

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 15th December 2021

| Ref | Agenda Item | Action by |
|-----|--|-----------|
| 1 | <p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Helen Campos (HC) Mike Evans (ME) Simon Perks (SP) Pam Pollard (PP)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head) Dawn Perrett (Minutes) (DP)</p> | |
| 2 | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Chris Bird (CB) Stuart Iles (SI) Isobel Osborne (IO) Jeanne Wood (JW)</p> | |
| 3 | <p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p> | |
| 4 | <p>MINUTES OF MEETING – 20.10.2021</p> <p>The minutes were signed off as a true record of the meeting.</p> | |
| 5 | <p>MATTERS ARISING FROM MEETING – 20.10.2021</p> <p>KB to send copy of Ofsted slides to TW – achieved. TW/ME to investigate different Complaints Procedure policy – achieved. TW thanked ME for working on this policy.</p> | |
| 6 | <p>REPORT FROM BUSINESS COMMITTEE – 24.11.2021.</p> <p>SP mentioned that the meeting was not quorate, so no voting was able to take place. SP highlighted that there were still ongoing issues with the roof and insurance. The financial situation is good, and the school is on budget. AP reported on ICT strategic development, and he has made good progress in difficult times. The Serious Emergency Response plan was stress tested during Covid and the flooding.</p> <p>Challenge Question: Some of the outstanding debts go back to 2018, what is being done about these?</p> <p>Answer: The debts will remain whilst the pupils are still in the school but will be written off once the pupils have left. There is a story to tell behind each debt and there are no concerns the system does not work.</p> <p>Question: Is every child on FSM?</p> <p>Answer: No, we have 58 at the current time; this has gone up due to</p> | |

| | | |
|-----------|---|--|
| | Covid. All KS1 pupils have universal FSM but others are means tested. | |
| 7 | General Ledger – seen at BC 24.11.2021. Journals and Virements – seen at BC 24.11.2021. | |
| 8 | REPORT FROM PUPIL COMMITTEE – 1.12.2021. ME reported that it was a brilliant meeting. Reports were given on the quality of teaching, which were fantastic and reflected the dedication of the staff in extremely challenging circumstances. The attendance report has also been changed and this shows the figures in a much clearer way, so well done to Zoe. Sadly, the figures show that 3,006 sessions were lost due to the flooding. PSD data is also superb. | |
| 9 | MONITORING OF SAFEGUARDING PP said she had met with Evi following the handover from Sara, which was not as comprehensive as hoped, Evi is still learning. PP will check on progress next visit. SCR – all entries up to date and details on system, Tracy deserves a gold star. There were some issues with the big vaccination clinic on 30 th November, as the morning sessions took too long, and the afternoon session was rushed. It was suggested that next year there are two days available. There have been two incidents of online bullying, which have happened out of school. Target cards were implemented, and the pupils are being monitored. PP and TW to write thank you note to Tracy on behalf of governors. | TW/PP to write thankyou note to Tracy. |
| 10 | SAFEGUARDING ALLEGATIONS None. MS mentioned that the safeguarding team have downloaded new guidance. The child protection reports from CPOMS are really good. There have been some difficult issues staff have had to deal with and MS is checking that staff are dealing with this okay. | |
| 11 | HEADTEACHERS REPORT MS shared his Headteacher's report which shows the school have 137 pupils in total. The number of pupils on FSM has increased from 44 to 58 and one pupil is in alternative provision with the agreement of the parents. There will be another pupil after half term as we can no longer meet their needs. MS has updated the current SIP to be in line with where the school are. The new EYFS curriculum is in place and covers all requirements. Parents evening went ahead but via phone calls which worked well as more parents were updated on their children's progress. Parents hopefully will be able to come into school as some point to look at their child's work. Question: Will coffee mornings be going ahead, if so could P16 group make coffee and cakes? Answer: MS will look at this. KB has spent time at another special school to develop her leadership skills and come back with ideas and other visits being planned for KB and CF. Hopefully other schools can come and visit Ravenswood and learn | |

