

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 23<sup>rd</sup> October 2024

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Stuart Iles (SI) Isobel Osborne (IO) Charlotte Rosevear (CR) Jeanne Wood (JW) Beverley Campbell (BC) Julie Davis (JD)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Polli Bravery (PB) (Assistant Headteacher)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cheri Frost (CF) (Assistant Headteacher) Sarah Jenkins (SJ)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>JD mentioned that she is the wife of Mark Davis, casual caretaker, just to be completely transparent but no conflict of interest.</p>	
4	<p><b>MINUTES OF MEETING – 04.09.2024</b></p> <p>SP 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.</p>	
5	<p><b>MATTERS ARISING FROM MEETING – 04.09.2024</b></p> <p>MS to share PowerPoint with Governors – achieved.</p>	
6	<p><b>REPORT FROM BUSINESS COMMITTEE – 02.10.2024</b></p> <p>ME reported that he took the minutes and SI chaired the meeting. The issue of the confusion with the budget has now been resolved. Previous in a meeting NS mentioned they would clawback £750K from the school but after investigation with Emma Whitehead this has been resolved. The issue was due to lack of understanding of previous C/F, which had already been used in the budget. Emma confirmed in an email to MS that there would be no clawback. The school are now having monthly meetings with NS to enable swift checking of the finances and keep everything up to date. ME to send email to thank Emma for her assistance in this matter.</p>	ME to send email to EW re outcome.

	There were no other matters of importance to be raised.	
<b>7</b>	<b>GENERAL LEDGER</b> Nothing to report.	
<b>8</b>	<b>REPORT FROM PUPIL COMMITTEE – 09.10.2024</b> ME reported that the meeting had been very positive. The minutes had one typo ‘our LSA’s’ instead of ‘are LSA’s.’ One area highlighted was the removal of P16 from the Iles building for work prior to the summer holidays. This was a positive move in some ways with pupils having access to a different curriculum which enabled pupils to learn live skills, social and travel skills. The downside was this caused anxiety to some of the pupils and staff a heavier workload. There was a lot of discussion around the new Educational Visit Policy, as there had been a big change to this, so has been rewritten and brought to this meeting.	
<b>9</b>	<b>MONITORING OF SAFEGUARDING BY A GOVERNOR</b> MS mentioned that JD had been into school to look at what this role entails and has met with MS, who has produced a list of things to look at. JD had been awaiting her DBS and necessary training but is now ready to begin this role. Will report at next meeting.  MS found preparing this list really useful and plans to do more for curriculum governor and other key roles within governors.	
<b>10</b>	<b>SAFEGUARDING – ALLEGATIONS</b> There were two allegations, level 2 which have been investigated and dealt with by MS.	
<b>11</b>	<b>WELLBEING</b> ME reported that they had not yet met as a group, but BM had been working behind the scenes. BM has circulated a questionnaire to staff asking questions like ‘do you know who representatives are?’ ‘What is the purpose of the group?’ etc. Carla Dymond has also been helping along with RR. Once the data has been collated, actions will be listed and brought to next meeting. A meeting is planned for the second week of term two.	
<b>12</b>	<b>ATTENDANCE OF PUPILS 2023-2024</b> MS reported that he had shared this at PC and our attendance is really good and has remained good with today 92% in school, which includes the figures for reception pupils who are still in transition stage. We are above national average, and the new system for recording data is working well. The report shows the data, and the system will allow you to click on this and show the pupil and action plan behind each pupil. Those pupils who are higher than would like the school can tell the story behind each case. There is a meeting on 11 <sup>th</sup> November with NS to review attendance. As a school we chose not to fine parents and our results reflect how well this works. <b>Observation:</b> The notes under the graph does not make sense and MS to check information in more detail. <b>Question:</b> What classifies as unauthorised?	MS to check notes info.

