

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 20<sup>th</sup> July 2016

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Neil Brooksbank (NB) Cate Hill (CH) Jill Iles (JI) Heather Pickstock (HP) Pam Pollard (PP) Graham Shrubsole (GS)</p> <p><b>School Officers</b> 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) Stuart Iles (SI)</p> <p>Sally Crook - did not attend, no apologies received</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 – 1 Correspondence PC - Cladding PC - Invitation</p>	
5	<p><b>NOMINATIONS FOR CHAIR AND VICE CHAIR OF GOVENORS</b></p> <p>Governors were invited to nominate other Governors or themselves for the positions of Chair and Vice Chair of the Governing Body. ME was nominated and seconded and he agreed to stand again.</p>	<p><b>TBC at FGB on 7/9/16</b></p>
6	<p><b>MINUTES OF MEETING – 25/5/16</b></p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
7	<p><b>MATTERS ARISING FROM MEETING 25/5/16</b></p> <p>Action Points MS/KB to look and see if additional time for assessments may help new teacher - achieved. PC to inform parents of content of training days in newsletter – achieved. ME to write article for newsletter – achieved. PC to check CFR figures – ongoing. PC to submit approved budget to NS – achieved. PC/ME to continue to research MAT's and keep governors informed –</p>	<p><b>PC to bring to next FGB</b></p>

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	<p>agenda item and ongoing.</p> <p>ME to circulate message from Sue Ivermee via newsletter – achieved.</p> <p>PC to arrange Ravenswood events to be advertised to parents and families and Westhaven &amp; Baytree – achieved. Some families from Baytree attended the school Fayre.</p>	
8	<p><b>HEADTEACHER’S REPORT</b></p> <p>PC highlighted some things from the circulated report. All school leavers have a plan for next year.</p> <p><b>Question:</b> Why under ‘pupils leaving to other schools’ does it say ‘even better schools’?</p> <p>PC said it was with complicated, complex children who may need a residential or more suitable school. It was agreed to change the wording to ‘more suitable schools’.</p> <p>PC mentioned that the overall self-evaluation would be available in the autumn term. The quality of our self-evaluation is a real strength of the school and help to improve the future teaching and learning.</p> <p><b>Question:</b> What are the ‘xxx’s’ were on the report.</p> <p>PC said it was where they were waiting on data.</p> <ul style="list-style-type: none"> <li>• Partnership Working - our e-safety work led by AP is providing other schools, with guidance and training.</li> <li>• We are focusing on our school improvement plan and continuing to support colleagues who need it.</li> <li>• PC reported that MS will report on pupil progress in detail but can be updated as of today to outstanding. PC thanked the HODs for their hard work.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• PC also mentioned that POST 16 HOD had stood down and a new HOD had been appointed. KS3 HOD had to leave the country due to visa problems and so a vacancy has arisen.</li> </ul> <p><b>New Qualification Pathways</b></p> <p>MS has done a lot of work on Artsmark and is will be ready for the autumn. Students will not have to wait till end of year for their certificates, which means that they will see the results of their learning more quickly.</p> <p><b>Question:</b> Were any award ceremonies were planned?</p> <p>PC said that ceremonies would be held 3 times a year. PC also mentioned that awards are given out at the end of year service at Christ Church and that all Governors were welcome to attend.</p>	

