

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 26th May 2021

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) Stuart Iles (SI) 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>Sorrell Mills-Moore (SMM) Isobel Osborne (IO) 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>ME – Potential new Governor. TW – Face to face meetings.</p>	
5	<p>MINUTES OF MEETING – 31.03.2021</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 – 31.03.2021</p> <p>ME to sign minutes and take into school – achieved. MS to reply to Methodist Church – achieved.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 05.05.2021</p> <p>SP highlighted some useful points from Business Committee meeting. At the end of the financial year, we are in a good place, which is a testament to the hard work of the school and sticking to the budget. The progress on the condition survey was also discussed and the school is making good progress, and this will continue to be monitored.</p> <p>MS mentioned that the National Grid had agreed to give us the grant we applied for - £18K. This money will go into the PFA cost centre and then</p>	

	<p>be used later.</p> <p>ME thanked SP for his work with PR on the SFVS, which is broadly consistent on how the school is and it has now been signed and sent off. There we no questions.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE 12.05.2021</p> <p>TW mentioned three main points from the Pupil Committee meeting. There were reports from MLs and Primary has excelled with progress and behaviour being outstanding – well done to RR and team. There are some challenges in Secondary, but this is consistent with pupils in other schools. P16 are on track to get ASDANs despite having no relief changes due to Covid. One pupil is also set to get the highest grade for the school at GCSE level. The school has also done well with their Gatsby Benchmarks. Pip Farrell had her final assessment today for her level 6 qualification and once this is done, she will be fully trained, and we will reach our full benchmark. We will be the first in our county and the second in the south west tio have achieved this.</p> <p>ME echoed what TW said re MLs and reported how well they have developed over the year – superb credit to everyone.</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP said everything was nothing to highlight from the meeting – all in the report. There are some safer recruitment changes for those not from EU, but we are already keeping within the correct government guidelines.</p> <p>Question: In SCR it states if a member of staff has worked in another local school, then we do not need to do the extra checks, we can use existing checks – is this correct?</p> <p>Answer: Yes, NS is still the employer, so the checks will remain the same, no need to do them again.</p> <p>ME thanked PP for the work she does on safeguarding and for such a detailed report.</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
11	<p>PROGRESS AGAINST ONE YEAR DEVELOPMENT PLAN – SPRING TERM</p> <p>MS mentioned that this was looked at in detail at PC. Progress for terms 4 and 5 is still ongoing and lots of tasks have been completed even through the disruption of Covid.</p> <p>Challenge Question: are you content with where things are?</p> <p>Answer: Yes, encouraged with what we have managed to do during Covid, on target with most things. Next term is recovery time, assess where we are and plan for the future. MS thanked KB/CF for getting a large amount of work done during lockdown, especially the curriculum changes.</p>	
12	<p>APPROVAL OF BUDGET – ANNUAL LISTING</p> <p>MS apologised for the delay in this, only received this morning. Pippa Cooke has done the final alterations, and everything is as close as it</p>	

	<p>possibly can be. He shared the three-year predictions. MS has spent some of the money the school has saved and invested in different areas of the school where it was needed. We are still in a healthy position, but this can change very quickly when pupils leave, and potentially we have three pupils who bring in a lot of money who are leaving. They will be replaced but necessarily with the same band of pupil.</p> <p>Challenge Question: looking at year 3 deficit, how forward looking do you need to be?</p> <p>Answer: It is not easy to look too far ahead. If we did nothing then the deficit would be where it is, but pupils change so frequently it is hard to keep on track of prediction. All we can do is make a comparison with the income and expenditure of this year, which is not necessarily good this year as there have been some big one-off spends.</p> <p>Challenge Question: How is it a good forecast then?</p> <p>Answer: There are too many unknowns to be any more accurate. The difference between the band of some pupils is the difference of £6K - £40K. MS meets with PR every week to keep a close eye on things and it is just like a playing a game with rules that are constantly changing.</p> <p>Observation: SI mentioned that he asks this question every year but has now learnt not to. The school is now is a much better place than a few years ago.</p> <p>Question: Do we have these audited?</p> <p>Answer: A travelling bursar comes in regularly and audits the accounts. ME mentioned that the end of year accounts were different to the budget by £1.49, which is incredible.</p> <p>Observation: No one audits the budget; it is the accounts which are audited.</p> <p>The governors unanimously approved the budget.</p>	
13	<p>IMPACT OF TRAINING DAYS</p> <p>MS mentioned that historically the school had been given an extra day for training by the governors. He also highlighted what those days had been used for:</p> <p>Pivotal MAPA – now have in-house trainers, so can do training all year and update any that need extra training.</p> <p>Keeping safe in education</p> <p>Fire procedures</p> <p>One year development plan</p> <p>Covid health</p> <p>Online training – via Educare, hygiene, epilepsy, asthma, health care teams – some of these are done during twilight sessions.</p> <p>Makaton – Primary, Secondary, P16 and Admin all received training.</p> <p>Intensive interaction, PECS training, Sensory stories, equality, and diversity.</p> <p>Curriculum.</p> <p>Staff were given an extra day at end of year and a wellbeing day was given in December.</p>	

