

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 27th March 2024

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) (Chair on behalf of TW) Stuart Iles (SI) Pam Pollard (PP) Isobel Osborne (IO) Sarah Jenkins (SJ)</p> <p>School Officers</p> <p>Cheri Frost (CF) (Deputy Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Toby Willis (TW) Simon Perks (SP) Jeanne Wood (JW) Charlotte Rosevear (CR)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 07.02.2024</p> <p>The minutes were approved, and ME electronically signed the minutes.</p>	
5	<p>MATTERS ARISING FROM MEETING – 07.02.2024</p> <p>None.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 06.03.2024</p> <p>ME reported on behalf of SP.</p> <p>The school are hoping there will be no clawback as MS has spent money on the school list of approved projects, including updating rooms which needed it. The Resource Room, Art and Science Room are all coming along well. The library has also been tidied up and new resources are in place, with just some additional furniture to finish it off. The Creative Arts room is being done as well, with the floor and walls completed, just needs finishing.</p> <p>Observation: Can we display photos of these updates on our website to show what the school have achieved.</p> <p>ME also mention that the gifted trees from Thatcher's had been planted in the new 'orchard' which was the allotment. A press release has been sent to North Somerset Times with photos. There are two cooking apples, six eating apples and two cider apple trees.</p> <p>SP would say that the school is financially in a good place.</p>	<p>MS to take photos of all new rooms and upload to website once complete.</p>

	<p>Question: The old minibus, are there plans to sell it to raise funds?</p> <p>Answer: MS is looking at the legalities of this as the minibus was originally a Sunshine Bus. We have asked them for a replacement and said we could add £10K to the cost of this.</p>	
7	<p>GENERAL LEDGER Nothing to report.</p> <p>JOURNALS AND VIREMENTS None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 13.03.2024</p> <p>ME reported that it was a good meeting with lots of positive results. The quality of teaching was a highlight with lots of consistency across the school, especially in WALTs and WILFs displayed and knowing next steps from previous learning.</p> <p>MS mentioned he had met with MLs looking at future plans and cementing the good work we are doing, what is high quality and what is safe. The school could have dipped following the Ofsted, but we have kept the push going.</p> <p>RPI continues to remain low which is brilliant.</p> <p>Outside classroom visits and WEX have been a success, pupils came back from WEX exhausted but able to share their experience at the end of the day. WEX was well organised and planned well thanks to CF.</p> <p>An assembly relating to this will take place soon.</p> <p>Attendance is good, above average. There is some new information about attendance coming out in September which MS will be to governors nearer the time. Unauthorised attendance is incredibly low.</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>PP reported that she accompanied CR to the meeting, CR led it, took notes, and did the report. CR did not realise there was so much involved, but she did it well and there were no issues arising from the monitoring. We do more than most schools but it's the right thing for our school. It has been really helpful for CR to have PP to shadow.</p> <p>ME thanked PP and CR for their work.</p> <p>MS mentioned that he had appointed a new PA.</p>	
10	<p>SAFEGUARDING ALLEGATIONS None.</p>	
11	<p>WELLBEING</p> <p>ME mentioned that a meeting had taken place, where the focus was unsung heroes. They looked at different ways of recognising people working in the background, for example the staff in the Iles Kitchen. Not everyone likes being named or highlighted but the group would like to find a way to reward those who work tirelessly for the school.</p>	
12	<p>HEADTEACHER'S REPORT</p> <p>MS highlighted that the numbers in the school had dropped from 134 to 132. This is due to two pupils being relocated out of area, one to Weymouth and one to Barnstable. MS has put in a complaint as to how</p>	

this was handled, as no real support given, there was no consultation with the school and the young person moved really quickly.
These pupils are still on our books until they have found a new school.
One pupil is also in alternative provision part time.

Quality of Education

Early Years

All staff have received Makaton training and total communication training. This has been provided by DH, Makaton lead, Speech, and language.

