

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 17th December 2025

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Toby Willis (TW) (Chair) 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) Becky Mitchell (BM) (Assistant 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)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>MINUTES OF MEETING – 22.10.2025.</p> <p>The minutes of the meeting were agreed and accepted by the Governors.</p>	
5	<p>MATTERS ARISING FROM MEETING – 22.10.2025</p> <p>School Self-Evaluation MS to check percentages – ongoing. MS to include two-year objectives in newsletter – achieved.</p>	
	<p>New Governor Voting</p> <p>ME mentioned Bev Kelly had agreed to be a Governor and BK shared some background. BK was worked previously at Birdwell School, Tesco Petrol Staton and then was Children’s worker at Christchurch. She is a trustee at Greenslade Playgroup and is on the Child Minders Group. ME shared her two references and the Governors unanimously accepted BK as governor. BK will be on Pupil Committee and FGB.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE 26.11.2025</p> <p>SI highlighted the main item from BC. There had been some difference in the C/F the school and that of the LA. There was a misunderstanding on how the two systems worked out the C/F. It has been agreed that the C/F is £600K, of which £400K has been allocated or spent on improving the school. There were no questions.</p>	
7	<p>GENERAL LEDGER</p> <p>Journals and Virements – None.</p>	

8	<p>REPORT FROM PUPIL COMMITTEE 3.12.2025</p> <p>ME mentioned that it had been good to have report from MLs, where they showcase what has happened in their departments, and how staff deal with unexpected things within the school.</p> <p>RR shared how her staff had worked well together, with all the disruption they had.</p> <p>The amount of Educational Visits off site had improved dramatically, with guidance and support from BM.</p> <p>P16 have enjoyed life skill sessions, which are helping with future employability and independent living. Career interviews have taken place with Pip Farrell. The new curriculum changes, helping to fit in life skills, has really been working well.</p> <p>ME also said the Safeguarding report was excellent.</p> <p>BK said that Ravenswood School had visited Christ Church yesterday, and they were lovely, polite and well behaved.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR</p> <p>JD reported that she enjoyed coming into school and it was helpful that she did not always see same members of staff and covered different topics every time. She found it an honour and a privilege to come into school.</p> <p>Question: The report highlights an increase in concerns across the school. Are you concerned about this?</p> <p>Answer: MS reported that this had been the most challenging two terms. The issues are not within the school itself, but with pupils navigating their own worlds. We have some challenging cases, with four families facing court proceedings. The good thing is more people are getting help, meetings with outside agencies are happening more frequently and there is a higher level of support.</p>	
10	<p>SAFEGUARDING ALLEGATIONS</p> <p>MS mentioned that there was a safeguarding allegation which has been going on for about 18 months. This involved a fake Facebook page, with five members of staff being targeted. The police and LA have been informed, and we are awaiting feed back from the police. LADO and Clare Shiels has also been involved. MS is monitoring this and will involve unions if necessary.</p>	
11	<p>WELLBEING VERBAL</p> <p>ME shared that a meeting had taken place to review and refresh where and how this should move forward. BM/RR have taken a step back to encourage others to step up, so that the team is not SLT/ML heavy. Two LSAs have stepped up to take lead on this, with eleven people attending the meeting. BM would like to thank ME for his support, empowerment and steering on the set up of wellbeing.</p>	
12	<p>HEADTEACHERS REPORT</p> <p>MS explained that we have 141 pupils within the school of which 7 are CLA, 6 PCLA, 55 FSM and 12 students leaving in July. There is also a new class – Puffin.</p>	

Our two-year aims are to further extend our offer with parents, the community, and outside agencies to ensure the best outcomes for pupils with SEND in our school and wider community, by providing our expertise via outreach and accessible online materials.

To ensure high quality lessons continue across the school and that this best practice is shared with mainstream colleagues.

MS would like to thank DH and AHs for the huge amount of work that has been completed, providing a new assessment system.

Subject Leaders have created action plans for their subject and plans are being made to create videos to support other teachers and the wider community, developing subject knowledge and understanding.

Behaviour – pupils who require additional support above our core offer have been identified and allocated a supportive intervention.

Pupils support plans have been completed for 80% of pupils and these have been shared with families.

Ambassadors will be selected in term 3 so they can support the school in interviews, tours, and EOY trip planning.

Attendance – Our attendance is good, 92%, which is above national average. One pupil is on a part time timetable as they are finding school finding it difficult, with very challenging behaviour. The school is working closely with the family and LA. We at this present moment cannot really meet their needs.

Personal Development – The school have participated in Children in Need and were joined by St Pauls Carnival dancers who taught about performing, dancing and cultural.

