

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 22nd May 2024

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) Sarah Jenkins (SJ) Toby Willis (TW) (Chair) Simon Perks (SP) Jeanne Wood (JW)</p> <p>School Officers</p> <p>Cheri Frost (CF) (Deputy Head) Polli Bravery (PB) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Pam Pollard (PP) Stuart Iles (SI) Isobel Osborne (IO) Charlotte Rosevear (CR)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 27.03.2024</p> <p>The minutes were approved, and TW electronically signed the minutes.</p>	
5	<p>MATTERS ARISING FROM MEETING – 24.03.2024</p> <p>MS to take photos of all new rooms and upload to website once complete – AP to do once all work completed.</p> <p>ME to thank Meghan Short for her hard work – achieved.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 01.05.2024</p> <p>SP highlighted from the BC meeting that building work would be done over the summer, the timeline is tight, and MS was concerned about an overrun. MS to speak with contractors to look at ways of preventing delays.</p> <p>MS mentioned that work has started and there has been no disturbance to the school.</p>	
7	<p>FINANCE</p> <p>FINAL BUDGET</p> <p>MS thanked PR for her hard work in preparing and working with Abby on this budget. The C/F is £142,026, which is below the 6% clawback. This will mean the school will have to run a tight ship next year and count every penny.</p>	

	<p>The school will at some point be audited externally, usually completed every five years.</p> <p>MS mentioned that in comparison to similar schools, our figures are in the mid-range.</p> <p>Question: At a glance, looking at next years C/F, does this include this year's C/F?</p> <p>Answer: The figure shows this year's figures and adds on inflation. Some of the expenditure this year will not be the same for next year. MS will not allow people to overspend on their budgets.</p> <p>Question: Under other funding there is additional 5 places, what is this figure for?</p> <p>Answer: We are guaranteed for 134 pupils next year, but we are taking 139, but only receive the money monthly, so this is a proportion of the annual figure.</p> <p>The governors unanimously approved the budget.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 08.05.2024</p> <p>ME mentioned that having the HODs reports at the meeting was his favourite meeting.</p> <p>RR was her usual enthusiastic self; superb figures and she is already achieving her 'even better ifs.'</p> <p>BM again shared a detailed and enthusiastic report, her data shows increasing consistency across the Department. She also highlighted the DofE camp and the extra curriculum activities.</p> <p>CF reported on behalf of IO, with coursework deadlines and external criteria to get qualifications being completed. These pupils are most affected by the current work being done within the school and they are on an alternative curriculum.</p> <p>The meeting was very positive, as well as long, but a lot was discussed. P16 data might not be as positive as pupils will not be receiving the usual classroom work, but they will be learning life skills.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>PP wanted it to be known that there is no monitoring by a governor this term due to circumstances beyond her control, with both CF and her unable to meet with the appropriate personnel this time, for which she is deeply sorry.</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
11	<p>WELLBEING</p> <p>ME reported that a meeting had taken place on 13th May. The majority of the discussion was planning for the Evening Event on 13th June, with ALL members of staff have invited for a BBQ with games. All governors invited to this event as well.</p>	
12	<p>APPROVAL OF BUDGET</p> <p>Already discussed.</p>	
13	<p>IMPACT OF TRAINING DAYS</p> <p>MS shared this annual report, showing how the six training days have been used.</p>	

