

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 2<sup>nd</sup> April 2025

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Toby Willis (TW) (Chair) Mark Senior (MS) (Headteacher) Mike Evans (ME) (Minutes) Jeanne Wood (JW) Beverley Campbell (BC) Julie Davis (JD) Isobel Osborne (IO)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Polli Bravery (PB) (Assistant Headteacher) Cheri Frost (CF) (Assistant Headteacher)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Dawn Perrett (Clerk to the Governors) (DP) Charlotte Rosevear (CR) Stuart Iles (SI) Sarah Jenkins (SJ)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None</p>	
4	<p><b>MINUTES OF MEETING – 12.02.2025</b></p> <p>There was one amendment “asgree” was amended to “agree” and with that amendment TW electronically signed the minutes with thanks to ME.</p>	
5	<p><b>MATTERS ARISING FROM MEETING – 12.02.2025</b></p> <p>JW to discuss non-completion of training with TW. TW had been in contact with JW and unfortunately there was still a minority of Governors who had not completed their Safeguarding update (annual training) and their Prevent Duty training (every two years). TW to liaise with Tracy Lodge (TL) and JW to ensure completion by next FGB.</p>	
6	<p><b>REPORT FROM BUSINESS COMMITTEE – 121.03.2025</b></p> <p>MS and ME (in the absence of SIJ and SI) reported that the financial year had now been closed and that budget planning for next year was in progress. Currently it was showing a small carry forward, but due to bereavement in the Travelling Bursar’s family, meetings with him had not been as regular as anticipated. If the small carry forward remains, it could be a very tight year financially and some projects may have to be put on hold for the time being.</p>	

	<p>The new Health and Safety concern reporting system was working very well with perhaps two of three emails received for action each day.</p> <p>The Governors also discussed the ideal number of pupils in the school and currently the PAN is set at 134,</p> <p>There were no further questions.</p>	
<b>7</b>	<p><b>GENERAL LEDGER</b></p> <p>Nothing to report.</p>	
<b>8</b>	<p><b>REPORT FROM PUPIL COMMITTEE – 29.01.2025</b></p> <p>ME reported that the Middle Leaders had presented their reports and Governors were impressed by their excitement and passion for their role. Their focus at this meeting had been improving what the school currently does and achieving even more.</p> <p>The Quality of Teaching report confirmed that consistency across the school had improved. Outreach to other schools (conducted by KB, CF and BM) had been extremely well received by both school leaders and the Local Authority. The school Development Plan showed just how much had been achieved in a short term and ME highlighted Work Experience, World Book Day, the Shakespeare Festival and the Dance Festival as exciting extra-curricular enhancements.</p> <p>There were no further questions.</p>	
<b>9</b>	<p><b>MONITORING OF SAFEGUARDING BY A GOVERNOR</b></p> <p>JD began her report by saying how open and enjoyable her meetings with staff had been. Questions had been challenging and not only designed to look at the present situation but also looking to future-proof the system.</p> <p><b>Challenge Question:</b> is there a concern around the DBS checks for contractors?</p> <p><b>Answer:</b> no, TL monitors this extremely closely and we have more information than we need. If members of the school staff are uncertain, contractors are accompanied at all times when they are on site. MS also confirmed that it was possible to verify DBS status online.</p> <p>MS added that staff had watched “Adolescence”, which is a 2025 British crime drama television mini-series and centres on a 13-year-old schoolboy who is arrested for the murder of a girl in his school. It highlighted the varying levels of knowledge of the adolescent world among the staff and training (especially on recognising emojis) would be carried out by BM next term and cascaded to Governors.</p> <p>MS also added that there is a regular slot in the Monday briefing which focusses on a safeguarding question. In the last meeting it had been</p>	

