

# RAVENSWOOD SCHOOL

## FULL GOVERNORS' MEETING 4.45 pm Wednesday 21<sup>st</sup> October 2015



Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Head Teacher) Pam Pollard (PP) Mike Evans (ME) (Chair) Sally Crook (SC) Sarah Wilson (SW) Andy Thatcher (AT) Jill Iles (JI) Graham Shrubsole (GS)</p> <p><b>SCHOOL OFFICERS</b></p> <p>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>Stuart Iles (SI) Cate Hill (CH) Neil Brooksbank (NB) Nathan Boyd (NAB)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS</b></p> <p>None declared</p>	
4	<p><b>AOB</b></p> <p>Clerk to the Governors</p>	
5	<p><b>ELECTION OF VICE-CHAIR</b></p> <p>ME proposed that CH should remain as Vice-Chair and after short discussion PP volunteered to stand as interim Vice-Chair, until CH was able to attend meetings. All Governors agreed.</p>	
6	<p><b>MINUTES OF MEETING 09/09/15</b></p> <p>Pecuniary Interest forms and Code of Conduct forms not yet received from a few Governors PP will add anti-bullying to her Safeguarding title No other amendments to be made.</p>	<p><b>ME to email Governors concerned with the relevant forms</b></p>
7	<p><b>MATTERS ARISING FROM MEETING 09/09/15</b></p> <p>ME to add election of Vice-Chair as agenda item to next meeting -achieved</p> <p>Signed code of conduct forms to be returned to ME – mostly achieved.</p>	

Ref	Agenda Item	Action by
8	<p><b>ATTENDANCE OF PUPILS</b></p> <p>PC presented the data for 2014-15 which shows attendance is low compared to all schools, but high compared to pupils with Statements of SEN/EHC Plans.</p> <p>The government wants to raise the level at which attendance becomes a concern to 90% but this may stay at 85%</p> <p>PC noted that the school has above average attendance and that:</p> <ul style="list-style-type: none"> <li>a) Attendance was above the average for special schools</li> <li>b) Persistent absence was below the average for special schools</li> <li>c) No group had low attendance (in all the lowest 10% of all special schools nationally)</li> </ul> <p>We are still awaiting Report from Annual Visit by EWO.</p>	<p>PC to chase report from Annual Visit by EWO</p>
9	<p><b>SCHOOL SELF-EVALUATION</b></p> <p>There was a detailed discussion of the School's Self-Evaluation</p> <p>JI &amp; ME noted that the judgement for the quality of teaching continues to need to improve. The school needs to be challenged.</p> <p>Governors had agreed plans to make department teams smaller and agreed to invest finance so Heads of Department accountability is higher and more efficient.</p> <p><b>Challenge Question: How can the quality of teaching become consistently outstanding?</b></p> <p>MS We are trying to improve teaching by supporting the teachers We are having meetings with heads of departments fortnightly, and reviewing standards with them, so they can secure consistent teaching strategies throughout their department.</p> <p><b>Challenge Question: how can the school give guidance to parents on what their child needs to do to improve? Our parents live far away, many do not attend school functions and others report their children will not do homework.</b></p> <p>MS we are giving parents guidance e.g. do the counting homework when you are in the shop, or driving in the car. Don't label it as homework, but make it a fun activity which fits in with what you are doing.</p> <p>ME confirmed he had seen many examples of parents being given guidance at Parents' Evening last night.</p> <p><b>Challenge Question:</b> PP Should the head of departments come to pupil committee meetings?</p> <p>Governors discussed the possible impact of Heads of Departments</p>	

Ref	Agenda Item	Action by
	<p>attendance at Governors' Meetings to present data on pupil progress. PP suggested that it would be a good idea and SC noted that it had been the case in the past.</p> <p>PC asked if it would drive up teaching standards if they did attend? That is the main thing.</p> <p>ME suggested that it would reinforce their accountability and should we make it optional?</p> <p>The Governors were content that HOD attendance at Governors, Meetings should be optional and may provide some good CPD.</p> <p><b>Challenge Question: Is there a way to improve pupil attendance at extra-curricular activities?</b></p> <p>KB explained that Julie Davis has asked pupils what lunchtime clubs they would like to join. Data on participation at lunchtime clubs has not been collected previously.</p> <p>Governors congratulated MS for his development of the progress tracking, and the link provides to planning and implementing appropriate interventions.</p> <p>Congratulations also to KB for teaching GCSE English in under a year.</p>	<p>PC to explain to HODs of the option for them to report to Pupil committee on the outcomes of their work.</p> <p>KB to arrange data collection on participation at lunchtime clubs.</p>
10	<p><b>REPORT ON CLA PUPILS</b></p> <p>PC talked through the report, explaining that we reporting on the outcomes for pupils. The report will also grow into a tracking tool, on a term by term basis. We will then have a clear view of how our CLA are performing.</p> <p>ME noted that we should have a consistent policy for charging.</p> <p>Jl proposed that from now there should be CLA pupils should be asked to make 50% contribution towards the cost of trips, similar to FSM children. .</p> <p>All Governors agreed, but whatever has been agreed for pre-existing trips has to be honoured</p>	
11	<p><b>IMPACT OF PUPIL PREMIUM SPEND</b></p> <p><b>Governors agreed to move this item to the December meeting</b></p>	<p>PC to report on Impact of Pupil Premium spend in Dec meeting.</p>
12	<p><b>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER 19/10/15</b></p> <p>The report was discussed and illustrates the discussions we had previously around School Evaluation and our work in supporting Heads of Department in developing in their role of monitoring and supporting colleagues.</p>	

