

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 20th July 2022

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) Jeanne Wood (JW) Stuart Iles (SI)</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) – has now resigned. Helen Campos (HC) TW to continue to try to follow-up but due to lack of attendance of meetings, will no longer be Governor. TW to look at recruiting for new Governors.</p>	
3	<p>MATTERS TO BE INCLUDED UNDER AOB</p> <p>SP – Membership of Business Committee – in the short term ME happy to attend meetings to make sure quorate. TW – Training Governor MS – Teachers Pay</p>	
4	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
5	<p>MINUTES OF MEETING – 25.05.2022</p> <p>Under item 15 ‘and he doesn’t think will have same impact’ was removed, so now reads ‘but MS knows the person they are looking at’.</p> <p>There was some discussion around requests for flexible working and it was agreed that this would be discussed at Business Committee and if not timely to the meeting, then can be discussed via email. This will lead to consistency in the decision making and leave Pupil Committee for any appeals if needed.</p> <p>IO highlighted that even though the minutes were correct in item 16 re GDPR compliance, there were some issues relating to the use of memory</p>	

	<p>stick. A memory stick cannot be brought into school to download the paperwork but can be used at home as no personal data is recorded in the paperwork.</p> <p>The minutes were signed off as a true record of the meeting and they were electronically signed by TW.</p>	
6	<p>MATTERS ARISING FROM MEETING – 25.05.2022</p> <p>SE to add Wellbeing to FGB agenda as a statutory item – achieved.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE – 29.06.2022</p> <p>SP reported he had not been at the meeting as had Covid, but CB had chaired the meeting on his behalf. An amendment to item 14 was made ‘the cost is £500 for the course so £250 to school which if 10 staff took up the offer would be £2500.</p>	
8	<p>General Ledger /Journals & Virements – 29.06.2022</p> <p>None.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE – 06.07.2022</p> <p>ME reported that it had been a brilliant meeting especially the progress that pupils have made. Staff have worked incredibly hard, prioritised the focus on Maths and the results reflect this. The table is all blue and shows the best data in five years. ME thanked CF/IO for their hard work in helping to achieve this. It has been a turbulent year, but the school have continued to support other schools.</p> <p>CF shared a behaviour journey of two pupils throughout the school and the number of incidents as they went through school reduced dramatically, showing how effective the school’s strategy was.</p> <p>The pupil survey was very positive and was effective in showing what the pupils understood and thought of the school and staff, with the vast majority agreeing/strongly agreeing with the statements.</p>	
10	<p>WELLBEING UPDATES – VERBAL</p> <p>ME mentioned that the wellbeing group had met last Friday, staff were very tired and looking forward to the break. They thanked the governors for their support. They did have ideas for a future wellbeing day which they would take to SLT</p>	
11	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that she had met with CF to discuss anti-bullying and there was nothing untoward. There was an alleged bullying incident, but this was where a parent had used the word ‘bullying’ but it wasn’t. The school council were asked if they felt safe and with some prompting, they said they knew who to speak to or to report anything they were not sure of, they also knew who the school ambassadors were and what their role was in keeping them safe.</p> <p>A couple of pupils were interviewed for the audit, and it was felt that their views should be recorded. It was agreed that at school council they would be asked ‘how they felt safe’ and ‘what is safeguarding’ and this would be recorded in the minutes of the meeting. It was also suggested that pupils are familiarised with these questions in readiness for Ofsted.</p>	

12	<p>SAFEGUARDING ALLEGATIONS None.</p>	
13	<p>PROACTIVE SAFEGUARDING AUDIT MS reported that an external audit had taken place, by Proactive Safeguarding, a company from London. This was led by Sue Reid an ex-HMI inspector and was very thorough and tough. She met with CF/MS/PP/TL/EP and school ambassadors/school council. Things highlighted: A job description for DSL and DDSL needs to be written – now achieved. Look at local contextual safeguarding, different categories to consider. E-safety for distance learning. DBS checks for those not employed over three months, external provider check. Make sure everyone checks into school. Need a letter from transport, with names of all drivers, showing they have been DBS checked. Risk assessments – gates not being locked at all times. LADO – link not showing. Pupils' accidents around the school, good that it shows governors check these, useful to see trends. The report did show that the schools safeguarding is effective and proactive. Highlighted Prevent Duty and county lines awareness, something the school is handling well. MS said he found the report very useful. Challenge Question: where would governors look to see trends in accidents? Answer: Reported at safeguarding meeting and PP would pick this up. The meeting reviews unsafe areas, anything that needs improving. KB will send this on to governors and any questions can be brought up at next FGB. Challenge Question: In relation to follow up, when would it be useful to come back and check updates? Answer: PP can check when she meets for safeguarding and report back to FGB. Also, some things will go into SIP which again is reported to governors. So, the report can be reviewed at end of July next year and PP will report to Governors every long term.</p>	KB to send to governors.
14	<p>HEAD TEACHERS REPORT MS shared the HT report and said that there was a high percentage of Children with Post Looked After arrangements, as well an increase in children on FSM. Two pupils are in alternative provision, one hopefully going to college and the other still under discussion for September. Quality of Education Quotes have been obtained for the required work and arrangements for contractors to complete work. HOD to deliver on action plan, adapt as needed to ensure progress. Further develop the schools P16 Kitchen by providing staff meals and development of a monthly takeaway service.</p>	

