

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 22nd October 2025

Ref	Agenda Item	Action by
1	ATTENDANCE Toby Willis (TW) (Chair) Mark Senior (MS) (Headteacher) Mike Evans (ME) Julie Davis (JD) Stuart Iles (SI) Charlotte Rosevear (CR) School Officers Katie Barnes (KB) (Deputy Headteacher) Becky Mitchell (BM) (Assistant Headteacher) Cheri Frost (CF) (Assistant Headteacher)	
2	APOLOGIES FOR ABSENCE Dawn Perrett (Clerk to the Governors) (DP) Beverley Campbell (BC)	
3	DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM MS, KB, CF and BM all declared a personal interest in the Appraisal Policy.	
4	MINUTES OF MEETING – 03.09.2025 These were approved and TW signed them electronically as a true record of our meeting.	
5	MATTERS ARISING FROM MEETING – 21.05.2025 Minutes of FGB meeting 16.07.2025 to be agreed – these were approved and signed electronically by TW. Safeguarding & Child Protection "Beat Bullying" links incorrect MS to update NSC - achieved	
6	REPORT FROM BUSINESS COMMITTEE – 01.10.2025 TW reported that the school was still experiencing difficulties with the LA and the school's budget. PR is working extremely hard on ensuring that everything is correct and MS has a meeting with the LA Officer, Emma Whitehead in term 2 to discuss any potential carry forward. Governor Minutes will confirm that there are projects which have been approved which will use up any potential excess. The car park is ongoing – a wildlife survey has been completed recently and the new plan is for a loop for the minibuses to use and to park. The new classroom has a completion date of the end of the half term holiday and the school will then make a decision about which pupils / department to place there.	

7	GENERAL LEDGER - for noting	
8	<p>REPORT FROM PUPIL COMMITTEE – 08.10.2025</p> <p>ME reported that the meeting had been extremely positive with the committee noting an ambitious SIP, the incredibly positive feedback from BC after her attendance at the School Councils, attendance figures better than the National Averaged for Special Schools and the fact that awards across the school were becoming more consistent. Even more positive was the news that 94.1% of the pupils in the school had needed no RPI in term 6. It showed what a positive journey the school has been on, with staff skilled in dealing with challenging behaviours without the use of RPI</p> <p>There were no questions and TW thanked ME for his report.</p>	
9	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR - FOR DISCUSSION</p> <p>In addition to her detailed report, JD added that she had met with lots of staff during the training days which she attended and found very interesting and informative. All staff were open and welcoming and she had some very honest conversations, which showed just how much staff care about the pupils and all that they do for them. The next meeting has been planned.</p> <p>TW thanked JD for her very informative report.</p>	
10	<p>SAFEGUARDING - ALLEGATIONS – FOR DISCUSSION</p> <p>MS reported that there were two allegations that had come from the LADO and he hoped that they would be resolved in the next couple of days. One allegation went to the LADO from the school which was resolved after an internal investigation. The LADO was content with the way that the school had investigated the allegation and also with the outcome.</p>	
11	<p>WELLBEING – FOR DISCUSSION</p> <p>BM had circulated an email to all staff to see what interest there was in joining the group. Her email asked the following questions:</p> <ul style="list-style-type: none"> • Whether you would be interested in joining the committee in designated Wednesday meeting times (approx 1 per term). • Why you think the wellbeing committee may not have been successful in the past. • What you feel the purpose of the wellbeing committee is. • Whether you would like to figure-head this committee in the role of Head of the Wellbeing committee. • What you think the priorities of the committee should be. • Please include any other info you feel might be relevant. <p>As a result, four members of staff showed an interest and BM would contact those members of staff. MS suggested that each department put</p>	

	forward a representative to be part of the group. There was also some discussion about the named – did the word “committee” put people off? Would Wellbeing “pop-in” or “drop-in” be better? MS offered to use part of a staff meeting, perhaps on the date of the next Pupil Committee meeting, to take this forward with all staff.	
12	<p>ATTENDANCE OF PUPILS 2024-2025 - for noting</p> <p>MS confirmed that it had been a very good year as far as attendance was concerned. The figures were very low for unauthorised attendance and there were robust systems in place for those few pupils whose attendance caused concern. There were plans around each of the families.</p> <p>Challenge Question: while the unauthorised absence figures are low, the authorised figures are higher. Does this mean that the low attenders’ absence is authorised?</p> <p>Answer: this depends on the answer the school receives from parents. If the absence is supported by the GP, there is very little the school can do.</p> <p>Question: does the school follow the Attendance Pathway?</p> <p>Answer: yes we do and we always support families when we are able to do so.</p>	
13	<p>SCHOOL SELF-EVALUATION - for discussion</p> <p>MS explained that there had been a large re-write of the SEF two years ago and the current format will change following the new OFSTED framework. The SEF feeds into the SIP and also into the action plans for each department.</p> <p>Observation: the total number of pupils by need adds up to 104%.</p>	MS to check percentages
14	<p>SCHOOL IMPROVEMENT PLAN - for discussion</p> <p>MS thanked colleagues who had helped him put this document together. Actions had been delegated to members of staff as appropriate.</p> <p>Challenge Question: how do you show progress from one year to the next?</p> <p>Answer: this will show in the different objectives on the SEF which feeds into the SIP which will show the actions that have been completed</p> <p>Question: will this go on the website for parents to see?</p> <p>Answer: it will go in the secure area but MS to include something in the newsletter so parents would be aware of the over-riding objectives</p> <p>Question: do parents ever ask you what the school’s plan is for the year?</p> <p>Answer: no, but we could include the two year plan in the newsletter.</p>	MS to include two year objectives in newsletter
15	<p>PUPIL PREMIUM REPORT</p> <p>MS updated Governors on the pupil premium spend which had had positive outcomes. There were still things to work on which were reflected in the objectives for this academic year. The school spends more than it receives and this is appropriate to meet the needs of the PP pupils.</p> <p>Challenge Question: how does this work in practice?</p> <p>Answer: This really depends on the needs of the individual pupil. All CLA</p>	

