

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 14th July 2021

| Ref | Agenda Item | Action by |
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| 1 | <p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) Stuart Iles (SI) Sorrell Mills-Moore (SMM) Isobel Osborne (IO) Simon Perks (SP) (Joined remotely) 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: 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>REVIEW OF YEAR AND FORMAT OF FUTURE MEETINGS</p> <p>PUPIL SURVEY RESULTS</p> <p>HEP B VACCINATIONS</p> <p>GOVERNOR UPDATE</p> <p>WORKPLAN</p> | |
| 5 | <p>MINUTES OF MEETING – 26.05.2021</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 – 26.5.2021</p> <p>ME to sign minutes and take into school – achieved. ME to check IOC website – achieved. ME to remind re: blended meeting – achieved.</p> | |
| 7 | <p>HEADTEACHERS REPORT JULY 2021</p> <p>MS highlighted ongoing work and updates for terms 5 & 6.</p> <p>Next steps for the school.</p> <p>The school is working alongside other SEN schools to ensure that best practice is shared, high quality CPD is shared and development of staff facilitated. The school has written a blog that appears on the MAPA</p> | |

website sharing our best practice.

Quality of Education

All staff have completed in house Makaton training to support the curriculum content/vocabulary and to keep themselves safe. This will continue to be developed next year and can be achieved with in-house trainers.

Pupils have had lessons in SRE and at KS4 and above have received lessons in understanding healthy or unhealthy relationships including keeping themselves safe online and in the community.

Pupils at KS4 and beyond have been working towards recognised qualifications.

Pupils in P16 have developed a range of life and independent skills that will enable leavers to live as independently as possible.

The new Discovery, Sensory and Therapy rooms are in place. Creative Arts team are in place and the revamp of the room is being planned.

The Iles building development has started 5th July, but not the car park.

Behaviour & Attitudes

More pupils are identifying effective strategies to reduce their anxieties and de-escalate earlier.

Therapeutic interventions are in place for those pupils who need it.

School Ambassadors relaunch is planned for September 2021.

Weekly review meetings between MS/CF ensure that RPI continues to reduce; pupils and staff remain safe.

The school have been working with parents and outside agencies to provide support for pupils early before they become at risk of fixed term or permanent exclusion.

Attendance

Pupils' attendance has improved and those who have been out of school for extended period have been able to successfully return, therefore reducing persistent absentees.

Personal Development

The majority of pupils that are leaving have a good understanding of SMSC and British values. All pupils that are leaving have experienced multi-cultural society locally and in the wider community.

Healthy Living

The Outdoor PE curriculum is becoming embedded in the school.

School lunches club have resumed.

Leadership & Management

KB/CF have further developed their leadership skills by embarking on NPQH and SENCo courses.

Subject leaders are beginning to take more ownership of their subjects and taking the lead to develop them further.

Leaders have continued to ensure the school is safe for pupils and staff.

Safeguarding

Safeguarding remains effective and staff are trained to report any incidents and in any key area as they arise.

Pupils, where appropriate, have been taught to recognise signs of abuse,

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| | <p>who to report it to and what they can do to keep themselves safe. There have been no concerns.</p> <p>Governors Succession planning is in place for Chair of Governors. Support is offered to all Governors to ensure they continue to give the appropriate challenge to the school.</p> <p>Workload and Wellbeing The school has an open-door ethos to discuss any work issues. Improvements have been made to ICT systems within the class and each room now has a phone. Wellbeing Committee is embedded, and suggestions have been actioned. £1,000 budget was spent on new microwave, docking station and benches for staff.</p> <p>Pupil Survey The feedback from pupils was good, everyone seems happy to be in school and find it a great place to learn.</p> <p>Question: What are the numbers for School in September? Answer: It is 139, but a couple could leave before then. Question: The report says we are funded for 119, will that change in September? Answer: We will be funded for 134 but will get extra money for the pupils over that.</p> | |
| 8 | <p>REPORT FROM BUSINESS COMMITTEE 30.6.2021 SP said there was nothing particular to report from Business Committee meeting. There were no questions. ME thanked SP for chairing the meeting for the last year.</p> | |
| 9 | <p>REPORT FROM PUPIL COMMITTEE 23.06.2021 TW mentioned the HT report which was discussed at Pupil Committee meeting. It is incredible what has been achieved even with Covid, the attainment, the behaviour, and the results, plus all the extra work that has been done within the school, such as Discovery room. There were no questions. ME thanked TW for chairing the meeting for the last year.</p> | |
| 10 | <p>MONITORING OF SAFEGUARDING PP said there was nothing to add to the report. Challenge Question: The issue with medication, how is that being addressed? Answer: MS said that he was getting a new storage system and procedures will be put in place to prevent things not being done properly. Some procedures being done were not in a policy, so this will be addressed, and training given where necessary. If errors are made, then people need to be made accountable. ME thanked PP for how she has faithfully overseen safeguarding on behalf of the Governing Body..</p> | |
| 11 | <p>IMPACT OF SPORTS PREMIUM FUNDING 2020-2021 MS explained how the funding had been spent, what had been achieved</p> | |

