

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 6<sup>th</sup> April 2022

Ref	Agenda Item	Action by
1	<b>ATTENDANCE</b> Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Chris Bird (CB) Mike Evans (ME) Stuart Iles (SI) Isobel Osborne (IO) Simon Perks (SP) Jeanne Wood (JW)  <b>School Officers</b> Katie Barnes (KB) (Deputy Head)  Dawn Perrett (Minutes) (DP)	
2	<b>APOLOGIES FOR ABSENCE</b> Apologies received and accepted from: Helen Campos (HC) Pam Pollard (PP) Cheri Frost (CF) (Assistant Head)	
3	<b>MATTERS TO BE INCLUDED UNDER AOB</b> Site Update/Building Work SEMH letter Wellbeing Group SEND Green Paper	
4	<b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b> None.	
5	<b>MINUTES OF MEETING – 16.02.2022</b> Under item 5 it should read 'note' not 'not' to Tracy Lodge and in item 12 it should read 'PP reports on this 'for' not 'at' Business Committee. With these amendments the minutes were signed off as a true record of the meeting.	
Y6	<b>MATTERS ARISING FROM MEETING – 16.02.2022</b> SP to separate confidential items from BC minutes – achieved. MS & ME to look at an induction course for Governors – Achieved. To be discussed under agenda. TW to send amendments for School Improvement Plan to MS – no longer required. <b>Question:</b> How did the Kate Johnson Challenge go? <b>Answer:</b> It went very well and raised £500. Pupils have bought food which will now be distributed to the Foodbank.	

7	<p><b>REPORT FROM BUSINESS COMMITTEE – 16.03.2022</b></p> <p>SP highlighted that financially the school was in a good place. MS has identified investment projects linked to SIP and the budget.</p> <p>The SFVS was discussed, and assurance was given that we are meeting the standards necessary to achieve a good level of financial health and resource management. ICT progress has been made by AP and more plans are in place to improve the ICT provision across the school. Since the meeting, a letter has been sent regarding the roof from the Chief Executive giving the findings of the investigation. The report found that the school were not at fault and NS needs to oversee their contractors better.</p> <p>CB mentioned the issue of the financial problems for LSAs due to the price increases of fuel and travel. MS said the problem was across the country and not just LSAs who have the problems. At a recent Careers Fayre MS spoke to the Headteacher from Baytree and discussed this issue. He appoints a General Assistant, who may not have the relevant qualifications to be a TA, but can assist in the school and also enables them to have any relevant training. MS may look at doing this at Ravenswood.</p> <p><b>Question:</b> Does the school have parents as volunteers?</p> <p><b>Answer:</b> Yes sometimes.</p> <p>We could also have casual LSAs, work at the school and build up skills, then if they enjoy the role can become full time LSAs.</p> <p>The school's location is an issue as a lot of staff travel from outside of Nailsea and the price rises are causing concern. Covid has also been a challenge with people enjoying working from home and some do not want to come back. KB has contacted local schools to ask if any Y13s are looking for LSA roles, and there has been some interest.</p>	
8	<p><b>General Ledger /Journals &amp; Virements – 16.03.2022</b></p> <p>None.</p>	
9	<p><b>REPORT FROM PUPIL COMMITTEE – 23.03.2022</b></p> <p>ME highlighted some areas from a great meeting. Four School Ambassadors have been elected and they have been attending PFA and E-safety meetings, given tours around the school for prospective parents, arranging school trips and also want to be involved in the LSA interviews. P16 Kitchen is now up and running and they have been doing an amazing job producing meals. They also want to invite governors for lunch at the school.</p> <p>ME mentioned that Educare and DfE have modules on Prevent, Safeguarding, and Safer Recruiting and encouraged governors to complete them.</p> <p>The school have had a county line issue with one pupil, this is using children to do drug trafficking. St Giles Foundation have met with KS3 KS4 and KS5 pupils discussing county lines and some very useful discussions took place.</p> <p>ME highlighted that the report for lesson observations was in a new format (RAG rated). Three learning walks are completed a year in</p>	

