

# RAVENSWOOD SCHOOL



## FULL GOVERNORS MEETING 4.45 pm Wednesday 16<sup>th</sup> December 2015

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Head Teacher) Mike Evans (ME) (Chair) Neil Brooksbank (NB) Sally Crook (SC) Pam Pollard (PP) Stuart Iles (SI) Andy Thatcher (AT)</p> <p><b>School Officers:</b> Mark Senior (MS) Katie Barnes (KB)</p> <p><b>Minutes and also present:</b> Jamie Ferris (JF)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from:</p> <p>Jill Iles (JI) Cate Hill (CH) Graham Shrubsole (GS)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS</b></p> <p>None declared</p>	
4	<p><b>AOB</b></p> <p>ME has three items for AOB</p>	
5	<p><b>MINUTES OF MEETING 21/10/15</b></p> <p>No amendments except that in the final section we had agreed the Pay Policy and so needed to add "The Governors unanimously agreed the pay policy."</p>	
6	<p><b>MATTERS ARISING FROM MEETING 21/10/15</b></p> <p>ME to e-mail Governors concerned with the relevant forms for pecuniary interest and code of conduct - achieved</p> <p>PC to chase report from annual visit by EWO – still not received</p> <p>PC to explain to HODs of the option for them to report to Pupil Committee on the outcomes of their work - achieved</p> <p>KB to arrange data collection on participation at lunchtime clubs - started</p>	<p><b>PC to chase report from annual visit by EWO</b></p> <p><b>KB to report when data</b></p>

Ref	Agenda Item	Action by
	<p>PC to report on impact of pupil premium spend in December (agenda item)</p> <p>PC to arrange for ME's e-mail address to be shared with staff - achieved</p>	<p>collection complete</p>
7	<p><b>HEADTEACHER'S REPORT</b></p> <p><b>Quality of Leadership and Management:</b> Self-evaluation by the Headteacher and Governors is strong across the school. The school has a good record of tackling identified weaknesses swiftly and robustly. We know our strengths, and are honest about the areas for improvement. We plan interventions to improve weaknesses swiftly and through this we know leadership continues to be good.</p> <p><b>Partnership Working:</b> The school is a founder member of the South West Learning Collaboration, and through this enhances learning for pupils, CPD for staff, networking for parents and a united voice for Governors.</p> <p><b>Quality of teaching, learning, and assessment:</b> Quality of teaching and assessment has improved across the school in 2014-15 and is good. Well-planned and targeted interventions were used to support colleagues to improve their teaching. Through a structured approach of designing and training of staff on how to... teach, assess, and manage behaviour; and through systematic and effective monitoring by newly appointed HODs we expect the quality of teaching to improve and be good with much being outstanding.</p> <p><b>Achievements of pupils:</b> We aim to secure good and outstanding outcomes in Reading, Writing, and Maths for all cohorts of pupils; with particular focus on</p> <ul style="list-style-type: none"> <li>• Improving outcomes in all classes of KS3 pupils, particularly improving outcomes in Reading</li> <li>• Improving outcomes for pupils in Maths and at KS4 Maths Qualifications</li> <li>• Improving outcomes for most able KS4 pupils in Writing</li> <li>• Improving outcomes for boys in Writing</li> </ul> <p><b>Quality of Behaviour and Safety:</b> The behaviour of pupils is good; the large majority of pupils show good and impeccable behaviour. They exhibit positive attitudes to learning and are keen to participate in a wide range of learning activities. Pupils with high anxieties, which lead to poor self-control, respond well to targeted interventions and over time show improving behaviour. The AHT is using data well to inform well-planned interventions to reduce the number of physical interventions and improve behaviour management.</p>	

