

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 8th September 2021

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) (Chair for legacy agenda items) Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Toby Willis (TW) (Chair post-election)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head)</p> <p>Observers</p> <p>Helen Campos (HC) Jeanne Wood (JW)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Chris Bird</p> <p>ME updated the meeting on some changes with governors. HP is now working remotely from Cornwall, and it is not feasible for her to continue as governor, but she is willing to assist in any fundraising or reporting if needed. SMM has now settled in Cheshire and so therefore has stepped down as governor. AT has found it impossible with grandparent duties to attend these meetings, so with regret he has resigned as governor. Again, he is willing to help in any way he can practically.</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 14.07.2021</p> <p>The minutes were signed off as a true record of the meeting and ME signed copy and gave to MS.</p>	
5	<p>MATTERS ARISING FROM MEETING – 14.07.2021</p> <p>ME to sign minutes and take into school – achieved. ME to write to Liam Fox re: sports funding – achieved. ME mentioned that Dr Fox's PA had replied and said he thought we had written last year. We did but the but reply from Gavin Williamson was not acceptable. Dr Fox's</p>	

	PA will send another request to Gavin Williamson. ME/SMM to discuss remote governor – achieved. ME to circulate workplan – achieved.	
6	REPORT FROM BUSINESS COMMITTEE 23.06.2021. SP said there was nothing to highlight from the minutes. There were no questions.	
7	General Ledger – Nothing to report. Journals and Virements – None.	
8	REPORT FROM PUPIL COMMITTEE 30.06.2021. TW highlighted the amazing progress made with the one-year plan, which is very impressive. MLs are working well with SLs and that is shown in the progress. Attendance and behaviour are also excellent. The school have also completed all their Gatsby Benchmarks 100%, 1 st in County and 2 nd is Southwest. There were no questions.	
9	MONITORING OF SAFEGUARDING PP mentioned there was nothing to report as no meetings had yet been held. MS reported that JD had now retired, and Shelly Smith had taken over role of Deputy DSL and would receive that training.	
10	SAFEGUARDING ALLEGATIONS None.	
11	INSTRUMENT OF GOVERNMENT Question: How many parent governors do we have now? Answer: Two. We do not have an LA governor at the present time but if JW joins us then her name will go forward as an LA governor. We still have one gap to fill. Question: Could that gap be filled with another member of the school? Answer: ME/TW will need to check with SSE if co-opted governor can be member of staff. ME to also check if SI is a parent or co-opted governor. Question: What is the legal requirement? Answer: It is statutory to have at least 1 parent, 1 LA, 1 staff, 1 HT governor.	TW/ME to check with SSE re co-opted Gov and what status SI is.
12	TERMS OF REFERENCE FGB & COMMITTEES ME reported that there was no need for changes to the terms of reference. The governors unanimously agreed to move forward with the succession plan for TW to take over from ME as Chair and ME to take over from TW as Deputy Chair. FGB COMMITTEE CHAIR AND DEPUTY – TW and ME. ME mentioned that there had been one nomination for Business Chair and that was for SP, and he agreed to continue as chair if no-one wanted the role BUSINESS COMMITTEE CHAIR AND DEPUTY – SP and CB (potentially) with SI, MS, HC (if HC joins as a governor).	ME/TW check with CB re role of Deputy Chair.

	<p>PUPIL COMMITTEE CHAIR AND DEPUTY – ME and PP with IO, TW, MS, JW (if JW joins us as a governor).</p> <p>PAY COMMITTEE REPRESENTATIVE FROM BUSINESS/PUPIL/FGB – SI, PP, ME.</p> <p>HEADTEACHER PM – TW, HC, ME.</p> <p>APPOINTED GOVERNORS</p> <p>PUPILS VOICE (PRE & P16) – PP and JW. SAFEGUARDING/QUALITY ASSURANCE OF RECORD KEEPING – PP. CHILDREN WHO ARE LOOKED AFTER – PP. MENTAL HEALTH – PP/ME. HEALTH & SAFETY – TW. E SAFETY – ME. SEN GOVERNOR NORMALLY CHAIR OF FGB – TW. CURRICULUM GOVERNOR – IO.</p> <p>Observation: There is nothing in the Pupil Committee TOR about DAB. It was agreed to add ‘pupils realise the school’s ethos of Dream, Achieve, Believe’.</p> <p>There is also some inconsistency between TOR’s – some say ‘consistently good to outstanding’ and some say ‘is at least good’. In the FGB TOR there is no mention of money and how it is spent appropriately. It was agreed to add ‘to ensure the school manages its resources’.</p> <p>It was agreed that TW/ME look at these and amend them, so they are consistent.</p> <p>Question: In the FGB terms of reference, mention is made of annual reviews of policies but some are now reviewed bi-annually. FGB TOR to be amended to reflect the work plan.</p>	<p>CF to send Pupil voice dates.</p> <p>TW/ME to make TOR consistent.</p>
13	<p>FREEDOM OF INFORMATION REQUESTS</p> <p>None.</p>	
14	<p>GOVERNORS’ ALLOWANCES</p> <p>This document is reviewed annually.</p> <p>It was agreed to change Finance Committee to Business Committee and to remove ‘this is not an allowance’ and just say ‘every item must be receipted’.</p> <p>Question: It says claims must be submitted terms 2, 4 or 6, does that mean you need to wait until next term to receive reimbursement?</p> <p>Answer: No, it means you need to claim within the term, they cannot be carried over.</p>	

