

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 11th February 2026

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) Beverley Campbell (BC) Julie Davis (JD) Stuart Iles (SI) Victoria Clark (VC) Beverley Kelly (BK)</p> <p>Katie Barnes (KB) (Deputy Headteacher) Cheri Frost (CF) (Assistant Headteacher)</p> <p>Dawn Perrett (Clerk to the Governors) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Charlotte Rosevear (CR) Toby Willis (TW) (Chair) Becky Mitchell (BM) (Assistant Headteacher)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>MINUTES OF MEETING – 17.12.2025</p> <p>There were a misspelling of ‘visited’ and with this amendment the minutes of the meeting were agreed and accepted by the Governors.</p>	
5	<p>MATTERS ARISING FROM MEETING –17.12. 2025</p> <p>None.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE 21.01.2026</p> <p>SI reported that the accounts from 2024 had not been closed off by NS and this could therefore affect the figures for 2025. Also, the C/F was £471K but staff were unsure that this figure would be correct.</p> <p>MS said the bursar had been in and these had now closed the accounts and the figures were affected.</p> <p>The government had previously provided a Core Schools Budget Grant to cover teacher NI and Payrise. In previous years the school had received £75K but they actually gave us last year £470K (this figure is correct). Importantly, this grant can be carried forward if not used.</p> <p>So, with the 6% to NS, and being able to carry forward this grant figure over, we now have a C/F of £91K.</p> <p>MS will bring updated project list and quotes to BC, as previously discussed at Governor meetings, to spend this money or allocate this money by April.</p> <p>The income and expenditure of the school changes so quickly, due to</p>	

	<p>child-by-child case top-up funding.</p> <p>Challenge Question: Are we spending this grant money on the projects or is it just to be used for Payrise and NI?</p> <p>Answer: No, we must use it just for Payrise and NI.</p>	
7	<p>GENERAL LEDGER</p> <p>Journals and Virements – There was a journal, but think it was previously signed off at BC. The wording does not seem to make sense so MS will double check with PR.</p>	MS to check Journal with PR.
8	<p>REPORT FROM PUPIL COMMITTEE 28.01.2026</p> <p>ME reported that there were three pupils whose needs the school can no longer meet, but two are better off in school at the moment. MS said that one had a new placement but not moved yet. The other two are more settled and multi-agency teams working with them.</p> <p>EFL is working well and making good progress, this is due mainly to the hard work of KB/BM. All pupils have been baselined.</p> <p>KB mentioned that after completing a learning walk, there will need to be more moderation next term to make this secure. Some data should be available at Easter but may need some tweaking.</p> <p>Everyone was stunned with how good the anti-bullying report was, as it was incredibly low compared to last year.</p> <p>There was some inconsistency with the DAB/Smilie awards and CF was looking into this. CF said the error was that Tracy is not always aware, so the system misses some. This will be addressed in term 4 with teachers, with them being able to update Behaviour Watch themselves.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>JD mentioned that this had been discussed at PC, it was a strange day as not many leaders were in school. This enabled her to see other staff and cover different areas of the school. Lanyards were discussed and it was thought helpful if pupils are aware of the different colours.</p> <p>There were no questions and ME thanked JD for her detailed work on Safeguarding.</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
11	<p>WELLBEING VERBAL</p> <p>KB reported that the group was now run by a different committee and when a session was set up only the chair turned up. There was some discussion on whether staff feel they need this and agreed that we should revisit this if necessary. It was agreed that the committee worked best when there was a specific project to work on.</p>	
12	<p>SCHOOL IMPROVEMENT PLAN – PROGRESS</p> <p>MS shared updates to the plan.</p> <p>EYLPs being assessed for Early Years Experienced Based route for Level 3 EYFS status.</p> <p>EYS Network session advertised for T4 – focus on Intensive Interaction.</p> <p>Jan inset day focus on communication particularly at lunchtimes, communication packs now in use.</p> <p>New playground communication board on order for KS2 playground.</p> <p>Makaton subject leader attended another school as example for</p>	