Sensory playground has been redeveloped; this will ensure pupils are able to access their sensory needs as highlighted in their EHCPs, alongside working on key developmental and social skills.

School reception and admin corridor has had a revamp, this will promote a good environment for pupils and staff and will support their wellbeing. Seven classrooms are having revamps over the summer holidays, these classes were identified needing upgrades to create the learning environments required for the pupils. These upgrades will ensure that classes are ASD friendly and have a calm environment where pupils are ready to learn.

Further outdoor play equipment is planned for the summer. This will support the development of healthy lifestyles for our KS3/4 pupils, showing them how you can use parks for exercise.

Behaviour and Attitudes to learning

Pupils have been asked their views regarding how to further develop careers and other opportunities. SLT is considering their requests.

Attendance

Attendance continues to be monitored by SLT and safeguarding teams. Plans are in place as attendance has dipped a little, three pupils have not come into school at all. Those who are under 90% receive a letter from the school and action plans in place for the non-attenders, with Mental Health teams also supporting where needed.

Personal Development

Ambassadors continue to develop further their own organisational skills by planning the whole school trip and joining in the interviewing panel. They looked at what worked well for the trip and what could be improved, and they can use this to learn from for next year.

All MLs have attended coaching sessions by an experienced coach, supporting their own development. Ben is also working with CF/MS as well.

Four staff are following NPQ courses in either behaviour or leadership. Teachers have developed their subject leadership monitoring and leadership roles.

The school is providing further opportunities for LSA development via online courses to further upskill the staff in the classroom.

The school has created a new role within the staff team, General Assistant. This has opened the doorway for more people to apply for roles within the school, which will bring a different aspect for pupils and staff. One has been appointed and there is another being interviewed on 21st July. The school also have an apprenticeship programme.

Some LSAs have started degree programmes to further develop their careers.

Two teachers have passed their year 1 ECT programmes, two have passed legacy NQT and are now on their career pathways.

The school has appointed four ex pupils in the role of SMSAs and has offered further work experience to other past pupils, this supports the school's vision of getting pupils into suitable employment.

Question: What does ECT and SMSA mean?

Answer: ECT – Early Careers Teacher and SMSA – School Meals Supervisory Assistant.

Question: What does Post Looked After mean?

Answer: Pupils who have been previously in care and have subsequently been adopted or looked after by grandparents.

Question: How long do they stay Post Looked after?

Answer: They always stay there, there is a little bit of funding for them. Continue to be monitored as there can be adverse effects from their early life.

Careers/Employability

Year 11 pupils have experienced visits to a number of organisations to find out about what jobs people can do. The school have been working with 'Bristol Works' who enable pupils to experience different employee encounters. The school have worked with Bristol Old Vic, Bristol Food Company, The Army, and Willmott Brown, with some doing work experience at Baytree and the building of the new school. Other visitors have come into the school to work alongside the pupils.

Healthy Living

Iles Kitchen has reopened and continues to teach pupils they key skills for future life and with producing staff meals.

Leadership and Management

HT to work with other local SEND schools to share best practice and work together on larger group projects affecting SEND.

Local SEND schools to form a collaboration/partnership agreement to ensure a mutually beneficial working relationships between the schools.

Subject Leader plans to help inform SIP for September 2022.

Review the school outdoor areas and develop a long-term plan to enhance the school's facilities.

Safeguarding

External safeguarding audit took place in early July by Proactive Safeguarding, this audit concluded that the safeguarding arrangements in the school are effective and proactive.

Staff workload and wellbeing

School has a staff awards celebration where colleagues can nominate each other for awards. This had just taken place and was a really positive time for everyone.

