

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 8th February 2023

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) 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: Pam Pollard (PP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>MAT Discussion – SLT and Governors have a personal interest in this, only in the fact that we all have a vested interest in the outcome of the decision.</p>	
4	<p>MINUTES OF MEETING – 14.12.2022</p> <p>The minutes were signed as a true record of the meeting, and they were electronically signed by TW.</p>	
5	<p>MATTERS ARISING FROM MEETING – 14.12.2022</p> <p>None.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 18.01.2023</p> <p>SP highlighted some key points from the meeting, even though he wasn't present.</p> <p>Financially we are doing okay. The school still has issues with water leaks, both from the roof and burst pipes.</p> <p>KB was present at the meeting, so minutes amended to show this.</p> <p>There were no questions.</p>	
7	<p>General Ledger /Journals & Virements – 18.01.2023</p> <p>None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 25.01.2023</p> <p>ME mentioned that the meeting had been a really good meeting. It was lovely hearing from MLs. IO and RR shared highlights and lowlights but PB unfortunately was unwell so did not attend. The reports show how hard working the staff are and working towards individual outcomes. RR</p>	

	<p>was concerned about the learning walk but has support in place for one member of staff. IO is supporting one class where member of staff is ill. One highlight was that some students who were challenging in Y11, are now respectful and role models in Y12 & Y13, which is impressive. ME also mentioned the new equipment and Zone 4 changes. A Safeguarding audit had been done, with ten sections, all coded green. Well done to PP, MS, and Amy. LSA training and development was also discussed. Examination-based policies were approved at the meeting. There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>As PP was not at the meeting there was no report but papers had been circulated in advance and there were no questions.</p> <p>Observation: MS said there are some good points in the last paragraph which demonstrates staff are going above and beyond. There is a big push on what schools have done since the pandemic, covering where other services are lacking. The school have been delivering food bags and money to FSM families. MS would love to have a Social Worker at the school, as some services seem to be broken. The role of the school has changed, with teachers taking on the role of teacher, social worker, police, health visitor, counsellor etc.</p> <p>TW mentioned an email from Pip Hesketh, which mentioned the attendance at the school, which is a few percentages higher than other SEN schools in the area, even with all the issues we have had with Covid and flooding. TW suggested that staff are made aware of this as it will be a morale boost.</p>	<p>MS to communicate to Staff</p>
10	<p>SAFEGUARDING – ALLEGATIONS</p> <p>None.</p>	
11	<p>WELLBEING</p> <p>ME said there was nothing to report has meeting had not taken place last week, but is due to be rescheduled.</p> <p>MS mentioned that everyone was really tired following a traumatic three years. The school had suffered with staffing issues but nearly back to full quota, which is very positive. Half term will be a welcome rest for those who are feeling the strain.</p> <p>The strike day was covered, and the day went well. Unfortunately the next day eight members of staff were off sick, which is a problem the school has had recently, with lots of staff sickness and staff off with long covid.</p> <p>East Wing not being open has also caused extra stress, with no spare space for staff to go.</p> <p>MS knows of a couple of staff who are really struggling; some things are easy to fix but some things may take longer. Support has been put in place where necessary.</p> <p>New members of staff have not been made aware of the journey the</p>	

