

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 20th May 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) Stuart Iles (SI) Sorrell Mills-Moore (SMM) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Toby Willis (TW)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>None</p>	
5	<p>MINUTES OF MEETING – 1.4.2020</p> <p>On Page 6 under 'looking after staff' it was agreed to remove 'some discussion took place on a worst case scenario and it was agreed that SP would lead if needed supported by SMM' as it wasn't needed. With this amendment the minutes were signed off as a true record of the meeting. ME will sign amended minutes and will take them into school.</p>	
6	<p>MATTERS ARISING FROM MEETING 1.4.2020</p> <p>MS to send Safeguarding Policy appendix to governors – achieved. ME to send email to staff – achieved. ME to write to NS and Nailsea Town Councillors – achieved.</p>	
7	<p>COVID 19 UPDATE</p> <p>MS reported that the risk assessment report was completed thanks to KB and covers everything at the moment. This is a live document and will be amended as and when necessary. It has been circulated to governors for information. NS have produced their own yesterday which MS has looked at and he has notified them that we have our own. All members of staff</p>	

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	<p>have been given a copy to sign.</p> <p>The other document sent out is how the school is planning to move forward. The school has taken advice from DofE and produced this document. The document highlights themes and key actions. Again, this is a live document and will be reviewed weekly. MS reported that he had been notified that 5 families will have a social worker when they come back into school and this will have an impact, so changes will need to be made.</p> <p>Question: Under Protective Measures and Hygiene, do we have PPE?</p> <p>Answer: Yes, the school has been given some from Governors, from ME and NS have recently given the school some. The staff are looking at what we need, how quickly we are using it, and we now have a direct order line to NS. NS have said that if we run out of PPE then we must close the school.</p> <p>Question: With GDPR in mind, should we have a risk assessment document with names on?</p> <p>Answer: No, sorry this was an oversight due to the necessity of getting the report out quickly. Please delete as soon as possible.</p> <p>Challenge Question: With the plans to open the school, is there any progress on other considerations, such as transport?</p> <p>Answer: Yes, there will be an issue with transport. We are liaising with them and trying to work around it. Parents will be asked to drop pupils off if possible, but then this could cause an issue in the car park. We are looking at pupils on a case by case basis. There were plans to stagger arrivals and possibly have new pupils arriving at a later time but as they now need a social worker this will not be possible. MS is discussing this with NS and will keep governors updated.</p> <p>Question: When is says there is learning off site, how does this get to families? Is it email or hard copy?</p> <p>Answer: it can be either, whatever is best for parents.</p> <p>Question: in the report is mentions the 'mini gate'. Which one is this?</p> <p>Answer: that is an error, it should say main gate.</p> <p>Question: should there be something for procedures in case of fire?</p> <p>Answer: yes, MS is already looking into this and will be added to the document.</p> <p>MS also highlighted that he is having weekly meetings with SENS, which are really useful. NS have sent risk assessments and questionnaires which MS has completed and returned.</p> <p>MS also said that he had been looking at long term issues; what is the school going to look like in the future, off site hubs, and considering what would be needed.</p> <p>Question: Have you looked at the transitioning back into school? Moving back into school for some pupils will be difficult.</p> <p>Answer: Yes, in September we are planning to do transition curriculum, with focus on core subjects and mental health. Some pupils are struggling and now don't want to leave the house, so they will need supporting when they come back to school.</p>	<p>SLT to add fire procedures</p>

