

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 19<sup>th</sup> October 2016

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Neil Brooksbank (NB) Jill Iles (JI) Pam Pollard (PP) Graham Shrubsole (GS) Stuart Iles (SI) Nick Dixon (ND)</p> <p><b>School Officers</b></p> <p>Mark Senior (MS) Katie Barnes (KB)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from Andy Thatcher (AT) Heather Pickstock (HP)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None declared</p>	
4	<p><b>A.O.B.</b></p> <p>ME – Correspondence PC - Financing Schools Scheme PC – Exploring Academy Status PP – GANS Forum</p>	
5	<p><b>. MINUTES OF MEETING – 7<sup>th</sup> September 2016</b></p> <p>The minutes were accepted and signed as a true record of the meeting after amending item 14 to read ‘There is a NS Meeting on 23<sup>rd</sup> September to see if a NS MAT is an option’.</p>	
6	<p><b>MATTERS ARISING FROM MEETING – 7<sup>TH</sup> September 2016</b></p> <p>PP to agree dates for quality assuring safeguarding files – ongoing.</p> <p>Arranging time for governors wanting assistance to complete safeguarding training course in school.</p>	<p>PP to quality assure keeping of safeguarding files.</p> <p>PC to arrange time for governors to complete online safeguarding course.</p>

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	<p>PC to amend the wording in FGB Terms of Reference – Achieved.  LC to add SWLC as agenda item for next FGB meeting – Achieved.  LC to revise Governors Allowance paperwork in accordance with meeting – Achieved.  School structure to move to 3 departments – Achieved.  Advertise for HOD Secondary – Achieved. Interviewed and appointed Polli Bravery.  PC to arrange meeting with MAT CEOs – Achieved.</p> <p>ME to arrange to attend Financial Efficiency Workshop – This no longer exists as an online course but presentations possible for Governors.</p> <p>LC to arrange presentation of Persimmon Homes Donation – This was done during an assembly and the pupils were brilliant.  ME to re-apply for Tesco bid. ME has looked into this but the criteria have changed, but may still be worth applying. ME and HP met to look into other options. HP looking at Wainwrights for the tarmac and ME has approached the Grand Prix Drivers Association to see if they will sponsor us.</p> <p><b>Governor Question:</b> Can we apply to Waitrose again?  <b>Answer:</b> Not really as we have applied for the last 2 years.  It was reported that the lawn mower had been delivered, so an assembly needs to be arranged so we can thank Waitrose for their support.</p> <p><b>MATS/ACADEMY</b>  PC reported that in July a briefing paper had been presented summarising the schools research into the different MATs. At the governors' request more research was needed and this was presented at the meeting on 7<sup>th</sup> September, where three MATs were highlighted and it was agreed for PC to arrange meetings with CEO's of Inspirational Futures Trust (IFT), Trust in Learning Academy (TILA) and Wellsway Trust. Presentations to Senior Leaders and ME from IFT and TILA took place on 22<sup>nd</sup> September and the analysis from those presentations was circulated at the meeting.</p> <p>They both gave excellent presentations, were well prepared, would be positive to work with and align with Ravenswood values. However, the IFT option had more strengths: particularly that pupils, families and staff know Weston College already, the possibilities for pupils and staff and their proposal of only taking 5% of place funding.</p> <p><b>Governor Question:</b> Do we know how many schools are applying to join the IFT MAT?</p>	<p><b>ME to check cost of Financial Efficiency presentation to governors.</b></p> <p><b>LC to arrange assembly presentation for Waitrose.</b></p>