Primary

Subject Leads have reviewed their progress against action plans. During Term 4 Learning Walks it was positive to see that staff are following schemes of work and school's teaching strategies. Pupils are building on prior learning and the evidence within their work folders confirms this progress.

Secondary

Subject leads have reviewed their progress against actions plans making suitable adjustments as required.

Following Learning Walks it was evident that differentiation was in place. Makaton was being used for key words, work was marked with high quality feedback and pupils could answer questions about learning that they were doing now and about what they had learnt in the past.

P16

Standards with guidance document shared so staff have a clearer understanding of the assessment requirements.

AQA Unit Award moderation complete and award ceremony is being planned to hand out those well-earned certificates.

Learning Walks, pupils were building their knowledge and skills across the course work. They were able, where appropriate, to explain what they had been learning, their role within the group and what they hoped the expected outcomes from their learning.

Staff and pupils were well organised and clear routines were in place.

Whole School

The staff continue to grow in confidence with their abilities, secure subject knowledge help teachers to provide high quality lessons and interventions for pupils.

Behaviour and Attitudes to Learning

Pupils' behaviour continues to be good across the school during Term 3, we had on average 2 behaviour incidents and 0.01 Physical Intervention recorded.

The Play Therapist has increased her time within the school to three days per week on a one-year contract. The other days she could be working with other local SEND schools.

Attendance

Attendance in term 3 is good at 90.4% compared to a national average for SEND schools of 87.1%.

Persistent absences are low and support plans have been put in place for three pupils. PLAA pupils remain a concern at 21.2%, one of these pupils is our highest non-attender missing 70% of the time. The school has a risk assessment in place for each of the children we are concerned about, and we continue to work tirelessly to improve attendance for these pupils.

Personal Development

The school has celebrated with DAB days, pupils had great fun guessing who's behind the mask in the Masked Singer.

Weekly time to talk sessions have continued to develop pupils Oracy skills alongside learning about topics like Holi festival and Ramadan.

Careers / Employability

WEX took place during March – Pupils engaged in many activities and placements both onsite and off.

Safeguarding

Attendance monitoring continues to be rigorous and support plans are put in place; we are able to do everything possible to ensure pupils are in school.

MS has attended SWALLS safeguarding meetings which aim to support the wider community across the southwest.

Governors

Governors have met with Sam Barham SIP; she is supporting the Governing Body to develop further and ensure they remain high functioning, supportive of the school with the right amount of challenge.

Staff Workload and Wellbeing

Wellbeing team have requested some inset time to be dedicated to team building. We have also booked an external visitor to talk to all staff about mindfulness.

Parent Views

Parent D – I cannot praise the school highly enough for the level of commitment and dedication to its pupils and staff. Thank you for all that you do.

Parent E – I felt that I couldn't have made a better choice, pupil A is very happy which in turn makes me happy.

Parent F – Excellent school and staff who really care about the students. I would recommend to everyone.

Parent G – Fantastic School with amazing staff. Thank you.