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	ME thanked SLT for they have done in keeping the school going, and if they need anything to let governors know.	
8	<p>APPROVAL OF BUDGET</p> <p>MS mentioned that the budget has changed significantly since Business Committee, due to a reduced income. NS had asked the school to take more pupils which would have increased the numbers to 128, which was accounted for in the previous version of the budget. Some of those pupils will now not be coming to the school as parents wanted their children to go elsewhere. There are now 121 for September, which has reduced the income. NS do have more pupils to come to the school, but the school is cautious at the present time. With these numbers of pupils, the carry forward will be more like £190K.</p> <p>Challenge Question: Does the expenditure reflect employing extra staff? Answer: yes, we have budgeted for 2 new classes with 2 teachers and 4 LSAs. At the moment as we don't know the age of these extra pupils, we won't know where these members of staff are needed. We may have an extra primary class or smaller primary classes which could be expanded.</p> <p>Observation: SP was concerned about the deficit but knowing this is due to no income for the new pupils, this should be rectified. The figures look okay for a year is which is totally different and unprecedented.</p> <p>ME proposed and SP seconded the budget and the governors unanimously agreed it. ME will sign off budget when he goes into school.</p>	
9	<p>IMPACT OF TRAINING DAYS</p> <p>MS highlighted the importance of training days and what was covered. Pivotal MAPA, Safeguarding, Fire Safety, SCERTS. Some of this was done in twilight sessions and some with online training. Makaton and Sports Phonics were also covered. The wellbeing afternoon took place and the staff committee was set up following this. The intensive interaction training with Dave Hewitt was postponed as was the May training.</p> <p>Managing medical conditions is also a key training session. Governors have in recent years agreed to allow the school to have 6 days for training.</p> <p>Question: If there are still two staff teams working in September, will this cause a problem with training? Answer: We will review this week by week and see how things are. There are some courses which are a legal requirement.</p> <p>Observation: This has been an exceptional year, has been difficult for staff, we need to consider staff wellbeing and look at workload.</p> <p>ME proposed six training days, SMM/IO seconded it and the governors unanimously agreed.</p>	
10	<p>REPORT FROM BUSINESS COMMITTEE 29.04.2020</p> <p>SP said there was nothing of concern to raise but highlighted that staff had managed to bring income/expenditure in on budget and the school was in a good financial position.</p>	
11	<p>REPORT FROM PUPIL COMMITTEE 06.05.2020</p> <p>TW mentioned that the reports from SL and MLs were positive, and staff had worked really hard on working in school and planning for pupils at</p>	

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	<p>home. TW thanked staff for all they have done.</p> <p>Observation: There was an amendment to IO's report, it should say 'IO gives rewards consistently but RM and KJ have different rewards system which is being trialled'.</p>	
12	<p>MONITORING OF SAFEGUARDING</p> <p>PP has not been into school due to Covid 19. MS reported that Julie had produced the report. One pupil had been referred to Social Care, but this had been refused so other avenues are being explored. There are couple of pupils who are on CPP, which are ongoing. Pupils are getting much better at reporting incidents online, via email with photo evidence if needed. All incidents are being followed up even if they happen at home.</p>	
13	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
14	<p>GDPR COMPLIANCE MONITORING</p> <p>ME reported that we have been recording GDPR for two years. Training is given at a twilight session and a questionnaire filled in by staff. The system works well, and staff can report easily and know who to report to. In the last year we have had 3 breaches which were dealt with promptly. The most complex issue was closed within 5 days. ME mentioned that he had asked SSE governance group how other schools report this and in general schools are reporting very few incidents.</p> <p>Question: Could we have a date on the report, so we know when it was produced?</p> <p>Answer: It was agreed to have the date range on top of report – April 2019 – May 2020.</p>	
15	<p>ATTENDANCE DATA</p> <p>MS asked if this could be brought to next FGB in July.</p>	<p>Agenda item 15/7</p>
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p>	
17	<p>CONFIDENTIAL ITEM – None.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Monitoring of Safeguarding, Risk Assessments, Nailsea Covid 19 help group. 2. ADVANCE EQUALITY OF OPPORTUNITY – Training days, Covid 19 Update. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Nailsea Covid 19 help group. 4. 	
19	<p>CORRESPONDENCE</p> <p>ME reported that he had received a letter from Jill Iles' daughter. There had been a family funeral for Jill, and they are planning a thanksgiving service for later in the year. The family are over the moon at the idea of VLC being named in some way after Jill. There are also two cheques being sent to the school.</p>	
20	<p>AOB</p>	

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	<p>MS mentioned that he had held 3 online interviews for new teachers. It went really well, and he and KB will decide tomorrow.</p> <p>Question: Did you think it felt the same, as if it was a face to face interview, could you get a feel of their personality?</p> <p>Answer: Yes, it worked well.</p>	
19	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 15th July 2020</p>	
	MEETING CLOSED AT 5.45pm	

SIGNED..... DATED