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	<p><b>Question:</b> What are the AQA Awards?</p> <p>MS said it a 'can do' qualification and relevant to each individual. There were lots of topics available.</p> <p>HP said she was happy to come in and run a creative writing course.</p> <ul style="list-style-type: none"> <li>• PC reported that NS working party to review and improve EHC plans has not met.</li> <li>• PC thanked AP/AT for all the work that had been done health and safety. A huge amount of progress has been made.</li> <li>• PC reported that the website has been reviewed and was at the proof reading stage. Every parent will know what their child is learning. Parents get lots of information in several different handouts and this has now been consolidated into one Family Handbook.</li> <li>• Quality of Teaching learning and assessment – This has been outstanding across Primary, KS3 has made good progress and KS4 has been variable. MS reported that lots of intervention had taken place.</li> <li>• Improve attendance at extra curriculum activities – no data is available at present.</li> </ul> <p><b>Challenge Question:</b> Will this attendance data will be available before new academic year.</p> <p>PC said she didn't know.</p> <ul style="list-style-type: none"> <li>• Quality of behaviour – PC thanked KB for her hard work. A target of 70% was set last year and 74% was achieved.</li> <li>• Children's behavior had improved with 91% of pupils showing improvement in their behaviour as at Easter.</li> <li>• PC reported that 2 children had received fixed-term exclusions. Following these exclusions, the Pastoral Support Programmes were leading to better outcomes.</li> <li>• The Spiritual, moral, social and cultural development of pupils is promoted very well, through the curriculum, assemblies, and extra-curricular opportunities linked to sports, science, music and the arts.</li> <li>• The personal development of each child is now tracked and the data is used in the end of year reports which Parents have really appreciated.</li> <li>• Early Years provision – this is highly motivated and great to see, with excellent progress made.</li> <li>• Early years – good in all areas with outstanding in physical development.</li> <li>• Strategies have been introduced to make sure that these systems work.</li> <li>• Post 16 – Good progress has been made on behaviour but the teaching is variable and this is being dealt with.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Progress has been made in reading, writing and maths in KS1, 2 and 3 with some areas outstanding. KS4 is variable, but MS has been refocusing the staff and effective systems are in place.</li> <li>MS said that KS4 have been following qualifications in a broad variety of subjects.</li> </ul> <p><b>Challenge Question:</b> How much choice did they have? MS said the subjects were broken down into more options.</p> <p><b>Challenge Question:</b> Are there too many options? MS said he didn't think so; they were tailored more around Pupil Voice, bearing in mind teacher expertise and a broad and balanced curriculum.</p> <ul style="list-style-type: none"> <li>PC thanked GS for his help with the SFVS</li> </ul>	
9	<p><b>SCHOOL IMPROVEMENT LEAD PARTNER REPORT July 2016</b> PC mentioned that Mary Saunders had visited the school and produced a report, focussing on middle leaders.</p> <p><b>Challenge Question:</b> In the report under KS4 Mary had said 'There was good evidence of sufficient pieces of marked work in some subjects but this was not consistent in all. Some were not up to date'. Why was this not up to scratch? PC said a lot of support, guidance, and intervention had taken place. Any areas of concern will be on the School improvement next year.</p> <p><b>Question:</b> The report said 'the schools attendance figures are above that of SEN pupils nationally'. Where are these figures, not seen before? PC said they were circulated last September.</p> <p><b>Challenge Question:</b> As a governor aware of problems with KS4, can we show actions and improvements in future meetings please. PC replied that she would report back in the Autumn Term</p>	SLT to bring to FGB
10	<p><b>REPORT FROM BUSINESS COMMITTEE 13/7/16</b> - <b>Journals and Virements</b> No questions or comments.</p>	Cladding expenditure ratification at next FGB
11	<p><b>REPORT FROM PUPIL COMMITTEE 6/7/16</b> No questions or comments.</p>	
12	<p><b>MONITORING OF SAFEGUARDING</b> Safeguarding audit No comments or questions. PC thanked Julie Davis for her work on this. PP said that at the safeguarding meeting a question had been asked about the higher figures on Year 9 CP recording forms and a valid explanation was given for this.</p> <p>PP asked if anyone had done courses elsewhere to let Louise know.</p>	ME to write to JD  ME to

