

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 29th March 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) 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>None.</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 08.02.2023</p> <p>Under MAT update, the question about funding should read ‘Only 5% of income would go to SPT’ rather than ‘go to MAT’. With this amendment 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 – 08.02.2023</p> <p>MS to communicate to staff re: high attendance for students in school compared to other local schools – achieved.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE – 08.03.2023</p> <p>SP highlighted some points from the meeting. The finance of the school is in a reasonable position, but not all income had come in at time of meeting. There are some concerns over joining SPT, due to the lack of HUB in the SW.</p> <p>MS mentioned he is meeting with SPT and other interested schools with the RDD to explore options.</p> <p>No Questions.</p>	
7	<p>General Ledger /Journals & Virements – 08.03.2023</p> <p>None.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 15.03.2023</p> <p>ME highlighted some key points. The quality of teaching has improved, with LSAs and pupils able to explain what the next steps of learning are.</p>	

	<p>This is something Ofsted will ask about and the school can show evidence of this. There has been good progress on the SIP as well. There are a couple of pupils who are not attending the school due to MH issues but plans are in place to support the families.</p> <p>No Questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP highlighted that the SCR was done by Sara and Pam, not Tracy.</p> <p>No Questions.</p> <p>Observation: It is reassuring to know that PP is on top of all safeguarding issues especially in light of recent events on the news.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS</p> <p>MS mentioned that there was an allegation about a member of staff, which has been investigated and in-house training will be given.</p>	
11	<p>WELLBEING</p> <p>ME reported that Sara had tried to arrange a wellbeing meeting but had not received many replies, possibly due to overtired staff, so will hold meeting next term. It may be better to hold meeting in terms 1,3 and 5 only and this is something to consider.</p>	
12	<p>HEADTEACHERS REPORT</p> <p>MS mentioned that the school now has 139 pupils as two pupils moved to other provisions. There are two more awaiting new schools but still on the role, so once found placement numbers will be 137.</p> <p>Spring updates were as follows:</p> <p>Head of department has attended SWALLS training in EYFS. A breakdown of EYFS cohort data has been achieved.</p> <p>LSA have been given a PMI target of developing communication skills across the department. Plans are in place to develop the playground summer 2023.</p> <p>WEX weeks have taken place for all P16 pupils and two staff have attended ASDAN training to develop their skills.</p> <p>The school has developed an LSA training offer. All LSAs have opportunity if they wish to study via distance learning further qualifications. The school are running supportive development session in Wednesday's training sessions to ensure that the right support is provided for the LSAs. This support will help LSA develop skills and meet PMI targets.</p> <p>LA are hoping to work with SEND schools across the Local Authority to develop an outreach offer for mainstream schools.</p> <p>DH has completed learning walks with Subject Leaders, this has developed their skills which ensures high quality monitoring continues across the school. The school has provided refresher training to all classroom staff on key policies and interventions.</p> <p>School Ambassadors have received training from HT in their new role. They are working on the end of year school trips and have shown new members of staff around P16.</p> <p>Training and support given to Clevedon School to support pupils with EAL and SEND.</p>	