	<p><b>Answer:</b> No reason for absence, not taking up transport when it arrives, holiday without permission. All sickness is classified as authorised.</p> <p><b>Challenge Question:</b> Under PLAA there is a spike in the second half of the year. Can you explain this?</p> <p><b>Answer:</b> Yes, there was one pupil whose home placement broke down and was moved within four days. Unfortunately, no school could be found for them, so they remained on our books, hence the spike.</p>	
13	<p><b>SCHOOLSELF-EVALUATION</b></p> <p>MS updated this with a breakdown of children/teachers and history. We are working on two aims: -</p> <p>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 the options of joining/forming a SEND MAT that will further enhance this offer.</p> <p>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 to be successful learners.</p> <p>There has been some progress over the last year and still working on some areas.</p> <p>Also listed our exam results, behaviour data and extra provision provided by the school, for example Play and Music Therapist.</p> <p>Our strengths and weaknesses and areas for development are also in the report.</p> <p><b>Observation:</b> Under ASDAN results it states awaiting moderation – is this still the case?</p> <p><b>Answer:</b> No, they have been successfully moderated, report to be updated.</p> <p><b>Question:</b> Under Quality of Education, it says that ‘nearly all subject leaders have ensured that each subject curriculum is coherently planned. What about those who have not achieved this?</p> <p><b>Answer:</b> Any areas not reached target will be put in the SIP and actions put in place.</p> <p><b>Question:</b> Under Quality of Education, it says that ‘from year 10 pupils can select form a range of options. Do we still offer all listed?</p> <p><b>Answer:</b> Yes, we offer them but not always available due to number of pupils requesting to take subject.</p>	
14	<p><b>SCHOOL IMPROVEMENT PLAN</b></p> <p>MS highlighted how this report helps the school to meeting their targets, who is responsible for what and the time period expected to make progress. MS reports each term on the progress made, each highlighted in a different colour. Not everything on the report will be achieved throughout the year but at least it will show progress made.</p> <p>This is also updated with the feedback from SB. Anything not achieved from last year has been carried over with new targets added as well.</p>	

	<p>MS has worked with KB/CF/PB/BM so more cohesive and more collaborative. MLs have also given their feedback, and tweaks have been made from this.</p> <p>This report was shared at PC, and they thought that there was nothing missing from the plan.</p> <p>KB mentioned that the new Ofsted framework shows they will no longer do a deep dive into a subject but will pick four areas and look at in great detail. This report will indicate to them maybe areas to look at.</p>	
15	<p><b>SIP PARTNER FEEDBACK</b></p> <p>MS reported that the school found SB visits very thorough, Sam is approachable but constructive and gives the school/staff direction. SB met with most of the SLT/MLs.</p> <p>Discussion took place on the new SEND MAT, 19-25 provision with the LA options.</p> <p>There were lots of positive learning walks, with being able to see that the curriculum has been embedded. Behaviour and anti-bullying/CPD was also discussed.</p> <p>SB has listed next steps for the school to consider.</p> <p>Generally, a good report, SB understands our school and gives us challenging actions. It is good to have validation of how well the school is doing.</p>	
16	<p><b>PUPIL PREMIUM REPORT</b></p> <p>MS reported that this report had been updated for last year, ready for the website.</p> <p>There are a couple of areas that dipped but overall, a good report. The school had £79,685 to spend but spent £87,701, overspend mainly due to having a Music/Play Therapist. The new targets relate to areas where failings were seen.</p> <p><b>Question:</b> Do you plan to use the funding to employ specific staff?  <b>Answer:</b> we have enough staff to cover all areas, with Tracy and Nicola. The extra cost is also due to the increased number of pupils within the school.</p> <p><b>Question:</b> Under PLAA attendance there is a spike, but the commentary says PLAA were above this average but this does not take into account the spike. It was agreed to say 'we did not meet the target due to circumstances, but we were above the average'.</p>	
17	<p><b>SMSC REPORT</b></p> <p>MS reported that this report had been updated and there are lots of positives within it.</p> <p>The school still struggles with celebrating multi-cultural events, balancing the purpose against just doing it because we should.</p> <p>Some of this is possibly because we do not have a great diversity within the school, nor do we have parents who want to come into school to share their experiences, for example during assemblies.</p> <p><b>Challenge Question:</b> Do you have a plan on how to overcome this?  <b>Answer:</b> Yes, we are planning to address it and how we can do better.</p>	