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| | <p>and what was ongoing. There was an overspend of £3,362 this year but it is worth it for the benefit to the children. Over the past seven years we have reviewed and improved our PE and Sports provisions and have achieved the Games Sports Awards Gold each year since 2015. We are striving towards and are on track to achieve, a Platinum Award. Our next steps are to provide a sunken trampoline and further develop Outdoor Education for Social Communication classes and after school clubs.</p> <p>Question: In Outcomes of Work, paragraph two under provisions, it says 'all pupils receive 2 hours or more timetabled PE'. Should that not say weekly? And Its stays 'Cannoning' rather than 'Canoeing'.</p> <p>Answer: These were amended during the meeting.</p> <p>Challenge Question: Can we maintain this spend of £20K if the government stop Sport Premium Funding?</p> <p>Answer: Yes, we can. The school are committed to continue to develop and increase Outdoor Education, as the benefits are fantastic.</p> <p>ME offered to write to Dr Liam Fox MP again to make him aware of the importance of this funding to the pupils at the school.</p> | <p>ME to write to Liam Fox.</p> |
| <p>12</p> | <p>IMPACT OF COVID 19 FUNDING 2020-2021</p> <p>KB highlighted the outcomes and impact of the funding updated in April and July. Overall, the pupils are feeling safe in school and the amount of self-harm support has decreased. A large majority of pupils are making good and outstanding progress across the school in core subjects showing that high quality feedback is effective. Pupils who engaged in home learning during lockdown made outstanding progress in communication, reading, and writing and good in Maths (SSA). There was good progress in communication and reading in P16. Interventions on return following lockdown has led to good/outstanding progress in core subjects across the school. Pupils who were identified for covid catch up have made outstanding progress in communication and reading and good progress in Maths because of the interventions put in place. There was an overspend but was so worth it as pupils have progressed socially, personally, and academically. The school will continue to keep these interventions in place as long as they are needed.</p> <p>Question: Will the government continue to put money in?</p> <p>Answer: Yes.</p> | |
| <p>13</p> | <p>SEN INFORMATION REPORT JULY 2021 FOR APPROVAL</p> <p>There were no questions on the report and the Governors unanimously approved the report.</p> <p>Observation: This report is good at highlighting the schools Aims and Mission.</p> | |
| <p>14</p> | <p>SUMMARY PUPIL PROGRESS 2020-2021 SSA</p> <p>KB began by saying a BIG well done to all staff for their hard work. The progress made from April to now is brilliant. Communication within the school has progressed amazingly, some of this was due to having to use</p> | |

Zoom over lockdown.
SSA are strong in reading and communication but need to work on Maths and Writing. Covid catchup pupils have caught up on Writing.
There were no cohorts where data could not be explained, due to shielding or high absence.
P16 show a similar pattern but more variable. Pupils have been focusing on their accredited courses and skill exams. There is a slight worry with maths, but SL's/IO have met to put a plan in, fill gaps and put interventions in for September. One class has two pupil, one who has medical needs and one who has not been back in school, so the figures look inadequate.
Overall amazing figures, the pupils and staff have worked hard since coming back from lockdown.

ME shared these statistics.

Last data in 2020 vs last data in 2021(SSA)

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| Communication | up 1% |
| Reading | up 3% |
| Writing | down 6% |
| Maths | down 10% |

Last data in 2020 vs last data in 2021(P16)

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| Communication | up 13% |
| Reading | up 7% |
| Writing | down 23% |
| Maths | up 38% |

Challenge Question: These figures are remarkable. How do you check marking is acceptable and accurate?

Answer: The teacher marks them, checked by SLs, evidence of work is provided. We have worked with other SEN schools who have verified our progress and targets.

Challenge Question: What lessons have been learnt, with such dramatic results? Is there anything to be carried forward?