	<p>The school's attendance for term 3 was 89.3% with Primary 93%, Secondary 88% and P16 87%. The school has put in further support alongside outside agencies to find new placements for two pupils who were not attending due to anxiety/MH. The school continues to work with one family whose child remains difficult to engage and a package is in place for this family.</p> <p>Gatsby benchmarks maintained including Bakers Clause requirements. A new careers lead started but is now leaving on Friday due to not feeling the role was for her. There is a member of staff in house who could take over part of this.</p> <p>The school has identified a MAT, The Special Partnership Trust (SPT). Ravenswood school is currently drafting an MOU for a joint partnership during 2023-24.</p> <p>North Somerset Audit was very positive in their response. Ben Tucker delivered a Wellbeing session for all staff, this was a success and therefore the school has booked Ben for a longer session in May inset.</p> <p>There were some really positive comments from parents and staff on the annual reviews, with 90% recommending the school. There were some parents who did not know how bullying is dealt with at the school, because they had not had an issue with bullying. MS will look at questions next time to see if it can be worded better.</p> <p>Question: How is P16 independent study working?</p> <p>Answer: On a Wednesday college finishes at 2.30 and pupils have an opportunity to do independent study for an hour. This helps them work on their individual targets and improve their skills. There was a dip in terms 3 and 4 due to change of staff but this is now being revived again.</p> <p>Challenge Question: Will there be any changes to WEX next year?</p> <p>Answer: Bristol Works came again this year which was successful but maybe need some tweaking to be more finely tuned to our pupils. KB has asked for feedback which will come go governors. There were lots of opportunities for pupils, and some really good placements. The biggest difficulty is that lots of pupils want to work with animals and there are not many placements available.</p> <p>Brown Rock on Tickenham Road have been really good and took a large group of pupils, who did farm and manual work. There have been more restrictions since Covid but hopefully beginning to build things back up.</p>	
13	<p>SFVS</p> <p>This is the School Financial Value Standard and TW signed ready to be sent off.</p>	
14	<p>REVIEW OF COVID 19 FUNDING</p> <p>KB apologised for the delay in sending this report out, only just come in. The Covid 19 Funding has now been renamed as the National Tutoring Programme Funding Strategy. To date we have received £13,500K, with maybe £6K more in the summer. This funding allows pupils to receive 1-1 tuition, preparation for exams and assistance with coursework. The funding is only for SSA but has been used for P16 too. Extra support is</p>	

	<p>given to speech and language, helping pupils make good progress towards their individual SALT targets. Also supporting pupils to catch up on their phonic skills. Pupils are also supported with their social, emotional and behaviour needs, with 100% parents reporting that the school support their child with their mental wellbeing health. There is an overspend at the present time of £807.13 but will continue to support irrespective of funding.</p> <p>Question: When does 1-1 tuition take place?</p> <p>Answer: Sometimes during lessons, some out of classroom, depends on pupils. The school identify which students need the help and how much they need.</p>	
15	<p>USE OF RPI</p> <p>CF/MS continue to monitor this weekly. The incidents are now smaller lower-level dynamic rather than high risk RPI. Staff are much better at reporting incidents and learning how to deal with the incident. There are a couple who need extra support, more to do with stance rather than anything else and the best way to reduce biting and hair pulling. There is an LSA who has completed training and has been helping with the CHP reviews and is able to offer refresher training where needed.</p>	
16	<p>GOVERNOR TRAINING</p> <p>JW mentioned that there were still a couple who needed to complete Prevent training and certificates to be sent to Sara and copy to JW.</p>	
17	<p>TRAINING AND DEVELOPMENT OFFER</p> <p>MS reported that the school was committed to supporting the development of school staff and offered courses to LSAs. The school uses in house training to deliver high quality CPD on inset and training days, as well as EduCare package. To offer more support the school have offered training courses with 50% paid for by the school. The courses cost £500 but staff can move up an increment in pay once completed. There are a large range of courses available but unfortunately there has not been much take up from the staff. There was also an offer of staff to become School Champions in various areas, with only one in phonics at the present time.</p> <p>MS is looking at the induction process and now new members of staff will be given a 2-day induction course before they are allowed in the classroom. There are three news members of staff starting after half-term and MS will use this as an opportunity to use the new programme.</p> <p>SP suggested that a governor be invited to meet the new staff members, to introduce themselves and talk about their support of staff.</p> <p>One of the bullet points in the report was changed from 'governors committed to pay 50%' to 'governors have committed the school to pay 50%'.</p> <p>Question: Why do you think not much take up?</p> <p>Answer: Not sure, would have thought a pay increment was an incentive.</p>	
18	<p>PROPOSAL TO CHANGE THE SCHOOL DAY – CONSULTATION FEEDBACK</p> <p>KB asked if everyone happy for her to record this report for observation</p>	

