

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 18th December 2024

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Toby Willis (TW) (Chair) Mike Evans (ME) (Minutes) Stuart Iles (SI) Isobel Osborne (IO) Charlotte Rosevear (CR) Jeanne Wood (JW) Beverley Campbell (BC) Julie Davis (JD) Sarah Jenkins (SJ)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Polli Bravery (PB) (Assistant Headteacher) Cheri Frost (CF) (Assistant Headteacher)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Mark Senior (MS) (Headteacher) Dawn Perrett (Minutes) (DP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>MINUTES OF MEETING – 23.10.2024</p> <p>SJ was not present at the meeting and with this amendment the minutes were signed off as a true record of the meeting. TW electronically signed the minutes with thanks to DP</p>	
5	<p>MATTERS ARISING FROM MEETING – 23.10.2024</p> <p>ME to send email to EW re outcome – achieved MS to check notes info. Re Attendance – Achieved ME to send AP amendments re Online safety policy 2024 – achieved MS to collect NofK info - achieved - email sent 10.12.24</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 27.11.2024</p> <p>SI reported that the main discussion had centred around the amount of carry forward, which was more than had been anticipated. This was for the most part due to difficulties in recruiting staff and therefore a saving in the staffing costs. The committee had approved projects to be undertaken in the school.</p> <p>There were no further questions</p>	

7	<p>GENERAL LEDGER Nothing to report.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 04.12.2024 ME reported that the meeting had been the first with the new management structure and had welcomed heads of KS3 and KS4 in addition to the Heads of Primary and Post16. It had been an extremely positive meeting and the four HoDs had shown how passionate they were about the work in their Department. They had clearly shown Governors how the changes in curriculum, with more Outdoor Education possibilities, were of positive benefit to the pupils. BM had reviewed the trips for pupils and was ensuring that there was a balance across different classes. The anti-bullying week had been extremely successful. The safeguarding report from JD had been well received.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR TW began this discussion by saying that this was a very useful and incredibly detailed report.</p> <p>Challenge Question: should Governors be worried that supply staff employed via North Somerset Council are not required or offered any safeguarding training by the Council? Answer: KB informed Governors that the school carries out the same checks on supply staff as they do for school staff. The school is also considering ways of making Educare training available so that training for all staff in the school is consistent.</p> <p>JD commented that checks are well documented and TW thanked JD for her report.</p> <p>JW reminded Governors that they should complete the Safeguarding Update and the Prevent Duty training in Educare by the next FGB meeting.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS There were none.</p>	
11	<p>WELLBEING ME reported that his invitation to the meeting had gone astray and BM reported that the meeting had been a re-launch of the Wellbeing Committee with several new faces. Carla and Tracy were stepping up to chair the meetings and there was now a much wider representation.</p> <p>Question: how many responses to the survey did the committee receive? Answer: there were 53 respondents which was approximately 50% of the staff</p>	

	<p>There then followed a discussion on how and if the response rate could be improved. BM added that the committee was looking at how to encourage more members and KB reported that the best survey results were achieved when the survey was given out at the end of a twilight session in directed time. SLT were considering replicating this format in the future.</p> <p>Question: is 50% response adequate? Answer: if the replies come from a true cross-section of staff, then it is adequate, but if, for example; there were no replies from LSAs then it wouldn't be adequate. Having both paper and electronic versions of any survey could be the way forward.</p> <p>Challenge Question: does the school buy into a counselling / support service for staff? Answer: yes, there is a comprehensive package provided</p>	
12	<p>HEADTEACHER'S REPORT</p> <p>Governors asked about progress being made in Foundation subjects which had been highlighted in the Ofsted inspection. KB informed the meeting that subject leaders had reviewed their plans. BM added that the subject leaders were at different stages in the process.</p> <p>Question: is the sale of goods in the SENSE shop in Nailsea going well? Answer: yes we top up the goods for sale regularly</p> <p>Challenge Question: do the pupils help with this venture? Answer: in the initial stages yes, not so much recently but we definitely intend to involve them more in the future</p>	
13	<p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>Governors asked how this worked for the support staff at the school. KB informed Governors that SLT had reflected on the process from the last year where support staff had set targets which did not necessarily contribute to the whole school approach.</p> <p>SLT had reviewed the process and decided that support staff objectives should work towards the whole school vision and that on 19th December they would be meeting to discuss the best fit approach to setting these targets and would involve the support staff in those discussions.</p>	
14	<p>SCHOOL IMPROVEMENT PLAN</p> <p>KB reminded Governors that the challenge for the school improvement plan came at Pupil Committee meetings and that much of the progress could now be observed in the Middle Leader reports.</p>	