	<p>addition to lesson observations. MS/KB were happy with what they saw during these observations.</p> <p><b>Challenge Question:</b> What if what they saw was not good enough?</p> <p><b>Answer:</b> MS/KB follow up and give support.</p> <p>Seesaw is the new electronic diary used at the school and the statistics show that this is working successfully and is especially helpful for parents with non-communicative pupils.</p>	
10	<p><b>MONITORING OF SAFEGUARDING</b></p> <p>PP was not at the meeting, but report had been circulated.</p> <p><b>Question:</b> How often are updates/training given?</p> <p><b>Answer:</b> Every year training is given via Educare, and updates given throughout the year. Every week there is a safeguarding 'worry' discussed in briefing, keep an eye on child or any worries regarding a child. Feedback is given regularly, and reminder given if dealt with incorrectly. Reminder has been given to staff that staff worries go to MS/KB.</p>	
11	<p><b>SAFEGUARDING ALLEGATIONS</b></p> <p>None.</p>	
12	<p><b>HEAD TEACHER'S REPORT</b></p> <p>MS mentioned that one pupil is in a residential school after 11/2 years of trying and the school have supported the transition.</p> <p>Two pupils are in alternative provisions – one at First Education as unable to meet their needs and one is being kept at home following incident and is awaiting placement.</p> <p>Two pupils have found it challenging returning to school, but plans have been put in place. A social worker has helped on family and pupil was back in school today. Plans have been put in place for those not attending school.</p> <p><b>Challenge Question:</b> How does the finance work for pupil in residential school?</p> <p><b>Answer:</b> At the present time the school are paying for it, but we are in discussion with LA.</p> <p><b>Achieved in terms 3 &amp; 4</b></p> <p>EYFS schemes have been updated in line with new EYFS.</p> <p>Creative Arts are now offering accreditation in Art Award.</p> <p>Outdoor Education medium term plans in place and the curriculum offer continues to develop.</p> <p>Covid Catch up interventions continue with in class support or 1-1 allocated support to those at most risk.</p> <p>All CHPs have been reviewed and updated where necessary.</p> <p>All teachers have been trained in Safer intervention – like MAPA but a new three-hour course online.</p> <p>WEX was successful thanks to PF, even though more limited than usual.</p> <p>Two pupils have been offered voluntary roles in their placements.</p> <p>A wellbeing day is being planned for the whole school in May.</p> <p>A couple of quotes from the parent survey - 'I have every confidence in Ravenswood School and feel it's an excellent environment for my son'</p>	

	<p>and 'xxx loves going to school, thank you for creating such a wonderful learning environment that meets his needs.'</p> <p>MS mentioned that overall staff are on their knees, Covid and flooding has taken its toll, and this had a knock-on effect to learning. The challenge is on the pupils, they have not been getting a full education. The lack of consistency with teachers/LSAs has been a struggle. This is a national picture, but we will continue with the catch-up interventions.</p> <p><b>Question:</b> Looking to the summer is there anything we can do for the staff? Like maybe an end of term BBQ and games.</p> <p><b>Answer:</b> Yes, hopefully we can do something for the staff.</p>	
13	<p><b>STAFF QUESTIONNAIRE RESULTS</b></p> <p>MS said that the questionnaire was circulated about 6 weeks ago and he had received thirty-six responses. Overall, it is pleasing with most agreeing or strongly agreeing. Behaviour was one area with some disagreement but only a small percentage. There is an issue with 'I achieve a good balance between my work and private life' with 25% disagreeing. The school have tried to address this with reducing planning, giving support, and stripping back as much as possible.</p> <p><b>Question:</b> Could this be addressed at wellbeing day?</p> <p><b>Answer:</b> Yes, possibly but good balance differs for everyone, sometimes smarter working can help but it is part of the job.</p> <p><b>Challenge Question:</b> 25% is quite high, do they always feel that way? do those understand how the school have tried to help and support them?</p> <p><b>Answer:</b> Covid has had a real affect on this, not enough staff in, there is a different workload at the moment. It is more stressful and not the normal routine.</p> <p>MS will look into it further and see how things can be improved.</p> <p><b>Question:</b> Could we do staff awards, nominated by each other, prizes, and combine with BBQ</p> <p><b>Answer:</b> Yes, this could be done.</p>	MS to look at work/life balance of staff further.
14	<p><b>SFVS – WENT TO BC AS NEEDED SIGNING OFF BY 31.03.2022</b></p> <p>Signed at BC and sent off.</p>	
15	<p><b>REVIEW OF COVID 19 FUNDING</b></p> <p>KB reported that the school had been allocated £24K.</p> <p>Pupils who need 1-1 tuition were identified and those who are doing exams have interventions in place. LSAs are giving other support but due to lack of staff this has been difficult. Spoken language support continues as some pupils lost some communication skills during Covid. 'How to's' videos on strategies are currently being videoed to help support families. LSAs are continuing to run small phonic groups at least four times per week. We continue to communicate well with parents and Seesaw has really helped this. The school also continue to tackle non-attendance as every identified pupil has an attendance plan and interventions in place where needed.</p> <p>We have not spent as much at the present time due to staffing issues but will continue to monitor. The data for April has not been analysed yet but once analysed if it's not working will change strategies.</p>	