<p>exemplary use of Makaton/Symbols – feedback to BM and action plan. T3 Inset CPD on trip planning and delivery by BM and MSh. All S&C classes are now regularly attending offsite activities (see EVC report T3). 8/9 classes surpassed three trip expectation with the remaining one having conducted two visits aside from OED remit. T3 Creative Arts Day. T3 Cricket coaching programme in school. Maths Challenge guidance sent to teachers following Secondary HOD review. Maths AQA Entry modules being submitted in timely manner. Moderation shows that results are good and processes are being followed. January inset training on breaking down barriers to going offsite, showering teaching support guidance produced and Gatsby Benchmarks. Teachers inputted baselines for all pupils in December 2025. Learning Walks/Lesson Observations are taking place in final two weeks of term three. Computing Subject leader hosted Discovery Room CPD session in Term 3, all staff were invited. T3 Careers training delivered for all teachers to understand new Gatsby benchmarks and WEX/Employer encounters guidance. School Council have met and P16 pupils have expressed an interest in being Ambassadors of the school. An interview process is underway and should be complete by the end of term. PBSP reviews completed, additional reviews may still be required. T3 – Two teachers have been trained and supported to deliver language environment audits and behaviour training. (Three audits have been completed). School sustainability action plan is in place and has been shared with the whole staff team. Governor Support is ongoing. All staff have completed the safeguarding training required and new staff have been inducted. Safeguarding audit has been completed and returned to NS. JD asked if a copy of the audit could be available at next meeting. PMIs have taken place and the school continue to support CPD as required for a number of different staff. December – New Gatsby Benchmarks assessed, one 100%, and the rest at 72%+. An action plan has been completed to regain all Gatsby Benchmarks. T3 training for all teachers and P16 staff on the new Gatsby Benchmarks. KB and HA have attended the careers leaders training (Benchmark 1 now completed). Lockdown procedure, missing pupil procedure and Fire Test have all happened during the school year. Accessibility action plan has been created and will be shared in term 4.</p> <p>JD said she was really pleased the school had received lockdown</p>	<p>Copy of Safeguarding audit to be available at next meeting.</p>
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	<p>training, with the incidents that have happened elsewhere recently.</p> <p>Been a very busy term as ever, with high and challenging progress. ME thanked MS and SLT for all their hard work and commitment.</p>	
13	<p>UNOFFICIAL SCHOOL FUND CONSTITUTION</p> <p>This is something the school report on every year, but the school fund is now incorporated in the school accounts (cost centre S100) and is no longer separate. The document therefore includes a lot of objectives that are no longer relevant, especially around auditing. MS will discuss further with PR and bring to next meeting.</p>	<p>MS to discuss with PR and bring to next meeting.</p>
14	<p>ONLINE SAFETY REPORT</p> <p>ME reported that the committee met on 2nd February and reviewed the standing items on the agenda. Discussion took place on Multi Factor Authentication, which is difficult to implement 100% across the school due to the fact two devices are needed and staff cannot use their personal phones in the classroom. AP is looking at ways to extend this within the school.</p> <p>AP is also looking at the position of the Child Exploitation and Online Protection (CEOP) on the website and will look at positioning it as a footer on every page rather than a button.</p> <p>Cyber Security will be the focus of the next meeting.</p> <p>The school held an online safety day 10.2.26 and all classes covers some aspect of online safety.</p>	
15	<p>DH FOCUS</p> <p>KB explained that this report was a snapshot of what she does, with supporting and covering where necessary. ME thanked KB for her hard work and was amazed how she is able to do all this.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>DISCIPLINARY POLICY AND PROCEDURES (SSE)</p> <p>The Governors unanimously accepted and adopted this policy.</p> <p>GRIEVANCE PROCEDURE (SSE)</p> <p>The Governors unanimously accepted and adopted this policy.</p> <p>CAREERS & EDUCATION GUIDANCE POLICY (CIAG)</p> <p>The main changes to this are in relation to the changes in the Gatsby Benchmarks, which changed in November. At the present time the school only have 1 out of the 8 at 100%, but an action plan is in place. KB explained all the changes and how the school are working with the changes.</p> <p>Question: Should we name people in the policy as we will need to amend more regularly?</p> <p>Answer: Yes, we need to if we want to achieve a Gatsby Benchmark as</p>	

	<p>it is a requirement to have a named member of staff.</p> <p>The Governors unanimously accepted and adopted this policy.</p> <p>PROVIDER ACCESS POLICY KB highlighted the fact that pupils should have two encounters during September and February, but the Fayre does not take place till March. Pupils will have at least two encounters but not necessarily within the time period.</p> <p>The Governors unanimously accepted and adopted this policy.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <p>1. ELIMINATE DISCRIMINATION & HARASSMENT – Equality Objectives, School Improvement Plan, Online Safety Report.</p> <p>2. ADVANCE EQUALITY OF OPPORTUNITY – Equality Objectives, CIAG Policy, DH Report, Provider Access Policy.</p> <p>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Equality Objectives, Provider Access Policy, School Improvement Plan.</p>	
19	<p>CORRESPONDENCE</p> <p>None.</p>	
20	<p>AOB</p> <p>Governor Induction Pack ME reported that he had updated this pack and asked BK if she would use it and see if it works or needs any adjusting. BC had some suggestions having recently used it and would email them to ME.</p> <p>Ravenswood School Equality Objectives 2026-2029 MS shared that he had updated this report as had not been done for a while. Question: should this be reviewed yearly? Answer: Yes, it will be, can be added to workplan.</p> <p>MAT update MS reported that he had met with Baytree and Westhaven to look at working with SPT and Guy Chappell. A meeting will take place in February to see if a HUB in the SW is feasible. MS was asking if there is any interest amongst the governors and after some discussion about finance and how it would affect the school, it was agreed to attend the meeting and review after that. MS stressed that if we were to join a MAT, it had to be in the best interests of the young people at Ravenswood.</p> <p>MP Visit MS mentioned that Sadiq Al-Hassan had visited the school. He met with pupils and faced some challenging questions. He told MS to let him know of any concerns and the Car park, National Grid were raised. Sadiq is already looking into these.</p>	<p>BC to email ME re amendments to pack.</p> <p>ME to ask HW to add to workplan.</p>

	C/F update Previously discussed.	
	DATE OF THE NEXT MEETING 4.45 pm Wednesday 1 st April 2026	
	MEETING CLOSED AT 6.30pm.	

SIGNED..... DATED