

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 12th February 2025

Ref	Agenda Item	Action by
1	ATTENDANCE Toby Willis (TW) (Chair) Mark Senior (MS) (Headteacher) Mike Evans (ME) (Minutes) Stuart Iles (SI) Jeanne Wood (JW) Beverley Campbell (BC) Julie Davis (JD) Sarah Jenkins (SJ) School Officers Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Polli Bravery (PB) (Assistant Headteacher) Cheri Frost (CF) (Assistant Headteacher)	
2	APOLOGIES FOR ABSENCE Dawn Perrett (Minutes) (DP) Isobel Osborne (IO) Charlotte Rosevear (CR)	
3	DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM None	
4	MINUTES OF MEETING – 23.10.2024 There were no amendments and TW electronically signed the minutes with thanks to ME	
5	MATTERS ARISING FROM MEETING – 18.12.2024 None	
6	REPORT FROM BUSINESS COMMITTEE – 22.01.2025 SI reported that a significant number of projects had been completed in the school and that there were projects planned for the future There were no further questions.	
7	GENERAL LEDGER Nothing to report.	
8	REPORT FROM PUPIL COMMITTEE – 29.01.2025 ME reported that the meeting had monitored pupil progress and had noted a positive performance in English and a slightly worse performance in Maths compared to the previous year's data. Governors noted the	

	<p>journey the school had been on over the last 10 years as far as behaviour was concerned. There were now very few serious incidents and where minor incidents were high, there were interventions and support in place for those pupils. The Governors approved the new Medications Policy and ME thanked KB for re-writing the section where Governors had concerns. After the meeting. ME sent emails to several staff members to thank them for the work they and their teams had done, which were well received.</p> <p>There were no further questions.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>JD began the commentary on her report by saying that the meetings she had attended went very well and that the members of staff are amazing. They discuss not only issues that are current, but also look to the future and try to allay potential concerns. JD reported that these meetings are open and honest. PB commented that the exchange of ideas was welcomed and JD's previous knowledge was very useful.</p> <p>There were no further questions.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS</p> <p>There were none.</p>	
11	<p>WELLBEING</p> <p>BM reported that the committee had met three weeks ago and was a smaller meeting as some members of staff were absent due to illness. There were no new issues raised by staff and plenty of suggestions, some of which were expensive to implement.. BM had updated the email circulation list and was looking to agree a budget for the committee.</p> <p>There were no further questions.</p>	
12	<p>SCHOOL IMPROVEMENT PLAN</p> <p>MS informed Governors that the updates for this term were in black in the document. A SEND EYFS Network meeting had been advertised for February and a significant amount of outreach work had been carried out by KB, with some referrals from North Somerset Council and some from Bristol.</p> <p>One-page plans had been reviewed by BM; these are working documents to build on over time and would assist non-specialist teachers and enable them to see quickly how a subject was taught at Ravenswood.</p> <p>Challenge Question: has there been an increase in staff confidence as a result?</p> <p>Answer: BM replied that there was a specific subject focus for each term</p>	

	<p>and that replies from staff gave SLT the immediate areas of concern and therefore the next focus. In term 4 this was going to be EYFS, where staff were not as confident but was the bedrock for all that the staff build on.</p> <p>KB informed Governors that WEX planning was in the process of completion with some new providers (SENSE charity shop, Hannah Moor) which was a positive step. Some would offer just the odd day (Nail Salon, Theatre) and KB was in the process of finalising the final few placements. Puxton Park had made a return after a few years' absence and had offered four days to all abilities, with no obligation for the same pupils to attend on all four days.</p> <p>PB has received reports from both therapy leads on the impact of therapy sessions for pupils. These interventions were for Looked after Children and Post Looked after Children and it was rewarding to see how successful the therapies were.</p> <p>TL (Tracy Lodge) and PB have reviewed PBSPs and continue to update them on request from staff. They are updated regularly where behaviours have escalated or changed. The updated PBSPs are then sent home to parents.</p> <p>KB attended a meeting with Baytree to see what their Outreach covers so that there was no cross-over. PB had completed her DSL training.</p>	
13	<p>MAT UPDATE</p> <p>MS let Governors know that the due diligence process had been undertaken and that he had some concerns over two schools. The DfE had pushed the schools to produce a budget which had raised even more concerns for him, which he shared with TW and ME. As a result, there was a joint decision to withdraw from the MAT application process at this time but with the option of joining at a later date.</p> <p>Challenge Question: what had been your concerns?</p> <p>Answer: there were a couple of red flags in the finances in the proposed budget, including a £40,000+ increase in salary for the CEO in year 2. There was a deficit and one proposal to remedy the deficit would be to reduce the staffing levels, which wasn't right for the staff and pupils at Ravenswood.</p> <p>MS also added that the due diligence process had been an eye-opener for him, especially in Governance and he welcomed the support and challenge that Governors at Ravenswood bring.</p>	

