

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 20th May 2026

Ref	Agenda Item	Action by
1	ATTENDANCE Mark Senior (MS) (Headteacher) Toby Willis (TW) (Chair) Mike Evans (ME) Julie Davis (JD) Stuart Iles (SI) Victoria Clark (VC) Beverley Kelly (BK) Prosper Umeri (PU) Cheri Frost (CF) (Assistant Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Dawn Perrett (Clerk to the Governors) (DP)	
2	APOLOGIES FOR ABSENCE Beverley Campbell (BC) Katie Barnes (KB) (Deputy Headteacher) Charlotte Rosevear (CR)	
	RATIFICATION OF GOVERNOR TW mentioned that Prosper Umeri needed to be accepted by the board. PR left the room whilst TW shared, he had received two references from his work. They said that PU was passionate, committed and a lovely person to work with. He wants to give back to the community; his parents are both in Education. He will be elected as an LA Governor. The Governors unanimously accepted PU as Governor, being elected to serve on Business Committee.	
3	DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM None	
4	MINUTES OF MEETING – 01.04.2026 There were two corrections – item 10 – should read method and not methos and item 12 – should read vulnerable and not valuable. With these amendments the minutes of the meeting were agreed and accepted by the Governors. TW signed off the minutes.	
5	MATTERS ARISING FROM MEETING –01.04.2026 MS to bring Safeguarding Audit to next FGB – achieved, agenda item.	
6	REPORT FROM BUSINESS COMMITTEE 29.04 2026 SI reported that the budget had not been available for BC. There was not much else to report and there were no further questions.	
7	FINANCE Final Budget/Approval of Budget	

	MS said he was thankful to PR for all her hard work in getting this budget ready in time. MS highlighted the Legacy Funding - £554,576, which is money we were not expecting from the Government. This was money to cover the NI/Pension following the increase in pay. This is not a guaranteed figure for next year. MS also shared what was covered in the budget – - Covered all teachers and extra roles. - Cover supervisor to cover PPA etc. - Cover for Outdoor Education – fixed term till Feb next year. (current outdoor ed teacher is off sick). - Extra LSA and all LSAs for next year. - Full time caretaker. All projects agreed at Business Committee, including new pathway, canopies, trees, automatic door for hall for pupils in wheelchairs. MS has written to LA to confirm that the Legacy Fund can be carried forward and not be included in the carry forward. MS mentioned the Top Up - the government is changing funding, and we need to check that we are getting the correct amount, as it should not be different between counties. Question: Will the changes make decisions be governed by money rather than need? Like which pupils are taken by the school? Answer: We need to get the money in to cover staff. MS believes we are in a healthy position, which we will monitor regularly. Question: Is the extra spending because it needs to be done or because we have the money we are doing them? How much do we need to spend rather than like to spend? Answer: There are ten priorities which we need to get done, smaller projects we would like to get done in the following year but will only do if we have the money. The budget for premises is just for this year, potentially we will not need to spend that next year. TW signed of the budget on behalf of the Governors.	
8	REPORT FROM PUPIL COMMITTEE 06.05.2026 ME reported that it was an amazing meeting. Attendance is good, above national average. Anti-Bullying data – figures have dropped compared to last year. RPI remains consistently low. Amazing amount of work completed on the one-year plan but Senior Leaders are conscious of the workload on staff. EFL – ME thanked all those who were responsible for setting this up from scratch. The reports seen so far look good, with more data to come. The career audit – we now have six out of eight of the Gatsby Benchmarks, following the government changing the goalposts. There were no questions.	