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	<p>As in the minutes of the safeguarding meeting, we are diligently trying to get correct information for DBS. Please let PC/TL see certificate when received to verify and record appropriate information.</p> <p>PC asked a question – Have all governors received safeguarding training? Do we need to make this essential for all or a majority?</p> <p>PC said we needed to ensure the school routinely monitors staff have been completed online training, if they missed training on the day.</p> <p>PC reported that there was a national drive for schools and universal services (e.g. GPs) to have Early Help Training. We haven't been first agency until now but this will change.</p> <p><b>Challenge Question:</b> PC asked which governor would do quality assurance checks via the Audit. ME said it would be the Safeguarding Governor.</p>	<p>check NS Governors website for information</p> <p>PC/ME to bring to next FGB</p>
13	<b>REPORT FROM SWLC – meeting cancelled.</b>	
14	<p><b>UPDATE ON SERVICES FROM LOCAL AUTHORITY FROM 2017 ONWARDS</b></p> <p>- <b>Academy Status</b></p> <p>ME mentioned that he and PC have been to numerous meetings about this. The local authority will not exist for schools in 2017 unless things change. The only way forward is to become a MAT. ME said there are 4 options which need to be considered, with hopefully some direction on which way to go. The 4 options are:-</p> <ol style="list-style-type: none"> <li>1. Joining a local existing MAT</li> <li>2. Setting up a Nailsea MAT</li> <li>3. NS MAT</li> <li>4. NS Special School MAT</li> </ol> <p>The Governing Body had a lengthy and detailed discussion around the four options mentioned above.</p> <p>It was agreed that ME/PC would research during the summer and come back to meeting on 7/9/16. PC said it was very important to know what you are joining, the values, ideas must be suitable if joining an existing MAT. ME said he would fight for Ravenswood Governors to have a voice and influence in any MAT we considered.</p>	<p>PC/ME to continue research</p>
15	<p><b>SEND STRATEGIC REVIEW</b></p> <p>Local Authority Strategic Review had happened; they had looked at the buildings and accommodation. We have not received a written report as yet but they did say they didn't know how we managed in such poor accommodation</p>	
16	<p><b>WORKPLAN FOR 2016/2017</b></p> <p>PP/JI/HP would like a hard copy of this as not able to print A3 size.</p>	<p>LC for FGB on 7/9/16</p>

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17	<p><b>PARENTS VIEWS/FEEDBACK FROM QUESTIONNAIRE</b></p> <p>ME reported that he had met 14 sets of parents at parents evening and overwhelming they were happy with the fact they knew if there was a problem at school they knew about it before child arrived home. This is a real credit to all staff. NB said the home diary was also important to teachers and a valuable asset.</p> <p><b>Challenge Question:</b> What percentage of parents had attended? PC said about 30-40% but primary was highest. Some parents have meetings with staff at other times.</p> <p><b>Challenge Question:</b> How do we reach out to the parents who don't attend? PC mentioned that Julie's report on parental engagement was shared at a previous meeting.</p> <p><b>Challenge Question:</b> Is this difficult when so many of our pupils live out of the area? PC said a lot of contact was through phone calls and informal meetings</p> <p>PC said parental responses had been collated but hopefully more would come in.</p>	
18	<p><b>NATIONAL DATABASE FOR GOVERNORS</b></p> <p>At the moment information is collected on a local database this will now need to be collected on a national database. <b>Governors approved their information to be shared on a National Governors' database..</b></p>	
19	<p><b>POLICIES FOR APPROVAL BY FGB – None</b></p>	
20	<p><b>CORRESPONDANCE</b> - letter from Marcia Gibson (PFA Chair) thanking Governors for the prize donated at the Summer Fayre and at Sports day.</p>	
21	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• MS reported that the data shows what an incredible journey the school has been on. Outstanding progress across the board showing that the interventions were successful. KS 3 had a real push with 9 students going from inadequate to outstanding. KS4 ranged from good to inadequate and more detailed report will come. NB said it was overall a very positive and honest report.</li> <li>• ME said that governors had been worried in April and things had improved. Well done Ravenswood School Staff and Pupils!!</li> <li>• The Fayre had raised £1898.99 and sports day nearly £200.</li> <li>• PC said the cladding of the primary department was now not going to start until 22<sup>nd</sup> August, so would now need to be done in stages. HP to liaise with AT about volunteers.</li> <li>• PC mentioned there is a rounder's match on Friday 22/7 after school if anyone wanted to join in.</li> <li>• ME thanked all those present for all the questions, feedback and hard work.</li> </ul>	

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	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 7 <sup>th</sup> September 2016 but there is a meeting with staff at 3.40pm with tea and cake, to meet the Governors.	
	<b>MEETING CLOSED AT 6.30pm</b>	

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