

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 20th October 2021

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Chris Bird (CB) (virtually)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head)</p> <p>Observers</p> <p>Jeanne Wood (JW) (appointed as Governor)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Helen Campos (HC) (appointed as Governor) Cheri Frost (CF) (Assistant Head) Stuart Iles (SI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>MS / IO declared an interest in the Pay Policy.</p>	
4	<p>MINUTES OF MEETING – 08.09.2021</p> <p>The minutes were signed off as a true record of the meeting.</p>	
5	<p>MATTERS ARISING FROM MEETING – 08.09.2021</p> <p>TW/ME to check with SSE re co-opted Governor and what status SI is – achieved. SI is a co-opted Governor. ME/TW check with CB re role of Deputy Chair – achieved. CF to send Pupil Voice dates – achieved. TW/ME to make TOR consistent – ongoing. All to sign and return Governors forms to SW – now Stephanie Eldred. Amended copy of Conduct to be sent out and then returned to School – achieved.</p>	
6	<p>ELECTION OF NEW GOVERNORS</p> <p>TW mentioned that he had sought references for Jeanne and Helen from previous employers. Both were given great references, and both would be an asset to the governing body. The Governors unanimously agreed to them being elected.</p>	

7	<p>REPORT FROM BUSINESS COMMITTEE 29.09.2021</p> <p>SP reported that at BC there was an update on the situation with the school roofs. MS, SLs, and staff had done an amazing job at keeping the school functioning. The school was less impressed with the contractors. SP also mentioned that the school was broadly on track financially. As part of fundraising Nailsea & Backwell Rugby Club Firework event will be collecting for Ravenswood.</p> <p>Unfortunately, the Business Committee meeting was not quorate, so some policies needed to be carried forward to this meeting.</p> <p>PP offered to attend the meeting to enable it to be quorate but as she is not a member of BC, she would be unable to vote but SP thanked her for her kind offer.</p> <p>There were no questions.</p>	
8	<p>General Ledger – Nothing to report.</p> <p>Journals and Virements – None.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE 06.10.2021.</p> <p>ME reported that MLs joined the meeting to give their reports. PB was suffering with a heavy cold so joined from Library, RR joined from Weston Campus but unfortunately there were some connection issues, so Makaton came into play. ME said he was incredibly grateful to MLs for organising days out, and SLs for taking the pressure off parents. MLs presented their priorities for the forthcoming year which exactly matched the 3 year data presented to Governors.</p> <p>Observation: RR, PB and PP are missing from attendees on minutes – KB amended during the meeting.</p> <p>There were no questions.</p>	
10	<p>MONITORING OF SAFEGUARDING</p> <p>PP circulated her report and said everything was up to date, not much has been needed as pupils had not been in school. PP will send electronic copy to CB and those absent from meeting.</p> <p>There were no questions.</p> <p>Recruitment – ME asked if LSAs had been recruited. MS said both vacancies had been filled – One already started and settled in well, the other one is working her notice before joining us.</p> <p>The PA job has been divided between current staff – Recruitment taken on by Evi Pappa, SCR by Tracy Lodge and Governors by Stephanie Eldred. This is a trial, and these members of staff will be paid SW's rate.</p>	
11	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
12	<p>ATTENDANCE OF PUPILS 2020</p> <p>MS highlighted the figures and explained that considering the year that we had, the figures overall are good. There is a story behind each case and the school are aware of the needs and are addressing them and putting the interventions in place where needed.</p> <p>Question: In general terms, what are the underlying issues for absence?</p>	

	<p>Answer: Health issues, parental needs, anxiety.</p> <p>There will be a drop in attendance this term due to sickness and diarrhoea and a rise in Covid cases. There have been a lot of coughs and colds within the school too. The school continue to follow guidelines and face coverings had been reintroduced within the school.</p>	
13	<p>SCHOOL SELF EVALUATION</p> <p>MS mentioned that he thought over the summer how this should be reworked. MS has also met with Clive Robson our new SIP who has given us some pointers. Looking at School Challenge Partnerships with school in Brighton and London and working on things in place for a potential Ofsted Inspection. MS hopefully will have a new Self Evaluation for review end of December. Hoping to make things swifter, smarter and in line with one year plan. The evaluation tells the journey but should be a snapshot of the here and now. We have come a long way and have a lot to be celebrated. A question to ask is ‘why are we better than good?’ We should have evidence of this. CR believes that MLs should be given more SL experience.</p> <p>Questions we should be asking are ‘do we benchmark correctly,’ ‘is it the right choice of words? Why are we above good? What are we doing well? How are we less than outstanding?’</p> <p>Question: Are the headings in the SEF based on anything?</p> <p>Answer: yes, they are taken from the Ofsted framework.</p> <p>Observation: On page 15 under parental engagement, there is nothing about Seesaw. KB added this to the report.</p>	KB to send copy Ofsted slides to TW.
14	<p>IMPACT OF PUPIL PREMIUM</p> <p>MS reported that there is a high percentage of pupils on FSM. Money received for FSM and CLA is spent on putting interventions in place to enable pupils to make good to outstanding progress. This year pupils have made good progress across the board. Reports are produced three times a year on how the money is spent and what interventions have been used.</p> <p>Behaviour Support – planning behaviour programmes, supporting class teams and liaising with other professionals.</p> <p>Social & Emotional Learning – working on self-esteem, relationships with peers, school/adults, social communication, and outdoor activities.</p> <p>Speech & language interventions – small group develop social use of language.</p> <p>Individual tutoring - 1-1 support and Music Therapy – good for helping pupils open up about past experiences.</p> <p>Progress is checked against non-FSM; pupils are usually behind but doing really well this year. There is a dip in P16 Maths but a plan in place to work on this, interventions are in place.</p> <p>MS believes that money for CLA should be spent on emotional wellbeing rather than academic targets. It is important to address underlying issues first.</p> <p>All cohorts have made good progress. The challenge of outstanding</p>	

