

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 6th September 2023

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Stuart Iles (SI) Sarah Jenkins (SJ) 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) Polli Bravery (PB)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Charlotte Rosevear (CR)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
9	<p>TERMS OF REFERENCE FGB & COMMITTEES</p> <p>FGB Committee</p> <p>On page 5 under when to review it was approved to change to ‘review within the agreed review period’ instead of ‘annually’ as not all need to be reviewed that often.</p> <p>The following policies were added to those that should be reviewed: Keeping Children safe in Education Safer Recruitment Policy Grievance Policy Disclosure Policy</p> <p>Also, under item ‘b’ the date was changed to 2023 instead of 2021.</p> <p>Business Committee</p> <p>Question: Do we still have a school fund? Answer: Yes, but it is now amalgamated into the full accounts.</p> <p>Under when to review it was approved to change to ‘review within the agreed review period’ instead of ‘annually’ as not all need to be reviewed that often.</p> <p>The following policies were added to those that should be reviewed:</p>	

Flexible Working Policy
Family Leave Policy
Secondment Policy
Redundancy Policy
Reference Policy
Time to Train Policy

Pay Committee

There were no issues with this policy.

Pupil Committee

Under when to review it was approved to change to 'review within the agreed review period' instead of 'annually' as not all need to be reviewed that often.

The following policy was added to those that should be reviewed:

Management of Attendance Policy

FGB Committee

Chair - TW – Seconded PP

Vice Chair - ME – Seconded PP

Business Committee

Chair - SP – Proposed ME, Seconded JW

Vice Chair - SI - Proposed ME, Seconded TW

Other members – MS, SJ, ME

Pupil Committee

Chair – ME – Proposed PP, Seconded JW

Vice Chair – PP – Proposed ME, Seconded TW

Other members – TW, JW, IO, CR, MS

Pay Committee

This is held once a year with the only meeting on the first Friday in December.

ME, PP, SJ – Proposed TW, Seconded SP

Headteachers PM

TW, ME, PP – Proposed JW, Seconded SP

Appointed Governors

Pupil Voice – SSA PP, P16 JW – Proposed ME, Seconded TW

Mental Health Governor

ME – Proposed TW, Seconded JW

Safeguarding/Quality Assurance of Record Keeping

PP/CR (PP will mentor CR in this role) Proposed TW, Seconded IO

	<p>Children Who Are Looked After PP/CR (PP will mentor CR in this role) Proposed TW, Seconded SJ</p> <p>Health & Safety TW – Proposed ME, Seconded SJ</p> <p>E-safety ME – Proposed TW, Seconded PP</p> <p>SEN Governor TW – Proposed ME, Seconded SP</p> <p>Curriculum Governor JW – Proposed PP, Seconded SJ</p> <p>Training Governor JW – Proposed PP, Seconded TW</p> <p>Careers Governor SP – Proposed ME, Seconded PP</p>	
4	<p>MINUTES OF MEETING – 19.07.2023 There was an amendment of adding initials to Charlotte and Sarah names under those present. The minutes were signed off as a true record of the meeting. TW electronically signed the minutes.</p>	
5	<p>MATTERS ARISING FROM MEETING – 19.07.2023 None.</p>	
6	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR Nothing to report. KB mentioned that Georgia and Carla will be covering as additional deputy safeguarding leads, along with CF and MS as designated lead.</p>	
7	<p>SAFEGUARDING TRAINING – VERBAL PRESENTATION MS highlighted some of the changes shared with staff at their training, using the PowerPoint supplied by NS. It was agreed that to circulate the PowerPoint to all governors.</p>	KB to send PowerPoint to governors.
8	<p>INSTRUMENT OF GOVERNMENT This is a document that shows the governance is legitimate and was signed off. The report shows we have 10 governors but can go up to 12.</p>	
10	<p>GOVERNORS FORMS Completed at meeting except for CR.</p>	
11	<p>FREEDOM OF INFORMATION REQUESTS None.</p>	
12	<p>GOVERNORS' ALLOWANCES MS mentioned that no-one whilst he has been at the school has ever claimed expenses. It was agreed to amend the allowances to be inline with HMRC guidelines. Rate per mile 45p per mile for car, 24p per mile for motorcycles and 20 per mile for bicycles.</p>	

13	<p>POLICIES FOR APPROVAL BY FGB SAFEGUARDING AND CHILD PROTECTION POLICY 2022 No changes from last year. The Governors unanimously accepted the policy.</p> <p>GUIDANCE FOR SAFER WORKING PRACTICES 2022 No changes to this policy. The Governors unanimously accepted the policy.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION 2023 There have been very few changes to this. The Governors unanimously accepted the policy.</p>	
14	<p>CONFIDENTIAL ITEMS See separate minutes.</p>	
15	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Keeping Children Safe, Safeguarding Policy, Safeguarding Training. 2. ADVANCE EQUALITY OF OPPORTUNITY – Skills Audit, Pupil Voice Governors. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Instrument of Governance, Skills Audit. 	
16	<p>CORRESPONDENCE None.</p>	
17	<p>AOB NGA Skills Audit ME thanked everyone for their responses. Strategic Leadership We have a strong strategic leadership, which will improve once SJ & CR get up to speed. Accountability We are strong in this category and know what is happening within the school. Structures Another area in which we are strong, we know and are confident in what we are doing. Compliance As a group we are confident to speak up and challenge any area that needs it. Equality We are fairly strong in this area and broadly represent the community where we live.</p> <p>There were some suggestions relating to training which JW/ME will discuss.</p>	<p>JW/ME to discuss training.</p>

	<p>Challenge Question: Did you think there is anything we need to do? Answer: The only real gap is relating to the new governors, which will improve in time. Question: Do you feel the sub committees have the correct skill sets? Answer: Yes.</p>	
22	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 18th October 2023</p>	
	<p>MEETING CLOSED AT 6pm.</p>	

SIGNED..... DATED