	<p>Parent and Pupil views</p> <p>The pupil survey results were not included in the report and MS will add them to PC.</p> <p>The figures showing for 'Children where English is a second language' were corrected and 0's added to 'Pupils leaving to go to other schools.'</p>	
15	<p>GOVERNOR SKILLS AUDIT</p> <p>TW said this is an annual requirement as part of our terms of reference for FGB. It will be sent out to governors for completion at first FGB then needs to be completed by second FGB. The audit has been updated with significantly different questions and a much easier guidance on how to complete honestly.</p> <p>Challenge Question: How will you make sure it is completed in timely manner?</p> <p>Answer: A deadline will be given, and the new training governor will be responsible for following up.</p>	
16	<p>IMPACT OF SPORTS PREMIUM FUNDING 2020</p> <p>MS shared an updated document to that which was circulated to governors.</p> <p>There was an overspend of £6833, mainly due to the fact we employ Jane Hawkes and provide over and above PE/sport and Outdoor Ed to pupils. Progress targets have been achieved and there is an increase in offsite activities. The new sensory playground will also help improve activities for some pupils. Last year we received the Platinum award, and we will need to maintain this.</p> <p>The revamp of the primary playground is continuing with an LSA working really hard at planning what is needed.</p> <p>Question: Does DofE feature in this?</p> <p>Answer: No, it does not come under Sports funding. The majority of the funding goes towards Jane and swimming and the school feel that the overspend is necessary to provide the lessons needed.</p> <p>Question: School council has asked if it could be part of the curriculum</p> <p>Answer: More ownership is given to pupils, P16 will have it as a choice next year, can have activities based at Scotch Horn, the Park or at the school. We are encouraging pupils to make positive, healthy choices themselves.</p> <p>Question: What is social communication?</p> <p>Answer: We have formal learners – those who are more able, mainstream reception and above and social communication – some non-verbal but at the same level as mainstream reception and below.</p> <p>Observation: On some of the report is mentions 'ongoing', should it be 'achieved' or 'partially achieved'. This will help to see if progress has been made.</p>	
17	<p>REVIEW OF COVID 19 FUNDING</p> <p>KB highlighted the impact that covid funding had on the school and compared April data to July data. Most pupils had met or gone above expectations, with slightly lower in Maths but sill made good progress.</p>	

	<p>Challenge question: can you generally see who didn't meet the higher expectations and why?</p> <p>Answer: Yes, sometimes the pupils were not in school to receive the top up, some teachers were not able to run as many sessions as needed to cover elsewhere.</p> <p>Challenge Question: When is the end date?</p> <p>Answer: There isn't an end date, pupils will continue to receive support where needed and funding is secured for next two years.</p> <p>The impact of the funding is clearly seen in this report, shows the impact of the interventions. The school chose to do this in house as sometimes having outside help is more disruptive and pupils do not like to go.</p>	
18	<p>CURRICULUM DEVELOPMENT</p> <p>KB highlighted the summary of curriculum development and shared what is working well and what would be even better if.</p> <p>It was felt that even though subject leaders knew their subject area well, governors would not necessarily be aware of what is taught, the aims and outcomes for each subject. It is important that staff and governors know and understand what our curriculum looks like and what the teachers are doing to work towards and achieve their goals. It is important for Ofsted that SLT, Subject Leaders and governors are all on the same page. This is an overview for all governors, it is discussed in more detail at Pupil Committee, but it is necessary for Business Committee governors to understand this as well.</p> <p>The report gives an understanding of our strengths and weaknesses, and this is also linked to our SIP. It also enables targets to be given to subject leaders.</p> <p>PE and Outdoor Ed have been on a massive journey, it was on SIP for a long time and would be one of our strengths to show Ofsted, but they will also look at Reading and Maths and three other subjects.</p> <p>KB asked that governors look at the full report and reflect on it, look at how this translates to each activity for each pupil and their learning journey. The curriculum balance is looked at Pupil Committee to make sure that a good balance is achieved for each class.</p> <p>Question: Do we have subject governors?</p> <p>Answer: we used to but hard to achieve due to capacity. Could look at again but takes commitment and governors are voluntary.</p> <p>Question: Not just because of Ofsted but do we need subject governors to add challenge?</p> <p>Answer: Any governor can go into school and observe a lesson/subject. JW is the curriculum governor, and she could look at any area raised as a concern.</p> <p>Observation: We have come a long way, two years ago we did not even have subject leaders. This is massive to have reached where we are today in two years. The reports look good but would be helpful if there was more consistency between them.</p> <p>KB said that some were written by ML's, some subject leaders and some</p>	

