Subject Leads reviewed their action plans and are working towards them.</p> <p>CF continues to support a mainstream school with pupils' needs and MS is in discussion with Lighthouse Trust around support for SEND/resource bases in their trust.</p> <p>The school continues to provide therapeutic interventions to support pupils' wellbeing.</p> <p>School Ambassadors votes have taken place and the newly appointed pupils will be in role January 2023.</p> <p>The school has become even more robust in its monitoring of Physical interventions, weekly meetings between MS/CF ensure procedures are completed correctly and wellbeing checks can be made on staff.</p> <p>The attendance of the whole school is 88.9% which includes reception class who have been on transition. The school continues to monitor pupils who are not attending due to anxiety and mental health issues. Letters have gone out to the usual pupils, and we know the reasons behind all the absentees.</p> <p>The school continues to provide Time to Talk sessions which focus on developing understanding of other cultures and British values.</p> <p>The school continues to ensure that pupils are educated in keeping safe on and offline. One to one support has been provided and whole group assemblies via St Giles Trust.</p> <p>Julie Knight has been appointed as CIAG lead, and SP has agreed to stand as Careers Governor.</p> <p>MS has contacted other education providers to see what CPD can be offered to LSAs which helps them develop further. A meeting has been arranged for January to look at options.</p> <p>The MAT working party has been set up and two visits have been planned from SPT and Enable Trusts. MS continues to work alongside several SEND schools, using a challenge partnership approach.</p>	

	<p>Annual safeguarding training for all staff has been completed and all staff have completed child protection and Prevent Duty Educare courses.</p> <p>The NS audit has been completed and returned.</p> <p>The Governing Committees continue to be strong – providing the right amount of challenge and support at the right time.</p> <p>The Wellbeing committee continues and SLT act on any feedback given to support staff wellbeing. SLT continue to review workload to look at better ways of working.</p> <p>Parents views were shared from their annual reviews.</p> <p>ME thanked MS.</p>	
<p>13</p>	<p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>KB explained why there were two Leaning walk reports and the reasoning behind them.</p> <p>There were some positives in the first walk on 3rd November, most working to schemes of work and a lot of staff being able to answer leaning questions. There were a couple of classes where it was not clear that pupils' leaning was based on prior learning. Some was happening but there was no evidence to back this up. Staff need to know why we are doing things and how they relate to end of school outcomes.</p> <p>KB/MS knew they needed to act swiftly, so gave feedback and returned three weeks later.</p> <p>It was really good to see a significant improvement, with staff under a lot of pressure to do the work. There was a huge increase in evidence. Staff struggle to keep up to date with filing and some LSAs did overtime to catch this up. Credit to staff for the turnaround.</p> <p>Question: How easy is it for staff to have time to share with LSAs?</p> <p>Answer: Staff should be sharing with everybody, it should be ingrained 'safer, happy, prepared.' Ofsted will want to see evidence of this.</p>	
<p>14</p>	<p>STATEMENT FROM PAY COMMITTEE</p> <p>ME reported that the Pay Committee had met on Friday 2nd December. Ten members were not eligible this year for pay progression and eleven had been progressed by the governors. One member of staff was eligible for pay progression but did not apply. ME thanked the staff for their commitment to the school, families, and staff. MS has notified the staff of the governor's decision.</p>	
<p>15</p>	<p>POLICIES FOR APPROVAL BY FGB</p> <p>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>PEER ON PEER ABUSE POLICY</p> <p>KB updated the Deputy Safeguarding Lead to Amy Baker. The policy name was changed to Child on Child Abuse, to be in line with new guidelines.</p> <p>With these changes the governors unanimously agreed and accepted the policy.</p>	

	<p>CPD & INDUCTION POLICY</p> <p>There were no changes to the policy, but the history was updated to add previous year's information.</p> <p>The Governors unanimously agreed and accepted the policy.</p> <p>SAFER RECRUITMENT POLICY.</p> <p>KB mentioned this was a brand-new policy as we did not have one and this was raised during our safeguarding audit. NS & SSE did not have a policy, but KB found one from Leeds and she has adapted it for Ravenswood. The logo to be added. Under interviews 'virtual' was added to face-to-face interviews.</p> <p>With these changes the Governors unanimously agreed and accepted the policy.</p>	
16	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
17	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Child on Child Abuse Policy, Safer Recruitment Policy, Headteacher's Report, Pay Committee. 2. ADVANCE EQUALITY OF OPPORTUNITY – Pay Committee, CPD & Induction Policy, Safer Recruitment Policy, Headteacher's Report. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – New Gates, Headteacher's Report, MAT updates, Child on Child Abuse Policy. 	
18	<p>CORRESPONDENCE</p> <p>None.</p>	
19	<p>AOB</p> <p>Governors Terms of Office</p> <p>TW mentioned that three governors' terms of office are due to end in February. ME and SP agreed to stand again but PP had some doubts but after some discussion agreed to continue and mentor a governor in the role of safeguarding.</p> <p>MATs</p> <p>TW highlighted that SP/MS/KB/TW/ME had seen presentations by Guy Chapple from Special Partnership Trust, Cornwall, and Andrew Buckton from ENABLE. They were both very interesting presentations but with different approaches. It was agreed that the MAT committee will meet early January and report back to next FGB on the way forward from here.</p>	
20	<p>DATE OF THE NEXT MEETING</p> <p>4.45pm Wednesday 8TH February 2023.</p>	
	<p>MEETING CLOSED AT 5.50pm.</p> <p>TW thanked everyone for all they had done during the last year and wished everyone a Happy Christmas.</p>	

SIGNED..... DATED