| | | |
|--|---|--|
| | <p>from us. If successful, this will be rolled out to MLs.</p> <p>The school has supported the Nailsea Lions at two events.</p> <p>The school also continues to develop pupils' communication skills so pupils are safe, happy and can express Dream, Achieve, Believe (DAB).</p> <p>The Creative Arts department has opened, and all classes have attended the weekly lessons. The Therapy room is now in place to offer an increase in therapeutic, interventions for pupils especially LAC pupils.</p> <p>Pupils are opening up about past traumatic events that can be addressed appropriately for them. MS/CF meet weekly to review RPIs and give support to staff/pupils where needed.</p> <p>School Ambassadors are continuing to support pupils to report concerns to a suitable adult.</p> <p>Monitoring and reviewing all sexual harassment cases in school take place in the fortnightly CP meetings.</p> <p>MAPA Pivotal for all LSAs has been completed. Teachers have started on a new course which will be completed on January inset.</p> <p>The school has worked with two families over a number of months to support with behaviour which has led to one managed move and unfortunately one PEX.</p> <p>The school provided home learning from day 2 where pupils are unable to attend school due to the flooding. Attendance is monitored at fortnightly CP and swift actions are in place to ensure the right support is given to families for their child to return to school.</p> <p>The curriculum ensures pupils experience a range of different religious experiences through trips or the schemes of work.</p> <p>Healthy eating continues to be promoted across the school.</p> <p>The school is collaborating in county and across the SW to ensure the skills and opportunities are available for our pupils, families and staff.</p> <p>There was a recruitment evening also held at Weston College.</p> <p>The school has continued to support students, parents to understand the need for online safety, informing pupils who are experiencing difficulties how to keep safe and who you should report to. The school has provided sufficient training and support for Shelly, the new family support worker.</p> <p>The governors continue to give appropriate challenge. They continue to come into school to further develop their skills around understanding finance and school budgeting. New governors are also supported.</p> <p>The school continues to purchase SAS insurance services which offer initial support to staff.</p> <p>MS also included some parent views from the annual reviews – one parent was happy with their child's progress and pleased they have not fallen behind with their learning. Another happy to be back in school following flooding but has been doing well at home.</p> <p>TW said the report was very comprehensive and the school has done well.</p> <p>Challenge Question: Looking at the feedback from parents was there anything for you to work on?</p> <p>Answer: 'Anxiety due to lack of learning, not being in school due to</p> | |
|--|---|--|

| | | |
|----|---|-------------------------------------|
| | <p>Covid. How far is my child behind and what are you doing about it'</p> <p>CF said that the feedback was very positive, pupils made good progress and parents should be really proud.</p> <p>The school had a rough start due to the flooding, but parents were very supportive of the school.</p> <p>MS finished his report by saying 'I have the pleasure to lead a hardworking and committed staff team, my thanks to them all'.</p> <p>TW said he would write a note for the newsletter thanking staff for all they had achieved.</p> | TW to write article for newsletter. |
| 12 | <p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>MS mentioned that all teachers had participated in performance management arrangements this year, and many had found the system helpful in reflecting on their own performance. Fourteen had fully achieved their objectives with four only partially achieving their objectives. Some of the reasons for this are related to Covid and not being able to visit places. Staff are supported through the cycle of meeting, targets, review and results. At the meeting with ME/PP/SI the issues relating to Covid were considered. All those who eligible received their pay awards.</p> <p>Challenge Question: If teachers are not achieving their targets, what are SLs doing about it? Is it being dealt with quickly?</p> <p>Answer: Yes, improvement needs to be seen in 4-6 weeks and support is put in place.</p> <p>Challenge Question: Is there a performance plan in place?</p> <p>Answer: Yes, a plan is agreed with them, and milestones put in place.</p> | |
| 13 | <p>UPDATED SCHOOL SELF EVALUATION</p> <p>MS mentioned that our new School Improvement Lead Partner (Clive Robson) is very challenging of the school. He said that our existing SEF is too wordy and suggested a rewrite. MS has updated the form with the SILP's amendments and hopefully now shows a snapshot and not just the journey. MS believes it now reads better showing our vision, aims and values. The new report gives an insight into what the school is about, how the school and governors are set up. Our two-year targets are clear, how we extend to the community and parents, and shows what we are good at, why we better than good.</p> <p>Clive asked the questions 'how do you want to take the school forward? What do we need to do?'</p> | |
| 14 | <p>SCHOOL IMPROVEMENT PLAN</p> <p>MS highlighted that the plan shows what the school are doing well, what needs to be done to achieve our objectives and who is responsible.</p> <p>Clive suggested that the report needs to make things more measurable. Meeting our equality duties which is discussed at governors meeting is also now included in the report, along with ICT and Building Plan.</p> <p>Clive is coming back in March 2022.</p> <p>Observation: In some parts of the report, the impact is not as clear as in others. For example "Students will develop further real-life work experience opportunities" is a clear impact but "Develop the new Creative Arts subject" is more implementation than impact.</p> | |

