

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 2nd September 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) 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) (joined meeting after dealing with transport issues) Cheri Frost (CF) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Chris Bird (CB) Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 15.7.20</p> <p>CF needed 'Assistant Head' added after her name in those present. With this change the minutes were signed off as a true record of the meeting.</p>	ME to sign minutes and take into school.
5	<p>MATTERS ARISING FROM MEETING 20.05.2020</p> <p>ME to follow up with BR re: new Governor – achieved. ME to take minutes into school – achieved. School to notify PP when Council meeting dates have been set – ongoing. Comparison between progress data in April 2019 and April 2020 to come to next meeting. MS has done this and will add to school evaluation for meeting in October. The picture looks quite pleasing, with many exceeding targets. All governors send audit to TW and ME to send matrix to TW - achieved. Some returns still outstanding.</p>	Some Governors to send audit to TW

6	<p>REPORT FROM BUSINESS COMMITTEE 24.6.20</p> <p>ME thanked SP for his work on Terms of Reference. This report has already been discussed. There were no further questions.</p>	
7	<p>REPORT FROM PUPIL COMMITTEE 01.07.2020</p> <p>ME thanked TW for his work on Terms of Reference, linking them with the website and Governors workplan.</p>	
8	<p>MONITORING OF SAFEGUARDING</p> <p>There is nothing to report as PP has not been into school due to coronavirus. Now that the school is open, PP should be able to go back into school and monitoring can get back to the usual frequency.</p>	
9	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p> <p>MS reported that there was a new Keeping Children Safe in Education (KCSiE) 2020 policy received yesterday. Staff have received copies of the updates. There are some wording changes in two sections. Under Mental Health it now mentions that some MH issues could be a sign of abuse and there were more details under Country Lines and Peer on Peer Abuse.</p> <p>MS highlighted that there was some controversy over the fact that it suggests that you name the children and their protection issues. MS believes that this is not appropriate and could led to more issues of manipulation. Staff have been notified of issues within the school, but no names have been given and MS has written to NS with his concerns.</p>	
10	<p>APPOINTMENTS OF CHAIR/DEPUTY CHAIR</p> <p>MS reported that he had received only one nomination and that was for ME to continue as Chair. TW seconded this and the governors unanimously accepted this election. ME thanked the governors for their continued support and faith in him.</p> <p>ME reported that he had received only one nomination for Deputy Chair and that was for TW to continue. PP seconded this and the governors unanimously accepted this election.</p>	

<p>11</p>	<p>TERMS OF REFERENCE ME thanked both SP and TW for looking at the terms of reference for both BC and PC. Some changes were suggested, and these have been adopted. There were no further comments.</p> <p>COMMITTEE STRUCTURE</p> <p>FGB COMMITTEE – All Governors attend this meeting.</p> <p>BUSINESS COMMITTEE – There was one nomination for Chair, which was for SP. CB was nominated as deputy Chair. The governors unanimously accepted these elections.</p> <p>MEMBERSHIP – CB, ME, SI, HP, MS, AT</p> <p>PUPIL COMMITTEE – There was one nomination for Chair, which was for TW. MEMBERSHIP – ME, IO, SMM, PP, MS, TW</p> <p>PAY COMMITTEE – REPRESENTATIVES FROM PUPIL, BUSINESS & FGB This meeting takes place once a year, usually in December, to discuss pay increases, which could be more complex this year due to Covid. MEMBERSHIP - SP, ME, PP. (unless anyone at BC would rather do it who was not at the meeting). ME said that if TW wanted to observe at the meeting, he would be more than welcome.</p> <p>HEADTEACHER PM This meeting takes place three times a year and reviews MS progress on targets. An external advisor, Steve McShane, sets the objectives with MS and the governors meet to look at progress. This meeting usually takes place during the day. MEMBERSHIP – ME, AT, TW.</p>	<p>ME to check with AT re committee.</p>
<p>12</p>	<p>APPOINTED GOVERNORS</p> <p>PUPIL VOICE – PP happy to continue in this role for P16. CB is happy to take up the Pre16 group. Once dates have been decided they will be sent out.</p> <p>SAFEGUARDING/QUALITY ASSURANCE OF RECORD KEEPING – PP is happy to continue in this role. PP to contact school and arrange visits.</p> <p>CHILDREN WHO ARE LOOKED AFTER - PP E-SAFETY/HEALTH AND SAFETY - AT SEN GOVERNOR – ME CURRICULUM GOVERNOR – SMM</p>	<p>PP to contact school.</p>