Weekly time to talks have given focus to topics including Bonfire Night, Diwali, Remembrance Day, Anti-bullying, and World Kindness Day.

The school has established its eco school group and we have created a sustainability policy.

P16 – The school continues to produce items to sell at our local SENSE charity shop. P16 pupils continue to have access to the Iles Kitchen for onsite daily work experience. The school has provided opportunities for 1 year 11 pupil to develop their onsite maintenance skills including understanding the H&S aspects of this role.

Leadership and Management – The school has created and shared its climate action plan for 2025-2028. The three-year plan aims to support the school to lower its carbon emissions by 2030 and to educate our pupils in biodiversity and improving our habitat.

Safeguarding – This still continues to be our number one priority for the school, with weekly updates to staff. The safeguarding team has expanded to five, which has helped with the workload. MS continues to represent the NS SEND schools at the NS Safeguarding board working alongside a number of agencies and professionals.

Governors – The school benefits from strong governance, with high expectations of the school and a strong vision for the future.

Wellbeing – The majority of staff reported they have strategies in place to support their workload and wellbeing, those who highlighted any

	<p>worries are being supported by SLT.</p> <p>Parent Views – Some very positive feedback from parents at parents evening, with many making good progress.</p> <p>MS thanked staff for their hard work and commitment to the school.</p>	
13	<p>IMPACT OF PERFORMANCE MANAGEMENT – FOR NOTING</p> <p>MS reported that he had met with every teacher, 20 fully achieved their objectives, with 3 only partially achieving their objectives, but had acceptable reasons for not doing so.</p> <p>There were no concerns, everyone working well, with lots of training received.</p> <p>Question: If someone has a disciplinary, does this affect them reaching their objectives?</p> <p>Answer: It is noted on their file and will stay on for 6 or 12 months depending on whether verbal or written warning.</p> <p>PMI for other staff will take place at a later date.</p>	
14	<p>SCHOOL IMPROVEMENT PLAN – FOR NOTING</p> <p>MS highlighted that this is for information only - it was discussed at great length at Pupil Committee and should match what is in HT report.</p>	
15	<p>STATEMENT FROM PAY COMMITTEE</p> <p>ME reported that a meeting took place on 21st November. 11 members of staff were eligible to move on by one progression point. 10 were progressed and 1 member of staff decided not to apply to progress to UPS. 3 members of staff would not be eligible until next year and 10 members of staff were not eligible this year as they are at the top of their relevant pay scale. The committee wrote to these members of staff individually to thank them for their commitment.</p> <p>Individual teachers have been notified of the Governors' decision by issuing of a salary statement.</p>	
16	<p>HT FOCUS</p> <p>MS shared this report which highlights in more depth a review of his role within the school.</p> <p>The report covers pupils settling into school, giving support to staff both new and old.</p> <p>Delivering training across the school.</p> <p>Working on reviewing the premises manager role, embedding better working practice and ensuring classrooms meet the correct standard.</p> <p>Working on the plans for school car park extensions and supporting in the absence of a school caretaker.</p> <p>Working with SIP, providing guidance and support for all staff.</p> <p>Recruiting teachers, LSAs, caretaker and admin staff.</p> <p>Reviewing last year's budget and looking forward to potential spends for the future.</p> <p>Continuing to work alongside other SEND schools in NS and Bristol to support better outcomes for pupils in the wider areas.</p> <p>Representing NS SEND schools on the NS Safeguarding Board.</p> <p>Supporting LA with SEND team interviews.</p>	

	Leading the safeguarding team within the school. On a personal note, MS is considering becoming a trustee for Springboard.	
17	POLICIES FOR APPROVAL BY FGB CHILD ON CHILD ABUSE POLICY (UPDATED DSL LIST AND KCSiE LINK) The Governors unanimously accepted and adopted this policy.	
18	MEETING OUR EQUALITY DUTIES 1. ELIMINATE DISCRIMINATION & HARASSMENT – Child on Child Abuse Policy, Safeguarding Report, School Improvement Plan. 2. ADVANCE EQUALITY OF OPPORTUNITY – Headteachers Report, Impact of Performance Management, Pay Committee. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Headteachers Focus, School Improvement Plan, Headteacher’s Report, Wellbeing Report.	
19	CORRESPONDENCE See separate minutes.	
20	AOB GOVERNOR CONTACT DETAILS – Did not discuss at meeting.	
	DATE OF THE NEXT MEETING 4.45 pm Wednesday 11 th February 2026	
	MEETING CLOSED AT 6pm.	

SIGNED..... DATED