	<p>“what could we do better?” and some answers from staff had given SLT food for thought.</p> <p>There were no further questions.</p>	
<b>10</b>	<p><b>SAFEGUARDING – ALLEGATIONS</b></p> <p>There had been one disclosure and the LADO had been consulted. The LADO was happy with the action that MS had taken.</p>	
<b>11</b>	<p><b>WELLBEING</b></p> <p>BM reported that it had been a strange term and because of different demands on staff time, there hadn’t been a meeting. There had, however, been two days of Positive Education training which had focused n wellbeing.</p> <p>There were no further questions.</p>	
<b>12</b>	<p><b>HEADTEACHER’S REPORT</b></p> <p>MS informed Governors that the updates for this term were in blue in his report. One extra year 11 pupil had been added to the school roll.</p> <p>EYFS has reported to Governors on the impact of outreach and the local SEND EYs picture. They have identified areas we can support others as we move forward. The outreach team is supporting one pupil in Primary reception class at Walliscote school.</p> <p>Termly foundation subject focuses for subject leaders to provide enhanced training and support in the delivery of their subject have started. Augmentative and alternative communication (AAC) training has been completed for members of staff that support pupils with these devices.</p> <p>The Post 16 pupils have had a successful WEX fortnight. Staff reported several highlights over the two weeks. It was brilliant to have more companies involved this year which has given pupils the opportunities to have a more tailored experience based on their interests where possible.</p> <p>MS reported that teacher confidence has increased following the completion of skills audit process.</p> <p>Attendance in term 3 remains Good at 90.9% compared to a national average for SEND Schools of 87.2%. PLAA pupils’ attendance is a marked improvement on previous years at 95.1% and CLA pupils even better at 97.5%.</p> <p>WEX was a great success with pupils accessing a wider variety of employment opportunities.</p>	

	<p><b>Question:</b> how do you get employers on board for work experience?</p> <p><b>Answer:</b> we have a list of employers we have used in the past and also work with the West of England Combined Authority to find employers who would welcome work experience for young people. We also consult with other Special Schools and also try to play to the specific interests of our young people.</p> <p>If employers are not able to provide the full WEX experience, then they have offered opportunities to our young people, eg a Nail Salon who offered a morning's activities. We have also had some staff recommendations and some personal approaches.</p> <p><b>Question:</b> have any parents offered work experience opportunities?</p> <p><b>Answer:</b> in the last five years one parent has approached the school. KB and HA are actively looking at best practice in other schools.</p> <p>KB then quoted the example of Brown Rock who had provided WEX for the last two years without a charge. This year the school had made a financial contribution which had resulted in further experiences for one pupil and the opportunity for further WEX experiences in the summer terms. HA had been extremely proactive in her communications with both employers and pupils and had gone "above and beyond" in the WEX organisation.</p>	
13	<p><b>SFVS – FOR NOTING</b></p> <p>MS presented this document to Governors and asked if there were any questions.</p> <p><b>Question:</b> the answer to question 2 seems incomplete?</p> <p><b>Answer:</b> that information has been added and the document updated.</p>	
14	<p><b>PARENT QUESTIONNAIRE</b></p> <p>MS informed Governors that there had been one new additional question. This was "I feel that my child is safer online as a result of the school online safety provision." This question was asked to assist the Online Safety Committee as this was a criterion in the 360 online reviews. At this stage 26% of respondents stated that they were uncertain and this would be monitored in future questionnaires. Governors had sight of the 22 written responses, some of which are recorded below and in the Headteacher's report:</p> <ul style="list-style-type: none"> <li>• Ravenswood has made a huge difference to my son and my only regret is I didn't fight hard enough and get him in earlier.</li> <li>• Fantastic School. My grandson can't wait to go in the mornings.</li> <li>• We are delighted with the progress and general happiness and</li> </ul>	