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	<p><b>Answer:</b> We know Crockerne, Herons Moor and St Katherines are already part of the MAT and that others are applying. There is a lot of confidentiality in the process and it is not known who else is interested.</p> <p><b>Governor Challenge Question:</b> Could we appeal if we are not accepted to join a MAT?</p> <p><b>Answer:</b> The Regional Schools Commissioner will make the final decision but as this is a new process, it is not known as yet if there is an appeals process.</p> <p><b>Governor Challenge Question:</b> In the report it mentions that IFT is a “top heavy model”. How will this affect us?</p> <p><b>Answer:</b> The only reason they are top heavy is because they are already appointing a school improvement team, other MATs do not yet seem to have done this. So IFT could be one step ahead of everyone one else which would be a positive. Ravenswood has a lot of confidence in their school improvement officer.</p> <p><b>Governor Challenge Question:</b> If we join a MAT and over time, it is not working for the school, how do we leave?</p> <p><b>Answer:</b> At the moment this is a difficult process but it is likely to become easier.</p> <p><b>Governor Challenge Question:</b> What is the overall time limit and what is the next step to take?</p> <p><b>Answer:</b> It takes about 6 months for the legal processes to take place. No further progress can take place until the governors make a resolution. NS is saying that all schools should have become academies by next September.</p> <p>ME reported that if we were not able to make the resolution tonight, we could run out of time and will not be able to complete the process by September next year.</p> <p><b>Governor Challenge Question:</b> How is it funded?</p> <p><b>Answer:</b> Academies receive much of their funding in the form of a General Annual Grant (GAG).</p> <p><b>Governor Challenge Question:</b> Will we have an equal voice on the board in the IFT MAT?</p> <p><b>Answer:</b> Yes as the Chairs of Governors’ have their own Committee with membership on the Board.</p> <p><b>Governor Challenge Question:</b> Have we done a risk assessment for this process.</p> <p><b>Answer:</b> We completed a comprehensive SWOT analysis which we shared with governors in July and then again in September. These, we feel, adequately addresses the risks.</p> <p>PC reported that all schools converting to MATs are given DfE advisors who work with school to help with all legal aspects. There is a lot of work involved with frequent consultations. There is a lot of work for the school to</p>	

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	<p>complete during this process. It would be useful if a couple of people were delegated for operational decisions and report back to FGB, leaving governors to make any further strategic decisions.</p> <p>Jl proposed that PC and ME should do this and NB seconded it.</p> <p>MS suggested that people could be brought in when advice was needed on finance, staffing etc.</p> <p>PC reported that the school has selected MATs which allow all terms and conditions for staff still to apply,</p> <p>PC also reported that it was important that the decision to join a MAT was kept confidential until we had reached next stage. Jl suggested that the minutes were therefore not circulated until after the next stage.</p> <p>ME proposed the following resolution and NB seconded it.</p> <p><b>The Governing Body of Ravenswood School resolves:</b></p> <p><b>i) To apply for academy status;</b></p> <p><b>(ii) To apply to join the Inspirational Futures Trust</b></p> <p><b>(iii) To delegate to the authority and responsibility to:</b></p> <p style="padding-left: 40px;"><b>Philippa Clark (Headteacher)</b></p> <p style="padding-left: 40px;"><b>Mike Evans (Chair of Governors)</b></p> <p><b>to undertake the necessary steps for conversion, complying with any requirements of the DfE and to enter into any agreements necessary to achieve conversion and join the Inspirational Futures Trust, subject to the final approval of the governing body and with reporting back to the Full Governing Body on a regular basis, seeking advice from other Governors and professionals as appropriate.</b></p> <p><b>The Governors agreed the resolution unanimously.</b></p>	
7	<p><b>ATTENDANCE OF PUPILS</b></p> <p>PC reported that our absence figures over time had slowly increased. We have a higher absence rate than other children with statements of SEN nationally, but lower absence than children in special schools.</p> <p>Some of our pupils have severe mental health problems, leading to persistent absence and we need to do everything possible to lower this figure.</p> <p>The persistent absence rate has gone up but is lower than pupils in special schools.</p>	

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8	<p><b>SCHOOL SELF EVALUATION - ACTION PLAN FOLLOWING VISIT BY CONSULTANT</b></p> <p>This is a very weighty document giving evidence of what we do at the school.</p> <p>Mary Saunders (SILP) has read the document, had some questions but overall thought it was a very good document. There are some objectives and an action plan will follow this. This document will be displayed securely on the website. ME thanked PC/KB/MS for their hard work on this document.</p> <p><b>Governor Question:</b> How is the progress measured in Early Years?  <b>Answer:</b> There are seven different strands which are assessed.</p> <p>The SEF has been looked at by Sarah Mascal (Education Consultant) and Mary Saunders (School Improvement Partner) they were very pleased with its accuracy.</p> <p><b>Governor Question:</b> Under planned actions it states HOD provide 3 weekly monitor reports. How does this work?  <b>Answer:</b> The first week look at area need improvement, implement 2<sup>nd</sup> week, report 3<sup>rd</sup> week and then the cycle begins again. So it is a continuous 3 week cycle.</p> <p>Action plan - following visit by consultant.  This was discussed. Governors were pleased to note these issues are being addressed in a timely manner.</p>	<p>SLT to complete overall outcomes</p>
9	<p><b>IMPACT OF PUPIL PREMIUM</b></p> <p>It was reported that the school do not receive pupil premium for P16 but the school do provide additional interventions for them.</p> <p>The school had chosen interventions which research had shown to have either a moderate or extensive impact.</p> <p>Outcomes of our provisions for pupils in receipt of pupil premium are good and outstanding in terms of their academic progress, improvements in behaviour and PSD progress.</p> <p>It is up to the governors what the money is spent on.</p> <p><b>Governor Challenge Question:</b> There is a shortfall between the money spent and the income from Pupil Premium. Where does the money come from to make up the difference?  <b>Answer:</b> Out of the school budget.</p> <p>Desired outcomes for 2016-17 have been proposed, and the governors agreed these.</p> <p><b>The governors agreed that the school was spending the Pupil Premium money efficiently and that there was no need to change the</b></p>	<p>Senior leaders set success criteria for outcomes of PP</p>