	/ PLAA pupils will have 1-2-1 support and will also have some group work as well. This could include Play Therapy, Lego Therapy, Drama and Music Therapies.	
16	<p>SMSC REPORT</p> <p>MS confirmed to Governors that he had checked the report to confirm that the school was doing what it said in the report.</p> <p>Question: should the Eco Council feature here somewhere?</p> <p>Answer: yes, we will add it in to the Moral Development section and it will also feature in the Sustainability Policy.</p>	
17	<p>EFL UPDATE</p> <p>KB explained that the school was moving from a paper-based system to an online system and they needed to create the system from scratch to meet the school's needs. The new system would track progress in a different way and so reports to Governors would look different. This has been implemented alongside some changes to assessment which includes 5 core skill strands - communication, independence, social skills, fine and gross motor skills which has replaced foundation subjects (and writing) from this year for pupils working below level 9, generally within the social communication classes. The different progress stages would be:</p> <p>EP – Experiencing (physically supported)</p> <p>ES – Emerging – supported</p> <p>D – Developing</p> <p>S – Secure</p> <p>By Christmas, all pupils would be baselined and it would then be possible to identify over and under achievers by Easter and also identify trends. It would enable the school to better identify small steps of progress. It was planned to introduce this to parents early in 2026.</p> <p>Question: do other schools use this system?</p> <p>Answer: yes, many Special Schools use this system.</p> <p>Question: there is a lot of work going into this – has the school taken out a licence?</p> <p>Answer: we have signed up for five years. This system will pull together all the evidence for a specific target, together with the teacher's assessment and can then generate reports.</p> <p>Question: will this work with AI?</p> <p>Answer: this system relies on algorithms which connect with different parts of the information</p> <p>Question: given the work involved, do you have any support from the company?</p> <p>Answer: Senior Leaders have attended training sessions and there are videos to help. We are learning from the experience of other schools and introducing the new system slowly.</p> <p>Challenge Question: Are the assessment levels the same as in other</p>	

	<p>schools?</p> <p>Answer: they are tailored to our school, but come out of the National Curriculum levels and after taking some expert advice.</p>	
18	HT FOCUS – deferred to next FGB on 17.12.2025	
19	<p>POLICIES FOR APPROVAL BY FGB</p> <p>COMPLAINTS PROCEDURE - No changes Governors unanimously approved and adopted this policy.</p> <p>ADMISSIONS POLICY- Minor changes highlighted MS highlighted the change in this policy. Last year the school had 300 consultations for 6 places and given the time, space and disruption to learning, it would not be possible to give individual tours to that number of prospective parents. There would be an open evening in term 2 (already with 25 attendees) from 4-6pm and then another open evening for parents who had secured places in term 5/6. With this amendment, Governors unanimously approved and adopted this policy.</p> <p>APPRAISAL POLICY - SSE policy now split into two separate policies Governors unanimously approved and adopted this policy.</p> <p>CAPABILITY POLICY - SSE policy now split into two separate policies Governors unanimously approved and adopted this policy.</p> <p>DISCLOSURE POLICY - SSE policy updates in line with KCSIE & DfE Governors asked whether, as it was a Somerset policy, whether the extra appendix for contractors and third-party staff would need their permission. Staff at the school had already contacted HR for confirmation that this appendix could be added. Governors unanimously approved and adopted this policy with the extra appendix.</p>	
20	<p>CONFIDENTIAL ITEMS</p> <p>See separate minutes.</p>	
21	<p>MEETING OUR EQUALITY DUTIES</p> <p>1. ELIMINATE DISCRIMINATION & HARASSMENT – Sexual Harassment Training, Safeguarding Report</p> <p>2. ADVANCE EQUALITY OF OPPORTUNITY – Appraisal Policy, School Improvement Plan, Pupil Premium Report,</p> <p>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Wellbeing, SMSC report, Admissions Policy</p>	
22	<p>CORRESPONDENCE</p> <p>None.</p>	

23	<p>AOB</p> <p>Online Safety Committee Report</p> <p>The committee met on Monday 6th October 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>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. Given the recent cyber-attack on the Kido Nursery and the advice from Andrew Hall in his Safeguarding briefing (29th September 2025) we have put plans in place for a formal Recovery Plan. The AI Policy, discussed in February, has now been approved by Governors and cyber security now features in the SIP (page 13).</p> <p>The committee again discussed the security of emails and decided, in line with a suggestion from Andrew Hall, that email addresses listed on the school website (eg Family Support) should have 2-factor authentication to further strengthen our security. We also discussed staff awareness of phishing emails and vigilance around seemingly innocent emails, which could contain potentially dangerous links. Andy Pester will develop a “test” email to send to staff and all staff would have a briefing in term 2 using the National Cyber Security Centre training.</p> <p>Training Governor</p> <p>Charlotte Rosevear (CR) has said that she would be willing to carry out this role. ME has emailed the spreadsheet and Governors are asked to email her and Hannah Winter when they complete any training.</p> <p>Speech and Language</p> <p>The lady who provided this input was pregnant and the school has been told that Sirona can’t replace her and even if they were able to do so, it would only be at 75% of the school’s offer. MS has reported this to the LA as the school’s Speech and Language offer could be reduced. MS was looking at different alternatives to find a resolution but wanted Governors to be aware that there could be a financial implication for the school.</p>	
	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 17th December 2025</p>	
	<p>MEETING CLOSED AT 6.55pm</p>	

SIGNED..... DATED