	<p>KB also added that if Governors knew of any work experience opportunities in March, then the school would be grateful for them. She also mentioned that the amount of outreach work was increasing.</p> <p>Challenge Question: are there any shortfalls in the report that Governors should be aware of?</p> <p>Answer: no, the school is pretty much on track in all areas</p>	
15	<p>STATEMENT FROM THE PAY COMMITTEE</p> <p>The meeting noted that the Pay Committee had met on 22nd November and noted the contents of the statement the committee had provided</p>	
16	<p>DEPUTY HEAD FOCUS</p> <p>KB asked if there were any questions about the report she had prepared.</p> <p>Question: can you explain why there was a concern around the Iles kitchen as they had received a 5* rating?</p> <p>Answer: they did receive a 5* rating but there were some recommendations which, although they didn't affect the 5* rating, they did signpost the staff to areas of best practice. For example, in the area of allergens, the staff hadn't completed the Department of Health training (now completed) and the need to highlight allergens in menus. There was also a recommendation about labelling food as "gluten free".</p>	
17	<p>CAREERS – GATSBY BENCHMARKS</p> <p>KB reported that the school had maintained all the Gatsby Benchmarks, which was very good news. Holly Atkins (HA) was going to step up to be the Careers lead, supported by KB. She was already preparing for Work Experience in March and forging links with the local community.</p> <p>Pip Farrell was still happy to come into school as a level 6 practitioner to conduct the interviews and HA would consider undertaking this task once she had settled into the role. KB was satisfied that the school was meeting the standards required as this was externally validated through regular meetings.</p> <p>KB asked if there was a Governor who act as Careers Governor, as that position was vacant and TW agreed to take on that role.</p>	
18	<p>POLICIES</p> <p>CHILD ON CHILD ABUSE POLICY</p> <p>ME highlighted that the sexual harassment and violence document from the DfE had been withdrawn and was now incorporated into part 5 of KCSiE. It was agreed to remove that reference here.</p>	

	<p>With this amendment the Governors unanimously accepted and adopted this policy.</p> <p>Challenge Question: is this tied in with the work in anti-bullying week? Answer: it is covered but not specifically called “Child on Child abuse”</p>	
19	<p>CONFIDENTIAL ITEMS</p> <p>None</p>	
20	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Child on Child Abuse Policy, Safeguarding Report, School improvement Plan 2. ADVANCE EQUALITY OF OPPORTUNITY – Deputy Head Focus, Gatsby Benchmarking, Pay Committee Statement 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Gatsby Benchmarking, Wellbeing, Charity Shop involvement, Headteacher’s Report, Deputy Head Focus 	
21	<p>CORRESPONDENCE</p> <p>None.</p>	
22	<p>AOB</p> <p>KB made Governors aware that somebody, possibly an ex-pupil, had set up a fake account on social media which contained malicious comments about the school. No individual members of staff or pupils had been named so far. The Police are involved and are making progress in their investigations.</p> <p>Question: should we let all the Parents know about this? Answer: we have found that comments from this person increased the more we searched. Only one parent has reported anything to the school so we believe that if we adopt a low level approach, the number and frequency of posts will dwindle.</p> <p>Challenge Question: is there a danger that this person could come on the school site? Answer: the Police have followed up on the leads provided by the school</p>	
23	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 12th February 2025</p>	
	<p>MEETING CLOSED AT 5.45pm.</p>	

SIGNED..... DATED