15	REGISTER OF BUSINESS INTERESTS To be completed and returned to school.	All to sign and return.
16	CODE OF CONDUCT It was agreed to remove paragraph about confidentiality and 3 knock rule as no longer relevant. Under Removal it was agreed to add 'We follow National Governance Association guidance that any Governor who does not attend meetings for 6 months, without prior agreement of the Chair of Governors, will be removed.' 	Amended copy to be sent out and then returned to school.
17	POLICIES FOR APPROVAL BY FGB With respect to NS/SSE Policies and updates throughout the year it is agreed that we will adopt them, with any changes that are appropriate. SAFEGUARDING AND CHILD PROTECTION POLICY 2021 This is a NS policy. Some amendments including logo and school name need to be added. With these amendments the Governors unanimously agreed and accepted the policy. APPRAISAL AND CAPABILITY POLICY This is an SSE policy. The Governors unanimously agreed and accepted the policy. GUIDANCE FOR SAFER WORKING PRACTICES – 2021 ADDENDUM This is a government requirement and from DfE website. The Governors unanimously agreed and accepted the policy. KEEPING CHILDREN SAFE IN EDUCATION 2021 The school need to adopt this policy, with part one being the most important. MS highlighted other additions in the document. There are amendments to peer-on-peer sexual violence, pornography, online safety, feelings, child's voice, crime, modern slavery. The Governors unanimously agreed and accepted the policy.	
18	CONFIDENTIAL ITEM None.	
19	MEETING OUR EQUALITY DUTIES <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Keeping Children Safe, all Safeguarding policies. 2. ADVANCE EQUALITY OF OPPORTUNITY – Governors' allowances, Appraisal policy. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – All committees, Terms of reference, Appointed governors. 	
20	CORRESPONDENCE None.	

21	<p>AOB</p> <p>POTENTIAL NEW GOVERNORS</p> <p>Helen mentioned that she was from a corporate background, having worked at Mondelez for 19 years. Recently made redundant and always wanted to be a governor and can bring expertise from sales management, commercial and financial roles.</p> <p>Jean comes from an educational background having been a teacher for 30 years, retiring last year and has recently moved from Chepstow.</p> <p>SCHOOL UPDATE</p> <p>MS gave a quick update on the work being done at the school during the holidays. New P16 classrooms have been completed and staff had them set up ready for beginning of term. There is some delay on the roof work in post 16, which hopefully will be signed off in the next two weeks. Unfortunately, with scaffolding around the building some vandalism took place on the roof.</p> <p>There has been an increase in numbers with pupil numbers now at 135. This in turn has caused some issues on the road and car park for the buses but NS are looking at the ongoing problems.</p> <p>The school had two good training days, especially the inhouse MAPA training which helps with appropriate interventions as the trainers knew the pupils at the school. MS thanked KB/CF for their work on the development plan. There is a lot of positivity within the school, all pupils seemed happy to be back. Pupils all have had LFT tests, but unfortunately two members of staff are signed off with Covid.</p> <p>MS mentioned the new members of staff who have joined the school: Shelly Smith – Deputy DSL, Julie Bonney – Fundraiser, Helen Cornish, Maddie Rudge, Julie Lewis, Katherine Lynn, Catherine Edy; Zoe Hartland and Carrie Powell returning LSAs.</p>	
22	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 20.10.2021</p>	
	<p>MEETING CLOSED AT 6.20pm.</p>	

SIGNED..... DATED