

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 7<sup>th</sup> February 2024

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Pam Pollard (PP) Isobel Osborne (IO) Simon Perks (SP) Jeanne Wood (JW) Sarah Jenkins (SJ) Charlotte Rosevear (CR)</p> <p><b>School Officers</b></p> <p>Cheri Frost (CF) (Deputy Head) Polli Bravery (PB) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Stuart Iles (SI)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None.</p>	
4	<p><b>MINUTES OF MEETING – 13.12.2023</b></p> <p>There was an amendment on page 3 under item 12 Impact of School Improvement should read ‘considering the needs of children’ rather than ‘considering the news of the children’. With this change the minutes were approved.</p> <p>TW electronically signed the minutes.</p>	
5	<p><b>MATTERS ARISING FROM MEETING – 13.12.2023</b></p> <p>CF to send Anti-Bullying Week report to BC members – achieved. CF to check KSCIE link and Safer Recruitment Policy – achieved. HW to send email to governors re phone numbers – achieved. TW to send letter of appreciation – achieved.</p>	
6	<p><b>REPORT FROM BUSINESS COMMITTEE – 17.01.2024</b></p> <p>SP shared some key points from the meeting. The new car park has been put back due to some drainage issues found in the preliminary investigations, but the school are still looking for other ways around it. Financially the school is in a good place, with plans to spend some money sensibly. We need to consider the lack of SEN places in NS as only a small number available. MS has been asked to take more pupils than he has spaces for. The school are looking at purchasing a new minibus with wheelchair access.</p>	

	<p><b>Question:</b> Is this to replace or in addition to existing?  <b>Answer:</b> This is in addition.</p> <p><b>Question:</b> At a PTA meeting someone asked if the minibus could be used to bring families to school events, i.e. Bingo? Like a taxi service?  <b>Answer:</b> It is possible but would rely on staff to drive the minibus. Insurance would need to be considered as well.</p> <p><b>Question:</b> Will the new minibus be used frequently?  <b>Answer:</b> Yes, it will be able to be driven by drivers without a D1 licence. Will be used daily, for outdoor education amongst other things.</p>	MS will consider options for this.
7	<p><b>GENERAL LEDGER</b>  <b>JOURNALS AND VIREMENTS</b></p> <p>MS mentioned there was a virement for the purchase of a new minibus. The request was to move £38,460 to the correct account to enable the purchase of this. All agreed and the virement was signed off.</p>	
8	<p><b>REPORT FROM PUPIL COMMITTEE – 24.01.2024</b></p> <p>ME mentioned that it had been a great meeting. MLs presented their reports, and it is a pleasure to have an insight into what is going on with progress within the school.</p> <p>It is really good to see staff members growing in confidence. Thanks to RR and her team, progress is really good in Primary and EYFS.</p> <p>BM has stepped into the role in Secondary and even though it has been challenging she is doing really well. SIP targets have been clearly worked into her report.</p> <p>P16 is different with students being prepared for adult life as well as progressing in learning.</p> <p>Progress sheets show great progress in all areas but at Pupil Committee the governors challenged the staff as to what will happen once pupils reach outstanding: staff said they will continue to tweak targets and push to achieve more.</p>	
9	<p><b>MONITORING OF SAFEGUARDING BY A GOVERNOR</b></p> <p>PP said that the report had been circulated and asked for any questions. There was an amendment to the report with ‘member of staff with bit on their arm’ should read ‘bite on their arm.’</p> <p>There were no questions.</p>	
10	<p><b>SAFEGUARDING ALLEGATIONS</b></p> <p>None.</p>	
11	<p><b>WELLBEING</b></p> <p>ME reported that there was a meeting held on Monday 5<sup>th</sup> February, which was profitable. There was a discussion re the twilight sessions, with MS organising an external speaker to come in May, which was one of the ideas that had come up at the top of the staff survey. There were also lots of ideas expressed of how to deliver a session that seeks to consider and respect the wellbeing of staff, including suggestions of people having time to get to know each other, finding more about hobbies and interests.</p> <p>Off-site opportunities were discussed but it was decided on-site was the best outcome at this time. At the moment looking at 13<sup>th</sup> June for an</p>	

