

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 7th September 2022

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) 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: Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Stuart Iles (SI)</p> <p>TW mentioned that he had emailed HC to ask if she wanted to continue as governor, as she has not attended meetings for the last few months. TW at present has not received a reply. MS to put article in newsletter asking if any parents would like to be a governor. Will also mention to staff to have another staff governor. Question: JW asked if there was anything particular, she should be doing as a LA governor. Answer: Pip Hesketh has some ideas on the role of an LA governor, so will hopefully have more information soon.</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 20.07.2022</p> <p>The minutes were signed off as a true record of the meeting and they were electronically signed by TW.</p>	
5	<p>MATTERS ARISING FROM MEETING – 20.07.2022</p> <p>KB to send list of pupil accidents to governors – for next FGB 19.10.2022.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE 29.06.2022</p> <p>As SP was not at the meeting no update was given.</p>	
7	<p>General Ledger /Journals & Virements – 29.06.2022</p> <p>None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 06.07.2022</p>	

	MS mentioned that the staff were congratulated on their wonderful progress reports, at the most recent inset day.	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP was not at meeting so no update given. MS mentioned that Amy Baker was in place to replace Shelley and was being trained to support MS/KB.</p>	
10	<p>SAFEGUARDING TRAINING</p> <p>MS circulated part one of the Keeping Children safe in Education 2022 and he highlighted the main changes. It is important that governors are well trained around safeguarding. KB/MS have received the training update. MS then shared the PowerPoint quiz, so governors had the same training as the staff. The PowerPoint also shares some scenarios, which, with all names changed, are based on things that happened within the school.</p> <p>Challenge Question: What action do we take as governors?</p> <p>Answer: The governors should make sure that the school carry this out. The governors on the relevant boards can monitor this and report back to Business Committee / Pupil Committee or Full Governors.</p> <p>MS also highlighted these changes:</p> <p>Peer on Peer abuse terminology has been changed to Child-on-Child abuse.</p> <p>The school are now allowed to use social media to check on someone during recruitment.</p> <p>During RSE week the school were able to talk about PRIDE week and some pupils found this really helpful. Staff have been trained to be open and honest around LGBTQ+.</p> <p>MS noted that all low-level concerns are reported to MS, then KB if he is not available and TW is informed if the issue is around MS.</p> <p>In Annex A there have been a couple of changes – local violence reduction.</p> <p>MS asked that the governors also read fully Annex C.</p> <p>Following the scenarios MS asked what the next step would have been, and it was usually that the incident would be logged on CPOMS.</p> <p>Challenge Question: What follows CPOMS?</p> <p>Answer: Seek further information, phone police, inform parents, strategy meetings – it all depends on the circumstances.</p> <p>Question: Are the reports always legitimate?</p> <p>Answer: The same route is always followed. Sometimes the school will phone for a ‘no names consultation’ so that they can check prior to others getting involved.</p> <p>All CPOMS need to be checked prior to the pupil going home if possible, so that anything can be dealt with quickly.</p> <p>Meetings are held fortnightly to discuss cases; counselling is given if necessary.</p> <p>MS asked governors to complete the Educare training – Refresher safeguarding. Once completed please send certificates to TL.</p>	

	<p>Challenge Question: With the challenges of winter and the cost-of-living crisis, what are we doing to help our families?</p> <p>Answer: Food packages have started again. MS is looking at school uniform to see if there is a cheaper alternative.</p>	
11	<p>WELLBEING</p> <p>Nothing to report as no meeting has yet taken place.</p>	
12	<p>INSTRUMENT OF GOVERNMENT</p> <p>TW mentioned HC and the fact that she has not attended meetings so would no longer be a governor.</p> <p>IO happy to continue as staff governor.</p> <p>At the present time we have one parent governor, so have a vacancy for another.</p> <p>Parent Governor – TW</p> <p>LA Governor – JW</p> <p>Staff Governor – IO</p> <p>Headteacher – MS</p> <p>Co-opted Governor – ME, SI, PP, SP.</p> <p>ME mentioned that he had registered the governor vacancies with Governors for Schools and SSE.</p> <p>Question: Is there a minimum of what we need?</p> <p>Answer: Our skills audit previously showed we were lacking in local business knowledge. It was agreed that parents and staff could be asked if they want to become governors.</p> <p>It was agreed to adopt the Instrument of Government without change.</p>	
13	<p>TERMS OF REFERENCE – FGB & COMMITTEES</p> <p>It was agreed to bring TOR for FGB to next FGB, SP/TW/ME to meet prior to discuss this.</p> <p>Paying Allowance for Governors – It was agreed to change mileage to 45p per mile for cars and 24p per mile for motorcycles. Also, the maximum to be claimed for evening meal to £15.00.</p> <p>FGB COMMITTEE</p> <p>Chair - TW agreed to stand, ME Seconded.</p> <p>Deputy Chair – ME agreed to stand, TW Seconded.</p> <p>BUSINESS COMMITTEE</p> <p>Chair – SP agreed to stand, MS seconded.</p> <p>Deputy Chair – Vacancy – ME to email SI to ask if willing to do.</p> <p>Committee – SP, MS, ME, SI.</p> <p>PUPIL COMMITTEE</p> <p>Chair – ME agreed to stand, TW seconded.</p> <p>Deputy Chair - PP agreed to stand.</p> <p>Committee – ME, PP, MS, TW, IO, JW</p> <p>PAY COMMITTEE</p> <p>Committee – SI, ME, PP.</p>	

