

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 4th September 2024

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Stuart Iles (SI) Sarah Jenkins (SJ) Isobel Osborne (IO) Charlotte Rosevear (CR) Jeanne Wood (JW) Beverley Campbell (BC) (new governor accepted at the meeting) Julie Davis (JD) (new governor accepted at the meeting).</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head Head) Becky Mitchell (BM) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Polli Bravery (Assistant Head)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
	<p>TW Welcomed Beverley and Julie to the meeting and asked them to give a brief pen picture of why they wanted to be governors.</p> <p>Beverley – Has two children at the school and has a teaching background. She feels now is the time to give back to the school.</p> <p>Julie – used to work at the school, left three years ago after taking early retirement. She has fourteen years' experience in family support and has missed it so now would also like to give back to the school.</p> <p>The governors unanimously accepted them both as governors subject to two references and enhanced DBS checks.</p>	
4	<p>MINUTES OF MEETING – 17.07.2024</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 – 17.07.2024</p> <p>AP to take photos of all new rooms and upload to website once the building work is complete – ongoing. MS to check reports for correct figures re. Headteachers report and SEN information – achieved.</p>	

	ME to send Governor Skills Audit to JD – achieved. TW to send certificate or email to JH re hard work with sports – achieved. MS to thank Jo for all her help re MAT paperwork – achieved.	
6	MONITORING OF SAFEGUARDING BY A GOVERNOR Not been completed due to no safeguarding governor – JD to take up this role once references received. ME has questions previously used by PP/CR in this role.	
7	SAFEGUARDING TRAINING – VERBAL PRESENTATION MS shared a PowerPoint used for staff training re safeguarding. MS to email governors with this PowerPoint.	MS to share PowerPoint with Governors.
10	INSTRUMENT OF GOVERNMENT This was shared for noting.	
11	<p>TERMS OF REFERENCE</p> <p>FGB Committee CHAIR – TW (Proposed TW, Seconded SJ) DEPUTY – ME (Proposed TW, Seconded SJ) COMMITTEE – All Governors</p> <p>BUSINESS Committee CHAIR - SJ DEPUTY - SI COMMITTEE – TW, SJ, SI, ME, MS</p> <p>PUPIL Committee CHAIR - ME DEPUTY – JW COMMITTEE – JW, IO, JD, CR, BC, MS, ME</p> <p>PAY COMMITTEE – SJ, SI, JD ME to send above the agenda and minutes of last meeting for reference.</p> <p>HEADTEACHER PMI – TW/BC/ME E-SAFETY - ME PUPIL VOICE – SSA – BC, P16 - JW MENTAL HEALTH GOVERNOR /WELLBEING - ME SAFEGUARDING/QUALITY ASSURANCE RECORD KEEPING – JD CHILDREN WHO ARE LOOKED AFTER - JD HEALTH & SAFETY – TW CURRICULUM /TRAINING GOVERNOR – JW SEN GOVERNOR - TW TW to look at recruiting more governors if necessary.</p> <p>FGB TOR Observation – it was agreed previously that some policies need to be reviewed annually, others less frequently. The wording was changed to read ‘will be reviewed regularly in line with statutory guidance’. There are some on the work plan that are not included in TOR so added:</p>	

	<p>Safer Recruitment Policy Disciplinary Policy Grievance Procedure Allegations of Abuse Policy Disclosure Policy Secondment Policy.</p> <p>In paragraph 5 – there is ‘size’ included twice so one was removed/ After some discussion it was agreed to change progress under Purpose to read ‘pupils make at least good progress’ and this was amended across all TOR for all committees to be consistent.</p> <p>Challenge Question: Why do we review SSE policies when there have been no changes, when we adopt SSE policies as a rule? Answer: It was agreed that the policies will stay on the workplan but will be checked for most up to date and only bring to governors if changes have been made</p> <p>Pupil TOR There was a missing policy – Attendance Policy added to TOR.</p> <p>Business TOR There was a missing policy – Managing Attendance Policy added to TOR.</p> <p>Pay Committee TOR At the present time it states that there are three members of the committee and need three to be quorate. After some discussed this was changed to ‘the committee will ideally consist of three governors’ and two members for quorum.’</p>	
12	<p>GOVERNORS FORMS ESAFETY POLICY ACCEPTANCE SELF DISCLOSURE REGISTER OF BUSINESS INTERESTS CODE OF CONDUCT FREEDOM OF INFORMATION REQUESTS</p> <p>Most of these were completed and signed at the meeting. Others will need to complete and return to MS / CS</p>	
13	<p>GOVERNORS ALLOWANCES</p> <p>ME has looked and checked the current mileage rate with HMRC and all looks okay. In his time as governor, he has never known a governor claim allowances. The Governors unanimously accepted this document.</p>	
14	<p>POLICIES</p> <p>SAFEGUARDING AND CHILD PROTECTION POLICY</p> <p>The front page needs to be completed, and the school and staff names need to be inserted.</p>	

	<p>With these additions the Governors unanimously accepted and adopted this policy.</p> <p>GUIDANCE FOR SAFER WORKING PRACTICES No changes have been made to this policy but the date needs amending to 2024. ME to complete his safer recruitment training this year.</p> <p>With this amendment the Governors unanimously accepted and adopted this policy.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION Governors need to be aware of part one of this document, but Governors received the full document.</p> <p>The Governors unanimously accepted and adopted this policy.</p> <p>WHISTLEBLOWING POLICY No changes, already approved in May.</p> <p>The Governors unanimously accepted and adopted this policy.</p>	
15	CONFIDENTIAL ITEM – see separate minutes.	
20	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Whistleblowing Policy, Terms of Reference, Safeguarding and Child Protection Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Terms of Reference, Whistleblowing Policy. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Appointment of Governors, all Committees, Safeguarding and Child Protection Policy, Safeguarding Training. 	
21	<p>CORRESPONDENCE None.</p>	
22	<p>AOB Building Work – MS mentioned that all the work had been completed over the summer. The roof has been fixed in P16 and the heating system in. Half of the school has been painted and looks really good. A much smoother operation than in previous years.</p>	
23	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 23RD October 2024</p>	
	MEETING CLOSED AT 6.30pm.	

SIGNED..... DATED