

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 15th July 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) 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) Cheri Frost (CF) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from:</p> <p>Stuart Iles (SI) Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>NEW GOVERNOR – FOR DISCUSSION</p> <p>ME mentioned that following the death of Jill Iles there was a need for a new LA governor. The requirements are that they need to be nominated by the LA but do not have to work for them. TW, ME & SP worked on a questionnaire to find suitable candidates. Bob Rose, who is a Governor on the management committee at VLC has responded. BR has extensive experience of SEND and has worked at Weston College. ME suggested that he visit the school and meet MS and then carry on the process if he is happy. The governors unanimously to this decision.</p>	ME to follow up with BR
5	<p>MINUTES OF MEETING – 20.05.2020</p> <p>The minutes were signed off as a true record of the meeting.</p>	ME to take Minutes into school
6	<p>MATTERS ARISING FROM MEETING 20.05.2020</p> <p>SLT to add fire procedures to document – achieved. Avon & Somerset Fire Service have sent the school new procedures for September which will be looked at and address any issues.</p> <p>Attendance data to be brought to next meeting – MS achieved.</p>	

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7	<p>HEADTEACHERS REPORT – FOR NOTING</p> <p>MS reported that there was not much to add due to the situation of the last three months. Pupil number is now at 120 funded places from September. One pupil has moved into a secure unit and P16 students moving to other placements. One pupil is a year 11 refuser, who we are struggling to find a placement for, but may end up as a NEET. MS has highlighted the report in Brown for what has been achieved this year.</p> <p>The school has produced videos which show all Makaton signs used within the school, which are available on the website. The school is planning to introduce dedicated lessons for pupils to learn Makaton. Home education has taken place due to Covid 19 and pupils have been supported with work, which has been sent fortnightly. Teachers and SLs have remained in contact with families and addressed any concerns they have. Virtual Drawing and Talking sessions have taken place to support those with a high need who are not attending school. SRE packs have been sent home to support pupils to learn about this with families. Makaton lead teacher has completed level 1 and 2 and is due to attend level 3 Makaton course.</p> <p>MS has met with Ofsted this week and the school have done as much as they could. Some things we did well and some things we could have perhaps done better. Lessons have moved on from ‘play sessions’ in the beginning to more structured lessons in the last few weeks. Therapists have been offered to families for those who are struggling.</p> <p>All P16 students completed one week of WEX in an area of interest to them. Several P16 students attend weekly Zoom calls and are developing their communication via video calls. SRE packs have been sent home to support pupils understanding of relationships.</p> <p>April data showed that SSA pupils were making good progress in Communication, Writing, Reading and Maths. P16 were making good progress in Communication, Writing and Reading. Data showed that they Required Improvement in Maths. The school will review all pupils’ levels on return to school and this will highlight those pupils who will receive catch up interventions. The school have met 7 out of 8 Gatsby Benchmarks, thanks to KB and Pip Farrell. Pip is going to complete Level 6 Careers Training, doing so will ensure we continue to have high quality careers advice and support the school in achieving the 8th benchmark. The school is in the top 10% in the country. KB has applied to do NPQH next academic year.</p> <p>Mainstream schools have been ringing the school for advice to support pupils during the coronavirus outbreak.</p> <p>A new SIP will take over from Sarah Mascall in October. Stephen</p>	

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	<p>McShane, a very experienced HMI has agreed to take over. Stephen has vast experience in special schools and was the lead inspector in our 2010 inspection. MS is looking forward to working with him.</p> <p>Subject leaders have taken ownership for revamping/updating schemes of work for their subject and have gained a good understanding of their subject areas across the school. This has been done whilst staff have been working from home, making good use of their time. KB has now completed Safeguarding training so will now be able to support MS & Julie Davis with incidents. It has been a busy year with safeguarding issues so having someone to share workload will be good.</p> <p>The school has supported the creation of a Facebook support page during this difficult time. Also, the staff have been provided with wellbeing training on inset days. The school continue to buy into the SAS service that many staff have used and found useful.</p> <p>MS highlighted some of the parent views received and one pupil has really enjoyed the outdoor education, which is something the school continues to build on.</p> <p>MS thanked the staff that have worked so hard and enabled the school to continue, in very difficult times.</p> <p>Challenge Question: Have the school thought about more provision for September if things are still not back to normal and more pupils will be at home?</p> <p>Answer: This is something we have thought about. There will be something to send to parents explaining what will happen in certain circumstances and what the school will do. Zoom calls will continue but hopefully school will open fully in September.</p> <p>We are planning to open the new term, following the two INSET days, with half the school on Thursday and the other half on Friday. This will enable pupils to see what is new, especially playtimes and lunches.</p> <p>Challenge Question: will Transport be able to cope with that?</p> <p>Answer: We are working with Transport so hopefully things will be okay</p>	
8	<p>REPORT FROM BUSINESS COMMITTEE 24.6.2020</p> <p>SP reported that there was nothing to report.</p> <p>There were no questions.</p> <p>ME thanked SP for chairing the meetings and to him and his wife for donating sanitiser and PPE to the school.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE 01.07.2020</p> <p>TW highlighted three things from the meeting: How well SLT and staff had adapted during the pandemic, good use of time to work on curriculum development and the GATSBY benchmark achievements. There was a real positive feeling from the meeting.</p> <p>There were no questions.</p> <p>ME thanked TW for chairing the meetings and for his love of scrutinising polices.</p>	