| | | |
|----|---|--|
| | <p>Question: Could you put number of pupils to show quantity?</p> <p>Answer: Sometimes it's hard to measure – like with self-confidence how can you say how many pupils have improved? Some of it is incidental impacts. Some targets can be measured but some are impossible to measure.</p> <p>Observation: It is really useful; it shows that leaders are owning what they do. Subject leaders are taking the lead and developing skills. Governors were encouraged to look at both documents and see how they fit together.</p> <p>Observation: There shouldn't be question marks in headings, they are not questions they are headings.</p> | |
| 15 | <p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER (SILP)</p> <p>MS said it was good to have Clive Robson as SILP and included the report from visit of 15th October. The school are joining the Challenge Partner network which will give the school access to national support and challenge framework. MS would like to investigate visiting other schools but at the moment with Covid it is not easy.</p> | |
| 16 | <p>VISION, VALUES AND AIMS 2021</p> <p>MS mentioned that he had completed a tidying up exercise on this document. So, it is much clearer and everything is in one place. It is clear for staff to understand and to know it. The aim for our pupils to be Safe, Happy and Prepared for their next steps, to enable them to develop and grow.</p> <p>The plan is to get around the school and during an inset day to go through it in detail. It is really good to have it on one page and will go on the website.</p> | |
| 17 | <p>STATEMENT FROM PAY COMMITTEE</p> <p>ME highlighted that the Pay committee met on 3rd December and considered the performance management objectives record of each teacher. 12 members of staff were not eligible for pay progression and 11 have been progressed by the governors. One member of staff was eligible for pay progression but did not apply. Teachers have been notified of the governors' decision by MS.</p> <p>The Headteacher's pay progression was discussed by the Governors in his absence, as MS cannot authorise his own pay increase, and any pay increase would be authorised by TW as Chair of Governors.</p> <p>Question: Do staff need to apply for this?</p> <p>Answer: Staff are on the main scale but when they reach M6 they can apply for UPS, with a letter explaining why they think they deserve this. Extra responsibility would come with the extra pay progression.</p> | |
| 18 | <p>SERIOUS EMERGENCY RESPONSE PLAN – REVIEW AND APPROVE (FROM BC)</p> <p>MS said that having used the plan during Covid and flooding it was apparent that it needed updating. There are still some bits that LC needs to verify but it has now been updated to help process what needs to be done in an emergency.</p> <p>Question: Is this published on the website as it has personal numbers on</p> | |

