

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 31st March 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)</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) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>Iles Building Update Parent Questionnaire Parent Governor Sensory Room Primary</p>	
5	<p>MINUTES OF MEETING – 10.02.21</p> <p>The minutes were signed off as a true record of the meeting.</p>	ME to sign and take into school.
6	<p>MATTERS ARISING FROM MEETING – 10.02.21</p> <p>KB to check with SW if staff questionnaire has gone out to Governors – achieved.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 10.03.2021</p> <p>SP highlighted from the meeting that the school is in a good position financially. A copy of a building surveyor's report, of a survey taken over a year ago, was also reviewed. There are a few issues which are quite significant, and governors have asked for an update at next Business Committee meeting. The school is liaising with NS on some of the</p>	

	<p>outstanding issues. Business Committee will continue to monitor the progress of these jobs.</p> <p>There were no questions.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE 10.03.2021</p> <p>TW mentioned that PC has seen the updated SIP (1 year plan) which shows the updates. KB gave a report on her HT qualification project, which is about outdoor learning and CF mentioned safer internet week, which had gone well but was challenging balancing between school and home learning.</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP has not been into school due to Covid restrictions but will be going into school after Easter (Term 5).</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>MS reported that there were two members of staff who were not happy with a MAPA hold they had witnessed. MS has met with member of staff concerned and some retraining will be given on MAPA holding, and a management warning was also given. The training will take place in term 5, not been able to do sooner due to member of staff being off sick. Having MAPA trainers on site has made this so much easier, with another team receiving training which was relevant to their class and relating to their pupils. The training was well received and very positive.</p>	
11	<p>HEADTEACHER'S REPORT</p> <p>MS highlighted that this is the second report this year and shows the increase of pupils to 126 in Spring 2021 and shows where they are placed. There has been a substantial increase in FSM pupils, mainly due to the challenging times we have had recently.</p> <p>There is one pupil who is in alternative provision and the school are receiving regular daily updates.</p> <p>The first part of the report shows the Ofsted objectives from our 2017 Ofsted Inspection and then the progress made on those targets. We have developed our MLs and they are now more accountable for behaviour, data and reporting back to governors regarding progress of their Department. They are now successful in their roles, continue to develop in several areas and continue to be monitored by Deputy Head. The school ensures that data is robustly monitored and visits by SIP and other Head Teachers have supported judgements that have been made within the school. The introduction of curriculum review groups has ensured standards are good across all key stages.</p> <p>Primary lead and upper KS2 teachers attend moderation with other schools. The school has embedded Pivotal MAPA in its practices and has been highlighted for its good practices in reducing behaviour by trainers. MS has been sharing our journey of MAPA with New Fosseway School and Social Services.</p> <p>MS has highlighted what has been achieved this term in light blue.</p>	

A large majority of pupils have returned to school as of 8th March. Those who remain at home are being provided with home learning. A review of home learning took place and best practice was shared with teachers. Catch up plans are in place and pupil's levels are being reviewed so interventions are focussed.

Challenge Question: Have many not returned?

Answer: A small number are home self-isolating for underlying health issues. There is one on transition, hopefully back into school after Easter. Those shielding have been asked what needs they may have in coming back into school, so things can be put in place to make the transition back in easier.

The school expansion from 119 – 140 is moving forward, with work hopefully starting in the summer, with car park expansion being discussed with NS as a separate project.

The sensory room project hopes to be completed in term 5/6. Plans are in place to create a Therapy Room, Sensory Room, Library revamp and a Creative Arts room in term 5/6. Investment is planned for outdoor play equipment for Secondary and Primary in term 5/6.

Subject Leaders will be bidding for their curriculum areas with SLT looking at best way of spending money within their own area.

Makaton training has been completed for Primary Staff and continued for Secondary staff; plans are being put in place for parental sessions. Seesaw has been rolled out across the school, replacing the home school communication books, and this is working well.

Wellbeing checks are in place for all pupils returning to school after lockdown. The school continues to support any pupils who are out of school for an extended period to keep up with home learning. One pupil had a mental health breakdown, and the school is supporting the family together with Social Services.

The majority of Y13 pupils have decided on their final destinations, and the majority of Y11 have decided on their next steps. Online zoom meetings have taken place to give pupils employment experiences.

Most of the secondary and above pupils have undertaken Covid tests at school and the large majority are now able to complete this process independently. This was a huge learning process, but pupils have coped well.

Outdoor education has continued, and pupils have been accessing offsite BMX riding. Some pupils have learnt to ride a bike for the first time.

