

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 13<sup>th</sup> December 2023

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) Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Jeanne Wood (JW)</p> <p><b>School Officers</b></p> <p>Cheri Frost (CF) (Deputy Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Polli Bravery (PB) (Assistant Head) Sarah Jenkins (SJ) Charlotte Rosevear (CR)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None.</p>	
4	<p><b>MINUTES OF MEETING – 18.10.2023</b></p> <p>There was an amendment on page 4 under item 15 – should read ‘primarily’ rather than ‘prominently’. With this amendment the minutes were signed off as a true record of the meeting. TW electronically signed the minutes.</p>	
5	<p><b>MATTERS ARISING FROM MEETING – 18.10.2023</b></p> <p>MS to check length of time medical records to be kept – achieved. MS to let TW have H&amp;S Policy – achieved. MS to look in Let’s Get Cooking Scheme – achieved. MS to update policy history – achieved. MS to check figures esp. PLAA – achieved.</p>	
6	<p><b>REPORT FROM BUSINESS COMMITTEE – 29.11.2023</b></p> <p>SP shared some key points from the meeting. Finance looking okay for three quarters through the year. We have a tentative agreement with NSC for no clawback. MS reported a H&amp;S incident where a pupil during play time broke his pelvis, possibility that the pupil has brittle bones. There was a trip to Cineworld in WSM which was problematic. An alarm was going off during the film, there were no members of staff to help and no clear evacuation plan. This has made the school realise that as well as</p>	

	<p>internal risk assessments, the venue's risk assessment needs to be checked out prior to visit.</p> <p>MS has written to the company, and he has received an apology, for lack of procedures.</p> <p>There were no questions.</p>	
<b>7</b>	<p><b>GENERAL LEDGER</b></p> <p><b>JOURNALS AND VIREMENTS</b></p> <p>None.</p>	
<b>8</b>	<p><b>REPORT FROM PUPIL COMMITTEE – 29.11.2023</b></p> <p>ME mentioned that in relation to RPI, the school have been on a five-to-six-year journey, and the figures are now the lowest they have ever been. This is due to staff training and learning de-escalation techniques.</p> <p>There was a positive report from School Council from JW/PP and ME thanked them for their work in this area.</p> <p>Anti-bullying Week was a huge success, very positive and powerful.</p> <p>There has been a definite improvement in quality of teaching, with just one class with concerns. Plans have been put in place to help this teacher.</p> <p>There were no questions.</p>	<p>CF to send Anti-bullying week report to BC members</p>
<b>9</b>	<p><b>MONITORING OF SAFEGUARDING BY A GOVERNOR</b></p> <p>PP reported that it been hard to set up a meeting with all those concerned, with no meeting with Family Support or Medications. Hannah has been maintaining the SCR. There will be another meeting on 24<sup>th</sup> January.</p> <p>CF mentioned that Liz has been logging incidents using the new online system.</p> <p>There were no questions.</p>	
<b>10</b>	<p><b>SAFEGUARDING ALLEGATIONS</b></p> <p>None.</p>	
<b>11</b>	<p><b>WELLBEING</b></p> <p>ME reported that the Wellbeing team had not met this term due to workload. There has been an informal chat about Wellbeing for inset days in May and June. Andy Thatcher, an ex-governor, who runs Portishead Outdoor Swimming Pool, has said that he will arrange some free swims for a limited number of staff.</p> <p>MS mentioned that staff are generally okay.</p>	
<b>12</b>	<p><b>HEADTEACHER'S REPORT</b></p> <p>MS highlighted the figures on the updated front page.</p> <p>We have 7 Children who are looked after and 7 children with post looked after arrangements. This is quite a high proportion to the school. We have 44 pupils who are on Free School Meals. Students planning to leave the school – One in year 11 was planning to move but has changed their mind and another in year 13 who is planning to leave.</p> <p>One. pupil was planning to move to residential in July, but the place was not available until 16<sup>th</sup> November. One family have moved to Dubai and two have moved to Somerset.</p> <p>We did have two in alternative provision, but one has moved to Berkshire,</p>	

the other is part time at Ravenswood and part time in another provision. MS has included the Ofsted remarks 'Leaders work with integrity, putting pupils at the heart of their decisions. Their vision of 'dream, achieve, believe' is realised in the determined way that the school has set about continuing to improve the quality of education in the past few years. The school is crystal clear about what it wants pupils to learn. Staff want to ensure that while at Ravenswood, pupils learn the life skills they need to live safely and to be as independent as they can.'

**Targets this year –**

EYFS – to continue to work with other local schools.

Primary – focusing on key stage outcomes. Subject leaders have been working with the DH to further develop their skills and pass their knowledge onto other subject monitors and LSA's via staff meetings.

Secondary pupils have been enjoying Outdoor Education and joining in Intra activities within school and multi school competitions like ten pin bowling.

P16 pupils continue to develop their understanding of the world. College has continued to give them the opportunity to sample what their next steps might look like. Unfortunately, we have held back some of our sensory learners as there was not enough space at the college.

