

# RAVENSWOOD SCHOOL

## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 3<sup>rd</sup> April 2019



Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) (Observer) Nick Dixon (ND) Jill Iles (JI) Stuart Iles (SI) Pam Pollard (PP) Simon Perks (SP) Sorrell Mills-Moore (SMM)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from: Heather Pickstock (HP) Graham Shrubsole (GS) Andy Thatcher (AT) Toby Willis (TW)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None</p>	
4	<p><b>A.O.B</b></p> <p><b>New Governor</b></p> <p>ME reported that following an email from SSE, Sorrell Mills-Moore had shown an interest in becoming a governor; she has met with ME and observed at Pupil Committee. She had provided a pen portrait outlining her skills, interests and motivation to become a Governor which had been circulated with papers. There were no questions and she was asked to leave while a vote was taken</p> <p><b>The governors unanimously approved the appointment.</b></p> <p>Sports Hall Isolation Booth</p>	

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5	<p><b>MINUTES OF MEETING – 13.2.19</b></p> <p>Under item 10 it should say ‘out of county’ rather than ‘out of country’ and with this change the minutes were signed as a true record of the meeting.</p>	
6	<p><b>MATTERS ARISING FROM MEETING 13.2.19</b></p> <p>ME volunteered to add esafety to website – achieved.</p> <p>ME to circulate acronyms list to governors – achieved. SFVS needs to be added to list.</p> <p>KB to circulate definitions of serious, minor and other – achieved. It was agreed to add ‘e.g. Lego, pens, cuddly toys’ under small item thrown. Also under minor damage it should say ‘costs incurred’ rather than ‘costs occurred’.</p> <p>KB/LC to look at check list and add extra column re training – achieved.</p> <p>MS to look into medication issues at beginning and end of the day – MS reported that this was no longer an issue.</p> <p>ME to draft letter to member of staff that has requested flexible working arrangements – achieved.</p> <p>MS to send SFVS to NS – achieved.</p> <p>MS to look at SFVS examples – achieved. ME sent copies to TW who was happy with version and advice provided to us</p> <p>Governors to contact ME if they wish to be involved in Sports Hall Committee – achieved.</p> <p>PP to supply paper for KB training sessions certificates – achieved.</p>	<p>ME to add SFVS to list of acronyms.</p>
7	<p><b>HEADTEACHER’S REPORT – APRIL 2019</b></p> <p>MS mentioned that at the present time there are 116 pupils in the school with numbers over 108 funded on a monthly basis.</p> <p><b>Challenge Question:</b> How are we accommodating the extra children?</p> <p><b>Answer:</b> It is a tight fit. Primary Department is now at full capacity and the school can no longer take on any more primary pupils.</p> <p><b>Challenge Question:</b> is there a higher demand?</p> <p><b>Answer:</b> there have been more than 30 request places for September. We could meet more needs but do not have the space. This is the same for other SEN schools in the county. There is no easy fix. There are plans for a new SEMH school but only schools part of a MAT are being considered.</p> <p><b>Question:</b> Could we have a portacabin in the playground?</p> <p><b>Answer:</b> Not ideal.</p> <p>ME has written to Wendy Packer on the governors’ behalf to express concern on why Ravenswood hasn’t been considered for increasing space for more pupils when Baytree and Westhaven have. At time of meeting there has been no reply. MS has also raised this point at other meetings.</p> <p><b>Question:</b> How many pupils do we have so far for September?</p> <p><b>Answer:</b> we have 112 at the moment.</p>	