	<p>progress should always be there, and needs to be monitored to keep it robust.</p> <p>Question: how do you get your results?</p> <p>Answer: assessments process, looking at levels of children, provide evidence three times a year. Pupils' disability is considered, progress is monitored by subject leaders.</p> <p>Challenge Question: How is Covid catch up money applied? Do pupil premium children get the money first? The school look at most vulnerable first, there is a systematic approach, but priority is given to FSM then all who need it.</p>	
15	<p>INFORMATION ON WEBSITE</p> <p>ME said this was the information relating to the update of Governors. AP has information to do the updates.</p>	
16	<p>SMSC REPORT 2021</p> <p>KB highlighted some areas. There have been improvements to the RE curriculum to ensure all pupils can explore and find out about a range of different faiths in an accessible way, through sensory room, hands on, arts. Creative Arts is being embedded for all pupils.</p> <p>Employer encounters pupils have at least on employer encounter to find out about a range of employment. Pupils also experience a range of cultural capital through trips, experiences, and opportunities.</p>	
17	<p>DATA FROM PC</p> <p>EYFS DATA</p> <p>KB reported that there was one pupil with EYFS who has been making good progress. There is a new framework, and we are leading work with other schools and Springboard. The new framework is not very helpful so looking into what other schools are doing. Bristol City Council are developing something which we may be able to use if NS buy into it or we could create our own. Now pupils are recorded on the main school progress system until something more suitable is found.</p> <p>3 YEARS DATA</p> <p>KB mentioned that the 3-year data gives a complete overview of the school and tells the journey we have been on. It is not as good as we wanted but this year has been a difficult one. Hopefully inadequate can be changed and moved up. FSM pupils are being addressed, one pupil with inadequate is due to having low attendance. Despite Covid this is a pleasing picture, we kept same targets and kept going. Some pupils really engaged during Covid, but some did not.</p> <p>Challenge Question: What has happened with P16 Maths – some gone up and some gone down?</p> <p>Answer: Last year we changed to new exam board and did not appreciate how high the bar had been raised with functional skills. Since then, IO has rewritten schemes to meet the subject skills needed. We should then see a gradual improvement.</p>	
18	<p>POLICIES FOR APPROVAL BY FGB</p>	

	<p>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.</p> <p>DRAFT PAY POLICY MS mentioned that he had updated this policy in line with old version. The update included the pay award of £250, pro-rated for P/T teachers. The decision date is 20th December and Pay Committee will meet on 3rd December. Applications for the Upper Pay Range submissions by staff has been extended from 30th September to 22nd October 2021. The Governors unanimously agreed and accepted the policy.</p> <p>EQUALITY POLICY AND OBJECTIVES AND ACCESSIBILITY MS said that this has been updated. Question: How do we ensure all pupils from different backgrounds/cultures are recognised and celebrated in school without making them feel victimised? Answer: raise awareness and celebrating pupils' different religions i.e., Ramadan. Observation: Should 'transgender' be changed to LGBTQ+, to be inclusive. The Governors unanimously agreed and accepted the policy.</p> <p>COMPLAINTS PROCEDURE TW mentioned that he had an issue with this policy, and it needs to be simplified. There seem to be some contradictions, and the policy does not make complete sense. ME said it was originally a NS policy, which would have been approved by the unions. After some discussion it was agreed to see if SSE or NS have a different complaints policy.</p> <p>ADMISSIONS POLICY No changes have been made to this policy. Question: It says decision to take child from other LA follows consultation with Governing body. Answer: It also says that the Headteacher has been delegated to make this decision. MS said it would not be possible to come to Governors with every decision. MS also said he was happy for any Governor to oversee him doing this. The Governors unanimously agreed and accepted the policy.</p> <p>WHISTLEBLOWING POLICY The Governors unanimously agreed and accepted the policy.</p> <p>APPRAISAL AND CAPABILITY POLICY NEW 2021 This is an SSE policy. The Governors unanimously agreed and accepted the policy.</p>	<p>TW/ME to investigate different policy.</p>
19	CONFIDENTIAL ITEM	

	None.	
20	<p>MEETING OUR EQUALITY DUTIES</p> <p>1. ELIMINATE DISCRIMINATION & HARASSMENT – Pay Policy, Pupil Premium, School Self Evaluation, SMSC Report.</p> <p>2. ADVANCE EQUALITY OF OPPORTUNITY – School Self Evaluation, Pay Policy, Attendance of Pupils, Safeguarding, SMSC Report.</p> <p>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – School Self Evaluation, SMSC Report, Information on Website, Admissions Policy, Pupil Data, Safeguarding.</p>	
21	<p>CORRESPONDENCE</p> <p>None.</p>	
22	<p>AOB</p> <p>Iles Building – MS reported that there had been a couple of small leaks today but hoping to move everything back on Friday 22nd October. There is still some work to be done on the roof, along with a hose test.</p> <p>Question: why is equipment being moved back in before hose test? Is there a plan B?</p> <p>Answer: We have been advised that the work will be completed over half term. We do not want to have another inset day for families so the best day to return the equipment is the last Friday of term. MS has asked North Somerset to provide him with plan B options and is awaiting a response.</p> <p>TW said an independent review had been commissioned by Jo Walker. We have asked to see copy at same time as is sent to NS. TW has also asked for a timeline and an end date to the review.</p> <p>ME mentioned that he was showing Jill Iles family around the Iles Building on Friday. NS have given him permission to do this.</p>	
23	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 15.12.2021.</p>	
	MEETING CLOSED AT 7.00pm.	

SIGNED..... DATED