	<p>event of activities, games etc and BBQ, followed by ‘people bingo’ with an opportunity to get to know each other more. Governors are also invited to this event.</p> <p><b>Question:</b> Are there any ways governors can help? Morale seemed low at meeting.</p> <p><b>Answer:</b> MS showed governors the staff survey was completed by 52 staff with the majority giving great feedback and happy with where school is. There were some extra comments on the forms which MS will report back to FGB.</p>	
<b>12</b>	<p><b>SCHOOL IMPROVEMENT PLAN – Progress Autumn Term</b></p> <p>No update on this at present time, will be brought to the next Pupil Committee.</p>	
<b>13</b>	<p><b>UNOFFICIAL SCHOOL FUND CONSTITUTION – For signing</b></p> <p>This account at the current time has £8,966 in it. TW signed the document at the meeting.</p>	
<b>14</b>	<p><b>PUPIL PROGRESS SUMMARIES – For noting</b></p> <p>TW mentioned that these figures are discussed fully at PC. The tables do not always show the full picture, there are stories behind them which help to explain them. Where some are showing inadequate it is because some of the topics are not taught till later on in the year and the progress will even out. Also, some of them are just one or two pupils who show up under the different categories.</p> <p>There were no questions – All good and progress is going well.</p>	
<b>15</b>	<p><b>MAT DISCUSSION</b></p> <p>MS shared that he had met with colleagues from the other schools interested in joining a MAT. Two points came from that meeting –</p> <ol style="list-style-type: none"> <li>1) Further discussion with LA is needed and MS to arrange a meeting with Director of Education.</li> <li>2) To draft a Memo of Understanding ready for next meeting in March, which will be at Ravenswood. There is a willingness to move forward, even though things are moving slowly.</li> </ol> <p>There are lots of things in the future which could impact this, i.e. general election, need for new schools in the area.</p>	
<b>16</b>	<p><b>GOVERNOR TRAINING</b></p> <p>TW mentioned the meeting Sam Barham had with governors last week. SB recognised that governance at the school is strong, but one area of weakness was how we support new governors. Areas to look at is induction of governors and what training is required and recruitment of new governors.</p> <p>Also, it maybe worth looking at the structure of our meetings, agendas, and the function of the committee. How we can rationalise some of the things we discuss and simplifying of data if needed. SB will send report to</p>	

	<p>TW and revisit school in June.</p> <p>It was agreed that we would use a quiet FGB meeting to discuss this further and work on a plan. Will also discuss what training is necessary for governors to complete – i.e. Educare - Prevent Duty.</p>	
17	<p><b>ONLINE SAFETY COMMITTEE REPORT</b></p> <p>ME reported that he attends this meeting on behalf of governors and should have been reporting back to FGB. The committee met on Monday 5<sup>th</sup> February and discussed all aspects of online safety, including online safety incidents, consultation with the whole school community, monitoring of internet sites and associated policies. Surveys already go to parents and pupils. Staff have requested some training around identity theft and passwords; they have also requested more touch screens in the ICT room to cater for S&amp;C pathway.</p> <p>The committee meets three times a year and reviews seven of the twenty-one different aspects of the 360 online safety self-evaluation tools at each meeting, covering all twenty-one in the year. The school plans to apply for the Online Safety Mark in 2024/2025 academic year. The committee is confident that we have reached all the required standard and are ahead of the national average for schools.</p> <p>The committee is also confident that we have processes and filtering in place to keep children safe online when they are in school. The school also shares ways of keeping children safe when they are at home and will shortly be sending advice home about what to do about online bullying and also posting the advice on our website.</p> <p>ME thanked AP &amp; SLT for keeping children online safe in school.</p>	
18	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>DISCIPLINARY POLICY AND PROCEDURES</b> This is an SSE Policy, with no amendments. <b>The Governors unanimously accepted and adopted the policy.</b></p> <p><b>GRIEVANCE PROCEDURE</b> This is an SSE Policy, with no amendments. <b>The Governors unanimously accepted and adopted the policy.</b></p>	
19	<p><b>CONFIDENTIAL ITEMS</b> See separate minutes.</p>	
20	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Grievance Procedure, Online Safety Committee Report, Safeguarding Report.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – School Improvement Plan, MAT updates, Governor Training.</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – Wellbeing, Governor Training, MAT update.</li> </ol>	
21	<p><b>CORRESPONDENCE</b> None.</p>	
22	<p><b>AOB</b></p>	

	SJ asked if the school had a relationship with Step and Stone and CF said yes, we do, with some of our students doing their WEX with them.	
<b>23</b>	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 27 <sup>th</sup> March 2024	
	<b>MEETING CLOSED AT 6.05pm</b>	

SIGNED..... DATED .....