	<p>It is quite frustrating trying to catch up Covid when Covid is still ongoing, but the raw data looks very good.</p> <p>One big worry is with Reception/YR1 pupils as they have not been able to develop their social skills due to Covid and not being in school.</p>	
16	<p><b>GOVERNORS INDUCTION PACK</b></p> <p>ME thanked JW for asking for an induction pack and he has looked at other schools' induction packs and pulled together his own version. It is broken down into sections and covers the purpose and roles of Governors and School.</p> <p>MS said it was a good document and JW could be the test case to see how it works.</p> <p>There was some discussion around the mentor role and having regular meetings. ME to update this part of pack.</p> <p>ME has added links to website for documents rather than have lots of paperwork.</p> <p><b>Question:</b> Could email access be given prior to the first meeting so paperwork can be read?</p> <p><b>Answer:</b> Yes, this can be done.</p> <p><b>Observation:</b> SP mentioned that under New Governors will, should there be a potential Governor part as some of the check list should be done prior to becoming a Governor. ME to look at amending this.</p> <p>IO mentioned the election process and terms of reference.</p> <p>This is covered by the instrument of Governance which Governors review every year. Staff Governors are proposed by peers, Parent Governors are proposed by parents and all others are elected by the Governing Body.</p> <p>TW mentioned that he had raised it at the Area of Chairs Forum and had shared it with Ann Adams after stripping out Ravenswood links, who then circulated it to everyone.</p>	ME to amend pack re Mentor/Potential Governor
17	<p><b>POLICIES FOR APPROVAL BY FGB</b></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><b>ALLEGATIONS OF ABUSE POLICY</b></p> <p>SSE Policy, MS to check if this is the most up to date policy.</p> <p><b>With this check the Governors unanimously agreed and accepted the policy.</b></p> <p><b>DISCLOSURE POLICY</b></p> <p>SSE Policy, MS to check if this is the most up to date policy.</p> <p><b>With this check the Governors unanimously agreed and accepted the policy.</b></p>	
18	<p><b>CONFIDENTIAL ITEM</b></p> <p>None.</p>	
19	<p><b>AOB</b></p> <p><b>SEND Green Paper March 2022</b></p>	

	<p>MS reported that this consultation paper had been 4 years coming. There are some big areas for noting</p> <ol style="list-style-type: none"> <li>1. Outcomes for children and young people with SEN or in alternative provision are poor.</li> <li>2. Navigating the SEND system and alternative provision is not a positive experience for children, young people, and their families.</li> <li>3. Despite unprecedented investment, the system is not delivering value for money for children, young people, and their families.</li> </ol> <p>MS believes this is a bit of a wake-up call for independent schools who get £250K per pupil, they are not getting value for money.</p> <p>Even though there are some good points, i.e., National SEND &amp; AP system, there are more questions unanswered. There should be a standard EHCP as there is a lot of frustration with ECHPs written by a private company and the provision cannot be met. It is not a fair system at the moment. Overall there are some good points to this document but some areas still need improving.</p> <p>There is a questionnaire for the consultation which can be completed online within the next 12 weeks.</p> <p>MS biggest concern is that things will plough ahead without the infrastructure in place. More SEND pupils will be going into mainstream schools without the right systems in place. There are some positives, but consistency is needed and lots of questions need answering.</p> <p><b>Question:</b> In chapter 3 it mentions by 2030 to be part of a MAT, what about Ravenswood?</p> <p><b>Answer:</b> MS continues to explore options with other SEN Heads but if not in MAT, then LA will automatically become a MAT by 2030.</p> <p><b>Building Work</b></p> <p>MS mentioned that work at the school will continue next week, and scaffolding has remained in place. There is a plan in place this time, working with them and hopefully completed by end of May. The roof in places is still leaking but LC liaising with them and holding meetings on site so hopefully it will go to plan this time.</p> <p><b>Wellbeing</b></p> <p>ME mentioned that the Wellbeing group had met again, as they met once a small term. Six members on the group including Admin, LSA, Teachers. They echoed what MS has said and staff absence is what they are worried about, as inconsistency leads to learning and behaviour issues. They are also aware of the stress on SLT and also suggested a Wellbeing Day, which MS has arranged.</p> <p>PFA ran bingo last week, which was fantastic, and some cream eggs were left over. ME put them in the pigeonholes of staff who were struggling as a surprise.</p>	
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	<p><b>SEMH letter</b></p> <p>MS mentioned the letter sent out to parents, carers, staff, and governors about the temporary accommodation in Pound Lane for SEMH KS3 pupils. MS has spoken to Sally Varley and shared his concerns, the close proximity to P16 being the main one. These are challenging pupils who need a secure and safe place to learn. CLF already have a SEMH in Bristol, but this is a lot of pupils in a small space. This will also affect the parking which is already an issue.</p> <p><b>Question:</b> Should we as a Board lodge our concerns?</p> <p><b>Answer:</b> MS doesn't think this is necessary as he has already written to the relevant people.</p> <p>SI asked if there had been an incident with chemicals at the school which had involved someone going to hospital?</p> <p>Yes, two members of staff were involved, MS has investigated, and procedures have been put in place to prevent this happening again. The incident was also reported to the relevant authorities</p>	
<b>20</b>	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <p><b>1. ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Green Paper, Allegations of Abuse Policy, Safeguarding, Staff Questionnaire, Governors Induction Pack.</p> <p><b>2. ADVANCE EQUALITY OF OPPORTUNITY</b> – Covid Catch Up, Governors Induction Pack, Head Teachers Report, Staff Questionnaire.</p> <p><b>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> Correspondence CLF, SFVS, Governors Induction Pack.</p>	
<b>21</b>	<p><b>CORRESPONDENCE</b></p> <p>None.</p>	
<b>22</b>	<p><b>DATE OF THE NEXT MEETING</b></p> <p>4.45pm Wednesday 25.05.2022</p>	
	<b>MEETING CLOSED AT 6.20pm.</b>	

SIGNED..... DATED .....