14	<p>REPORT FROM THE SCHOOL IMPROVEMENT ADVISOR</p> <p>MS had shared the unedited report from Sam Barham (SB) and the visit was to cover four main areas:</p> <ul style="list-style-type: none"> • To meet with Senior Leaders for strategic updates. • To review the system of recording restrictive physical intervention (RPI) incidents. • To capture progress towards key School Improvement Plan objectives linked to safeguarding and curriculum. • To explore how the impact of therapeutic interventions can be captured <p>PB informed Governors that North Somerset had very little information on RPI, so SB had researched information from other Local Authorities. PB was encouraged that SB confirmed that we were doing things correctly at Ravenswood. SB will return in June for another visit.</p> <p>Question: will SB be the School Improvement Advisor next year?</p> <p>Answer: yes – she provides a good challenge for the school. MS advocates a change of Advisor every two / three years so that the relationship doesn't become "too cosy".</p> <p>PB observed that SB really understands our school and how we work.</p> <p>Question: does the report from SB feed back into the SIP?</p> <p>Answer: yes it does. SB will check on progress and agree specific objectives with the SLT.</p>	
15	<p>ONLINE SAFETY COMMITTEE REPORT</p> <p>The committee met on Monday 10th February and reviewed the standing items on the agenda. We looked at a list of websites where access had been attempted but these had been denied and concluded that the filtering system was robust. We then looked at a sample list of sites that had been accessed to see if any of those sites caused concern. There were no concerns.</p> <p>We moved on to GDPR breaches since September and Seesaw is the largest source of breaches. Having said that, Governors will be reassured that there were five breaches since school re-started in September 2024 but there have been 15,120 posts on Seesaw in the same period.</p> <p>There have been some changes to the 360 degree safe levels and for us to maintain our position and apply for the online safety mark, we would need to have a formal IT Disaster Recovery Plan and, given the advance of IT and its use in the school, an AI policy. Both of these will come to Governors for approval.</p>	

	<p>The committee also discussed the security of emails and ways of minimising a phishing or other attack on the school IT system. The Network Manager will be obtaining quotes from providers to strengthen our cyber security.</p>	
16	<p>ASSISTANT HEAD FOCUS</p> <p>CF presented the main points in her report, mainly centred around EHCP reviews and maintaining our statutory obligations, highlighting that the paperwork for other authorities (such as Bristol) was not the same or as effective. Part of her role was to ensure that as many agencies as possible participated using the NS Hub.</p> <p>The school had received close to 250 consultations from North Somerset, Bristol, BANES and Somerset.</p> <p>Question: for how many places?</p> <p>Answer: 6 – MS added that the school would only consider a placement if Ravenswood could meet the child’s needs and that they were only considering children with the greatest need.</p> <p>CF also attended Child In Need meetings as required & liaising with AHT (PB) & family support. Her role also encompassed organising visits from external agencies such as: Speech and Language, Music Therapist, Occupational Therapists, Physiotherapists, ASD assessment team, Vision & Hearing Support Team, Alternative Providers, Therapists, AAC team.</p> <p>CF also oversaw the completion of individual pupil paperwork as it comes in including: DLA forms, ASD assessment forms, prioritisation forms and the arranging and maintaining access arrangements for all pupils in Y10 and above. There was some overlap with PB’s areas of responsibility where they worked together.</p> <p>Governors thanked CF for giving them an insight into her role and thanked her for all that she was doing.</p>	
17	<p>POLICIES</p> <p>DISCIPLINARY POLICY AND PROCEDURES This was an SSE policy with no amendments. Governors unanimously accepted and adopted this policy.</p> <p>GRIEVANCE PROCEDURE This was an SSE policy with no amendments. Governors unanimously accepted and adopted this policy.</p> <p>CAREERS AND EDUCATION GUIDANCE POLICY</p>	

	This had already been approved at the Pupil Committee on 29.01.2025	
18	CONFIDENTIAL ITEMS None	
19	MEETING OUR EQUALITY DUTIES 1. ELIMINATE DISCRIMINATION & HARASSMENT – School Improvement Plan, Wellbeing Committee, Safeguarding Report, Disciplinary Policy 2. ADVANCE EQUALITY OF OPPORTUNITY – School Improvement Plan, School Improvement Advisor report, Online Safety Committee report 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Wellbeing Committee, School Improvement Plan, Safeguarding Report, Work Experience update	
20	CORRESPONDENCE None.	
21	AOB JW raised the issue of training that had not been completed by some Governors. There was a discussion and it was agreed that the Safeguarding training should be completed annually and the Prevent Duty training, every two years.	JW to discuss non-completion with TW
23	DATE OF THE NEXT MEETING 4.45 pm Wednesday 2 nd April 2025	
	MEETING CLOSED AT 5.46pm.	

SIGNED T Willis

DATED 02/04/2025