	<p>school have been on in recent years and MS believes they should be made aware of how much has changed and improved.</p> <p>SIP visit took place which helped us reflect on what we do really well, how robust the support is we give.</p>	
12	<p>SCHOOL IMPROVEMENT PLAN – PROGRESS (AUTUMN TERM)</p> <p>MS highlighted the progress made in Term 3.</p> <p>RR and KB produced breakdown details of EYFS cohort data.</p> <p>Communication Targets set as part of LSAs’ PMIs.</p> <p>Quotes/Plans have gone to BC for approval for Zone 4. Evi is finalising details and hopefully being completed over the summer.</p> <p>Two pupils entered GCSE Art in the summer.</p> <p>WEX placements being planned and put in place for WEX fortnight.</p> <p>Bristol Works providing in school WEX programme for the fortnight for KS4/those not on placement. This also coincides with National Careers Week. There was one response from local building company who is keen to support WEX in the school.</p> <p>Most teachers have submitted work for internal moderation.</p> <p>Subject leaders updating SEFs and action plans.</p> <p>Two Ambassadors have been appointed, with one having a break at the moment due to behaviour issues.</p> <p>CHPs have been reviewed.</p> <p>MAT discussion taking place later in meeting.</p> <p>New RE Discovery Scheme of work introduced to support with developing further pupils’ awareness of different cultural backgrounds.</p> <p>All teachers have completed planned interventions.</p> <p>KS4 pupils at risk of not completing coursework requirements have been identified for catch up support.</p> <p>Challenge Question: Are you where you expect to be?</p> <p>Answer: Yes, some things have dipped but some are further forward. It’s a case of swings and roundabouts.</p> <p>SIP Visit – Summary</p> <p>MS mentioned that Sam Barham had visited the school on 31st January 2023. SB looked at SEF and attendance and a review of the monitoring cycle. Are we under selling ourselves? We have a robust monitoring system, but does it show in the documentation?</p> <p>With attendance we were looking at possible patterns with certain cohorts, anything due to Covid but there were no obvious patterns.</p> <p>It was a good day but challenging in a different way.</p> <p>Next time there will be a deep dive into PSHE, Personal Development, Behaviour monitoring and HT reviewing PMgt targets.</p> <p>Our 360 degree safe self-review tool shows the school’s policy and practice is above average against other schools.</p> <p>Outreach with other schools, currently provided by CF, hoping that LSAs may also be able to assist with this, once they have received their training. CF to build up an outreach team, to make it more sustainable.</p> <p>The LA are interested in this and may provide some investment.</p>	

	<p>LSA training and development, will enable staff to choose and area of learning (Phonics, ASD, Outreach etc) and then receive the relevant training at Wednesday training.</p> <p>Challenge Question: By helping mainstream schools with SEN are we not plastering over the real issue of not having enough SEN school places?</p> <p>Answer: Yes, in a way but we are doing it to help the pupils.</p> <p>Challenge Question: Did you feel suitably challenged by the SIP visit?</p> <p>Answer: Yes, SB comes from a school similar to ours, understands our needs. It was the right level of challenge to where we are at the moment. It helped us to reflect on why we are good not outstanding, how to answer the questions of Ofsted, how to sell ourselves.</p> <p>Question: Why is some curriculum on a two-year rolling programme and some on a three year?</p> <p>Answer: KS1 & KS2 is on a two year programme but because KS3 is year 7, 8 and 9, it was changed as pupils are grouped by ability not age. It means that pupils can move between the groups and not miss out or duplicate the curriculum.</p>	
13	<p>UNOFFICIAL SCHOOL FUND CONSTITUTION FOR SIGNING</p> <p>Some discussion took place on what this was needed for. This was the old school fund which is now included in the main finances. There is £9K in the account which is given to the school to be spent on pupils. TW electronically signed the document at the meeting.</p>	
14	<p>PUPIL PROGRESS SUMMARIES – FOR NOTING</p> <p>TW mentioned that this had already been discussed at Pupil Committee and circulated prior to meeting but were there any questions?</p> <p>Challenge Question: P16 Maths summary looks really bad as inadequate progress made.</p> <p>Answer: This is because the data is front loaded. Expectation at winter term is 0.3 steps of level and at end of year it is 0.5. Some topics are not taught until term 6 so catch up will happen in later terms. A lot of discussion took place on how best to show this and does it show the right picture. It was agreed that the school can explain the reasons, robust systems are in place and progress will take place over the terms. IO/CF are looking at teaching some of term 6 curriculum, especially Data Handling, throughout the year to give a better picture.</p> <p>IO mentioned that U/A should be spread throughout the other categories as not taught as a separate item. Analysing is being done differently this year, so a comparison to last year would not be valid and the school was also using an updated assessment framework.</p>	
15	<p>MAT DISCUSSION</p> <p>MS mentioned that the government want all schools to join a MAT by 2030. A working party has been set up to look at different MATs. Two MATs have been chosen to pursue - SPT and Enable.</p> <p>Enable are based in South Gloucester and SPT in Cornwall.</p> <p>The MATs are run differently and have different offers.</p>	

