

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 19th July 2023

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) Charlotte Rosevear (CR) Sarah Jenkins (SJ)</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>Stuart Iles (SI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>Exam Query – KB Ofsted Update – MS Confidential – ME</p> <p>TW asked the two new potential governors to give a brief introduction of who they are. Charlotte is a parent of a pupil at the school, works at a secondary school in Weston. Feels like she can help by being a governor to make sure pupils are given the best they can.</p> <p>Sarah has helped with PFA amongst other things and works at Computer Share, working with finance. She feels that her expertise can be used well within the governing body.</p> <p>With two references and a DBS check in place, the existing governors unanimously accepted them as governors.</p>	
5	<p>MINUTES OF MEETING – 24.05.2023</p> <p>The minutes were signed off as a true record of the meeting. TW electronically signed the minutes.</p>	

6	<p>MATTERS ARISING FROM MEETING – 24.05.2023</p> <p>None.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 28.06.2023</p> <p>SP highlighted a few points from the meeting. The budget has improved since the previous one but still have little confidence in the figures. The budget is prepared by NS Bursar, who are looking to find a new Bursar. The school will continue to work with this budget at the moment, but it could change.</p> <p>There has been a pay increase for LSAs and now teachers have pay rise agreed which will cost the school a further 3.5%.</p> <p>There has been lots of work being carried out and more to be carried out. The MAT plans are moving forward slowly.</p> <p>There were no questions.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE 05.07.2023</p> <p>ME mentioned that BM was at the meeting as HoD elect, whilst PB steps up for CF during KB's maternity leave.</p> <p>Everything in the reports had been trumped by the Ofsted report, which shows we are doing things right. It was a very positive meeting.</p> <p>There were no questions.</p>	
9	<p>SUBJECT LEADER SELF EVALUATIONS</p> <p>KB apologised as this has not been completed but will send out via email by end of week. Any questions, please send to KB. The report will include an overview with action plans of where we are going next. It will show where training is being provided and progression of learning across all subjects.</p>	
10	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>PP apologised for delay in sending out but there was nothing untoward.</p> <p>There were no questions.</p>	
11	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION</p> <p>MS said that this shows the number of pupils in the school and the numbers of those who have moved on and where to, to enable the school to monitor everything. It also breaks down the behaviour information and details the action taken and what the results of that action are.</p> <p>Amy Baker is moving on and her role will be taken on by two staff who will job share. They have received their child protection training, and this will enable progression for them.</p>	
12	<p>WELLBEING</p> <p>ME reported that the meeting that was due to take place was postponed due to Ofsted.</p> <p>The Staff room upgrade is ongoing with LC. The staff appreciate the tea, coffee and milk provided by the school. There has been some concern with some staff feeling that the school dress code has not been upheld. These members of staff have been spoken to and the guidance has been</p>	

	<p>reissued.</p> <p>The end of year awards were continued again this year and were much appreciated and went well. It was a very positive meeting.</p>	
<p>13</p>	<p>HEADTEACHERS REPORT</p> <p>MS expanded on the report and explained that the number of FSM is now at 55 pupils.</p> <p>The report highlights the next steps for the school:</p> <p>In foundation subjects, some staff do not have specific knowledge they need to adapt learning successfully for some pupils. As a result, some pupils do not gain new knowledge as well as they could. Leaders need to ensure that staff have the guidance they need to implement the curriculum well in all subjects. SLT have meet with SIP to discuss the Good Ofsted and are planning to implement further support for subject leaders in non-core subjects which will ensure this point is addressed during 2023-2024.</p> <p>EYFS – The lead has met with the SIP discussing actions and plans for the next steps within EYFS.</p> <p>Primary – Communication boards have been introduced to the school hall to help develop communication.</p> <p>Secondary – Arts award and Art CGSE have taken place. One staff member is undertaking forest school training.</p> <p>P16 – Baywood Shop has opened and closed for term 6 and P16 have run pop-up shops within the school.</p> <p>Impact of SIP Whole School– Ofsted deep dives in Reading, Maths, PE, and Computing confirmed that schemes of work in core and foundation subjects had detailed curriculums and leaders were clear in what they wanted pupils to learn in their subjects and clear progression from long to medium term plans.</p> <p>Behaviour – The school has invested in support and further training for Assistant SENco this will ensure that her skills are up to date so she can continue to deliver high quality intervention such as drawing and talking therapy.</p> <p>Careers/Employability – The school will need to appoint a Careers lead next year as the new lead decided the role was not for her. The school has covered this role and Pip Farrell has supported in the interim until the right person is found for this role.</p> <p>Leadership and Management – After RDD stopped the joint partnership with SPT the school is reviewing its position regarding MATs. The school is looking to working in partnerships with other local special schools.</p> <p>Safeguarding – Ofsted June 2023 were very happy with safeguarding procedures.</p> <p>Governors – Ofsted confirmed June 2023 that Governance is strong.</p> <p>Staff workload and Wellbeing – Ben Tucker attended May inset day for a wellbeing session, feedback was generally very supportive.</p> <p>Parent Views – The views of the pupils were very positive: - ‘it’s alright’, ‘The teacher in my class works hard to ensure we are well prepared, and the work is done’, ‘Mr Senior allows me to express my feeling and I felt</p>	