	<p>well-being of our child as a result of the excellent support , nurturing and teaching at Ravenswood , thank you.</p> <ul style="list-style-type: none"> <li>• Have nothing but praise for Ravenswood. Thanks for all you do.</li> <li>• Your school is a dream come true for us, very many thanks.</li> <li>• Wish we did not live so far away so my child could attend some of the afterschool events.</li> <li>• My only concern with xxxx at the moment is he used to look forward to school and now he always asks me how many until no school and I'm not sure if he's just like your average child who lives for the weekend and have realised he enjoys what he wants to do as pose to school work or if something is bothering him about school or a pupil. I 'm hoping it's just that he's having the realisation that the two are very different and it's nothing to worry about.</li> <li>• Fantastic School!</li> </ul> <p>MS said that these were humbling responses and percentages were similar to 2023 and 2024.</p> <p><b>Challenge Question:</b> if you identify an individual concern, do you follow it up?</p> <p><b>Answer:</b> parents have been encouraged, in the newsletter, to contact the school if they have worries or concerns. As the questionnaire is completely anonymous, it is very difficult to follow up otherwise.</p>	
15	<p><b>ASSISTANT HEAD FOCUS</b></p> <p>PB gave Governors an insight into her role, mentioning that it had changed and was now split into two different strands - Assistant Head and DSL (Wed/Thur/Fri) Class teacher (Mon/Tues). PB took Governors though both her operational and strategic roles and highlighted <u>a few</u> elements of her role:</p> <p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Ensuring that all safeguarding requirements are met</li> <li>• Supporting with day to day behaviours/ anxieties of pupils (including bullying)</li> <li>• Supporting in staff behaviour management/CPI</li> </ul> <p><b>Strategic</b></p> <p>PB added here that there was a cross-over in some areas with the work that CF and BM undertake.</p> <ul style="list-style-type: none"> <li>• Leading PBSP reviews and meetings, updating PBSP paperwork (liaising with Tracy Lodge, SLT, class teams)</li> <li>• Working with multi agencies (Social workers/Family support,</li> </ul>	

	<p>CAHMS, local authority, police)</p> <ul style="list-style-type: none"> <li>• Attending Child protection and Child in Need meetings online and in person (sometimes in the holidays!)</li> <li>• Organising DSL meetings, RPI updates (MS and Family Support)</li> <li>• Logging and reviewing bullying incidents. and reporting to Governors</li> <li>• Responding to CAHMS and multi agencies (from North Somerset, Bristol, Bath, Somerset) Liaising with parents (supporting CF)</li> <li>• Organising individual pupil interventions (working alongside CF)</li> <li>• Meeting with individual pupils with Target cards and feelings charts to support self-regulation and behaviour management.</li> <li>• Termly Virtual school liaison meetings and subsequent actions for PEP's (All CLA pupils)</li> <li>• Termly CAMHS meeting (with CF and behaviour team).</li> </ul> <p><b>Question:</b> do you enjoy your role?</p> <p><b>Answer:</b> yes, especially the DSL role. Safeguarding must take a priority and sometimes action is required when I am teaching but there is an excellent system embedded with the class team and the pupils to cover that eventuality.</p> <p><b>There were no other questions and TW thanked PB for giving Governors an insight into her role and thanked her for all that she was doing.</b></p>	
16	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>ALLEGATIONS OF ABUSE POLICY</b> This was an updated SSE policy. <b>Governors unanimously accepted and adopted this policy.</b></p> <p><b>DISCLOSURE POLICY</b> This was an updated SSE policy. <b>Governors unanimously accepted and adopted this policy.</b></p>	
17	<p><b>CONFIDENTIAL ITEMS</b> None</p>	
18	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <p><b>1. ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Allegations of Abuse Policy, Safeguarding Report, Headteacher Report</p> <p><b>2. ADVANCE EQUALITY OF OPPORTUNITY</b> – Parent Questionnaire, Work Experience Opportunities, Headteacher Report</p>	

	<b>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS –</b> Work Experience Opportunities, Parent Questionnaire, Assistant Head Focus	
<b>19</b>	<b>CORRESPONDENCE</b> None.	
<b>20</b>	<b>AOB</b> None	
<b>23</b>	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 21 <sup>st</sup> May 2025	
	<b>MEETING CLOSED AT 5.37pm.</b>	

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