	<p>by CF/IO. Some are more experienced, and some are better at talking about their subjects and putting this across better.</p> <p>If there are any questions after reading through the report, then please send to KB.</p>	
19	<p>ALL ABOUT ACADEMIES (PRESENTATION)</p> <p>MS shared that at the SWALLS conference, academies were on the agenda and something for schools to think about. MS then shared a PowerPoint about academies. It explained generally what they were, how they worked, why necessary and where we go from here.</p> <p>There are plans for all schools to be part of an academy by 2030 and if following Ofsted, the outcome is RI, then the school will automatically be placed in an academy.</p> <p>After some discussion it was agreed that a working party be set up to look at MATS, what we want from a MAT and what we need as a school. Do we go mainstream or SEN route? If you have any interest in being part of the group, then please email TW.</p>	
20	<p>PROPOSED CAR PARK</p> <p>MS reported that NS are proposing to build a new car park, on the field adjacent to the existing car park. There will be a new entrance from the road and will have spaces for 70+ cars and buses.</p> <p>Question: Previously there has been flooding on that field, how will this be dealt with?</p> <p>Answer: NS will be responsible for making sure drainage is in place and this is planned to be done next summer.</p>	
21	<p>SPT (PRESENTATION)</p> <p>Dealt with under item 13</p>	
22	<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</p> <p>SEN INFORMATION REPORT</p> <p>This is an annual report which is on our website and gives a view of how the schools aims and values and key information about the school.</p> <p>Question: Is there a plan to hold coffee mornings more frequently than just in September?</p> <p>Answer: yes, we plan to run more.</p> <p>Observation: Not all acronyms are spelt out in the first instance, which should be done consistently across policies.</p> <p>In paragraph 9, home school diary was changed to Seesaw.</p> <p>With these amendments the Governors unanimously agreed and accepted the policy.</p> <p>HEALTH & SAFETY POLICY</p> <p>The Governors unanimously agreed and accepted the policy.</p>	
23	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	

24	<p>AOB</p> <p>Training Governor – TW to discuss with governors later.</p> <p>Teachers Pay – MS reported that the government have agreed a pay increase for teachers – M1- M6 at 8% and UPS at 5%. The downside to this is that the increase will need to be found within the school budget, which will have a significant impact.</p> <p>Draft Warning Notice – TW expanded on the warning notice sent out to governors and expanded on the background behind it. This originates from the LA’s disaffection with the school and the governors handling of a pupil’s permanent exclusion and points to other behaviour incidents to suggest that staff may not have the confidence to safely manage young peoples’ behaviour. He had asked for a response from Pip Hesketh prior to the meeting but at time of meeting no response had been received. TW also explained his response to the warning notice and asked for any questions or changes that needed doing. SP had suggested making the last paragraph more strident. Unfortunately, we are unable to appeal this, unless we take the LA to the ombudsman.</p> <p>Challenge Question: What are the implications of this? Answer: If they do continue with the warning then it will trigger Ofsted. We are already due one soon but would expedite it and would also mean Ofsted would focus more on this.</p> <p>TW also mentioned that there was issue over the accuracy of the information in the warning notice. The information relating to the police presence was incorrect as ME has spoken to the police himself to verify this. We have a rounder picture of events, and the school’s account is vindicated.</p> <p>SP asked this to be included in the minutes ‘considering the impact on SLT, the governors want to reiterate the confidence we have in the school, fully support SLT and MS and have confidence in their leadership of the school.</p> <p>Challenge Question: How will Ofsted deal with this? Answer: They will want us to have proof to back up everything. TW will send response to Pip Hesketh and await her reply.</p>	
25	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Report, Teachers Pay, Wellbeing Updates. 2. ADVANCE EQUALITY OF OPPORTUNITY – Covid Funding Review, Head Teachers Report, Impact of Sports Premium Funding. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Proposed Car Park, MAT discussions, Curriculum Developments. 	
26	<p>CORRESPONDENCE</p> <p>None.</p>	

27	DATE OF THE NEXT MEETING 4.45pm Wednesday 07.09.2022	
	MEETING CLOSED AT 7.15pm TW thanked everyone for their support and commitment this year, SP thanked TW for what he had achieved. TW thanked ME for supporting him throughout the year. The workplan for 2022-2023 was circulated at the meeting.	

SIGNED.....Toby Willis..... DATED07/09/22.....