9	USE OF RPI – FOR NOTING MS says the figures for RPI remain low across the school. This is due to the journey the school has been on for the past seven years. The ethos of the school has changed and RPI is hardly used at all, only during times of crisis. The school is more diligent in recording and following up on incidents. We know the reasons behind the stories, find ways of doing things differently to reduce/prevent even more. P16 figures are good as well, with a couple of classes receiving more support at team meetings and using other techniques. Challenge Question: The figures seem to be higher than in previous years? Answer: We have a different cohort of pupils, some who have different communication needs and use biting, for example, as a way of getting attention. Training is being given where necessary. The figures that seem higher are for 'RPI low/Guided Walk' – we previously did not record these, so the figures cannot be compared. These are just a hand hold or a gentle hand to direct someone. Question: Do you know what the triggers are? Answer: Yes, they are recorded on the behaviour form and then discussed with teachers and pupils. MS suggested that governors are shown a behaviour form and what happens from then. All staff are trained annually on use of RPI /DRA etc.	MS to bring completed Behaviour form to next meeting.
10	MONITORING OF SAFEGUARDING BY A GOVERNOR. JD shared her report and highlighted that it was a privilege to attend the Safeguarding meeting which was very impressive on the amount of information covered at these meetings. All the other usual aspects of safeguarding were covered. The number of meetings held about safeguarding within the school is unbelievable. TW thanked JD for her report and said he looks forward to reading it as it gives a real insight into school life.	
11	SAFEGUARDING ALLEGATIONS None.	
12	WELLBEING VERBAL ME suggested as Wellbeing meetings were presently on hold, that this item be removed from the workplan and only added again if needed. The governors agreed to this.	
13	IMPACT OF TRAINING DAYS MS shared the training given at the school during inset days. September 2nd – 5th Safer Intervention, Safeguarding Updates, Fire Safety, Accident/Behaviour forms/CPOMs logs and GDP, EFL, Baseline Pupils, Medical Training, Managing pupils with medical needs, SALT Training, Paediatric First Aid, Admin – How to manuals, Classroom set up time. Online Training – Child Projection in Education/Child Projection Refresher, Food Hygiene Training, Appointed First Aider Training, Fire Safety. January – EFL Family App, SIP Targets – Primary – Communication, Secondary – Off site visits, P16 – Life skills and employability, Lock down	

	(with staff only), Procedures, Team Building. June – Moving up day. Officially the school only have five inset days, but to cover all medical training MS would like the governors to allow six days. The Governors unanimously agreed to this.	
14	SAFEGUARDING AUDIT MS shared the audit he had received from Paul Cox at NS. The audit says that overall, the audit demonstrated that safeguarding is well embedded as a core responsibility, with clear systems in place and effective leadership oversight. There were four areas which he felt needed further development – Prevent leadership training run by LA. Prevent Policy Clarity – something which MS will look at. DSL Supervision – this is something the school offers but as yet has not been taken up by staff. Early Help Tools – We know they are there but do not use them. Overall MS is happy with the report, these are only recommendations but will continue to talk with NS. Challenge Question: is there any safeguarding during school holidays? Answer: Yes, the safeguarding leads are on call during the holidays. Also, a WhatsApp group has been set up to keep everyone up to date, re meetings and responses. Also looking at setting up a central safeguarding email address. Staff will be paid if called out during holidays for meetings.	MS to look at Prevent Policy
15	PARENT SURVEY MS shared the responses to the parent questionnaire. There were 37 responses to the online questionnaire. Overall, the responses were positive with a couple of areas to work on. MS thanked the parents and said he was available if anyone wanted to address anything further. TW shared that communication seems a bit inconsistent within the school, especially with pupils who cannot tell parents what has happened in school. MS said he would look into this and share with parents/staff what the expectation of parents and staff is.	
16	AH FOCUS - CF CF shared her report, which was a snapshot of what she does operational and strategically, her responsibilities and overall support given within and outside of the school. Challenge Question: How is your work life balance? Answer: CF said she makes it work; does some work from home in the evening out of choice and also has work from home days if needed. TW thanked her for her hard work and also for her being a good representative of the school, with her outside work with other schools and other agencies.	
17	POLICIES FOR APPROVAL BY FGB COLLECTIVE WORSHIP	Collective Worship Policy to

	There were some discrepancies in the policy and SLT will review and bring to next meeting.	come to next meeting after reviewing by SLT
17	MEETING OUR EQUALITY DUTIES 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Report/Audit, Pupil Committee Report, Impact of Training Days. 2. ADVANCE EQUALITY OF OPPORTUNITY – Impact of Training Days, Parent Survey, Final Budget. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Parent Survey, AH Focus Report, Euro Disney Trip.	
18	CORRESPONDENCE None.	
19	AOB EURO DISNEY TRIP MS reported that the school were considering running a trip to Euro Disney. They have put out an expression of interest, and 35 responses have been received. 19 members of staff have offered to go with the pupils, at some expense to the school. There is some money in the School Fund, PFA and Grants can be applied for. The trip is planned for 9 th March – 11 th March 2027. The school would use a coach and school minibus for the trip to ensure that wheelchair users would be able to go.. LEAVERS BALL This is taking place on 10 th July at Cadbury House. £25 a head, if any governors are interested in attending let SLT know. Thank you to PFA for subsidising the ball. SUMMER FAYRE Summer Fayre is on 27 th June from 10 – 1pm. Everyone is welcome if you would like to help then please let SLT know.	
	DATE OF THE NEXT MEETING 4.45 pm Wednesday 15 TH JULY 2026	
	MEETING CLOSED AT 6.05 pm.	

SIGNED..... DATED