

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 3<sup>rd</sup> September 2025

Ref	Agenda Item	Action by
1	<b>ATTENDANCE</b> Toby Willis (TW) (Chair) Mark Senior (MS) (Headteacher) Mike Evans (ME) Beverley Campbell (BC) Julie Davis (JD) Stuart Iles (SI)  Dawn Perrett (Clerk to the Governors) (DP)	
2	<b>APOLOGIES FOR ABSENCE</b> Charlotte Rosevear (CR) Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Cheri Frost (CF) (Assistant Headteacher)	
3	<b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b> None	
4	<b>MINUTES OF MEETING – 16.07.2025</b> The minutes of the meeting were not agreed or signed off – to be agreed at next meeting.	Minutes to be agreed at next meeting.
5	<b>MATTERS ARISING FROM MEETING – 16.07.2025</b> Therapeutic Intervention Report – MS to share report – achieved.	
6	<b>MONITORING OF SAFEGUARDING BY A GOVENOR</b> JD reported that she had attended the safeguarding training for staff. MS delivered the training very sensitively as a lot of it was very hard hitting and scary. He gave staff time to process and reflect on the information. JD spoke to old and new staff, with differing responses, with the younger staff less bamboozled by the information. JD will include this information in her report at the next meeting.	
7	<b>SAFEGUARDING PRESENTATION - VERBAL</b> MS highlighted some of the topics covered by the training, which were pornography, ASD, Radicalisation and Misogyny. There were also new guidelines from the government, with some alarming statistics. There is also some concern of how the USA see autism and how it can be 'cured.' The school are halfway through the training and will finish during the rest of the week, with safer intervention and medicines to be covered. Staff will be given time on Friday to help set up the classrooms, as some changes have been made and hopefully they can finish a bit earlier.  MS mentioned the updates to the new classroom for Primary, which has	

	<p>not been completed and possibly will not be ready till mid-September. The Creative Arts classroom will temporarily be used as a classroom, until the portacabin is ready. NS have suggested the school have six new classrooms but have not thought of the infrastructure within the school, i.e. canteen and sports hall.</p> <p>The projects the school were responsible for have been completed or will be completed by start of term – key developments are the toilets and new playground in KS2.</p> <p>MS will write to parents within the next couple of days to give them an update.</p>	
8	<p><b>INSTRUMENT OF GOVERNMENT</b></p> <p>This was updated with the current number of governors, due to IO, JW, SJ no longer being governors.</p> <p>1 Parent Governor 0 LA Governor 0 Staff Governor 1 Head Teacher 5 Co-opted Governors.</p> <p>ME to look at how we appoint a LA Governor and MS to advertise for Parent /Staff Governors.</p>	
9	<p><b>TERMS OF REFERENCE</b></p> <p>There have been no changes to the terms of reference, but it was agreed to adopt as they are but review them during the next year, with looking at one a term, starting with FGB. One amendment to FGB TOR was it should now read ‘the quorum is one third of the membership with a minimum of three.’</p> <p><b>FGB</b> Chair – TW, Deputy – ME, Membership – All Governors.</p> <p><b>BC</b> Chair – SI, Deputy – TW, Membership – ME, MS</p> <p><b>PC</b> Chair – ME, Deputy – BC, Membership – JD, MS, CR</p> <p><b>PAY COMMITTEE</b> SI, ME, JD.</p> <p><b>HEADTEACHER PM</b> ME, TW, BC.</p> <p><b>PUPIL VOICE – BC – whole school plus Eco Council.</b> <b>MH GOVERNOR/WELLBEING - ME</b> <b>SAFEGUARDING/QUALITY ASSURANCE OF RECORD KEEPING</b></p>	

	<b>CHILDREN WHO ARE LOOKED AFTER - JD</b> <b>HEALTH &amp; SAFETY - TW</b> <b>ESAFETY - ME</b> <b>SEN GOVERNOR - TW</b> <b>CURRICULUM - BC</b> <b>TRAINING - CR</b> <b>CAREERS - TW</b>	
10	<b>GOVERNORS FORMS</b>  The Governors at the meeting completed the relevant forms.	
11	<b>GOVERNORS ALLOWANCES</b> There was a discrepancy in the allowance given for travelling by car/motorcycle; the claim form was amended to say £0.45 and £0.24, respectively.	
12	<b>POLICIES FOR APPROVAL BY FGB</b>  <b>SAFEGUARDING &amp; CHILD PROTECTION POLICY</b> The names at the beginning of the policy are incorrect and need to be updated. The link to Beat Bullying has the wrong link – MS to talk to NS as it is their policy.  <b>With these amendments the Governors unanimously accepted and adopted this policy.</b>  <b>GUIDANCE FOR SAFER WORKING PRACTICES</b> There were some typing errors which were corrected but this is the most up-to-date version.  <b>The Governors unanimously accepted and adopted this policy.</b>  <b>KEEPING CHILDREN SAFE IN EDUCATION</b> Some small changes to this policy from last year.  <b>The Governors unanimously accepted and adopted this policy.</b>  <b>SAFER RECRUITMENT</b> The list of staff training records needs to be updated, PB removed and ME expiry date 2026.  <b>With these amendments the Governors unanimously accepted and adopted the policy.</b>  <b>WHISTLEBLOWING POLICY</b> No changes. MS reminded staff that it was important and healthy for staff to raise any concerns.	MS to talk to NS re policy links.

	<b>The Governors unanimously accepted and adopted the policy.</b>	
<b>13</b>	<b>CONFIDENTIAL ITEMS</b> None.	
<b>14</b>	<b>MEETING OUR EQUALITY DUTIES</b> <b>1. ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Pupil Voice, Appointing of Governors to Committees, Safeguarding Reports, Online Safety Policy. <b>2. ADVANCE EQUALITY OF OPPORTUNITY</b> – Appointing of Governors to Committees, Safer Recruitment Policy, Governors Allowance. <b>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – Safer Working Practice, Safeguarding Policies and Reports, Appointing of Governors to Committees.	
<b>15</b>	<b>AOB</b> <b>Staff Update</b> MS reported that Isobel Osborne, Saffron Saward and Peter (Premises Manager) had left. P16 will be covered with LSA/TA stepping up. MS will advertise for new premises manager.  <b>Skills Audit</b> ME mentioned that the skills audit had been completed by all governors and the report is positive. There are no gaps in the governance, but would be helpful if any new governors had a finance background.  <b>Question:</b> Did the hot air balloons manage to visit the school? <b>Answer:</b> Yes, they spent some time at the school, tethered a balloon and pupils were able to help flatten it down. Limes Hill, Greenslade Nursery and Kingshill were also invited to see them.	
	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 22 <sup>ND</sup> October 2025	
	<b>MEETING CLOSED AT 6.10pm</b>	

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