13	<p>DECLARATION OF PECUNIARY INTEREST</p> <p>ME reported that he had received PP's declaration, but please could other Governors return them to Sara as soon as possible.</p>	Governors to send completed forms to Sarah.
14	<p>FREEDOM OF INFORMATION REQUESTS</p> <p>None.</p>	
15	<p>CODE OF CONDUCT FOR GOVERNORS</p> <p>ME asked for Governors to return signed copy to Sara as soon as possible.</p>	Governors to sign and return to Sarah.
16	<p>INSTRUMENT OF GOVERNANCE</p> <p>This is a document from the LA, which tells who we are. Currently we have 11 Governors and if Bob Rose joins then we will have 12, a full complement.</p>	
17	<p>GOVERNORS' ALLOWANCES</p> <p>There was one amendment to this document. Under Financial Management is should say 'The Business Committee' rather than 'The Finance Committee' will consider the document. The history section also needs updating.</p> <p>The Governors approved the document.</p>	
18	<p>GOVERNOR TRAINING PLAN – SAFEGUARDING AND PREVENT – VERBAL</p> <p>ME reminded Governors that they need to complete the Safeguarding and Prevent training online. This is compulsory to be completed every two years.</p>	
19	<p>VIDEO OF THE ILES BUILDING</p> <p>ME showed a video of the Iles building which has been decorated by volunteers during the holidays. A lot of work by Staff on the INSET days will make the building ready for pupils' first day back.</p>	
20	<p>IMPACT OF PE AND SPORTS FUNDING 2019-2020</p> <p>MS mentioned that the report had been circulated, showing how our grant has been spent.</p> <p>Observation: It is good to see how much is being done, especially with Outdoor Education.</p> <p>Challenge Question: There is a large overspend, are you concerned about this?</p> <p>Answer: No, there was some expense in buying equipment to invest in this and it is worth the extra money and investment. This is also something that was discussed and approved at BC.</p>	
21	<p>POLICIES FOR APPROVAL BY FGB</p> <p>SAFEGUARDING POLICY</p> <p>This policy was due to be reviewed in August 2020. There is an updated one which has just come into school and MS has a few issues with it. He has spoken to NS and will amend for next meeting.</p> <p>TW had a question about training but will address this with new version.</p>	

	<p>The Governors unanimously agreed to continue with this policy until the new one is available.</p> <p>APPRAISAL POLICY This policy is due to be reviewed in September 2020. There will be a newer version available soon.</p> <p>The Governors unanimously agreed to continue with this policy until the new one is available.</p>	
22	<p>CONFIDENTIAL ITEM None.</p>	
23	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Policy, Appointed Governors, Pupil Voice. 2. ADVANCE EQUALITY OF OPPORTUNITY – Committee Structures, Development of Iles Building, Sports Fund. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Sports Fund, Instrument of Governance, Development of Iles Building. 	
24	<p>CORRESPONDENCE None.</p>	
25	<p>AOB</p> <p>SELF DISCLOSURE – ME mentioned that these should have been sent but ME will send to Governors.</p> <p>COVID RISK ASSESSMENT – ME said that KB had updated the risk assessment and he will forward to Governors.</p> <p>NEW GOVERNOR – ME mentioned that Bob Rose was still interested in being a Governor. ME has asked him to contact MS to arrange visit and perhaps observe at next meeting.</p> <p>FUTURE MEETINGS – ME mentioned that even though it had been good having online meetings, it would be good to meet face to face. After some discussion it was agreed to try with the smaller meetings first and see how things work out. If any one member of the committee is uncomfortable with a face to face meeting, then the meeting will take place online. SP will set up BlueJeans meetings as a fall-back position.</p> <p>SCHOOL DINNERS - KB reported that school dinners had been increased by 10p to £2.20. MS to check that parents have been informed.</p> <p>TRANSPORT – MS/KB reported that there had been some transport issues. Seven pupils are unable to come to school in the next couple of days. The school is very unhappy with the response from Transport and feel extremely disappointed and that it is not acceptable.</p> <p>Two pupils are now so anxious because of this they will now be home schooled. This has had a financial impact on the school and obviously an impact on the families. MS is writing a formal letter to NS and will include parents' comments and governors offered their support.</p> <p>SHUT DOWN PROCEDURES – MS reported that at 6pm on Friday the school had received a letter re: local lockdown procedures. It states that</p>	<p>ME to send disclosure forms.</p> <p>MS to check parents know of increase.</p>

	<p>SEN schools should stay open even though other schools would close. SWALLS have responded as an organisation of 120 Special Schools as they are unhappy. MS has written to DofE and the local MP. It is unfair that our pupils are treated differently and are put at risk.</p> <p>COVID READY – MS reported that staff had received training re Covid. 48 members had done MAPA training. The school is as safe as possible, using a common-sense approach, washing hands as often as possible, with pupils using different areas of the school and bubbles. Staff and pupils are keen to get back to routine.</p> <p>THANK YOU – SP said he was incomplete aware of the SLT and staff at Ravenswood for what they have achieved over this time. He wanted SLT to know how much they are appreciated and have the full support of the governors.</p> <p>HIGH TEMPERATURE – KB reported that there was new guidance from DofE regarding pupils with high temperatures. If a pupil has a high temperature but a negative COVID test, they should remain at home for 48 hours after their last day of high temperature. This is not part of our medical policy so needs to be agreed and added. The Governors agreed to this update to the Policy.</p>	
26	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 21.10.2020</p>	
	<p>MEETING CLOSED AT 6.15pm</p>	

SIGNED..... DATED