

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 24th May 2023

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) Mike Evans (ME) (Chair on behalf of TW) Simon Perks (SP) Pam Pollard (PP) Jeanne Wood (JW) Stuart Iles (SI)</p> <p>Sarah (Potential Governor) Charlotte (Potential Governor)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cheri Frost (CF) (Assistant Head) Isobel Osborne (IO)</p>	
3	<p>MATTERS TO BE INCLUDED UNDER AOB</p> <p>Keeping Children Safe in Education MAT update Governor Re-election</p>	
4	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
5	<p>MINUTES OF MEETING – 29.03.2023</p> <p>Under item 13 it should read ‘Standard’ not ‘Statement’, Item 24 was SI not SP. With these amendments the minutes were signed off as a true record of the meeting and they were electronically signed by ME.</p>	
6	<p>MATTERS ARISING FROM MEETING – 29.03.2023</p> <p>None.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE – 03.05.2023</p> <p>SP highlighted some aspects from the meeting. KB will be going on maternity leave later in the year and her role will be covered by CF. MS mentioned that PB will take over from CF and Becky Mitchell will cover PB as lead of Secondary.</p> <p>RDD was not happy with the school joining SPT MAT and MS to look at other options (discussed under AOB). There was no budget at Business Committee as we are reliant on bursar to complete this and it was not ready for meeting.</p>	

	<p>MS gave an update; he had received the budget the previous evening, but the C/F was £970K which cannot be correct. At last budget update the C/F was under £200K. MS has asked the bursar to come back, which he is doing on 26th May. Once this has been verified MS will discuss with TW and circulate to other governors. The revised budget needs to be signed off by 31/5/2023.</p> <p>TW arrived at this point and SP left the meeting.</p> <p>There were no questions.</p>	
8	<p>GENERAL LEDGER</p> <p>JOURNALS AND VIREMENTS – None.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE – 10.05.2023</p> <p>ME highlighted some points from the meeting.</p> <p>The reports from MLs showed the depth of commitment the staff have to the pupils and the school. RR has also passed her NPQ in Leading Teacher Development.</p> <p>PB thanked SLs for their support, which is evident in the reports given. All progress has been good.</p> <p>IO also gave a very positive report.</p> <p>The school is in a good place staffing wise, will be 100% once an LSA starts in June. The school continue to maintain their 8 Gatsby benchmarks.</p> <p>There were no questions.</p>	
10	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that she had met with Sarah, CF, Amy, and Liz. There is nothing outstanding. The new recruitment portals are working well and there are no urgent problems.</p> <p>Observation: Is the Brook Traffic Light system ‘Amber’ or ‘Orange’ it should be consistent across reports/polices.</p> <p>ME thanked PP for the work she does across the school.</p> <p>We also need to think about succession planning for safeguarding governor.</p>	
11	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
12	<p>WELLBEING</p> <p>ME mentioned that the Wellbeing group had not met as staff have been so busy. It seems that term 6 will be a better time to hold a meeting and may consider holding meetings every long term next year. Things seem to be in a better rhythm since covid and the flooding. MS reported that Ben Tucker is coming into school Friday to give a wellbeing talk. Also, a chiropractor will be visiting and also a quiz.</p>	
13	<p>APPROVAL OF BUDGET</p> <p>Not available at time of meeting. Previously discussed.</p>	
14	<p>IMPACT OF TRAINING DAYS</p> <p>ME explained why the school have an extra training day - to enable all the extra compulsory training required for an SEN school. The report explains what training is given on each day and what impact this has had on the school. All statutory training is given to all relevant staff on these</p>	

	<p>days as well as some twilight sessions.</p> <p>Challenge Question: As part of fire training, is the alarm set off at random times? PP used to come into school to do this.</p> <p>Answer: Yes, the school does, plans are in place for the pupils who struggle with the alarm going off.</p> <p>In summary the report highlights what would not have been achieved if only given five days. The training has been of higher quality, enabling learning and developing school procedures. Weekly meeting times have been freed up, which helps establish slots for HODs to meet with their teams. Staff are more able to receive training as not tired at end of day. Next year there is a drive from LA to have a Trauma Informed Person, where training can be cascaded down through the school.</p> <p>Question: Do the staff have a choice over training given?</p> <p>Answer: Not really, the training is based on PMI targets, SIP and other legal requirements.</p> <p>Observation: Could the Trauma training be as part of the wellbeing day? Split it between the activity and wellbeing?</p> <p>Admin staff receive their own training on SIMS.</p> <p>MS asked if the school could have six days instead of five.</p> <p>PP proposed, TW Seconded and the governors unanimously agreed to the proposal.</p>	
15	<p>GDPR COMPLIANCE MONITORING</p> <p>MS highlighted the report which had been produced from the system. There were more reported due to staff receiving training and being more aware. All staff have received the relevant training for their roles. There is also training available for governors' which MS will look into.</p> <p>Question: Do you know which fields have been filled in or not? Is there any relevance?</p> <p>Answer: it could be that some fields are not applicable.</p> <p>The report shows 9 incidents closed, 1 open but actions completed. None were reported to the ICO, which means none of the breaches were serious.</p> <p>Question: What is the relationship between blue and orange – 72 hours.</p> <p>Answer: Some are actioned in real time but not always put on the system straight away.</p> <p>There have been some breaches but we have significantly improved since GDPR came in.</p>	MS to look at GDPR governor training.
16	<p>RPI DATA</p> <p>MS reported that the data continues to be low. CF/MS review weekly and interventions put in place where necessary. There are a couple of pupils who keep flagging up, but good interventions are in place for pupils/teams. Sometimes pupils are moved from classroom to help with behaviour if necessary.</p> <p>Question: How are these figures logged?</p> <p>Answer: Yes, a behaviour form is completed and then logged onto CPOMS.</p>	