	<p>Enable is run by Andrew with a board below and then directed downward, and we would join straight away.</p> <p>SPT with Guy is offering a memorandum of understanding which would allow the school to trial the MAT for a year. Guy runs SPT but would be more of a collaborative working. 5% of our income would be given to them to help run the MAT i.e., HR, Payroll, Development.</p> <p>SP said that SPT were a more commercially established. Guy is not a teacher; he has been brought in to run the MAT. Enable is very new with Andrew being a teacher, but not quite clear on their direction of travel yet.</p> <p>ME said memorandum of understanding would be a good way to see if it works for the school. With SPT Headteachers would sit on the board but not necessarily the case with Enable.</p> <p>One problem with SPT is the fact they are based in Cornwall, which is quite a long way to go. They are looking at establishing a hub locally, which would be more beneficial.</p> <p>MS mentioned that if we could spend the next 9 – 12 months looking at MATs with an idea to join by September 2024, following due diligence. Other schools in the area may also be looking at similar routes.</p> <p>It is important that we consider what other SEN schools are doing as having a hub in SW would be good for the school. A lot of discussion took place on which was the best option.</p> <p>Question: How would funding for SPT work?</p> <p>Answer: The same as it does now, the school would receive the money per pupil from government. Only 5% of income would go to MAT.</p> <p>Question: How do think this would compare with what we spend now on services?</p> <p>Answer: Think we will be better off, with even making some savings.</p> <p>Question: Would we pay the 5% whilst under memorandum of understanding?</p> <p>Answer: No, don't think so. It is more of just shadowing them.</p> <p>Question: Would we cut ties with NS whilst under memorandum?</p> <p>Answer: We would still need to do what NS say until we are no longer part of the LA.</p> <p>ME proposed we move to Memorandum of Understanding with SPT. SP seconded it. The Governors unanimously agreed to this proposal.</p>	
16	<p>GOVERNOR TRAINING</p> <p>JW mentioned that at PC governor training had been discussed and which training should be completed. Safeguarding and Prevent Duty should be completed every two years through EduCare. A deadline has been set for 29.3.2023 to complete any outstanding training. Please let JW know once completed and send certificate to TL.</p>	

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SCHOOL DAY PROPOSAL

KB mentioned that currently at Ravenswood the school is providing an additional 1 hour 40 minutes per week of teaching which equates to an additional 65 hours or two weeks per year. Currently the school receive 34 hours and 10 mins of education compared with 32.5 at mainstream schools (the minimum expectation does not apply to SEN schools).

The school day for staff is 8.50 -3.40pm with many staff staying later to complete seesaw messages, phone calls, filing and tidying up for next day. Some staff are still on site at 4pm. This also has an impact on recruitment as most other local schools finish school at 3.15pm, which prevents people from applying for jobs as they will incur child care costs. Most of the pupils who attend the school (85%) travel to and from school on transport which can take up to 90 mins to get to and from school, this means for some pupils their school day is up to 8 hours 20 minutes.

During covid the school day was shortened due to additional cleaning time. We saw that pupils were able to concentrate for longer and behaviour was better. We were also able to provide a better communication with parents/carers as we had additional time to do this. As a result, the school is making a proposal to make a small alteration to the school day to place us in line with the government's required number of hours for school from September 2023. There were four different proposals to be considered.

Proposal 1 – remain the same.

