

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 18th October 2023

Ref	Agenda Item	Action by
1	<p>ATTENDANCE Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Sarah Jenkins (SJ) Pam Pollard (PP) Charlotte Rosevear (CR)</p> <p>School Officers Cheri Frost (CF) (Deputy Head)</p> <p>Visitor Sam Barham (SB) SIP Partner</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Jeanne Wood (JW)</p>	
	<p>VISIT FROM SAM BARHAM – SIP PARTNER</p> <p>SB mentioned that she found it a privilege to work with the school, where the ethos is great, and the school is deserving of the Ofsted Report. SB explained her journey, previously a HT in a North Devon School, having worked her way up through the school. This helps her understand the complexities of Ravenswood; she enjoys working with SEND Schools, helping to develop strong links to the community and working with the governors and leaders.</p> <p>At her June visit it was agreed that an external review of governance would be helpful, and SB has agreed to do this. It will be useful for governors to reflect on their skills, passion and experiences, whatever type of governor, and enable them to be secure in their strengths. This will also open up areas where improvements can be made, to consider what has not previously been considered.</p> <p>The skills audit has already been completed, which identified some training needs, but also shows the governors ability to hold the school to account.</p> <p>The evaluation aims to: - reflect on what the governors bring, singularly and together, show what its like to be a governor, identify improvements</p>	

	<p>and be self-reflective. Any weaknesses should not be seen as negatives but as opportunities to improve even further.</p> <p>The next steps should be clear once evaluation completed, and this will form part of the action plan. SB will liaise with DP/TW to ensure questionnaires are completed in a timely fashion and then will rag rate the responses and produce a report for governors.</p> <p>SB needs to arrange a meeting with governors either 30th or 31st January 2024.</p>	<p>Governors to let TW have preferred days / times</p>
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 06.09.2023</p> <p>The minutes were signed off as a true record of the meeting. TW electronically signed the minutes.</p>	
5	<p>MATTERS ARISING FROM MEETING – 06.09.2023</p> <p>PowerPoint to be sent by KB – Achieved.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 27.09.2023</p> <p>There was no update given due to the absence of SP & SI, but all had previously read the report. There were no questions.</p>	
7	<p>GENERAL LEDGER</p> <p>JOURNALS AND VIREMENTS</p> <p>None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 04.10.2023</p> <p>ME reported that there was full attendance at the meeting, as well as the MLs. The MLs all gave incredibly positive reports, with PB and BM working as a double act as they cross over roles. MLs love to have the opportunity to showcase what they are doing within the school. There has been a change in Primary teaching due to the change in cohort, with a different approach and curriculum. DAB awards have improved in secondary which has previously been an issue as pupils didn't want to get their awards from SLT. There have been innovative approaches with some pupils where English is not their primary language and staff have dropped the odd word of their home language in conversation, which has worked well.</p> <p>P16 had an amazing set of exam results, which was very positive. They have also had good number of awards, which they use for visits to Costa, which assists them with travel, ordering, social skills, which is more than just having awards.</p> <p>Maths in P16 is looking impressive, and is stronger than it has ever been, which is a great improvement considering the concerns Governors had in P16 Maths previously. This has in some way been due to realigning of curriculum and the Maths Challenge and the hard work from IO and others on the curriculum.</p> <p>RPI journey continues to improve and is now more of a 'hands off' rather than a 'hands on' attitude.</p>	

	<p>The Governors worked through a lot of policies, and even asked for one to be rewritten as they would like some clarification on the Educational Visits Policy.</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>PP said the report had been sent out and asked for any questions.</p> <p>Question: There was a mention of an issue with risk assessments for trips, something about not being completed correctly?</p> <p>Answer: There has been a change over in the role and PB is now responsible. On checking some risk assessments, which PB does thoroughly, some were not completed adequately, and this led to some trips being cancelled. It was good to see that PP picked this up, so a good fail safe. This was also discussed at Pupil Committee and actioned. There was some discussion as to whether the medical records should be kept for 25 years or until the pupil is 25. MS to check this.</p> <p>PP also asked if Liz's name should be on the H&S policy, it was agreed that no name should be on there; it's usually only roles.</p> <p>MS to let TW have H&S Policy so he can use it as part of his H&S Audit. PP mentioned that the School Councils were up and running and have been entertaining.</p> <p>There were no further questions.</p>	<p>MS to check length of time medical records to be kept.</p> <p>MS to let TW have H&S Policy.</p>
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>MS reported that there had been an allegation against a supply teacher, which had been fully investigated and everyone was happy with the outcome. There are policies in place to help staff, but these may need to be reviewed at some point.</p> <p>Challenge Question: Do supply staff not have safeguarding training with their agency?</p> <p>Answer: They are not agency supply staff; they are our own bank staff. They are given paperwork to read but no training as such due to the fact they may not be here in the long run. It is worth reflecting on what we do for supply staff.</p>	
11	<p>WELLBEING</p> <p>ME reported that a meeting had taken place with RR being the new lead. The staff are happy with the new staff room, especially the solid pigeonholes. They are looking at what else could be done with / for staff and a staff survey will be done to see the sort of activities which staff would prefer. One thing that has been arranged is swimming at Portishead Pool for staff members. Everyone was happy at the meeting and pleased to be back in school and happy with the Ofsted report. There are two inset days which will be given to staff and evening session medical training will take place instead.</p> <p>SJ mentioned the 'Lets Get Cooking Scheme' which she felt could be useful for the staff. Possibly something to look into which would help both staff and pupils, which also includes funding.</p>	<p>MS to look into Let's Get Cooking Scheme.</p>

