

RAVENSWOOD SCHOOL



DRAFT MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 10th February 2021

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) Andy Thatcher (AT)</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: Stuart Iles (SI) Heather Pickstock (HP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>The Iles Building Update Staff Wellbeing</p>	
5	<p>MINUTES OF MEETING – 16.12.2020.</p> <p>The minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 16.12.2020</p> <p>MS to sign minutes and take into school – achieved. TW/ME/CF to amend Peer on Peer Policy – achieved. Add Covid 19 Grant Strategy Statement to FGB agenda March 2021 – achieved. KB to send Staff questionnaire to Governors – KB thought that these has been sent out.</p>	KB to check with SW if sent out.
7	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 20.01.2021</p> <p>SP highlighted from the Business Committee that the financial figures were very healthy, when we are nearly at year end. This is down to hard work from the financial team, so well done. The school needed to submit a Governors' statement with our view on the increased numbers which</p>	

	<p>was done at Business Committee due to limited time. SP also mentioned that ME/DP and some of her family, over the last 5 years have internally painted the whole school. SP's wife had produced a crocheted cup as a thank you.</p> <p>Question: Will we be bringing a £200K carry forward and is the council happy for us to do this?</p> <p>Answer: The council cannot take this from us, so will keep it as last year. The school are looking at how this could be spent to develop and improve the school but there is no need to spend urgently.</p> <p>No questions – ME thanked SP for chairing the meeting.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE 27.01.2021</p> <p>TW highlighted the MLs reports, which were excellent. There is a focus on wellbeing of staff, pupils, and families. Seesaw is used as well as packs being sent home. You can see the impact of lockdown, but staff and pupils have adapted well. This is reflected in the pupil progress which is good but not quite as good as last year, which is not surprising. It was agreed that we would continue to use the same targets as usual, so that we will continue to have comparison. Behaviour continues to be good in school with no significant issues.</p> <p>No questions – ME thanked TW for chairing the meeting</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP mentioned that were no meetings due to Coronavirus, but PP has been kept up to date. There has been a change in Keeping Children Safe in Education and SCR, but it is already in operation within the school. There has been one permanent LSA recruited and all checks are in process. There was a bullying incident at home, which was dealt with by Parents, but PP suggested a note was kept on file just in case an occurrence arose in school later.</p> <p>No questions - – ME thanked PP for her work as safeguarding Governor</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
11	<p>ONE YEAR DEVELOPMENT PLAN – AUTUMN TERM</p> <p>MS reported that this document had already been seen at Pupil Committee and challenges will come from that meeting. The school continues to do what it can during these difficult times, but this plan feels like it will be a 'forever plan' not a one-year plan. Thank you to KB/CF who are continually pushing forward with development, especially with MLs. Staff are continuing to be trained but this has proved difficult doing it remotely, as a lot of training is shown using demos and hands on.</p> <p>Makaton is being taught online and is being done across the school, by Julie Lawrence and starting with Primary, then Secondary and finally P16.</p> <p>Safer internet week is being planned, with MS using a website for resources which he learnt about at a SWALLS conference on Friday. The website gives resources appropriate to the issue and age. MS also learnt that what the school worry about and think is important for safer internet,</p>	

i.e., grooming, child appropriate behaviour, is likely to be different from what pupils worry about, which is online bullying and verbal abuse. So, our internet week should enable us to concentrate on real dangers which may affect our pupils.

There have been some issues with the Sensory room, with the current company unable to provide what we would like. LC is looking at getting other quotes from different companies.

Two teachers have been trained in MAPA and have trained teachers with very positive feedback.

Attendance is not great currently, but this is to be expected with pupils having to be at home. Staff complete weekly contact sheets to check on pupils engaging in remote learning. Some of this is done via drop offs, by Seesaw or phone calls.

Students are still planning placements with PF, meeting with social workers and doing interviews via Teams.

Healthy living is still being promoted with online cooking classes available.

Ofsted Update – Nothing being done now but there will be Ofsted visits happening after half term, with RI / Inadequate schools being targeted first. The focus will be on lockdown and the curriculum provided, with support for pupils/families. Not sure how the new Ofsted will look like but possibly virtual with emailed evidence. Baytree is due their Ofsted six months before us, so hopefully we will know when they are being inspected.

Support of MLs and Subject leaders is being continued, thanks to KB. There are some safeguarding issues which have been brought to the attention of the school, families at breaking point. SLs have met with Social Services to improve these situations. The school, with Social Services will continue to monitor and help where we can. Some families need respite which is long overdue but will continue to look for ways to help.