	<p>MS said there is a lot to cover, so having the extra day really helps and he asked if it was possible to have the same again next year.</p> <p>ME commented that the mental health of staff and students and families would still be an ongoing issue and it is important that there is time to allow for help to be given.</p> <p>The governors agreed to an extra training day.</p>	
14	<p>GDPR COMPLIANCE MONITORING</p> <p>MS reported that ES had prepared the report and there had been 9 breaches, but all had no harm done.</p> <p>Challenge Question: Where it is annotated against cases where wrong information sent to parents, does that class as 'no impact' if parents are ok with it.</p> <p>Answer: all incidents are reported, the level of harm would need to be big to report it. ES is on top of GDPR and knows all the ins and outs of it.</p> <p>ME to check IOC website to get an idea of what constitutes real harm.</p>	ME to check IOC website
15	<p>SAFEGUARDING AUDIT</p> <p>MS reported that NS audit has changed so that there will now be an academic year rather than just a period of time. To fill the gap there will be a smaller audit to complete in next 9 weeks then the usual one will be sent out in September. The smaller audit results will be available at next FGB.</p>	
16	<p>ATTENDANCE DATA TERM 3-4</p> <p>MS mentioned that Zoe had been working hard on these figures and has shown them in a different format to the usual way, with graphs highlighting the figures.</p> <p>Question: is this a better way to show the figures?</p> <p>Answer: Yes, in principle but would be helpful to have explanations as to what the percentage of persistent absence is. Is it percentage of all pupils or just those who are absent?</p> <p>MS will feedback to Zoe and check definitions.</p> <p>This report highlights areas of concern, those pupils we are worried about.</p> <p>Challenge Question: What is being done about the persistent absentees?</p> <p>Answer: We are trying to address issues with family, education welfare, trying lots of things. Phased return has been tried but unsuccessful.</p> <p>Challenge Question: what is the usefulness of this information? It needs the narrative to make it understandable.</p> <p>Answer: It is understanding the narrative, and we need to trust SLs to relay that information. MS again to check with Zoe and make her aware that narrative is incredibly important.</p> <p>Challenge Question: How is absence dealt with during lockdown?</p> <p>Answer: Only those who were offered a place are shown in graphs. There was some confusion with terms and figures so KB/MS to check data and seek clarification on percentages from Zoe.</p>	

14	<p>POLICIES FOR APPROVAL BY FGB</p> <p>FAMILY LEAVE POLICY This is an SSE Policy but there were some areas that needed amendments to relate to Ravenswood. Page 5 Paternity leave - We did adopt old model so will offer OPP – include this paragraph. Page 6 Ante-natal appointments - the school will pay for two ante natal appointments. Any extra days will be at the discretion of HT. Page 10 Occupational shared parental pay - the school will pay OShPP, so school will need to notify Payroll when necessary. Page 10 Occupational Parental bereavement pay - this paragraph was included in the policy by the Governors without a minimum period of service required The Governors unanimously agreed and accepted the Policy.</p> <p>REFERENCE POLICY</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>SECONDMENT POLICY</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 – Safeguarding Monitoring, Secondment Policy, Family Leave Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Training days, Family Leave Policy, Secondment Policy. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Family Leave Policy, Pupil Committee Report, One Year Development Plan. 	
16	<p>CORRESPONDENCE None.</p>	
17	<p>AOB</p> <p>DATES OF GOVERNORS MEETINGS NEXT YEAR – circulated.</p> <p>FACE TO FACE TW asked if it was possible for the governors’ meetings to be ‘blended’, with the meeting being held in school and the option for governors to join from home if necessary, via BlueJeans. ME said he had already discussed this possibility with AP and things already being put in place to make this possible.</p> <p>POTENTIAL NEW GOVERNOR ME mentioned that there was a chance that HP would be moving to Cornwall, so he asked SSE if they could help find a new governor. After</p>	

	looking at previous audit, knowledge of local area was a weak area which needed reinforcing. SSE said they had a lady who lives in Nailsea, has previously been a governor in local school. They will approach her and if happy then we will receive her details from them.	
21	DATE OF THE NEXT MEETING 4.45 pm Wednesday 14 TH July 2021 – Blended Blue Jeans meeting at School, if no significant change in government guidelines. ME to remind everyone prior to meeting to enable school to set up remote access if necessary.	ME to remind re blended meeting.
	MEETING CLOSED AT 6.12pm.	

SIGNED..... DATED