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	<p><b>Overall effectiveness of the school:</b></p> <ul style="list-style-type: none"> <li>• There is sound financial control, with Pupil Premium funding making a significant contribution to closing the gap between disadvantaged pupils and their peers.</li> <li>• Work in keeping children safe is outstanding; and regularly reviewed leading to further improvements in procedures. E-Safety provision is a strength of the school</li> <li>• Pupils SMSC development is excellent and pupils' health and well-being is promoted well through the work of our SSCO</li> <li>• The school consistently sets the highest expectations of pupils and staff.</li> <li>• Pupils and particular groups of pupils (EY, KS1, KS2 and pupils in the old Sand C classes) have excellent education experiences at school and make consistently good/outstanding progress</li> <li>• KS4 and p-16 students have positive experiences at school and college that ensure that they are well prepared for the next stage of their education</li> <li>• Effective systems are in place to monitor the quality of teaching and progress of pupils and to support teachers to improve. Pupils at risk of under-achieving are identified swiftly and interventions planned and implemented to set them back on track to make good progress.</li> <li>• Parents, carers and other partners are confident in the school, knowing any concerns will be addressed.</li> <li>• Pupils thrive in a supportive, highly cohesive learning community</li> </ul> <p><b>Question</b> What is the capacity of the school?  <b>Answer</b> We are funded for 108 pupils, with any pupils over that number funded on a monthly basis. Maximum capacity would be for 120 students.</p>	
8	<p><b>IMPACT OF PERFORMANCE MANAGEMENT</b></p> <p><b>Evaluation:</b></p> <p>The robust Appraisal and Capability arrangements, implemented first with teachers in 2012-13, have had a significant impact on improving teaching. Governors have the responsibility of ensuring Pay awards for teachers each autumn linking decisions to the performance of main-scale teachers during the past year and for Upper Pay Scale teachers over the past two years.</p> <p>Appraisal of support staff, whilst not a statutory requirement, is proving to be an effective means of ensuring all colleagues have their ideas and views heard as well as giving them reliable feedback on performance. Pay progression for support staff continues to be incremental based on length of service.</p>	
9	<p><b>SCHOOL IMPROVEMENT PLAN (SIP)</b></p> <p>In June we had a full consultation with staff about what has gone well and what has not gone well. This and our self-evaluation led to identifying our</p>	

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	<p>SIP Priorities for the year which we shared with governors in October. We then drafted the actions for each priority and consulted with teachers. The draft SIP today shows the outcomes of the consultation with teachers in red print.</p> <p>Mary Saunders (SILP) has seen the report and felt it fulfilled the school's needs.</p> <p>Governors accept the School Improvement Plan - PP proposed the motion and NB seconded it.</p> <p>Governors approved the School Improvement Plan unanimously.</p>	
10	<p><b>REPORT FROM SAFEGUARDING AUDIT</b></p> <p>We had a visit from a consultant Andrew Hall, a specialist in Safeguarding Arrangements which demonstrated that the school was doing a lot of things right.</p> <p>He found a gap in North Somerset policy where we have supply teachers registered as supply but it doesn't show when a DBS check was completed and gap in there being no audit trail for schools of when barred list checks are completed. There is a meeting to be arranged in January with PC and Andrew Hall.</p> <p>The comprehensive audit shows how hard the school works and shows how positive the report is.</p> <p>ME A very good review, congratulations to all staff.</p>	<p>PC to report back on NS response to the report</p>
11	<p><b>IMPACT ON PUPIL PREMIUM</b></p> <p>Our ambition is for children in receipt of Pupil Premium to succeed as well or better than other children of Ravenswood. We issue a report yearly on how we spend money on Pupil Premium.</p> <p>We want to support these disadvantaged pupils to overcome barriers in their learning. The barriers are:</p> <ul style="list-style-type: none"> <li>• Vulnerable parenting leading to children no longer living with their birth families and being at higher risk of becoming a Children in Need. 24 FSM</li> <li>• Tendency to have limited access to rich language, particularly in their early years</li> <li>• Poor literacy levels within the home</li> <li>• Low aspirations by the parents</li> <li>• Narrow experience of life outside school</li> <li>• Children not living with their birth families (CLA and CAO pupils)</li> <li>• Experience attachment disorders</li> </ul> <p>We identified outcomes related to closing the gap in progress, improving attendance and behaviour. We planned strategies to have the best impact on meeting these outcomes eg Behaviour support, Social &amp; Emotional</p>	