The wellbeing of staff is ongoing. Thanks for the cakes from ME/DP, very much appreciated by staff. There is concern for those working in the school, Covid has affected many, with anxiety and grief. The vaccine has been offered to staff with many taking up the offer. It is still a stressful environment. There has been an incident with some staff falling out with each other, but the HoD has resolved the situation. It is hard to not let the stress affect you; we all get on each other's nerves at times. Staff are

	<p>looking forward to half term when they can have a break and time with family.</p> <p>Question: is the wellbeing group still functioning?</p> <p>Answer: it was but quite hard to do when staff are not all in school. May be worth having a Zoom session but are limited with what can be done.</p> <p>Question: has there been much of an uptake of the counselling service?</p> <p>Answer: do not know as it is a confidential service. Staff are aware of it, and some have told MS they have used it.</p> <p>Observation: it is good that the school have an open SLT and approachable HOD.</p> <p>Observation: IO said that she and RR/PB support each other and offload with SLT, but often felt 'are we doing enough?', 'are we saying the right things to staff'. Does not feel qualified enough sometimes to help. It was agreed that they were there as a sounding board, a shoulder to learn on, and could signpost staff to the counselling service or support services if more help is needed.</p>	
12	<p>REVIEW OF REMOTE LEARNING OFFER</p> <p>KB reported had found working on this document helpful as it had enabled staff and SLs to see where pupils were in relation to home learning. It has been useful to see who uses Seesaw, where we are remotely and useful for sharing good practice. This has also enabled to school to collect evidence of work, Zoom calls which can be used for Ofsted if needed. The table shows who is engaging with home learning and who is not. Those who are not engaging are no surprise to the school. Some of this is due to lack of parental skills, pupils seeing home as home and not a school environment. Sometimes we need to support the parent, to enable them to support the child. There are some issues with lack of language or technology skills. Laptops and iPod have been provided for some which has eased some issues. Lots of work packs have been provided for those who do not do online, and some EHCP/life skill projects have been given to those who are not engaging in curriculum lessons.</p> <p>Challenge Question: what are you going to do to catch those pupils up?</p> <p>Answer: It will be the same as after the last lockdown, assess pupils, individual support where needed, reviewing, curriculum catch up.</p> <p>Question: what is the difference in fully, partially, not at all engaged in learning?</p> <p>Answer: fully – best of their ability, partial – some interest in PE/English/Maths, none – doing nothing from the curriculum.</p> <p>Observation: SMM mentioned Oak Academy resources which can be downloaded? Are we using this?</p> <p>Answer: some P16 students are using it but for most pupils it is too hard to use.</p> <p>Wi-Fi companies have offered free connection and help but no-one has come forward to ask for it.</p>	

	<p>MS said it was positive having the data and will help to know which pupils to focus on, how far behind they are and what interventions are needed. Thank you, KB, for this and for HODs for collating the data. All evidence from this will be kept for Ofsted as they will undoubtedly concentrate on how well we taught via remote learning, and what interventions were put in place.</p>	
13	<p>POLICIES FOR APPROVAL BY FGB</p> <p>DISCIPLINARY POLICY & PROCEDURES This is an SSE/NS policy which has been updated to be inline with Keeping Children Safe in Education and coronavirus.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>PROTOCOL</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>GRIEVANCE POLICY This is an SSE/NS policy.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>REDUNDANCY POLICY AND PROCEDURES Ravenswood School was added where 'the school' was previously written.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>PEER ON PEER ABUSE POLICY ME thanked SMM/TW/CF for their work on this policy. ME has taken sections from the Oxford policy and amalgamated it with our policy, so everything is now covered in the new policy.</p> <p>The Governors unanimously agreed and accepted the policy.</p>	
14	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – One Year Development Plan, Safeguarding Report, Remote Learning Offer, Peer on Peer Abuse Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – One Year Development Plan, Iles Building Update. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – One Year Development Plan, Community Involvement (use of minibus to transport to Vaccination Centre), Remote Learning Offer, Staff Wellbeing. 	
15	<p>CORRESPONDENCE None.</p>	

16	<p>AOB</p> <p>The Iles Building Update – MS reported that he had received an email today which said he would need to give notice to Parents and a notice in school in relation to the consultation. KB had a positive meeting looking around the building and a lot of on our wish list would be possible. Hopefully will start work during the summer and will be ready for school to return after the holidays. 2 classes may need to be moved on 5th July to enable asbestos tests and other preparation work. It will be possible to move them elsewhere as some students will be out on visits or outdoor Education. The need for extra parking had been discussed but planning permission is needed to increase parking so other options are being investigated.</p> <p>Pupil Numbers – MS mentioned the school are looking at taking 136 Pupils in September. There is a need for an extra class, as squeezing too many into a class will not be good, due to some Pupils' challenging personalities. MS believes that financially this will work out with the extra funding received from new pupils. KB may have difficulties with timetables but will look at using the hall and outdoor education to help things.</p> <p>Staff Wellbeing – already discussed.</p> <p>Community Involvement – MS reported that the school are taking their first member of the public for their vaccination tomorrow. The school had offered their minibuses for use by the community as a payback for all the assistance they had given the school during the last year.</p>	
21	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 31st March 2021</p>	
	<p>MEETING CLOSED AT 17.53pm</p>	

SIGNED..... DATED