

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 16th February 2022

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Jeanne Wood (JW)</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: Chris Bird (CB) Helen Campos (HC)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 15.12.2021</p> <p>The minutes were signed off as a true record of the meeting.</p>	
5	<p>MATTERS ARISING FROM MEETING – 15.12.2021</p> <p>TW/PP to write thank you note to Tracy Lodge for work on SCR – Achieved. TW to write a report for newsletter thanking staff for their hard work and achievements – Achieved.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 26.01.2022</p> <p>SP highlighted some key points from the meeting. Finances look good, yearend projected broadly in line with budget. C/F higher than expected more money in and less money spent. MS has taken steps to invest money, to build on what we are able to do.</p> <p>There is an issue with the heating system, where it is losing water somewhere. Have reported to NS but at the present time no action has been taken.</p> <p>Question: Should the confidential item be in separate minutes? Answer: Yes, they should be in a separate document.</p>	SP to separate confidential minutes
7	<p>General Ledger /Journals & Virements– seen at BC 26.01.2022 –</p>	

	<p>nothing to report.</p> <p>It was agreed that this would only be an agenda item if there was something to report at the meeting.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 02.02.2022</p> <p>ME mentioned that it was an excellent meeting with reports from MLs. Across all three reports the support for students, parents and staff and collaborative learning throughout the school was evident. Pupil progress was discussed in detail, but we are on a par with last year. It may be worth comparing the progress data with the last non-covid year to see how much progress has been made.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP apologised for the lateness of the report. There is nothing of significance to report.</p>	
10	<p>SAFEGUARDING ALLEGATIONS – None.</p>	
11	<p>SCHOOL IMPROVEMENT PLAN – PROGRESS AUTUMN TERM</p> <p>MS reported that the plan had been updated following a visit from our SIP Partner, who is also visiting again at the beginning of March. Progress has been added as it happens so the report shows us an accurate picture.</p> <p>EYFS</p> <p>School EYFS Policy has been reviewed and all is fully aligned with EYFS framework. RR and KB attended SWALLS EY network. Subject leaders have completed self-evaluations for their subject and created action plans. The action plans will be shared with our SIP Partner when he visits. The development of a sensory playground will be discussed under AOB.</p> <p>Quality of Education – Secondary</p> <p>Develop the teaching of writing skills across the department so that LSAs and teachers are confident to improve the teaching of writing – action plan has been completed and reported back to governors. Outdoor Education is going very well with long term plans in place, JM making medium term plans and ensuring progression.</p> <p>Quality of Education – P16</p> <p>Working alongside Baytree to reopen the Baywood school shop but this has been delayed due to unit being let to someone else. The kitchen in P16 will hopefully open after half term which will enable students to prepare meals again. An action plan has been completed to help develop the teaching of Maths and ensure that robust subject knowledge is at the heart of teachers and pupils are provided with the skills needed to pass their courses.</p> <p>Quality of Education – Covid Recovery</p> <p>Students who have been identified as at risk of not meeting their targets have been allocated 1-1 support. In-house staff have taken up this role and are really enjoying it. More progress should be seen within the next two months.</p> <p>Behaviour and Attitudes</p>	

	<p>Two school ambassadors and two deputies have been appointed and they have met with MS and produced some clever ideas, including an Ambassadors Day. CF has been providing outreach at Trinity School as a way of supporting colleagues and sharing best practice in mainstream schools.</p> <p>Leadership and Management</p> <p>The school continues to support the new governors and assigning them to committees and roles. KB has shadowed the head at Claremont School, which has been very beneficial. Subject leaders continue to be monitored on their subject coverage and have written self-evaluations and action plans for their subjects which will be looked at after half term. Our Family Support Worker (Shelly) has been inducted into her new role and continues to be supported. A Mental Health audit has been completed with positive feedback, any MH concerns are logged via SIMS and the wellbeing committee has resumed. Our Gatsby Benchmarks continue to be met.</p> <p>MS has met with LC to review the accessibility plan and look at how the school can be improved as discussed at BC and invest some of our C/F.</p> <p>Challenge Question: Is there an induction course for new governors? Answer: No there is not at the moment, but this is something we can develop. MS/ME will look at putting something together to enable visit to school, meet staff etc. This has been difficult due to Covid but hopefully will be possible soon.</p> <p>TW said that the plan was easy to follow overall, but if being picky some of it needs more explanation, i.e., what does exciting outcomes mean?</p>	<p>MS/ME look at induction course for governors.</p> <p>TW to send amendments to MS.</p>
<p>12</p>	<p>AUDIT REPORT – SAFEGUARDING</p> <p>MS mentioned that this audit has been completed twice for NS, once in May and once now. The report highlights what we are doing right and what could be improved. MS believes that we should have an independent review, so that they can look at our procedures and we can explain anything and this is planned for June/July.</p> <p>Question: Under focusses for the year is asks for embedding of safer recruitment procedures – PP reports on this for Business Committee. Is this something to address or do we continue as we should? Answer: As the Headteacher’s PA left, TL has taken over and may need to be monitored to check keeping we are on top of this, but PP will obviously notify Business Committee if any issues.</p> <p>KB highlighted that we do not need a policy but may need to clarify our safer recruitment procedure and expectations for staff and applicants.</p> <p>TW said that the report was really good and positive.</p>	
<p>13</p>	<p>MENTAL HEALTH AUDIT AND FEEDBACK</p> <p>KB reported that NS had originally created an Award for Schools relating to MH. We completed the form but NS was no longer able to offer an award badge. KB wanted to share what the school does for MH.</p> <p>We have a MH governor which is unique. We have received positive feedback from Shaun Cheeseman who is the lead person for LA. We</p>	