	<p>P16 have RE/Culture Days, which works for them, they chose what they want to learn. SLT will think about what can be achieved.</p>	
<p><b>18</b></p>	<p><b>HT FOCUS</b> MS thought it would be good to give a more in-depth review of his role within the school, with other SLT to also do later in the term. Ensure pupils have settled into school, supporting of new leadership teams within the school, ensuring leaders are confident and have the right support in place. Also support new staff in the school and old staff into new roles. MAT work – working with other schools ensuring the development of Achieve MAT, collating evidence ready for the DofE. Delivering of training for the whole school and providing training for cleaning staff. Also reviewing the role of the premises manager with the school and embedding better working practices, along with supporting in the absence of the school’s caretaker. Reviewing of staff attendance and holding meetings where necessary. Also following the schools discipline policy and supporting staff who need to improve practice. Working with the schools SIP, providing guidance and support for all staff. Recruitment of Teachers, LSA’s and PA’s. Reviewing last year budget and looking at finance and future spending. CPD – developing of BSL skills – found course really helpful. Developing opportunities for pupils to sell items in local charity shop.</p>	
<p><b>19</b></p>	<p><b>POLICIES</b></p> <p><b>COMPLAINTS PROCEDURE</b> No changes to this policy.  <b>The Governors unanimously accepted and adopted this policy.</b></p> <p><b>ADMISSIONS POLICY</b> There were only minor changes to this policy relating to how parents school visits will be prioritised by the school according to space available. MS reported that at the moment the school currently only has space for Reception and P16 pupils. Consultations have gone crazy and very limited spaces available. <b>The Governors unanimously accepted and adopted this policy.</b></p> <p><b>APPRAISAL &amp; CAPABILITY POLICY</b> No changes to this SSE policy.  <b>The Governors unanimously accepted and adopted this policy.</b></p> <p><b>ONLINE SAFETY POLICY 2024</b></p>	

	<p>ME highlighted a couple of amendments which he will email to AP.</p> <p><b>With these amendments the Governors unanimously accepted and adopted this policy.</b></p> <p><b>EDUCATIONAL VISIT POLICY 2024</b></p> <p>KB mentioned that the report had needed rewriting due to a change of company, previously Evolve now EEC. This change had meant the whole way trips were planned was changed and who needed to be informed or approve of these visits. Governors need to know about B&amp;C types of visits and BM to produce a document showing the trips planned for the year for information. Any ad-hoc trips will be brought to PC with TW being copied in as well.</p> <p><b>Question:</b> There is a conflict on how many days needed prior to overseas trip – is it 15 or 30 days?</p> <p><b>Answer:</b> EEC say we only need 15 days but as a school we are choosing to use 30 days.</p> <p><b>The Governors unanimously accepted and adopted this policy.</b></p>	<p>ME to send AP amendments</p>
20	<p><b>CONFIDENTIAL ITEM</b></p> <p>See separate minutes.</p>	
21	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – School Self Evaluation, School Improvement Plan, SMSC Report, Complaints Procedure.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – Pupil Premium Report, SMSC Report, School Improvement Plan, School Self Evaluation, Educational Visit Policy.</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – SIP Partner Feedback, Headteacher Focus, Wellbeing, School Self Evaluation, School Improvement Plan.</li> </ol>	
22	<p><b>CORRESPONDENCE</b></p> <p>None.</p>	
23	<p><b>AOB</b></p> <p><b>Skills Audit</b></p> <p>ME reported that he collated the results of the skills audit and governors have come out really well, with most coming out 3 or 4.</p> <p><b>Personal Data</b></p> <p>There was a small discussion on how data for governors is kept and it was agreed that MS will seek next of kin information for governors and will keep in locked personnel cupboard.</p>	<p>MS to collect NofK info.</p>
24	<p><b>DATE OF THE NEXT MEETING</b></p> <p>4.45 pm Wednesday 18<sup>th</sup> December 2024</p>	
	<p><b>MEETING CLOSED AT 6.35pm.</b></p>	

SIGNED..... DATED .....