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10	<p>MONITORING OF SAFEGUARDING</p> <p>There is nothing to report as PP has not been into school due to coronavirus.</p>	School to notify PP when Council meeting dates have been set
11	<p>SAFEGUARDING AUDIT</p> <p>ME reported that NS has changed the deadline for completion of this, so it was completed in May. Julie has done most of the work on this which MS is grateful for. The report shows that we are highly effective in our practice.</p> <p>Question: What do the different colours mean in the headings?</p> <p>Answer: The form has come from NS, so it is just the colour they chose.</p>	
12	<p>SEN INFORMATION REPORT JULY 2020</p> <p>This report needs to be approved yearly and is then put on the website. The report shows our aims, values, progress and accessibility. With the Iles Building there are some checks that are needed.</p> <p>Question: under Question 11 – should email addresses be included as well.</p> <p>Answer: there have been no issues with the phone number only.</p> <p>The governors unanimously approved the report.</p>	
13i & 13ii	<p>SUMMARY PUPIL PROGRESS 2019-2020 SSA/P16</p> <p>MS reported that as the pupils had not been in school, the progress has not been updated due to Covid 19. He is hoping to analyse the data from last April to this April to compare progress.</p> <p>Challenge Question: There seems to be a problem with P16 Maths – RI.</p> <p>Answer: Pupils are usually in a similar place each year and this data is used to see what is needed and we usually turn it around. Some of the problem was the curriculum was not aligned to outcomes, hopefully this has now been rectified. Also, for some of the time P16 pupils are on WEX. The analysis in September of data will also help assess where pupils are.</p>	Comparison between progress data in April 2019 and April 2020 to come to next meeting
14	<p>GOVERNORS WORKPLAN 2020-2021</p> <p>ME thanked TW for his assistance in streamlining this document. Sara has found it easier to produce the agendas from it.</p> <p>MS mentioned that there had been a change of date for the Impact of Sports Premium Funding and it now needs to be completed and returned by 31st July. So, 2019 figures will now be reviewed at FGB 21/10/20 and then annually in the last FGB of the year (14th July 2021)</p>	
15	<p>GOVERNORS SKILLS AUDIT</p> <p>ME asked if governors could fill in the audit this year and to not be too modest. The version is the same as last year as no newer version is available. This will enable the governing body to have a better understanding of its knowledge and understanding of the school.</p>	All governors send audit to TW. ME to send matrix to TW.

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16	<p>PARENTS VIEWS – PARENT QUESTIONNAIRE FEEDBACK JULY 2020</p> <p>ME mentioned that usually he would normally have met with parents at parents' evenings and received some feedback. Staff rang parents, due to Covid 19, to go through the report which had been sent home. They asked parents two questions 'what do you think of the new report format?' and 'is there anything extra the school could be doing to support the education of your child?'. The responses were amazing and incredibly positive, with only one parent out of 63 unhappy with the new report format. There are some parents who are worried about their child transitioning back into school in September.</p> <p>The school is aware that this will be difficult for many pupils and will try and help this by having half the school in on the first Thursday of the new term and the other half on the first Friday, with the whole school back on the following Monday. Time will be spent helping the children to see how school will be done differently. The staff also found it more enjoyable writing the reports with the new format.</p>	
17	<p>POLICIES FOR APPROVAL BY FGB</p> <p>Home School Agreement</p> <p>This document was reviewed at PC but needed more updating. CF has added the new logo, school rules and included Dream, Achieve, Believe updates. It was agreed that this was now a more balanced and cohesive document.</p> <p>Observation: Under looking after equipment in parent/carer section it says 'I will not harm equipment' should that not be 'cause damage' instead.</p> <p>With this change the governors unanimously accepted the agreement.</p>	
18	<p>CONFIDENTIAL ITEM – Separate minutes.</p>	
19	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Home School Agreement, SEN report. 2. ADVANCE EQUALITY OF OPPORTUNITY – Pupil Progress Report, Headteacher Report, SEN Report, Safeguarding Report. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Home School Agreement, Parent Quest, SEN Report. 	
20	<p>CORRESPONDENCE</p> <p>None.</p>	
21	<p>AOB</p> <p>KB reported that following a post on Facebook asking for help with kitchen equipment, she had been inundated with offers from local companies and schools. There were lots of generous offers and the PCSO had also said there may be some funding available.</p> <p>ME thanked the staff for all their hard work during challenging times. He</p>	

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	<p>also thanked the governors for how they have helped and supported the SLT throughout the year.</p> <p>ME also asked if anyone wanted to nominate a governor for the role of Chair of Governor, or chair of the individual meetings, then please email ME and DP with your nominations. ME also mentioned that he hoped we would be able to meet face to face in September if possible.</p>	
19	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 2.9.2020</p>	
	<p>MEETING CLOSED AT 5.57pm.</p>	

SIGNED..... DATED