	<p>There are different types of interventions from a hand hold (for minor incidents), guided walk (low) and firm hold (for serious incidents). Previously not all hand holding interventions were recorded but staff now report every kind of holding.</p> <p>All incidents are reviewed with staff and pupils and CHP updated. Some of these procedures are put in place not just for the pupils but for the staff. All classroom staff have received safer intervention training. The table in the report explains how the figures are produced i.e., percentage of pupils/number of pupils.</p> <p>P16 data is really good which shows with the right support and pupils growing up, how the incidents reduce.</p>	
17	<p>BEHAVIOUR DATA</p> <p>The report shows the breakdown of serious incidents and minor incidents. The serious incidents are low/very low with minor being higher, but these are not a risk to anyone, just behaviour issues.</p> <p>Challenge Question: Term 1 seems higher than the rest, so do you have an issue with transition?</p> <p>Answer: Yes, there are some trigger points with transition, new pupils to school, year 6 – year 7. The school hold satellite classes to help with this along with pupils going to lunch and playtimes with the older pupils. Also, sometimes in term 1 staff are newly trained and more likely to report things, also unaware of pupils so do not necessarily know what usual behaviour for that child is.</p> <p>Question: Is there consistency between the classrooms?</p> <p>Answer: Yes, CF is responsible for monitoring and so there is a consistency there, but also classrooms are generally consistent in their reporting. A computerised system will be coming in soon.</p> <p>Observation: The percentage for the whole school, key stages looks wrong. There has been not data input for Key stages in the tables. KB to check figures.</p>	KB to check missing data.
18	<p>PROPOSED CURRICULUM BALANCE - FOR INFORMATION</p> <p>KB had taken this to Pupil Committee, and it was approved. There have been a couple of changes with the addition of Careers and Communication lessons. These will be in place of a PSHE and English lesson. These already happened as part of those lessons but will now be a lesson on their own.</p>	
19	<p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p>	
20	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
21	<p>AOB</p> <p>Keeping Children Safe in Education</p> <p>KB highlighted the report showing how pupils are kept safe. All incidents are reported to CPOMS. Some pupils have a Children in Need plan which is lower-level social care (optional), and others have Child Protection</p>	

	<p>(non-optional). Ofsted will look at statistics for sexualised behaviour, so we are now recording this using the Brook Method. Our statistics are based on developmental level not chronological level. The report explains the type of harm which falls into red, amber, green and what action is necessary and the action the school has taken. At the school both the pupil responsible and the victim are followed up following an incident. Staff are given lots of training, which is working well, to improve CPoms within the school.</p> <p>Question: Are these reflected in the behaviour data, as well as in this report? Answer: Yes, all data is analysed from CPoms and used in behaviour data. ME thanked KB and Amy for their hard work.</p> <p>MAT Update MS mentioned that this had previously been discussed at Business and Pupil Committees. On 18th April, Ravenswood, Westhaven, Three Ways, Briarwood, Baytree and Warmley Park school met with RDD and SPT to review MAT developments. There is a clear feeling that the schools want a SEND specialist focus MAT. A meeting will be held in June with the LA to discuss MAT options. Then the group schools will meet 28th June to agree which partners want to proceed with exploring this further, with a proposal date to join a MAT 2024/25. A lot of discussion took place, and it was agreed to follow this timeline. Question: Would SPT come on board as a consultant? Answer: Yes, they would, as well as help from Lighthouse MAT. Question: Who is co-ordinating the meeting? Answer: Ed from Baytree on behalf of RDD. ME mentioned that there could be funding available to set up a MAT of between £10K and £50K. The governors unanimously agreed to go forward and explore. TW suggested that the working group of TW/SP/ME resume as well.</p> <p>Governor Re-election ME mentioned that IO's term of office runs out in June. IO said she was happy to continue but MS to ask if other members of staff would like to take on role or happy for IO to continue.</p>	
22	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding, Wellbeing Day, RPI Data. 2. ADVANCE EQUALITY OF OPPORTUNITY – Curriculum Balance, Budget, Training Days. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – MAT update, Wellbeing, Training Days. 	
23	<p>CORRESPONDENCE None.</p>	

24	DATE OF THE NEXT MEETING 4.45pm Wednesday 19.07.2023	
	MEETING FINISHED at 18.25pm.	

SIGNED..... DATED