**Impact of our School Improvement Plan:**

Behaviour has continued to be good especially considering the needs of the children. Hannah Francis, Play Therapist, is working with pupils to develop play and interaction skills. Hannah is also working with LAC and children who have been referred by the class team. Hannah splits her time with also working with Baytree and Warmley Park.

**Question:** Is the school splitting the salary?

**Answer:** No, we are paying her salary and claiming back from the other two schools.

Assistant SENco Nicola Venn is also working with other schools offering support as part of our outreach.

Attendance for term 1 is good at 91.3% compared to a national average for SEND schools of 87.8%. Persistence absences are low and where the school have identified pupils who need support these are allocated to a SL and plans have been put in place.

Personal Development – P16 held their first RE day this year, pupils had learnt about different cultures and celebrated what they had learnt by inviting staff and pupils to a celebration afternoon.

Careers/Employability – Gatsby Benchmarks have been achieved and we continue to maintain these. The school continue to support CIEAG across the school, including work related visits and visits from professionals to assemblies and class. MS gave a presentation at the Careers SW Hub.

Leadership and Management – The school has been working with six other SEND schools, looking at launching a MAT between the schools. Work is at a very early stage and further meeting is planned for term three.

School governance remains strong and will further be supported in

	<p>January, by working with Sam Barham.</p> <p>Safeguarding – Annual safeguarding training for all staff has been completed. All staff have completed child protection and Prevent Duty Educare courses.</p> <p>P16 and Secondary pupils have attended a morning presentation on youth crime. The NS audit has been completed and returned.</p> <p>Staff workload and Wellbeing – Wellbeing committee continues and SLT act on any feedback given to support staff wellbeing. The school provide a Health &amp; Wellbeing Service to all staff via Education Mutual.</p> <p>SLT continue to review workload to look at better ways of working and the school continues to dedicate an inset day to wellbeing.</p> <p>Parent Views from Annual Reviews – ‘She’s doing well, happy to come to school, more confident, enjoying conversations and is coping better with change,’ ‘Is pleased with her progress over the past couple of years’ and ‘feels that learning is going well, she has lots of support, she’s more confident and happier.’</p> <p>Subject leaders training is in house, and CF is taking the lead in the work. It is a bigger project than originally thought. Staff have been given more time and have a session a week with subject leaders. As such a big task we are breaking it down, looking at what is the main focus/priority, rather than take on the task as a whole.</p> <p><b>Question:</b> Does the school have a subject advisor?</p> <p><b>Answer:</b> No, they have access to SWALLS groups, SEND groups.</p>	
13	<p><b>IMPACT OF PERFORMANCE MANAGEMENT</b></p> <p>All teachers participated in performance management arrangements this year, and many have reported they find the system helpful in reflecting on their own performance. Fifteen fully achieved their objectives with two partially achieving with acceptable reasons. Following the performance review teachers have drafted their own Training and Development Plans to meet their objectives.</p> <p>The next reviews are planned for January 2024, working with support staff to review the effectiveness of PMIs and better ways of working during the inset day 2024.</p> <p>Appraisal of support staff, whilst not a statutory requirement, is proving to be an effective means of ensuring all colleagues have their ideas and views heard as well as giving them reliable feedback on performance. Pay progression for support staff continue to be incremental based on length of service.</p>	
14	<p><b>SCHOOL IMPROVEMENT PLAN</b></p> <p>MS mentioned that some of this had been shared at Pupil Committee but have now been updated fully. Already discussed a lot of it under HT report as they feed into each other.</p> <p>Minibus training has been given to staff where needed.</p> <p>AQA Unit Awards are available for those who could not access the college course.</p>	

	<p><b>Challenge Question:</b> Are there any areas you have not made progress that you would have liked to?</p> <p><b>Answer:</b> CIAG lead, no lead in place at the moment. CF has been picking up where she has capacity. The collaboration between the six schools is going slower than MS would like.</p> <p><b>Question:</b> Not really linked but what is happening with the car park?</p> <p><b>Answer:</b> A survey has been completed but a soil sample will be taken after Christmas. After the results are in then we can put plans in place and apply for tender.</p>	
15	<p><b>SCHOOL IMPROVEMENT LEAD PARTNER REPORT</b></p> <p>MS highlighted that SB had spent time with CF and video call with PB as well as MLs.</p> <p>MS likes the challenge that SB brings, she is supportive and has an empathy, our school is like one she has previously worked with. It is really helpful to have outside perspective, independent to anyone within the school. SB is different from previous SIP partners but still continues to challenge us. The school continues to pay for this service as find it invaluable.</p> <p><b>Question:</b> SB has a different way of doing things, is she challenging enough?</p> <p><b>Answer:</b> Yes, previous lead was blunt, but SB expresses the challenge in a different way but still as challenging.</p>	
16	<p><b>STATEMENT FROM PAY COMMITTEE</b></p> <p>Pay committee met on 24<sup>th</sup> November and considered the performance management objectives record of each teacher. Thirteen members of staff were no eligible this year for pay progression and eleven have been progressed by the governors. Individual teachers have been notified of the governor's decision by the issuing of a salary statement. ME has written to those who were not progressed, thanking them for their service to the young people and the school.</p>	
17	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>CHILD ON CHILD ABUSE POLICY</b></p> <p>Family Support Advisor changed from Amy Baker to Carla Dymond and Georgia McNulty. The References were amended to KSCIE should be linked to 2023 not 2020. CF to check. Also, this policy should be linked to Safer Recruitment Policy – CF to check link.</p> <p><b>With these changes the Governors unanimously accepted and adopted the policy.</b></p> <p><b>SAFER RECRUITMENT POLICY</b></p> <p>The policy should be inline with KCSIE 2023, not 2020. It was agreed to not have names listed in the policy of those trained but have 'Information relating to training is kept on training records and is accessible by contacting the Headteacher of the school'.</p> <p><b>Challenge Question:</b> Should the KCSIE still be 2022 as this was when the policy was first in line with that?</p>	<p>CF to check KSCIE link and Safer recruitment policy.</p>