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	<p>MS highlighted the following figures: -  44 pupils on FSM, no Y11 pupils moving on but all 9 Y13 pupils have applied to colleges. The school has not had any pupils who are in the NEET (Not in Education, Employment or Training) category for at least 10 years.</p> <p>MS reported that term 4 updates were highlighted in purple.  Sarah Mascall is continuing to work with the school and the SIP.  The HODs have reported progress and action plans at Pupil Committee, which has helped in increasing their accountability.</p> <p>MS said we are continuing to look at supporting SEN pupils in mainstream schools. KB/CF are meeting with Baytree and Westhaven to put together a consultation process to see what can be offered from each other.</p> <p>MS has been meeting with Lighthouse Trust, which now includes 22 schools, to see how we can support academies with their SEND pupils.  KB is running a Mental Health training day on 22<sup>nd</sup> May with 8 people signed up.</p> <p>The school is continually looking at ways we can outreach to other schools and provide training. MS is continuing to network with schools in South Gloucester, Cornwall and Bristol. The heads have received quality training and continue to support each other. It is hoped that this can be developed for deputy heads as well. Alongside this MS is part of the Heads Challenge Group which includes Baytree, Kingsweston, Warmley Park, Claremont and New Fossway. This group continue to challenge each other. MS has also attended the SWLASS Conference with schools from Birmingham, Reading etc with over 100 delegates. KB will be attending the deputy head conference and ME the governors’.</p> <p>GDPR is going well due to Emma taking over the role. All training has been done and any breaches have been logged.</p> <p>The quality of teaching, learning and assessment at the school is good. MLs are given feedback on areas to improve and what is working well and full report is given at Pupil Committee. Numeracy across the school is being worked on to improve it. CF has taken over responsibility since January and is leading with the calculation policy and is monitoring progress. She is also monitoring the Maths challenge and sharing best practice among the staff teams. A new Development Assessment Framework was introduced in September 18 and the first set of data has just been recorded. It will be reviewed during the year and appropriate changes made. One thing being looked at is how does the data influence the curriculum? Does it help the children to move on? Feedback from the staff is helping to tie up any areas which don’t match up. This was raised in the Ofsted inspection where Inspectors asked that subject leaders take more responsibility and can show the journey the subjects have taken.</p> <p><b>Question:</b> The suggestion at Pupil Committee to have an ambassador in P16 is excellent but have you thought of having two ambassadors; a boy and girl?</p>	

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	<p><b>Answer:</b> We need to see how it goes first and can develop from there. The ambassador will have weekly meetings with MS, will be responsible for giving tours and could possibly attend governor meetings. Pupils can apply to be ambassador and will be interviewed for the role.</p> <p>MS also mentioned that the whole school have received Makaton training in January and further curriculum Makaton training will take place in May. The two week work experience placements took place and went really well, the highlight being one pupil working at Temple Meads station.</p> <p>The Parents views, which Ofsted like to see, were excellent with many parents expressing positive views. MS will meet with VC and produce a report showing actions from the outcomes, which will be brought to FGB.</p>	
8	<p><b>SCHOOLS FINANCIAL VALUES STANDARD</b></p> <p>MS/GS/ME completed and updated this from with information about ParentPay and MS has sent this off and as yet have had no reply from the Local Authority.</p> <p>MS reported that 85 parents had now signed up to use ParentPay and it is working well. All new parents use ParentPay and from September all parents will be asked to use it.</p> <p><b>Challenge Question:</b> has it improved the debts?</p> <p><b>Answer:</b> In theory it should do, but we are unsure of how well it is working at the moment. Parents are being asked to pay the debts and all lunches are stopped until the debt is paid. Pupils do not go hungry if parents don't send packed lunches; the school ensures that they have something to eat.</p>	
9	<p><b>REPORT FROM BUSINESS COMMITTEE – 13.3.19</b></p> <p>ME asked if, under item 7 of the minutes, all the detail is needed. It was agreed that in the future this can be summarised and the governors can agree at the meeting what is necessary to go in the minutes.</p> <p>KB reported that there had been an issue with some CLA who went swimming and were entitled to free lessons with their swimming card. The school needs to claim the money back from NS for the swimming sessions.</p> <p>No Questions.</p> <p><b>GENERAL LEDGER</b></p> <p>ME mentioned that the ledger had been scrutinised at BC and any overspends had been explained fully.</p>	
10	<p><b>REPORT FROM PUPIL COMMITTEE – 20.3.19</b></p> <p>PP reported that the meeting went well and TW had done an excellent job in chairing his first meeting. PP also mentioned that she had emailed MS/ME with her comments relating to the Medications Policy. This will be reviewed again at next Pupil Committee.</p> <p>No Questions.</p>	
11	<p><b>MONITORING OF SAFEGUARDING</b></p> <p>PP reported that all the records were clear and in order. MS mentioned that Louise and Tracey had been succinct with their checks and were working well together.</p>	