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	<p>Learning.</p> <p>Overall evaluation: Pupil Premium spend is well-targeted to fund interventions for disadvantaged children, ensuring they make similar progress to their peers, improve their attendance and behaviour. We continuously seek to review and develop our provision to further accelerate the progress of our pupils and with this in mind are reviewing the interventions we will plan and design for 2015-16 and beyond.</p> <p>We are going to apply for the Pupil Premium award 2016. If successful, assessors from government will come to the school to evaluate us. If it is approved we would be awarded £10,000.</p>	<p>Action agreed: PC to apply for Pupil Premium Award 2016</p>
12	<p><b>REQUESTS TO CARRY FORWARD</b></p> <p>The Revised Budget was discussed at Business Committee. At 13/11/15 we projected Carry Forward of £140,255 – under our allowable carry forward level. However, we are cautious about this as in January 2015 the financial position changed significantly between Revised Budget and End of Year leading to the school having £27K clawed back. We do not want to be in this position again and propose we apply to carry forward money for two capital works in our building plan to ensure we are protecting our money from any potential claw back.</p> <p>We have identified two projects. The first is the cladding of the primary department to be re-clad up to the windows. The second would be to clad the part of the building above the windows which would mean some work to the roof as well.</p> <p>We have already £6000 allocated from North Somerset towards the cladding works.</p> <p>AT proposed that we apply for the carry forward for these two projects which was seconded by NB.</p> <p>Applications to carry forward £20K for cladding of the primary department up to the windows and £20K for cladding part of the building above the windows including some roof work.</p> <p>Carry forward, passed unanimously by the Governors.</p>	
13	<p><b>REPORT FROM BUSINESS COMMITTEE 25/11/15</b></p> <p>The report from the Business Committee to be reviewed at their next meeting.</p>	
14	<p><b>JOURNALS AND VIREMENTS</b></p> <p>None found</p>	
15	<p><b>REPORT FROM PUPIL COMMITTEE</b></p> <p>Pupil Committee will review at their next meeting.</p>	
16	<p><b>MONITORING OF SAFEGUARDING 1/12/15</b></p>	

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	PP explained the format of reporting will be changing. By the next meeting of Monitoring of Safeguarding the report will be more focused on data and outcomes for pupils.	
17	<p><b>REPORT FROM SWLC 1/12/15</b></p> <p>We had a meeting last Friday. The three school councils have met and as a result the councils are arranging a dodge ball competition between the schools.</p> <p>The best pupils will be selected for the school team to compete in a competition with the other two schools planned for March 2016.</p>	
18	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>Whistle blowing Policy:</b></p> <p>This is a NS Policy and we have agreed to accept NS Policies and any amendments made during the year.</p> <p><b>Question:</b> Has it been checked by the Unions?</p> <p>Policy accepted unanimously by the Governors</p>	ME will ask NS if trade unions were consulted about Whistleblowing Policy
19	<p><b>CORRESPONDENCE</b></p> <p>None received.</p>	
20	<p><b>A.O.B.</b></p> <p><b>Statement from Pay Committee to FGB. Meeting on 16<sup>th</sup> December 2015.</b></p> <p>The Pay Committee met on Thursday 10<sup>th</sup> December and considered the Performance Management Objectives Record of each teacher. Eight teachers were not eligible for Pay Progression, four have been progressed by the Governors and one, who is eligible, was not progressed.</p> <p>Individual Teachers have been notified of the Governors' decision by the issuing of a salary statement.</p> <p>ME went on a Learning Walk with PC and was very impressed by the visit. There was an ethos of calm throughout the school and a clear improvement on the last academic year. It would be good to see WALT and WILF being used consistently in the school.</p> <p>Pupils' work is being marked more consistently, with deep marking in English and Maths. Pupils are being given detailed feedback on their work and in nearly 50% of cases pupils are being shown how to take the next steps to improve their work and given time to practise.</p> <p>On a recent trip to France, ME acquired two posters from a supermarket which we used for the Christmas Show. An article and photo have been sent to France to go into the local newspaper and will also go to the NS Mercury.</p> <p>ME reported there is work being carried out on the adjoining building to the annexe on the primary side.</p>	ME to contact Richard Stacey around external works at VLC

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	<p>PC and ME went to a meeting of the 'Nailsea Cluster of schools' last night.</p> <ul style="list-style-type: none"> <li>• Funding of schools will be very different from 2017 onwards</li> <li>• There will be less funding for local authorities, leading to a dilution of services provided</li> <li>• There is an expectation that all schools will become academies and have greater autonomy around service they choose to buy</li> <li>• There is an expectation that all academies will form Multi-Academy Trusts to serve the pupils in their communities</li> <li>• No decisions have yet been made, but it is important that governors consider the options for Ravenswood and make decisions based on the best interest of our pupils.</li> </ul>	
21	<p><b>DATE AND TIME OF NEXT MEETING</b> 4.45 pm, Wednesday 10<sup>th</sup> February 2016</p>	

**SIGNED..... DATED .....**