	<p>listened to', with some requests too: - 'To add more benches', 'big football goal' and 'a splashy pillow'.</p> <p>MS concluded it had been a good year, he is glad to be Head, and everyone had worked hard to achieve this.</p>	
14	<p>GOVERNOR SKILL AUDIT</p> <p>ME mentioned that this had been sent to governors, please fill in and return to ME by end of August ready for meeting 6th September. Please be honest but not modest; this audit will enable us to see strengths and weaknesses within the governors.</p> <p>Sam Barham (SIP) wants to meet with governors some time in January.</p>	
15	<p>IMPACT OF SPORTS PREMIUM FUNDING</p> <p>MS apologised as this had not been completed fully. The figures of income and spend would be similar to last year, 19K but MS would update and send to governors.</p> <p>The targets had been updated –</p> <p>The school attended the dance festival, and a number of sports events took place run by Wesport.</p> <p>The school have started its own after school sport club this year, which will continue for the next three years, offering a wide range of activities that are accessible to all.</p> <p>Sports day was a celebration of the many activities that pupils have taken part in during the school year.</p> <p>Primary playground will be in place for September 2023. Funding has also been obtained for a sunken trampoline, which will be next to the new playground.</p> <p>Curriculum in place and staff have embarked on CPD to support implementation of the outdoor curriculum for pupils.</p> <p>The school continues to ensure our PE and Sports Provision for all pupils meets the Platinum Award standard. P16 are educated on how to book, travel to and access sport in their local communities. This will enable them to have skills and knowledge so they can access sport for life.</p>	
16	<p>REVIEW OF COVID 19 FUNDING</p> <p>KB mentioned that this has not been completed as yet due to a new form the government want schools to complete. This form is not available until September, so will complete then. The school have continued to remain on track with the funding.</p>	
17	<p>POLICIES FOR APPROVAL BY FGB</p> <p>SEN Information Report</p> <p>MS explained that this report tells the current picture of the school and gives a breakdown of their first needs.</p> <p>Observation: SLD is mentioned twice, on its own and with MLD – is this correct?</p> <p>Answer: MS to check.</p> <p>Question: The figures for PLAC and LAC are different in this report to the HT report – why?</p> <p>Answer: The HT report shows those who are in the school learning and this report shows September overview.</p>	

	<p>Observation: Would it be useful as this needs to go on the website, to show the acronyms in full.</p> <p>There is already a spreadsheet with acronyms on which ME will send to new governors.</p> <p>There were some amendments to the document –</p> <p>Under DAB, item 1, it should read ‘The Teachers’ not ‘They’.</p> <p>Under item 7 – Parents evening still happens but not face to face currently, which works really well for parents.</p> <p>It was suggested that the parents could also receive a phone call from a governor as ME previously used to talk to parents at parents evening. It was also suggested that a coffee morning take place so parents can look at work; ME happy to attend this to talk to parents.</p> <p>Item 12 – Pip Farrell was removed as careers Lead.</p> <p>In the box in item 10, therapy was changed to therapists, to be consistent with other boxes.</p>	
18	<p>CONFIDENTIAL ITEM</p> <p>A separate Minute to be circulated to Governors</p>	
19	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Questionnaire, Safeguarding Report, Wellbeing, Headteachers Report. 2. ADVANCE EQUALITY OF OPPORTUNITY – Headteachers Report, Impact of Sports Funding, SIP Visit. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Headteachers Report, Impact of Sports Funding, Safeguarding, SEN Information Report. 	
20	<p>CORRESPONDENCE</p> <p>None.</p>	
21	<p>AOB</p> <p>Exam Query</p> <p>KB reported that she had received an email from AQA relating to a pupil who had sat the same paper twice. There was a sequence of events that led to this happening. The pupil had taken a paper in year 10 and then needed to take another paper in year 11. The pupil was not in when the rest of the class took the paper, so needed to take another one. The class teacher was off sick at the time, so cover requested a new paper, the exam officer was new to the role and printed off a previous paper, which happened to be one the pupil had already taken. Unfortunately, this was not picked up when teachers moderated, and the paper sent off to be marked. AQA accepted the explanation as a genuine mistake and the pupil will not have their grade affected. Since this incidence the school have strengthen their processes, a spreadsheet is in place noting the papers the pupils have taken.</p> <p>Pupil Questionnaire – MS highlighted the questionnaire which was sent around the same time as Ofsted. There are two different questionnaires depending on the level of understanding of pupils, some symbolised.</p>	

	<p>79 pupils filled in the questionnaire, with most generally happy with the school. The behaviour responses were very similar to last year.</p> <p>Question: The question relating to understanding people from other backgrounds – has a high percent of disagree – is there a reason for this?</p> <p>Answer: There maybe some element of the pupils not understanding some of the question. Can be interpreted in different ways. Pupils answer disagree when they do not understand the question. Maybe the question should be written slightly differently.</p> <p>Confidential – see separate minutes.</p>	
22	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 6th September 2023.</p>	
	<p>MEETING CLOSED AT 6pm.</p>	

SIGNED..... DATED