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	way in which it was being spent.	provisions.
10	<p><b>REPORT FROM BUSINESS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>JOURNALS AND VIREMENTS – none</li> </ul> <p><b>Question:</b> Do any of the governors come and do the fire drill?  <b>Answer:</b> This is not part of the Governors’ role but part of the Health and Safety Committee’s remit. A Governor was part of the Health and safety Committee  There were no further questions on the Minutes</p>	
11	<p><b>REPORT FROM PUPIL COMMITTEE</b></p> <p>There were no questions on the Minutes although it was noted that the Minutes should be “draft” until ratified by the Committee.</p>	
12	<p><b>MONITORING OF SAFEGUARDING</b></p> <p>One minor amendment was made to change “not taker” to “note taker” and there were no further questions.</p>	
13	<p><b>SWLC –UPDATE – VERBAL</b></p> <p>The collaboration between schools is likely to happen within and between MATs in the future.</p>	
14	<p><b>POLICES FOR APPROVAL</b></p> <ul style="list-style-type: none"> <li><b>COMPLAINTS PROCEDURE</b></li> </ul> <p>The complaints procedure has been amended to be in line with the new national guidance. Sarah Mascall’s visit to the school had brought about some of the changes.  <b>Governor Question:</b> Can the amendments be highlighted on the documents?  <b>Answer:</b> Changes are highlighted but the problem is with viewing on tablets.  <b>Governor Challenge Question:</b> Are we adopting the NS policy?  <b>Answer:</b> Yes, but it has been tailored for Ravenswood without detracting from original.  <b>Governor Challenge Question:</b> What will happen to NS policies once we become a MAT?  <b>Answer:</b> We will have MAT policies but they shouldn’t be dramatically different.  <b>The Governors unanimously adopted the policy.</b></p> <ul style="list-style-type: none"> <li><b>SEN INFORMATION REPORT</b></li> </ul> <p>The SEN information is on the website as a legal document.  <b>Governor Question:</b> Do we no longer use Social Stories?  <b>Answer:</b> Yes, we still use them but they are achieved through behaviour management and not as a teaching strategy.  <b>Governor Question:</b> Is the document dated?  <b>Answer:</b> It was agreed to add a date.  <b>Governor Question:</b> Should the policy have the school logo on it, so that it looks more official.  <b>Answer:</b> The text of the document is on the school website and in the family handbook, but it was agreed to add the logo.</p>	<p>ME to investigate track changes on tablets</p> <p>PC to make amendments agreed at FGB to SEN information report.</p>

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	<p><b>The Governors unanimously adopted the policy, with those amendments.</b></p> <ul style="list-style-type: none"> <li>• <b>ADMISSIONS POLICY</b></li> </ul> <p>This document has not changed but it was agreed to add 'Educational Health Care Plan' at the end of the final paragraph.</p> <p><b>The Governors unanimously adopted the policy, with the one amendment.</b></p>	<p><b>PC to amend Admissions Policy as discussed at FGB.</b></p>
15	<p><b>CORRESPONDENCE</b></p> <p>ME had received one confidential item of correspondence.</p>	
16	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Eliminate discrimination and harassment</li> <li>2. Advance equality of opportunity</li> <li>3. Foster good relations between different groups.</li> </ol> <ul style="list-style-type: none"> <li>• Use of pupil premium shows no discrimination.</li> <li>• Resolution to join a MAT shows we advance equality of opportunity.</li> <li>• Pupil Premium opportunities extended to post16 students shows no discrimination.</li> </ul>	
17	<p><b>AOB</b></p> <p><b>GANS Meeting 1/11/16 – All invited.</b></p> <p><b>ME</b> - a confidential matter was discussed after school staff had left. Following some discussion it was agreed that the leave of absence policy needs clarification.</p>	<p><b>ME to write letter to MoS.</b></p>
	<p><b>DATE OF THE NEXT MEETING</b></p> <p>4.45 pm Wednesday 14<sup>th</sup> December 2016</p>	
	<p><b>MEETING CLOSED AT 6.45pm</b></p>	

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