Proposal 2 – Shorten the school day by 20 mins per day at end of day.

Proposal 3 – Shorten the school day by 20 mins per day at the start of the day.

Proposal 4 – Keep current school day Monday – Thursday but finish 2pm on Friday.

KB has met with the school community who would express a preference for proposal 2 due to the greater benefits versus the risks.

Observation: There was a challenge at Pupil Committee on 30/11/22 for creating time for work to be filed and option two would allow this.

Challenge Question: Why wait until September?

Answer: There needs to be a consultation with everyone. School transport could be an issue. KB has asked a hypothetical question to transport about this and they do not see any issues. There is now a different cohort of drivers, which was previously a problem.

Question: Could the LA hold up the decision on this?

Answer: No, as long as we are doing 32.5 hours. There will be less down time not less teaching time.

One option is to reduce Maths Challenge from 25 minutes to 15 minutes. Parents will also be consulted but these hours are more in line with other schools.

Parents potentially could have an issue due to their work schedules but for 85% of parents their transport is not formalised until the end of summer holiday. Some parents pick up pupils from other local schools so could have drop off point, need to consider parent's needs.

	<p>A formal consultation will take place with LA, Parents, Transport, and staff.</p> <p>ME proposed the consultation and TW seconded it.</p> <p>The Governors unanimously agreed to this proposal.</p>	
18	<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 necessary.</p> <p>DISCIPLINARY POLICY AND PROCEDURES</p> <p>There were no changes to this SSE policy.</p> <p>The governors unanimously agreed and accepted the policy.</p> <p>GRIEVANCE PROCEDURE</p> <p>There were no changes to this SSE policy.</p> <p>The Governors unanimously agreed and accepted the policy.</p>	
19	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
20	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Pupil Progress, School Improvement Plan, Safeguarding. 2. ADVANCE EQUALITY OF OPPORTUNITY – MAT Discussions, Governor Training, School Improvement Plan, School Fund Constitution. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – MAT Discussions, School Day Proposals, Staff Survey. 	
21	<p>CORRESPONDENCE</p> <p>None.</p>	
22	<p>AOB</p> <p>Vote on re-election of Governors</p> <p>PP, SP and ME are all due for renewal of their terms of office, and all have shown willing to stand again. The relevant governor left the room for voting to take place.</p> <p>PP, SP and ME were all unanimously re-elected by the remaining governors.</p> <p>Staff Survey</p> <p>MS mentioned that there had been good feedback from the survey, with more responses than last year. The majority of staff agreeing, with some disagreeing on some things.</p> <p>There is a mixture of responses with what appears to be only one disgruntled member of staff. The survey was anonymous so unaware of member of staff. If staff gave their name then MS followed up with email if necessary.</p> <p>Some comments included how happy staff were to be working at Ravenswood, happy with the training of LSAs but some felt they needed better support with challenging behaviour. Again MS mentioned the</p>	

	<p>journey the school had been on and perhaps had not appreciated how some of the new staff felt. MS has been observing outside playtimes as this had been raised in the survey. Capacity is down due to the change in lunchtimes but staff not always working well together, MS supporting where he can.</p> <p>Probationary Meeting MS mentioned that a Probationary meeting had taken place with some governors and NS. A member of staff had requested holiday which was turned down, called in sick and gave false evidence of a covid test. They were already on attendance plan. They told their lecturer at Weston College that had been on holiday not sick. It was unanimously agreed at the Panel meeting (supported by Piers Hartridge from the LA) to terminate her contract and last day will be 9.2.2023.</p> <p>Question: If we join the MAT will we have the same support as given by NS?</p> <p>Answer: Yes, they will have good HR team and the school have previously used outside HR rather than NS when necessary.</p>	
23	<p>DATE OF THE NEXT MEETING 4.45pm Wednesday 29TH March 2023</p>	
	<p>MEETING CLOSED AT 7pm.</p>	

SIGNED..... DATED