Ref	Agenda Item	Action by
13	<b>REPORT FROM BUSINESS COMMITTEE ON 30/09/15</b>  Draft minutes were discussed and will be finalised at next meeting, along with actions.	
14	<b>JOURNALS AND VIREMENTS</b> The one item has been signed off?	
15	<b>REPORT FROM PUPIL COMMITTEE 07/10/15</b>  Nothing added	
16	<b>MONITORING OF SAFEGUARDING</b>  <b>The report was discussed.</b> PC How do staff contact ME?  ME said that he does not mind his personal e-mail or school e-mail to be made available.  ME has completed Prevent Duty training  PP has completed the Safeguarding update training on Educare.	PC to arrange for ME's email address to be shared with staff.
17	<b>REPORT FROM SWLC. 12/10/15</b>  PC shared the report. We are looking for more opportunities to share with the other three schools	
18	<b>FREEDOM OF INFORMATION REQUESTS</b> None received	
19	<b>GLOSSARY OF ABBREVIATIONS</b> Nothing to add	
20	<b>POLICIES TO BE APPROVED BY F.G.B.</b>  a) Children Looked After The policy blends with the Ravenswood ethos  <b>Governors agreed the policy unanimously</b>  b) Complaints procedure The policy was made more personal last year and included a flow chart for the complaints procedure. <b>Governors agreed the policy unanimously</b>  c) SEN information report PC We have added our school values. This report will now be updated on our website Nothing added  d) Admissions policy Nothing to be added and <b>Governors agreed the policy unanimously</b>  e) SMSC. report Nothing to be added	
21	<b>CORRESPONDENCE</b> JF No correspondence received	
22	<b>A.O.B.</b> a) Parents' Evening	

Ref	Agenda Item	Action by
	<p>ME asked Parents and Carers, what are we getting right and what can we improve?</p> <p>Parents and Carers said that they are confident with the school, and the communication between school and parents has improved. Parents were pleased with pupils' individual programmes and were very impressed.</p> <p>ME also had conversations with Staff, including the new members of staff. These showed that members of staff felt supported by their colleagues and the Senior Leaders, valued the INSET at the beginning of term and that Ravenswood was a great place to work.</p> <p>b) Staffing Review PC presented a paper around a proposed staffing review of appointing a permanent teacher, with experience, in p-16.</p> <p>Challenge Question: Why is this being brought to governors now? Could the school not have made provisions in the Autumn term? PC explained that an experienced teacher resigned unexpectedly in the summer term. We were already recruiting for vacancies, but needed time to consider what we needed for this additional post.</p> <p>The impact of moving forward with the staffing review - the current teacher, on a fixed-term contract, will be dismissed. She will be supported to find alternative employment.</p> <p><b>Governors unanimously agreed the proposed staffing review.</b></p> <p>c) Pay Policy PC explained that the Business Committee had reviewed the Pay Policy for 2015 and recommended that all teachers should receive the 1% pay award. The paper states 'Pay awards will not be given should a teacher be under performing and they have had written notice of this.' and 'In this school we have decided Pay awards are discrete from decisions about pay progression which is linked to performance.'</p> <p><b>Challenge question: Do these not contradict each other? If we are doing the latter does the former need to be on there?</b> Following discussion, governors agreed that the policy for this year will include the award of 1% pay award to all teachers, regardless of performance.</p> <p>JI &amp; PP send their apologies in advance for the Pupil Committee Meeting on 02/12/15</p> <p><b>Date of next meeting: 4.45pm on Wednesday 16<sup>th</sup> December 2015</b></p>	

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