13	<p>SFVS</p> <p>MS mentioned that this document had been completed with PR/TW and it shows where we are as a school. Our teacher and staff costs are above average, but this is mainly due to having teachers who are more experienced. TW has signed this off on behalf of the governors.</p>	
14	<p>STAFFING STRUCTURE (DRAFT) 2024</p> <p>MS shared his vision for a new staffing structure. The workload for KB/CF and himself has been extremely high and they have coped but have been at full capacity. MS is hoping to share this workload with two new assistant head posts, with teaching time. The role will be shared between two new members of staff with two and half days of AHs and two and half days of teaching the same class. This will help with developing middle leaders and teachers. MS will be HT with the role of Self-Evaluation, School Improvement, Performance Management, CPD and Leadership and Management, MAT Development. The DH will be responsible for Curriculum, Teacher Training and Outreach Service. The three AHs will be responsible for 1) SENCO, Personal Development, Annual Reviews and Consultations. 2) Quality of Education, Learning and Achievement including EVC and Moderation. 3) DSL, Behaviour and Attendance.</p> <p>Challenge Question: Can we afford this?</p> <p>Answer: Yes, it is in the budget but just or one-year fixed term.</p> <p>MS believes that this will help the school to work at a higher level, will help drive the school forward. It will also enable MS to move forward with his work on MAT development.</p> <p>If the role is taken by someone internal, hopefully they will be able to drop back into previous role after the year, if not extended. If it is an external candidate, then they are taken on for just the year.</p> <p>Observation: It seems like quite a big percentage increase from one to three roles. Is this a worry to the budget?</p> <p>Challenge Question: What if it does not work out? Can we financially allow it?</p> <p>Answer: It is in the budget for this year, and it is only planned for one year and then to review it.</p> <p>Challenge Question: There is only one DSL on the list, should we have a deputy?</p> <p>Answer: Yes, MS will be deputy and AH will be DSL. There will also be the family support person. Longer term it may be that we can interchange these roles and help develop skills in different areas.</p> <p>Our ethos in the school is to grow our own teachers and leaders and this will help us to do this.</p> <p>Question: Do you think there will be any resentment within the school, seeing the increase in SLT.</p> <p>Answer: No MS does not think so, within the school there has been the new Play Therapist, Outdoor Education Lead to help the staff.</p>	

	<p>MS will meet with the staff team and share with them and meet any concerns they have.</p> <p>Question: How does this structure compare to other schools?</p> <p>Answer: Other schools have a similar set up.</p> <p>It was suggested that we keep a record to show how measured this has been, how much progress has been achieved, to help justify the change. After a lot of discussion, the governors unanimously agreed to this proposal.</p>	
15	<p>PARENT QUESTIONNAIRE RESULTS 2024</p> <p>MS reported that there had been 67 responses from the parent questionnaire, and they had been overwhelmingly positive. The questionnaire was completed anonymously online. There were 27 comments which were positive bar 2. These results were humbling and something the school should be proud of.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>ALLEGATIONS OF ABUSE POLICY SSE Policy, most up to date version. The Governors unanimously accepted and adopted the policy.</p> <p>DISCLOSURE PROCEDURE SSE Policy, most up to date version. The Governors unanimously accepted and adopted the policy.</p> <p>HW has sent an email relating to the changes and updates to employment law. Piers Hartridge (HR Adviser) has listed the changes in the email, and it was agreed to accept these changes.</p>	
17	<p>CONFIDENTIAL ITEMS</p> <p>None.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Wellbeing Report, Monitoring of Safeguarding, Service Level Agreement, Staffing Structure. 2. ADVANCE EQUALITY OF OPPORTUNITY – Staffing Structure, Shakespear Festival. 3. FOSTER GOOD RELATIONS BETWEEN GROUPS – Parent Questionnaire Results, Headteacher’s Report, Wellbeing Report, MAT Work. 	
19	<p>CORRESPONDENCE</p> <p>None.</p>	
20	<p>AOB</p> <p>Service level agreement - MS reported that he and Anthony Webster had worked on this report, sending it back and forth until we have the current version. MS highlighted the Nature of Needs met at Ravenswood School especially who we cater for. Previously we were listed as having SEMH pupils, but the school is not currently suitable to educate these</p>	

	<p>pupils. These pupils have challenging behaviour issues and problems, which can have an impact on the other pupils.</p> <p>The document also includes SEN Code of practice, Purpose of the Provision, Curriculum, Working with Parents/Carers, Staff and Premises. The LA is happy, MS is happy, and the Governors were unanimously happy with the document.</p> <p>Shakespear Festival – This was attended by the pupils from the school, who had practiced and put on The Tempest. There were some real comedy moments, it was an excellent day and ME was impressed by how other schools reacted to our pupils. There were around fifty people watching the show.</p> <p>Question: Where do they learn this?</p> <p>Answer: Drama is on option which pupils choose to take.</p>	<p>ME to thank Meghan Short for her hard work.</p>
<p>23</p>	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 22nd May 2024</p>	
	<p>MEETING CLOSED AT 6.15pm.</p>	

SIGNED..... DATED