	<p><b>Answer:</b> There has been very little change since 2022, with just minor amendments. So the policy will still be in line with KCSIE 2023.</p> <p><b>The Governors unanimously accepted and adopted the policy.</b></p>	
18	<p><b>CONFIDENTIAL ITEMS</b></p> <p>See separate minutes.</p>	
19	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Child on Child Abuse Policy, School Improvement Plan, Report from School Improvement Lead Partner, Safeguarding Report, Impact of Performance Management.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – Pay Committee Report, School Improvement Plan, Safer Recruitment Policy.</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – Child on Child Abuse Policy, RE Week, School Improvement Plan, Headteacher’s Report.</li> </ol>	
20	<p><b>CORRESPONDENCE</b></p> <p>None.</p>	
21	<p><b>AOB</b></p> <p><b>Health &amp; Safety Audit</b></p> <p>TW mentioned that he had completed and audit as H&amp;S Governor. Overall things were good with just a couple of minor issues. TW and LC followed a check list which included PAT testing and Fire extinguishers. One issue was the manhole cover which has some damage surrounding it and some issues with external lighting.</p> <p><b>Question:</b> Should the manhole cover have yellow high vis lines around it?</p> <p><b>Answer:</b> It does and LC looking for a solution.</p> <p><b>Observation:</b> The fire alarms do not work in P16</p> <p><b>Answer:</b> Yes, they do, they were not tested on this occasion.</p> <p>The fire brigade visited the school recently and LC has a fire plan to complete.</p> <p>TW hopes this will be annual audit, with some deep dives completed during the long terms.</p> <p><b>North Somerset Safeguarding Audit 2023</b></p> <p>MS mentioned that this a report NS ask schools to complete. The majority of the questionnaire we could answer that the school fully met the requirements. There was one question, no.29 ‘As Safeguarding leads are you confident that ALL staff are aware of the role of social workers in statutory children’s social care assessments and services covered under paragraphs 59-67 of KCSIE 2023’. The answer is no. MS has sent an email asking how we are made aware of this. Another question from Governors is what does it mean by ‘all’ staff in this document? Social Services have also asked to have a meeting with MS, which hopefully will be arranged soon. This report shows that we are robust in our monitoring of safeguarding.</p>	

	<p><b>Flooding</b> MS reported that the school had flooded again this week. This is different issue to any we have had previously. This flooding was caused by collapsed drains, which would not drain away and was spreading around the school. MS went to the fire station and was told that he would need to dial 999 before they would come out. He did this but was then told the fire service could not come out unless the water was coming into the school. As soon as the water came over the threshold the fire service were called again and they came and pumped out the water, and after two and half hours the water had been cleared. The was damage to the school with a cost of £15 - £20K, which included carpets. The water came through the floor/drains primarily into Haven. Some of this water was foul and the area needed to be closed off due to potential bacteria build up. Some classes were sent home for the day and others relocated. The insurance company have agreed to the damage amount and the school needs to get two quotes for the work to be done.</p> <p><b>Governor Contact Details</b> MS explained that there had been an incident recently where it would have been helpful to know a Governor’s phone number. This is not something that the school or other governors’ have. Hannah to send email to governors’ asking for home and emergency number, if governor happy to divulge.</p> <p><b>Staff Appointments</b> MS mentioned that he appointed two teachers, one an experienced one will start in April 2024, and the other Kay, who used to be an LSA but now qualified, is coming back to the school in February 2024.</p> <p><b>Letter of Appreciation</b> MS asked TW if he could send a letter of appreciation to Gareth Pratten, who stepped up to cover Kingfisher Class, when Beth was unavailable. Gareth has done really well, as have the rest of the team, especially as this is a challenging class.</p>	<p>Hannah to send email to governors re phone numbers.</p> <p>TW to send letter of appreciation</p>
23	<p><b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 7<sup>th</sup> February 2024</p>	
	<p><b>MEETING CLOSED AT 6.20pm</b></p>	

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