	<p>Topics covered are: Safer Intervention, Safeguarding update, Fire Safety, Planning for EHCP, Literacy/Calculation Strategies, SIP 2023 progress, Classroom set up time, Creating Learning Environment, Online Training, Twilight sessions – Managing Medical conditions, positive education, MH first aid, Makaton, Wellbeing.</p> <p>The feedback from these training days has been positive, with staff being freed up to develop their teams within the department.</p> <p>MS said he would like six days again next year but is looking at a three-day programme run by Julie Hurst, which would work alongside our safer intervention work. The package would give each attendee a certificate and the school would obtain a symbol, showing they have completed the course, something only two other schools locally have achieved.</p> <p>The cost of this course is around £3.5K which works out at £25 per member of staff. There could be charities available to sponsor this course and give £1K towards the cost.</p> <p>The governors unanimously agreed to the six training days. The school would need to let parents and LA know of these days.</p> <p>Challenge Question: How do you collect feedback on the impact of these days?</p> <p>Answer: The feedback is given verbally, and a lot of the training this year was based on what staff asked for last year. Training is something which needs repeating at various times, to keep all staff up to date.</p>	
14	<p>GDPR COMPLIANCE MONITORING</p> <p>MS reported that this report had been generated from the system. It shows what incidents have occurred and all relevant courses of action. The training is not completed within the GDPRiS system but the school use Educare, which is why some of the data looks incomplete. The two freedom of information requests were from a corporate behaviour company and a parent whose pupil was not in the school, so neither were relevant.</p> <p>Question: What is the significance of being dealt with within 72 hours?</p> <p>Answer: It is the time period allowed before notifying the ICO.</p> <p>Our incidents did not need to be reported; they were human error, such as the wrong email used, wrong paperwork sent over Seesaw.</p> <p>The system highlights how staff record incidents, reminds staff, and raises awareness.</p>	
15	<p>RPI DATA</p> <p>PB reported that the data shows we are generally keeping RPI low, with staff consistently handling behaviour the correct way. Feedback from a new teacher, who had worked in lots of schools, was how well the school manages behaviour. Staff know which interventions to use and how to handle difficult behaviour. The fact that pupils have their own care plan enables staff to focus on what they need. A couple of pupils in P16 have challenging behaviour and this has reflected in the highs in the data. PB is hoping to transfer the behaviour data onto Behaviour Watch and use a combination of both systems, as need to be able to replicate the existing physical copy of the form.</p>	

16	<p>BEHAVIOUR DATA</p> <p>This data was shared at PC, so this is just for information. The data shows behaviour is low to very low, with data now being recorded on Behaviour Watch. This enables data to be recorded instantly, which works really well. There have been a couple of highs in minor incidents with one or two challenging pupils. Staff are generally consistent with their interventions, but a couple of new teachers need extra support. P16 have had quite a bit of disruption within the classrooms due to staff issues, which has led to higher figures in minor incidents.</p> <p>Question: Term 3 data is very low, is there a reason for this?</p> <p>Answer: No, we cannot always explain the differences. Some pupils have been unsettled with moving on, not knowing what is next for them. The LA has been quite slow in arranging where pupils are going next. Serious incidents remain very low.</p>	
17	<p>PROPOSED CURRICULUM BALANCE FOR INFO</p> <p>CF reported that not much had changed in this document, which highlights all subjects offered at the school. There is an extra class in KS4, with Avon being set up as a mirror of Frome. There is a small cohort in year 11, year 10 is a bigger cohort. The lower end of the school is much busier, with 8 reception children joining in September. There have been some changes with ASDAN with some more student-led and vocational options available.</p>	
18	<p>PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN</p> <p>MS highlighted some updates.</p> <p>A successful DofE camp had taken place, at Cadbury Camp.</p> <p>Monitoring and support continue for teachers and LSAs.</p> <p>Jane Hawkes continues Travel Training.</p> <p>School has provided training for staff and external NS colleagues for exam moderation. The school has also become a centre for pupils who are EOTAS, with the first exam taking place tomorrow.</p> <p>Subject leads have reviewed their progress against action plans.</p> <p>Therapeutic therapies continue with NV working at the school and with next door.</p> <p>Ambassadors' trips have been planned for KS3, 4 and 5, going to Noah's Ark and onsite bouncy castles for KS1 and 2. Ambassadors have been supporting with interviews.</p> <p>MS continues to work with five schools to take the MAT development to the next step, currently working on memo of understanding. The current plan is to join a MAT by 2025/26, there is another meeting on Friday 24th May.</p> <p>The school library has been updated with new books and creating a better environment for the pupils to share reading.</p> <p>Sam Barham will be visiting the school again in a few weeks' time. TW has asked if the visit with governors and Sam could be postponed until September.</p>	