	<p>for her coursework. This was discussed at last FGB to enable staff more time to do paperwork and feedback to parents. Since then, a formal consultation took place. There was an overwhelming response in changing the school day to end at 3.20pm instead of 3.30pm. Parents/carers, staff and pupils were asked if they supported the school's proposal to change the school and 91% were in favour. There was a nice range of voices heard: 60 parents, 64 staff, 4 pupils and 1 home school transport. There were 9 comments in favour and 7 against but this was due to logistics of picking up other siblings from school. The majority of pupils are picked/dropped off on school transport. All parents had received a letter detailing how the school day would work.</p> <p>The proposal is to change the school day from September 2023, which gives families and transport time to put things in place. There will also be after school clubs and a Saturday club which will still give families extra provision and support. For those parents who may have issue picking up at that time, there will be provision to keep them until 3.30.</p> <p>Challenge Question: Have we had a formal response from School Transport?</p> <p>Answer: We asked for a response from them but at the present time we have not received one. An informal conversation with them said they didn't think there would be an issue.</p> <p>Question: How do parents manage now with the logistics of picking up siblings?</p> <p>Answer: Other schools in the area finish at 3.10, so gives them time to get here.</p> <p>Question: Will you discuss with parents how the provision will work?</p> <p>Answer: Yes, KB is planning a Q&A online session to discuss any issues.</p> <p>It was agreed that a governor would be involved in that discussion.</p> <p>Observation: It is important that we do provide for those parents who will struggle. Parents do need to know well in advance to be able to put things in place.</p> <p>This will be trialled for a year and then reviewed to see how it is working.</p> <p>With this contingency in place the governors unanimously approved the proposal.</p>	
19	<p>NORTH SOMERSET PAY STRUCTURE CHANGES</p> <p>MS mentioned that this was for information only and the school only have two members of staff who could be affected.</p>	
20	<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 have been made.</p> <p>ALLEGATIONS OF ABUSE POLICY</p> <p>There were no changes to the policy.</p> <p>The governors unanimously agreed and accepted the policy.</p>	

	<p>DISCLOSURE POLICY</p> <p>This policy is used a lot by SW during the recruitment process. There were no changes.</p> <p>TW asked about history for international staff but was reassured that the correct information is gained from the local police station in the country concerned.</p> <p>The Governors unanimously agreed and accepted the policy.</p>	
21	<p>CONFIDENTIAL ITEM</p> <p>See separate minutes.</p>	
22	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Training and Development, Headteachers Report, Safeguarding, Anti-Bullying. 2. ADVANCE EQUALITY OF OPPORTUNITY – Headteachers Report, WEX Update, Training and Development, Covid 19 Funding. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Headteachers Report, Car Park Discussion, Consultation Feedback, LSA Training and Development. 	
23	<p>CORRESPONDENCE</p> <p>None.</p>	
24	<p>AOB</p> <p>Dance Festival</p> <p>MS mentioned that P16 had attended the Dance Festival in Weston this week. It was brilliant, everyone giving their all and a lovely atmosphere. The school have attended every year since 2005, bar one. One pupil said the reason why she was taking part was because of the school motto, Dream Achieve Believe.</p> <p>DBS Checks</p> <p>SI asked about DBS checks and how often they need to be renewed. They only need to be renewed if not been seen for three months, but a self-disclosure needs to be completed every year. The school has a record of all DBS checks. A portable DBS is available for people to purchase which can used at multiple places of work.</p> <p>Court House</p> <p>ME reported that a group from the school had visited the Court House in Weston. They had been very well behaved, talked with ME and spent time in a live courtroom. They were able to discuss the case and what outcome they would give, which was the same as the magistrates. They also had an opportunity to visit the cells as there were no prisoners on that day.</p>	

	<p>Car Park</p> <p>MS mentioned that he had a meeting with Sally Varley and NS are no longer able to afford the car park as previously promised. They have made a counteroffer of £230K for us to take on the project. MS will use original plans and seek quotes to see where we go from here. There have been a few accidents and the police are patrolling Pound Lane regularly, so they are aware of the parking issues.</p>	
20	<p>DATE OF THE NEXT MEETING</p> <p>4.45pm Wednesday 24th May 2023</p>	
	<p>MEETING CLOSED AT 6.25pm.</p>	

SIGNED..... DATED