

# RAVENSWOOD SCHOOL



## DRAFT MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 17<sup>th</sup> July 2024

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) (Chair on behalf of TW) Stuart Iles (SI) Isobel Osborne (IO) Sarah Jenkins (SJ) Toby Willis (TW) (Online) Simon Perks (SP)</p> <p><b>School Officers</b></p> <p>Cheri Frost (CF) (Deputy Head) Polli Bravery (PB) (Assistant Head) Dawn Perrett (DP) (Minutes)</p> <p>Julie Davis (Potential Governor observing)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Jeanne Wood (JW) 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 – 22.05.2024</b></p> <p>The minutes were approved, and ME/TW will sign the minutes and return to CS.</p>	
5	<p><b>MATTERS ARISING FROM MEETING – 22.05.2024</b></p> <p>AP to take photos of all new rooms and upload to website once all building work complete – ongoing.</p>	
6	<p><b>REPORT FROM BUSINESS COMMITTEE – 26.6.2024</b></p> <p>SP reported there was nothing in particular to highlight. The notes about devolved budget and minibus are not as bad as they sound, just a minor accounting issues, which NS are looking at, but will not affect the budget. ME extended thanks to SP for his time as Chair of BC and said he will be missed as a governor. Governors presented SP with an engraved paperweight as a small token of their thanks for the time he had devoted to Governorship.</p> <p>There were no questions.</p>	
7	<p><b>REPORT FROM PUPIL COMMITTEE – 03.07.2024</b></p> <p>ME said there was very little to report. The move of P16 for building work was very successful. Pupils were working with a different curriculum, and MS is hoping to do something similar next year after exams.</p> <p>Staff awards went well, and Lisa Mainstone appreciated her governor's</p>	

	award. There were no questions.	
<b>8</b>	<b>CFR</b> MS reported that he was pleased to have received this now, has taken a time to come from NS. This shows our budget, income and planned spending, for governors' information. It will also be on the school's website.	
<b>9</b>	<b>SUBJECT LEADER SELF EVALUATIONS</b> CF mentioned that action plans had been completed but staff had not completed their SEFs. They will be bought to FGB in October.	
<b>10</b>	<b>MONITORING OF SAFEGUARDING BY A GOVERNOR</b> ME highlighted that PP would usually have completed this but due to her resignation this has not been done. We are looking for another governor who could take over this role.	
<b>11</b>	<b>SAFEGUARDING ALLEGATIONS</b> None.	
<b>12</b>	<b>WELLBEING</b> ME reported that at the last meeting there had been a plan to hold a team building evening for staff to get together to get to know each other better. This was help with a BBQ, games, pebble painting, Makaton videos amongst other things. The overall feedback was this was a good evening, with lots of conversations and lots of mingling amongst the staff. It is hoped that something similar will take place next year but possibly not as an INSET event..	
<b>13</b>	<b>HEADTEACHER'S REPORT</b> MS highlighted the new additions to the report. Total number in school 132, CLA 8, PLAA 7, 13 school leavers, all going to college bar one, who will hopefully have a place in the next couple of weeks. An leavers assembly will take place tomorrow. There are 4 pupils who have moved out of area but are still showing on the books.  <b>Quality of Education</b> <b>Early Years</b> Teaching in EYFS continues to be consistently good.  <b>Primary</b> The large majority of pupils have effective communication methods that they use in and outside of the classroom. Teachers are more confident to deliver non-foundation subjects.  <b>Secondary</b> Teachers are more confident to deliver non-core subjects.  <b>P16</b> Due to building works, pupils have been relocated across the main school Site. The school has provided an extended curriculum offer which P16	

pupils have loved. Due to this success the school will look at supporting this development of the P16 curriculum next year to incorporate an extended curriculum in term 6.  
Travel training has been successful and has supported to develop pupils' independence.

### **Whole School**

Pupils have been taught a more exciting curriculum and have been able to build on prior learning.  
Subject Leaders have developed an understanding of their subject across the school, they have evidence of what is being taught and robustly monitor their subject area.  
Teachers are more confident in delivering non-core subjects.  
Pupils' wellbeing continues to be monitored with 93% of pupils stating they enjoy school and 99% stated that they feel safe.

(TW joined the meeting at this time)

### **Behaviour and Attitudes to Learning**

Over this academic year a total of 18 pupils have received intervention from our in-house team. Data shows that over the year in most cases we can see a marked decrease in their strength and difficulties (SDQ) from the start of intervention till the end (which is what we want).  
We have successfully increased the Play Therapist time within the school to five days. She works at Ravenswood for 3/5 days, she supports at Baytree and Warmley Park on the other days.

### **Attendance**

Attendance to date for May 2024 shows 90.4% compared to a national average for SEND schools of 87.1%.  
Persistence absences are low and support plans have been put in place for three pupils. PLAA pupils remain a concern at 23.4%, one of these pupils is our highest non-attender, missing 75% of the time.

### **Careers / Employability**

WEX week took place during March, pupils engaged in many activities and placements both onsite and off.  
The school continues to achieve the Gatsby Benchmarks July 2024, currently 100%.

### **Leadership and Management**

MAT work continues to develop, and a Memorandum of Understanding has been agreed between five schools, who wish to work together to create and join a Multi Academy Trust which will be named Achieve.