	<p>received a gift of £100 as compensation for no reward and we have purchased some bereavement aids. 'Off the Record' in Bristol have been working with NS and Bristol schools and we have been invited to have a MH practitioner to work with us. They are being trained at the moment and they hopefully will work with the school to enhance MH provision, supporting staff, pupils and parents, this will be sometime next year. Its still in the initial stages but hopefully it will be a very good thing.</p> <p>Observation: Congratulations on doing the work in the first place and for a positive report.</p> <p>Challenge Question: there are some questions/concerns in the report, how are we taking this forward?</p> <p>Answer: We already discuss with students and they know that they can talk to anyone...we could put posters up around the school. Parents are informed via the website, but we could also remind them. Staff have completed a questionnaire including wellbeing and the wellbeing group is meeting again, so think we are on track with most things raised. TW congratulated KB on this and highlighted that in the MLs at PC, support for each other was excellent. It is good that we are externally recognised, a good example to others.</p>	
14	<p>TEN POINTS TO CONSIDER</p> <p>MS mentioned that whilst he was away at SWALLS he had some time to reflect and produced Ten Points to consider on the effective running of the school. It would be good if governors considered these and made the school more accountable.</p> <ol style="list-style-type: none"> 1. Are the governors onboard and support in setting the vision and the strategy and ensure they hold the head to account. – MS said that this was brought to governors but were they really included? Should be an opportunity for governors to have more ownership, driving it forward. 2. Are our values and beliefs of the school embedded? – why are we doing it, everyone should totally understand why, what is the end goal. 3. One team, one goal, one model, whatever stage we are on in our journey – we should be making sure all students are ready for the next stage. 4. A planned strategy for the strongest leaders and teacher to play their role in the education of more pupils across the school. We have a school wide curriculum, assessment and pedagogy models underpinned by evidence that it works – more jobs being given to develop MLs and teachers. 5. There is a staff work strategy that develops every member of staff. – we are good at training teachers, MLs but what about Admin, ICT & Premises. MS has done PMIs with staff and will look at investing in better training, working together in developing skills 6. The school improvement plan meets the needs of the pupils and reflect a cultural of continues improvement. – does it meet all needs? we need to 	

	<p>keep improving our goals.</p> <p>7. We are financially stable and allocate resources appropriately. We benchmark appropriately and have the right strategies in place so the school is secure against national changes that might impact on resources. – we are on track financially and looking at investing money in the school.</p> <p>8. Parents understand the school is accountable and know what the values are, who the key people are and who they can talk to if they have something to say about it. – we need to promote this a little more especially as face to face with parents has not been happening due to Covid.</p> <p>9. The school has strategies in place that are common, aligned and everyone understand them – we are getting there with some work still do to do. Staff questionnaire has just been completed and we need to look at results.</p> <p>10. The school is highly effective in their oversight of finance, HR, site management and IT networking skills which enable leader to concentrate on education delivery – PR does a really good job with finance, we buy in HR and get good advice. Continue to build and develop LC on premises and AP with IT.</p> <p>Observations: SP said this is right on the money, reasonable to expect governors to consider, especially the vision. It gives governors an opportunity to get involved and develop this. ME said that there were no surprises in the document and using his usual colouring system said most of the report was yellow/green with nothing in red. TW echoed what SP/ME had said but asked if some of it could be tweaked. MS said it was a draft document and any ideas would be helpful and would come back to this periodically. It was a work in progress. KB said that after reading some Ofsted reports from other schools, Ofsted are looking at how leaders and governors have an understanding of aims/visions – so helpful that we all know them well.</p>	
15	<p>UPDATE FROM SWALSS MEETING – OFSTED/DofE MS shared presentations from Ofsted and DofE and invited governors to come back to him with any questions.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB 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>DISCIPLINARY POLICY AND PROCEDURES SSE Policy. The Governors unanimously agreed and accepted the policy.</p>	