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	No Questions.	
12	<b>SAFEGUARDING – ALLEGATIONS</b> – None	
13	<b>POLICIES FOR APPROVAL BY FGB</b> None.	
14	<b>CONFIDENTIAL ITEM</b> – MS reported that at Business Committee they had approved a Sabbatical Policy, which neither the School nor NS had and that he had written one for the school. Since then a member of staff has asked to take a year’s sabbatical and MS is in the process of replying. MS mentioned that that the wellbeing of staff was very important and only staff who have been in the school for longer than 2 years are able to apply for sabbatical and can only be allowed once in every 10 years. After some discussion about the financial and other impacts on the school, including replacing the member of staff, the governors were content.	
15	<b>MEETING OUR EQUALITY DUTIES</b> <b>1. ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Headteacher’s Report, Sabbatical Policy. <b>2. ADVANCE EQUALITY OF OPPORTUNITY –FOSTER GOOD</b> – Sabbatical Policy, WEX report, Headteachers Report. <b>3. RELATIONS BETWEEN DIFFERENT GROUPS</b> – Sports Hall, Outreach, WEX report.	
16	<b>CORRESPONDENCE</b> - None.	
17	<b>AOB</b> <b>Learning Walk</b> – MS gave a verbal report on the recent learning walk he and ME had completed, following the detailed notes from the learning walk that KB/CF had done. The key areas were ‘can pupils explain what they are learning, what is expected of them’ and ‘is there evidence of differentiated work?’ All pupils could explain what they were learning and what was expected of them. One class had been learning about the Bronze age, and making knives and swords and seeing which was the strongest.  <b>Budget</b> – MS circulated a Budget Forecast which is looking really good and for the first time in 3 years has a positive carry forward of £221,102. <b>Question:</b> Is there an allowance for how much we can carry forward? <b>Answer:</b> No, there is no longer a limit. MS mentioned that this could change very quickly if we lose any pupils with TUF. <b>Observation:</b> so for the first time we are spending less than we have coming in. SI was very happy. KB also reported that she and CF had been working on 7 more TUF applications for moderation. One thing to note is that there is an increase in Teacher Employer Pension contributions which the Government is covering this year but it is unsure whether they will do so next year. MS said there is now scope to start some little projects and he is looking at appointing someone to help AP as there are lots of IT things that need updating. At the moment the website is out of date and there is a lot of pressure on AP.	

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	<p>The final version of the budget will be brought to FGB on 21<sup>st</sup> May.  <b>Observation:</b> thank you for the format of budget, very easy to read.</p> <p><b>Walking Marathon</b> – ND mentioned that 8 members of staff were taking part in a Mighty Wye Walk on 7<sup>th</sup> September, which is a walking marathon to raise money for Macmillan. If anyone wants to sponsor them they can use the just giving page or complete the sponsor form.</p> <p><b>Isolation Booth</b> – SP mentioned that he had seen in the news that some schools are using these. Ravenswood don't have these so can it be minuted that this is the case and no policy is needed. KB explained the history of the thinking room and how the school have moved on and no longer use this room but students can use it as a calming room. ME mentioned that at Pupil Committee it had been reported that the number of Dynamic Risk Assessments had reduced dramatically and this is due to reviewing incidents and a change of practice and culture at the school.</p> <p><b>Sports Hall</b> – MS/ME/SP have met to discuss what the school would like in a sports hall. MS will be responsible for writing a brief outlining why the school would like a sports hall and why now. ME will be responsible for liaising with NS and SP will look at avenues of funding.</p> <p><b>Go-Kart</b> –MS mentioned that the grand opening of the go-kart track is taking place on Friday 5<sup>th</sup> April at 11am and everyone is welcome. There will be a Mario Kart theme and Jo Simms and Scott Murray will be opening the track and St James' Place Trust and Western Power have also been invited.</p>	<p><b>ND to send link to Just giving.</b></p>
18	<p><b>DATE OF THE NEXT MEETING</b>  4.45 pm Tuesday 21<sup>st</sup> May 2019</p>	
	<p><b>MEETING CLOSED AT 6.30pm.</b></p>	

SIGNED..... DATED .....