	<p>HEADTEACHER PM Committee – ME, TW, PP.</p> <p>APPOINTED GOVERNORS PUPIL VOICE (PRE & P16) – PP, JW. MENTAL HEALTH GOVERNOR – PP – Pupil, ME – Staff. SAFEGUARDING/QUALITY ASSURANCE – PP. CHILDREN WHO ARE LOOKED AFTER – PP. HEALTH & SAFETY/E-SAFETY – TW / ME. SEN GOVERNOR – TW. CURRICULUM GOVERNOR – JW. TRAINING GOVERNOR – JW. Question: JW asked what was needed to do this role. ME said he would email a suggested format for logging training. Sara, MS PA will help when she returns to school. It was suggested that all Educare certificates are sent to JW, so a record can be kept.</p>	
14	<p>GOVERNORS’ FORMS – TO BE COMPLETED AT MEETING E-SAFETY POLICY ACCEPTANCE SELF DISCLOSURE REGISTER OF BUSINESS INTERESTS CODE OF CONDUCT All those present at the meeting completed the forms and will be returned to SE. Those not there will need to complete them asap.</p>	
15	<p>FREEDOM OF INFORMATION REQUESTS None.</p>	
16	<p>GOVERNORS’ ALLOWANCES Already discussed.</p>	
17	<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 necessary.</p> <p>SAFEGUARDING & CHILD PROTECTION POLICY 2022 Due to not receiving the paperwork prior to the meeting, MS asked if any comments/amendments on this policy to be sent to him by Monday 12th September, so it can be put on the website promptly. The Governors unanimously agreed and accepted the policy, with any changes necessary.</p> <p>APPRAISAL & CAPABILITY POLICY This is an SSE policy and no changes have been made. MS to be notified of any amendments. The Governors unanimously agreed and accepted the policy, with any changes necessary.</p> <p>GUIDANCE FOR SAFER WORKING PRACTICES – 2021 ADDENDUM</p>	

	<p>The Governors unanimously agreed and accepted the policy.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION.</p> <p>The Governors unanimously agreed and accepted the policy.</p> <p>Question: Is it recorded anywhere when all policies need reviewing? Answer: Yes, it is in the workplan. MS mentioned that AP was checking the website to check we are fulfilling our statutory requirements.</p>	
18	<p>CONFIDENTIAL ITEM</p> <p>See separate minutes.</p>	
19	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Updates, Safeguarding Policy, Safeguarding Governor. 2. ADVANCE EQUALITY OF OPPORTUNITY – Appraisal Policy, Training Governor. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Pupil Footpath Update, Soft Federation. 	
20	<p>CORRESPONDENCE</p> <p>None.</p>	
21	<p>AOB</p> <p>Admin</p> <p>MS mentioned that admin were having issues at the moment due to lack of staff. PR is absent following an operation. Zoe resigned so no replacement at present and a new office lead still learning the role. MS/KB are doing what they can and have managed the most pressing financial issues.</p> <p>The school still need to recruit 7 LSA's but have full capacity of teachers. The majority of pupils are back in school and happy, with the new ones settling in well.</p> <p>3 Schools Federation</p> <p>MS asked if a governor would like to be involved in a meeting to finalise this. It was agreed that TW would be best for this.</p> <p>MAT Working Party</p> <p>MS mentioned that it would be good a working party be set up to research into MATs for the school. SP, TW, and anyone else welcome to be on the team.</p> <p>Pathway Issues</p> <p>MS highlighted that there is an ongoing issue with the pathway between primary. There is a public meeting on 14th September at 6pm at the school for anyone who is interested.</p>	
22	<p>DATE OF THE NEXT MEETING</p> <p>4.45pm Wednesday 28.09.2022</p>	
	<p>MEETING CLOSED AT 6.55PM</p>	

SIGNED..... DATED