### **Staff Workload and Wellbeing**

Wellbeing team requested some inset time dedicated to team building

	<p>and also a visitor to talk to all staff about mindfulness. Both of these events were successful, next year the school is going to provide training for all staff, so we can become a positive education school. (Governors will be invited to this if they want to attend).</p> <p><b>Pupil Views</b>  Pupil A – this school is good and it is a nice setting for me.  Pupil B – I would like more swimming in secondary.  Pupil C – I really enjoy it at school.  Pupil D – the school is doing a great job with all these people with complex needs.</p> <p>At our July Inset we asked staff about their values and why they worked at Ravenswood School. The most popular response was ‘I want to make a difference’.</p> <p><b>Observation:</b> The figures on the headteachers report do not match the figures on the SEN information Report.  MS will check the reports but believes the SEN information report contains figures for next year and the headteachers report contains this year’s figures.</p>	<p>MS to check reports for correct figures.</p>
<p><b>14</b></p>	<p><b>GOVERNOR SKILLS AUDIT</b>  TW asked if ME was happy to send out and collate these reports again this year. ME agreed to do this. This will enable the governing body to look at their strengths and weaknesses and which areas need filling when looking at new governors, so that the governing body can meet the requirements necessary. These have already been circulated and ME would like them back in time for FGB 4<sup>th</sup> September.</p>	<p>ME to send copy to JD.</p>
<p><b>15</b></p>	<p><b>IMPACT OF SPORTS PREMIUM FUNDING</b>  MS reported that this document highlights what the funding received has been spent on and the additional income given by the school. The school received £16,369, but the school spent £28,908 which is an overspend of £12,539. This money has enabled to the school to maintain their Platinum Award Standard, with the help of Jane Hawkes. It has also ensured that the school offers a high standard of options for pupils to participate in ensure pupils are able to access Sports and Performance Festivals.  There has been a dip in some classes, so next year this will be part of the extended curriculum offer to ensure all pupils are able to access this. BM will be overseeing this.  P16 have been educated on how to book, travel to and access sport in their local communities. This will enable them to have the skills and knowledge so they can access sport for life.  Next year we are hoping to develop swimming for KS3 and KS4 pupils. The school will continue to offer a free after school sports club and widen this offer to the wider community.</p>	

	<p>It was agreed that the governors would acknowledge Jane Hawkes hard work.</p> <p><b>Challenge Question:</b> The fact we are spending more than the funding we have received, is this sustainable? Do you have any concerns?</p> <p><b>Answer:</b> No, I have no concerns. The benefit to the pupils is such a positive outcome that the money is well spent. It is worth investing in Sport within the school, for some pupils this is the only activity they get to do.</p> <p><b>Question:</b> Are we going to receive the same funding next year?</p> <p><b>Answer:</b> We do not know at the moment, especially with a change of government. If we do not receive it, we are still committed to continuing this work.</p>	TW to send certificate or email to JH.
16	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>SEN INFORMATION REPORT</b> Question: is the phone number correct for the SEND team in Weston – think it should be 01275 884470 not 01275 888083. MS to check figures correct, as different from Headteacher’s report (see note above).</p> <p><b>With these amendments the Governors unanimously accepted and adopted the policy.</b></p> <p><b>SOCIAL MEDIA AND NETWORKING POLICY</b> This is an SSE policy. <b>The Governors unanimously accepted and adopted the policy.</b></p>	
17	<p><b>CONFIDENTIAL ITEMS</b> See separate minutes.</p>	
18	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Impact of Sports Premium Funding, Social Media and Networking Policy, Headteacher’s Report.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – MAT Update, Impact of Sports Premium Funding, SIP Report.</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN GROUPS</b> – Wellbeing Report, Impact of Sports Premium Funding, Headteacher’s Report.</li> </ol>	
19	<p><b>CORRESPONDENCE</b> None.</p>	
20	<p><b>AOB</b></p> <p><b>NORTH SOMERSET SECTION 175 AUDIT REPLY</b> MS shared the letter he had received from Paul Cox, NS Safeguarding in Education Lead Officer. He has taken on our comments re Social Services and a small section will be added within the refresher for 2024, so staff will be aware of how Social Services support pupils and families.</p> <p><b>INFORMATION UPDATE ON MAT</b> MS shared information pertaining to the setting up of a MAT. Jo at Three</p>	

	<p>Ways has set up a 'what it would look like' plan for a MAT. There will be some changes to the board from September, with some stepping down and new members appointed.</p> <p>A Memorandum of Understanding has been produced stating that the schools will work together, with the aim of joining the MAT. It was agreed that MS will sign on behalf of the school. The documents also give an overview of what the MAT might look like and who is responsible for what, with the aim of joining in 2025.</p> <p><b>Observation:</b> The chart shows the CEO working alongside the HT's – but who would ultimately been in charge?</p> <p><b>Answer:</b> This is how it is set up now with only one school, but this is something that will need to be decided at a later stage.</p> <p>The schools interested will join at different times as NS does not have the capacity do it all at once. All schools come with their own complexities, which will need dealing with before joining.</p> <p><b>Question:</b> Can members also be trustees? There are some at the moment?</p> <p><b>Answer:</b> No, some will need to step down.</p> <p>The documents are just a starting point, to get the schools looking at what is involved and what needs to be decided.</p> <p>ME asked MS to thank Jo for all the paperwork and help given to the school.</p> <p><b>SIP REPORT (SAM BARHAM)</b></p> <p>MS shared the report from our SIP Partner SB, which was a very positive report. SB met with CF, MS, PB, HODs and SLs, who all found it helpful. SB is informative, helpful and challenging but in a nice way. SB has agreed to be our SIP partner next year as well.</p> <p><b>Question:</b> Are we going to use SB to help us embed subject leads?</p> <p><b>Answer:</b> Yes, we planned to be further ahead with this but have not had the time. KB/BM will look at next year.</p> <p><b>GOV WORKPLAN 2024/2025 –</b> A hard copy was circulated at the meeting.</p>	<p><b>MS to thank Jo for her help.</b></p>
<p><b>23</b></p>	<p><b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 4<sup>TH</sup> September 2024</p>	
	<p><b>MEETING CLOSED AT 6pm.</b></p>	

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