	<p>GRIEVANCE PROCEDURE SSE Policy. The Governors unanimously agreed and accepted the policy.</p>	
27	<p>CONFIDENTIAL ITEM None.</p>	
28	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding, School Improvement Plan, MH Audit. 2. ADVANCE EQUALITY OF OPPORTUNITY – School Improvement Plan, Playground Development, Ten Points to consider. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – MH Audit, Wellbeing Group, Federation Discussions. 	
19	<p>CORRESPONDENCE None.</p>	
20	<p>AOB</p> <p>AMENDMENT TO ACCESS POLICY KB mentioned that since this was accepted at Pupil Committee there has been a minor change to include the following in the introduction. ‘This complies with the school’s legal obligations under section 42B of the Education Act 1997 and the Baker’s clause 2021. This Policy outlines Ravenswood’s arrangements for managing the access of providers to every student in Years 7 – 13 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme, enabling all our students to make an informed choice about their 16/Post16 /Post 18 provision. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme.’ The Governors unanimously agreed and accepted this amendment.</p> <p>KATE JOHNSON CHALLENGE ME reported that P16 were doing a sponsored marathon in different ways using different forms of transport. ME would be happy to co-ordinate the sponsor form if any governors wanted to sponsor them. Any money raised the students are going to purchase food for the food bank as a thank you for the support during Covid. Question: Should we have our own form? Doesn’t it need to be a legal one? Answer: if it has our logo on and the correct information it will be fine.</p> <p>PERMANENT EXCLUSION TW highlighted that the Headteacher had taken the decision to permanently exclude a student from the school, confirmed by the</p>	

Governors and the Independent Review Panel had quashed the decision. The school is unable to meet this student's needs even though the school received an email from parents asking the school to take them back. The LA is unable to find a placement for them currently.

WELLBEING FEEDBACK

ME mentioned that the wellbeing group had meet last Friday (11th February) and had a very productive meeting. Two items raised were: 1) frustration with lack of car park space due to increased numbers in the school and car park used for minibuses. ME/TW have written to NS explaining the situation and they replied saying they were meeting with transport to look at developing the carpark. 2) a member of staff had received MH training which they found helpful. This is now going to be shared at an inset day for all the staff.

PUPIL NUMBERS

MS confirmed the number of pupils for September is 140. At the moment it is between 134-140, with a couple of students educated off site. There are a couple of Y11 students who are undecided about where they want to go in the future. MS has agreed ten new pupils, which may mean an extra class for P16. The downside of this is that out of the one hundred consults for places only seventy of them could be met. The school have already received phone calls asking why they have been turned down. The decision has been made by the LA, with students having to stay in mainstream schools.

Question: Why do they phone the school? And why do we get involved if it is a LA decision.

Answer: Parents are obviously anxious and phone the school. We cannot say we are full; it is up to the LA to find a suitable place for them. It is a national problem and think it is a can of worms, students will be failed in a mainstream school.

SENSORY PLAYGROUND

MS reported that the school had sought three quotes for a sensory playground.

Turfman - £25K – redevelop area and put down Astro turf

Pentagon Play - £47K – smaller area developed but with equipment

Other - £17K – not as good – not sure what they were going to do

Julie Bonny had put in bids for the playground but as, yet no replies have been received.

MS preference is to have the smaller area done by Turfman for £25K with the school sourcing the equipment cheaper than Pentagon Play.

Pentagon Play would then be used to create a playground area by the MUGA. This would be more of an outdoor gym, with equipment for £26K. This will either be funded by any successful bids or with the C/F money.

Question: This is exciting, think we should do the biggest we can. Does the equipment need maintenance – does that come automatically with the equipment?

	<p>Answer: Yes, it should do, our existing equipment is maintained. Question: is there going to be a footpath to it? Answer: No, pathways are expensive, do not think it is necessary. Observation: Looks good and worth the investment. Question: Does this need to go to Business Committee for authorisation? Answer: No, it's above the limit for Business Committee, needs to come to FGB. The governors unanimously agreed to this. Hopefully the work will be completed by September.</p> <p>FEDERATION / ACADEMY MS mentioned that national picture is for schools to be part of a MAT or federation, and this is something that we should have more conversations about and look at what options we have. ENABLE Multi Academy Trust is an option. On 11th March MS is meeting with the school heads he meets with to look at how this can be taken forward, what preferences do we have etc. The ideal would be in a local MAT/Federation. We would need to consider what would the governing body looks like and consider ways to preserve the schools' culture, aims and vision. Observation: SP wanted it known that he is not a fan of the academisation of schools but would support the exploration of pros and cons of them. ME said he agreed and would prefer a federation as we need to keep autonomy. It was agreed to invite Andrew from ENABLE once MS has met with his school heads. Questions to consider: What are academies? What does federation mean for us? What does MAT mean for us?</p>	
21	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 06.04.2022</p>	
	<p>MEETING CLOSED AT 6.40pm</p>	

SIGNED..... DATED