<p>19</p>	<p>ANTI BULLYING REPORT</p> <p>PB reported that there had been some problems with reports incidents, with incidents being put on CPOMS when they only needed to go on Behaviour Watch - further training has been given. The incidents on Behaviour Watch are reviewed and only if they have continued and there is a pattern are they entered on CPOMS. The majority of the incidents are online and outside of school. Local PCSOs have been actively involved with classes and year groups where persistent incidents are happening. Bespoke sessions have been organised to target key issues such as stranger danger, online bullying and hate incidents, along with dangers of using inappropriate language and sending images and the consequences of this. Pupils responded well to these sessions and know a safe person/place to report incidents.</p> <p>Question: Are parents generally supportive?</p> <p>Answer: Some parents do not understand, they are not tech-savvy. Parents are not aware that some pupils are active online all through the night.</p> <p>Pupils are good at telling us what is happening, teaching them to block on phones and reinforcing through the school ‘if you wouldn’t say it to their face, then don’t type it.’ Pupil voice is a good place to receive feedback from pupils, time to talk and PCSOs.</p>	
<p>20</p>	<p>ONLINE SAFETY COMMITTEE</p> <p>ME reported that there are 21 different aspects to online safety and with three meetings a year, seven are discussed at each meeting. The meeting took place on 13th May. The graph in the report shows the national average, online safety mark and where the school is. We are hoping to achieve our Online Safety Mark in 2024/25. When we see a weakness. we address it and then that enables progress to the next level. We regularly give information to parents, but they may not know necessarily what to do with it. They know how to use the school complaints procedure effectively.</p> <p>In terms of online safety, we are pretty much there, but we know where we need to make improvements – data security, mobile tech, tech security. There is still a lot to do to apply for the benchmark with AP needing to find evidence to back up the data.</p> <p>ME mentioned that safeguarding checks are looked at in the meeting, with AP producing a list of what staff/pupils have been accessing, searches, key words. There is also a list of filtered sites, which is very robust.</p>	
<p>21</p>	<p>POLICIES FOR APPROVAL BY FGB</p> <p>WHISTLEBLOWER POLICY.</p> <p>SSE Policy – no changes.</p> <p>The Governors unanimously accepted and adopted the policy.</p>	

	<p>PROBATIONARY POLICY AND PROCEDURE SSE Policy – no changes. The Governors unanimously accepted and adopted the policy.</p>	
22	<p>CONFIDENTIAL ITEMS See separate minutes.</p>	
23	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Anti-Bullying Report, Online Safety Committee Update, Whistleblowing Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Impact of Training Days, Proposed Curriculum Balance, Probationary Policy, and Procedure. 3. FOSTER GOOD RELATIONS BETWEEN GROUPS – Wellbeing Update, Final Budget, Impact of Training Days. 	
24	<p>CORRESPONDENCE None.</p>	
25	<p>AOB</p> <p>JCQ Visit CF mentioned that JCQ had visited the school to check on all things relating to exams within the school. The visit was unannounced and unfortunately our exams had finished for that day. The visit lasted two hours and spent most of the time with Jenny. Looked at the room the exams were in and covered other aspects. The report shows the school was compliant in all areas with no action points.</p> <p>Staff Update MS mentioned that PB and BM had both been appointed as Assistant Heads. There were thirteen applicants, with four being called for interviews, three came for interview. They have been given a one-year contract, with PB covering Behaviour and Child Protection and BM looking at curriculum development.</p> <p>Question: Do we need to look at committee agendas so PB/BM can attend the relevant meetings? Answer: Yes, would be worth looking at these as sometimes things are doubled up and covered at all meetings. A Head of Secondary will need to be appointed.</p>	
23	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 17TH JULY 2024</p>	
	<p>MEETING CLOSED AT 6.20 pm</p>	

SIGNED..... DATED