	<p>SLT decisions have ensured that the school community have remained as safe as possible during the pandemic. Leadership Team has continued to plan for the future of the school. Business Committee was aware of surplus and this has meant money can be put back into school to improve areas which need development.</p> <p>Development of working relationship with Social care will ensure that pupils are kept safe in the wider community. The school again has three designated safeguard leads.</p> <p>Staff have felt supported during the pandemic by Leadership and Governors. MS thanked the governors for the cakes and biscuits last week, which were appreciated by all staff.</p>	
12	<p>SFVS – VERBAL NOTE</p> <p>This was due to be postponed or possibly cancelled this year, but it has now been decided to request it for completion by the end of May.</p>	
13	<p>REVIEW OF COVID-19 FUNDING</p> <p>KB mentioned that most things had stayed the same but highlighted areas which have been updated in this term. Nicola, SENCO is returning after Easter, so will continue with drawing and therapy sessions 2 days a week. This will free up some LSAs to focus on pupil progress and accredited course work. ASDAN have said that 13 credits still need to be done with 9 completed units to receive a certificate. NELI training was completed whilst staff were working from home and will be delivered next term. There is an increase in funding for summer catch up of £1,791 per child, but with it comes expectation of interventions during the summer. MS/KB look are what could be done during holidays for pupils but need to consider the work being done on site.</p> <p>Challenge Question: It is possible for pupils to achieve the ASDAN amount of work considering they have not been in school?</p> <p>Answer: We are looking at each individual child, rejigging and prioritising work where needed but yes, we think this is achievable, some pupils already on target.</p>	
14	<p>POLICIES FOR APPROVAL BY FGB</p> <p>These are all SSE/NS Policies, so should be automatically accepted.</p> <p>ALLEGATIONS OF ABUSE POLICY</p> <p>Updated Sept 2020 with Keeping Children Safe in Education.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>DISCLOSURE POLICY AND CHECKLIST</p> <p>MS has updated the policy with school details. Once it is adopted SW will add logo and add to website.</p> <p>The Governors unanimously agreed and accepted the Policy and Checklist.</p>	

	<p>SOCIAL MEDIA AND NETWORKING POLICY MS has updated the policy with school details.</p> <p>The Governors unanimously agreed and accepted the Policy.</p>	
15	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Parent Questionnaire, Allegations of Abuse Policy, Social Media & Networking Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Covid-19 Funding, Sensory Room. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Iles Building Update, Parent Questionnaire, Letter from Methodist Church. 	
16	<p>CORRESPONDENCE MS mentioned that he had received a letter from Nailsea Methodist Church, thanking everyone for all the work done by the school this year.</p>	MS to reply to Methodist Church.
17	<p>AOB</p> <p>The Iles Building Summary – MS mentioned that things were moving forward, he had met with NS this week. There are 4 priority areas and prices have been agreed – originally £50K but now £100K, with £30K available from Capital Maintenance budget. The work, which now includes the roofing as well, should commence during the summer holidays. The two main classrooms will have walls knocked down and a new entrance linking to Primary. There will need to be some testing i.e., asbestos, done prior to the summer but hopefully this can be done at weekends. KB/MS have worked on a plan just in case the work is not finished at the end of the summer, with home learning a possibility. The issue of the car park is a different project, with H&S and NS involved. It may need to go to planning as may need another entrance, which NS would pay for.</p> <p>Observation: we are in a much better position with NS than we were 4 years ago. They now know more about the school and are meeting regularly. This is positive, hopefully the work will be signed off in April.</p> <p>Parent Questionnaire MS said that parents' views were very important to the school and the questionnaire was very positive. Most of the responses agree or strongly agree. There will be a display in the entrance of the school showing the parent responses, which are some of the best we have ever had.</p> <p>Observation: I think these responses are excellent considering the past year, with home learning. There could have been negative feedback due to the stresses of home learning; mental health wellbeing also shows how supportive the school has been.</p>	

	<p>Parent Governor</p> <p>ME highlighted the fact that TW's term of office is due to come to end at the end of May. It is a statutory process to notify parents that the role is available for nominations. Parents need to be notified at least 4 weeks prior to end of office. TW said he would nominate himself again.</p> <p>Question: If any parent comes forward, are there any spaces for another governor?</p> <p>Answer: Yes, if a suitable candidate is put forward, with the right skill set, there is a space for a co-opted governor.</p> <p>Sensory Room Primary</p> <p>MS mentioned that he had put a bid in to National Grid, which was supported by the Rotary Club. Unfortunately, there was a delay in answering some of the required questions, due to PFA accounts not available, so missed the February deadline. We re-applied in March, but now National Grid has delayed any payments due to the demand on funds. The sensory room is still going ahead, with funding from elsewhere.</p>	
21	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 26th May 2021</p> <p>ME mentioned that the next Business Committee and Pupil Committee will be online but planning to have next FGB face to face. A risk assessment with details on what is expected from Governors will be sent out prior to meeting.</p> <p>SP to set up BlueJeans for all three meetings, just in case.</p> <p>PP and AP will begin going into school, for Safeguarding and H&S, after Easter.</p>	
	<p>MEETING CLOSED AT 17.43pm.</p>	

SIGNED..... DATED