12	<p>ATTENDANCE OF PUPILS 2022-2023</p> <p>MS highlighted some key points.</p> <p>There were six pupils who did not attend during term 6. When excluding these students, the school's absence percentage drops to 10.48%, which is below the national average for special schools at 13.5%. Absence has increased by 2.8% from term 5. Figures for pupils in PLAA are higher than would have hoped and SLT will look at this further. There is data behind the lists which can explain the reasons, action plans are in place as well as support and early help. There is on P16 student who does not want to come to school but has been in one day a week.</p> <p>Challenge Question: Why do some of the columns not add up, should they?</p> <p>Answer: Yes, they should. Could have been input incorrectly. MS to check.</p>	MS to check figures esp. PLAA.
13	<p>SCHOOL SELF EVALUATION</p> <p>MS shared some key points from the evaluation.</p> <p>There are 138 pupils currently in the school, 32% girls and 68% boys.</p> <p>The school caters for pupils with a wide range of additional needs ASD 30%, MLD & SLD 23%, SLCN 15%, SLD 12%, SEMH 11%, PMLD 4% and HI 1%. The proportion of pupils eligible for FSM is 41%, the school has 6 PLAC and 7 of the pupils are LAC. The school currently have 102 staff.</p> <p>The previous report has been updated to include an update on our Ofsted Report. It also includes the GCSE, A Level, and BTEC exam results.</p> <p>Our main aim is to develop subject leaders' knowledge and skills further with the help of MLs and SIP.</p> <p>Question: On page 4 'Leaders and those responsible for governance should ensure that' under areas for development, should it be removed as it does not quite follow? This was unanimously agreed.</p> <p>Observation: Exam results have been amazing and blown us away.</p>	
14	<p>SCHOOL IMPROVEMENT PLAN</p> <p>MS reported that most of this data is fed from the SEF. Our two-year aims are to further extend our offer with parents, the community, and outside agencies to ensure the best outcomes for pupils with SEND in our school and wider community and explore options of joining/forming a SEND MAT that will further enhance this offer. And secondly to develop all staff knowledge in foundation subjects so they are confident to implement the curriculum well in all subjects which will enable all pupils are able to be successful learners.</p> <p>MS will report back during the year on what progress has been made and what has been achieved. MS has also shared with MLs who are confident in what they need to do. Also shared and discussed at PC.</p>	
15	<p>SIP PARTNER FEEDBACK</p> <p>MS mentioned that SB had been in the last two days, working prominently with MLs and CF. A report will be available at the next meeting.</p>	

16	<p>PUPIL PREMIUM REPORT</p> <p>MS reported that the school receives nearly £70K in pupil premium funding for FSM, CLA, PLAA pupils. The report shows how the money is spent and what progress those pupils have made.</p> <p>Money is spent on Behaviour & Emotional Support, Individual therapy i.e., music, drama, play therapist.</p> <p>Our overall spend was £78K but the school feel the overspend is necessary to provide for the pupils. Outcomes are good, with a couple of areas still needing some improvement, especially CLA Maths P16.</p> <p>Pupil Premium ensures that all pupils have the same opportunities, with catch-up and therapies.</p>	
17	<p>SMSC REPORT</p> <p>MS explained that the report shows how we help with spiritual, moral, social and culture development within the school. It is now part of the school's curriculum, there are key targets to achieve, and pupils have opportunities to explore and reflect on their own and others feelings and values.</p> <p>There are lots of ways in which we also help this by dance lessons and festivals, inter school sports competitions, Shakespeare for Schools at Tobacco Factory, along with educational visits to places of worship.</p> <p>MS is also attending SE Careers Hub, where he will be sharing what the school do with careers and how we have attained out GATSBY benchmarks.</p> <p>The school also use Time to TALK, School Councils, and have 'sign' of the week.</p> <p>Challenge Question: When do we receive an update on progress for this?</p> <p>Answer: It was agreed that MS would give feedback in term 6.</p>	
18	<p>POLICIES FOR APPROVAL BY FGB</p> <p>COMPLAINTS PROCEDURE</p> <p>Under Stage 1 Informal, it was agreed to delete 'in the case of serious concern, it may be appropriate to address them directly...' as this is not necessary. MS to amend policy history.</p> <p>The Governors unanimously accepted and adopted the policy.</p> <p>ADMISSIONS POLICY</p> <p>On page 1 'LA in consultation with Governing Body' added 'delegated to the Headteacher'.</p> <p>The Governors unanimously accepted and adopted the policy.</p> <p>WHISTLEBLOWING POLICY</p> <p>SSE Policy.</p> <p>The Governors unanimously accepted and adopted the policy.</p> <p>APPRAISAL & CAPABILITY POLICY</p> <p>Minor updates to this policy.</p> <p>The Governors unanimously accepted and adopted the policy.</p>	MS to update policy history.

19	CONFIDENTIAL ITEM See separate minutes.	
20	MEETING OUR EQUALITY DUTIES <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – SMSC Report, Pupil Premium Report, Monitoring of Safeguarding, Wellbeing. 2. ADVANCE EQUALITY OF OPPORTUNITY – SMSC Report, Pupil Premium Report, School Self-Evaluation. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – SMSC Report, Pupil Premium report, School Self-Evaluation, Wellbeing. 	
21	CORRESPONDENCE None.	
22	AOB Health & Safety Audit TW had previously discussed having an external H&S audit and he was prepared to do one. He will look at all aspects of the H&S Policy and address any gaps. SEND Community Event CF mentioned she had spent the day at this event and found it really useful for signposting people to relevant agencies. There were keynote speakers, workshops, local health practitioners. Attended by lots of parents and carers, local schools, CAHMS, transport and was excellent.	
23	DATE OF THE NEXT MEETING 4.45 pm Wednesday 13 th December 2023.	
	MEETING CLOSED AT 6.20pm	

SIGNED: T. Willis

DATED: 20.10.2023