Answer: Not all work was completed at the least deadline, so some of the work was carried over for late marking. One to one intervention has helped, that time set aside quietly to catch up. There was a real focus on communication as that was the only way to teach during lockdown. This gave the opportunity for better tracking, learnt how to capture evidence of learning easier. Also, there was a real commitment from teachers and pupils to learn.

Question: Will these figures get updated again in September?

Answer: No, these are the final figures. Catch up will continue next year for those who need it.

Challenge Question: How do you know these levels will be sustained?

Answer: There will be baseline assessments in September. Any pupils

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| | flagged up will be reviewed, discussed with previous teacher if needed. Then any areas will be recapped if necessary. We do not move on to next level unless previous leaning is embedded. | |
| 15 | SUMMARY PUPIL PROGRESS 2020-2021 P16 See above. | |
| 16 | GOVERNORS SKILL AUDIT ME mentioned that this audit is completed every year but as there have been no changes to the Governors and no change in their circumstances, it was agreed, to reduce workload, that as the information is still correct that the same audit can be used this year. | |
| 17 | POLICIES FOR APPROVAL BY FGB TIME TO TRAIN POLICY This is an SSE policy which was missing from our website. Employers Rights – paragraph 4.3. needs completing. This has previously been discussed in another policy at FGB, so need to cross reference with this policy. With this amendment the Governors unanimously agreed and accepted the Policy. | |
| 18 | CONFIDENTIAL ITEM MS mentioned he had received a request from member of staff for time off for a 5-day residential training for Forest School. The course is in May 2022, and they are happy to pay for the course. The cost of the course is £975 and the cost to cover member of staff would be £1000. After some discussion, the governors asked if they could be provided with more information about long term plan and investment for the school. | |
| 19 | MEETING OUR EQUALITY DUTIES 1. ELIMINATE DISCRIMINATION & HARASSMENT – Pupil Survey, Sport Premium, Monitoring of Safeguarding. 2. ADVANCE EQUALITY OF OPPORTUNITY – Gatsby Benchmark, Covid 19 Funding, Sports Premium Funding. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Sports Premium Funding, SEN Information Report. | |
| 20 | CORRESPONDENCE None. | |
| 21 | AOB REVIEW OF THE YEAR AND FORMAT FUTURE MEETINGS ME asked what the thoughts of the governors were for meeting next year. After some discussion it was agreed to continue as we are with hybrid meetings for the foreseeable future. PUPIL SURVEY RESULTS MS reported that the survey had been sent to pupils in the school, with 5 questions for everyone and 10 questions for those more able. Some questionnaires were symbolised, and some were written. The responses were really pleasing with 90% of the school think behaviour is good at the school which compares to 51% last year. Overall, the feedback is very | |

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| | <p>positive, pupils know what they are learning, and they all liked SLT! Observation: It is good to see that most pupils not only agree but strongly agree, there is a strength of feeling in their answers. It also shows that the reward system is working really.</p> <p>HEP B MS explained that obtaining Hep B vaccinations had been on the agenda for ages. This was because he was unable to find anyone willing to provide them at a reasonable cost. He has now found a healthcare provision who will provide them for £120 pp. Not all staff will require them, about 20 members of staff fit the criteria. Question: How often do they need to be renewed? Answer: Every 5 years. Have three vaccinations, first, second three months later and third one after a year. This had been on the Governors' radar for some time and it had been difficult to find a provider. Now that one had been found, the Governors approved this.</p> <p>GOVERNOR UPDATE ME mentioned that SMM was moving to Cheshire in two weeks, and this would be her last meeting with us. He thanked her for her contribution to the governing body and for the support she had given the school and presented her with some flowers and an engraved gift. There was some discussion about being a remote governor, which ME will follow up in September.</p> <p>WORKPLAN ME said that along with MS/SW they had looked at every policy and decided how frequently they need to be reviewed. It was decided that policies will either be yearly or every two years.</p> <p>COMPASS KB reported that all 8 benchmarks have now been completed, meaning we are the first to achieve this in NS and the second in the Southwest. Well done to Pip Farrell for completing her training. Pip is also a case study for WECA and will help with the career's framework. She will also support other schools and assist with their interviews. KB met with Amy from Agilysys who will be able to help us with WEX placements, has connections with Castlewood, can provide help with interview preparation and CV writing.</p> | <p>ME/SMM to discuss remote governor.</p> <p>ME to circulate workplan.</p> |
| 22 | <p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 8th September 2021</p> | |
| | <p>MEETING CLOSED AT 6.10PM</p> | |

SIGNED..... DATED