| | | |
|----|---|--|
| | <p>it?</p> <p>Answer: No, it's not for the website.</p> <p>Question: Did the team meet annually as it should?</p> <p>Answer: Yes, we should meet: we need to practice some of the procedures. We need to bring this into staff training.</p> <p>Observation: The alternative safe place to meet should include Police station not just Fire and Ambulance.</p> <p>The outcome from this is also that NS need to look at their plans as well.</p> <p>Question: Should TW be added to contacts as CoG?</p> <p>Answer: No this is just in school contacts.</p> <p>Question: The document states that the healthcare assistant should ensure all medications are collected. Should they not also be responsible for first aid?</p> <p>Answer: No, it is important that they get the medications, others can help with first aid if necessary.</p> <p>Challenge Question: There is a Business Contingency Plan and the School Emergency plan – should they be one document?</p> <p>Answer: No, one is what needs to be done, e.g. IT, framework etc which is the bigger picture, and the other is the immediate issues that need to be done.</p> | |
| 19 | <p>POLICIES FOR APPROVAL BY FGB</p> <p>With respect to NS/SSE Policies and updates throughout the year it has been agreed that we will adopt them, with any changes that are appropriate.</p> <p>COMPLAINTS POLICY</p> <p>TW thanked ME for sourcing this policy. ME looked at the policies from different schools, DfE guidance and then produced two separate policies. One of serial complaints and one for unreasonable complaints which is now the appendix.</p> <p>The Governors unanimously agreed and accepted the policy.</p> <p>PEER ON PEER ABUSE POLICY</p> <p>This is an SSE Policy</p> <p>The Governors unanimously agreed and accepted the policy.</p> <p>PROBATIONARY POLICY</p> <p>This is an SSE Policy.</p> <p>The Governors unanimously agreed and accepted the policy.</p> <p>PROBATIONARY HEARING PROTOCOL</p> <p>This is an SSE policy.</p> <p>The Governors unanimously agreed and accepted the policy.</p> | |
| 20 | <p>CONFIDENTIAL ITEM</p> <p>None.</p> | |

| | | |
|----|---|--|
| 21 | <p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Peer on Peer Policy, Vision, Values & Aims. 2. ADVANCE EQUALITY OF OPPORTUNITY – School Improvement Plan, Impact of Performance Management. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS School Improvement Lead Partner Report, School Improvement Plan, Vision, Values & Aims, Serious Emergency Response Plan. | |
| 22 | <p>CORRESPONDENCE</p> <p>None.</p> | |
| 23 | <p>AOB</p> <p>Wellbeing – ME reported that he had been doing lead governor training on wellbeing and had met with the school wellbeing group, which consists of four members. They said that morale in the school is low due to Covid and the flooding. They felt that staff could have coped with one of those events, but both has been hard. MLs and SLs have shouldered most of the extra workload and the group are concerned for them. Staff have missed out of the social side of meetings, but this cannot be helped. ME asked them if we as governors are asking too much of MLs to come and report at our meetings, but they said they were enjoyed coming and sharing and found it a positive experience. The school have signed up to the DofE wellbeing charter. ME has asked two LSAs, Carla and Dianne if they want to join the group to increase representation and they are happy to come to meetings.</p> <p>Question: Do staff get recognised counselling sessions?</p> <p>Answer: The staff can talk to SLs and MLs and there is a support service (SAS) by phone available for counselling. Most things are resolved through talking with each other. KB is the MH first aider and all staff have been trained in MH first aid. KB completed a MH audit for NS during the summer but unfortunately only two schools did the audit. The school received a £100 donation and is hoping to apply for the MH awards, as SLs believe that the staff deal with MH issues well and have resilient staff.</p> <p>Challenge Question: Do the staff know this? It shouldn't be taken for granted.</p> <p>Answer: The staff have respect for the school, each other and feel well supported.</p> <p>Christmas Fayre – ME mentioned that the Christmas Fayre had been well attended, with lots of different parents and it was lovely to see people interacting with each other.</p> <p>Independent review – TW mentioned that ME/PP/TW had met to discuss the permanent exclusion of a pupil. They supported MS's decision to permanently exclude the pupil. The LA did not support this decision and the parent has requested an Independent Review which will take place on 10th January 2022.</p> | |

| | | |
|------------|-----------------------------------|--|
| 2A4 | DATE OF THE NEXT MEETING | |
| | 4.45 pm Wednesday 16.02.2022 | |
| | MEETING CLOSED AT 6.25 PM. | |

SIGNED..... DATED