

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 14<sup>th</sup> December 2016

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Neil Brooksbank (NB) Pam Pollard (PP) Graham Shrubsole (GS) Andy Thatcher (AT) 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 Heather Pickstock (HP) Jill Iles (JI) Stuart Iles (SI)</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 –Bristol Airport ME – Potential new governor</p>	
5	<p><b>MINUTES OF MEETING – 19<sup>th</sup> October 2016</b></p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p><b>MATTERS ARISING FROM MEETING – 19<sup>th</sup> October 2016</b></p> <p>PP to quality assure keeping of safeguarding files – ongoing. PC to arrange time for governors to complete online safeguarding course – ME to check cost of Financial Efficiency presentation to governors – ME reported that the presentation is free but takes 3 hours. At present, it would probably be best use of Governors' time to concentrate on the MAT application. LC to arrange assembly presentation for Waitrose – rearranged for January. Action plan following visit by consultant (SM) – SLT to complete overall outcomes – achieved. Senior Leaders set success criteria for outcomes of PP – completed. ME to investigate track changes on tablets – achieved. PC to make amendments agreed at FGB to SEN information report – achieved. PC to amend Admissions Policy as discussed at FGB – achieved.</p>	<p><b>LC to arrange dates for online safeguarding course</b></p>

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	ME to write letter to Member of staff re confidential matter – achieved.	
7	<p><b>HEADTEACHER’S REPORT</b></p> <p>PC explained that the report shows the cohorts of pupils and changes through the terms.</p> <p>One Y9 pupil is leaving to move to a residential school. A new box has been added to the report showing pupils in alternative provision. At this present time we have 2 pupils who are out of school whilst alternative arrangements are being made by the SEN team in liaison with the school. It is important to ensure that all multi-agency support is in place for these children and their families. There were 2 pupils in dual placements but 1 child has chosen to come to Ravenswood full time.</p> <p>The report ties into the detailed report on progress given at Pupil Committee and is based on July data. The December progress data will be reported at the next Pupil Committee. At the present time we have no early year’s children. The report is a robust self-evaluation which is confirmed by external advisors.</p> <p>Thanks were given to PC for her work on this.</p>	
8	<p><b>IMPACT OF PERFORMANCE MANAGEMENT</b></p> <p>PC reported the questions in the data box are set by NS, and may appear ambiguous. One of our strengths is our training and support to colleagues to improve in their teaching. We provide a lot, focused on relevant areas for improvement. The feedback from the teachers in performance management is very helpful and the appraisals are really valued by both sides. The policy works well across the board with Performance Management for support staff as well as teachers.</p> <p><b>Challenge Question:</b> Why does the report show some members of staff did not achieve their objectives or only partially achieved their objectives with unacceptable reasons? Has the teaching not come up to scratch?</p> <p><b>Answer:</b> The wording of the NS questions is not clear and helpful but Governors can be assured that action has been taken to improve teaching, everything is in hand and extra support is being given where appropriate.</p>	
9	<p><b>SCHOOL IMPROVEMENT PLAN 2016-2017</b></p> <p>Leadership and management:</p> <p>PC explained that the report showed what we need to do to become an outstanding school, with clear objectives and well-planned actions. Three new teachers have been employed by the school and it is important that they know the school systems. Our strengths are reviewed and then training can be arranged for the areas that need it. We continue to provide support and guidance on WALTs and WILFs and continue to provide relevant CPD.</p> <p>The two new middle leaders have been given help and support and they</p>	

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	<p>are beginning to grow in their new roles. Their work is based on a 3 weekly cycle, with improvements focussed on a certain area each time. We are seeing real consistency developing across departments, which really make a difference to the pupils.</p> <p>The teachers had a meeting about homework and the ideas from that meeting will be implemented next term. A recent reading diary check was very pleasing with just a few small gaps which are being addressed with the relevant teachers.</p> <p><b>Personal Development and Behaviour</b> – We are continuing to see improvement in behaviour which is the outcome of the work done over the past 2 years. We are building on this by using the data and improving the guidance from the Haven team; differentiating between advice, modelling and coaching to improve behaviour management.</p> <p>The last training day focussed on reducing the use of RPI and the Thinking Room and improvement has already been seen. There was a worrying increase in the use of RPI in term 1 but this has already improved. The school's paper work has been changed to be in line with the new guidance.</p> <p>Quality of Teaching It is important to secure a consistently good teaching in for all classes as this will lead to good and outstanding outcomes for pupils. With the school's teaching and assessment strategies in place this is achievable</p> <p>Pupil outcomes. We are aiming to secure good and outstanding progress for all cohorts and will talk to teachers about individual pupils and their needs, to identify areas for improvement and plan interventions. This will be reported at Pupil Committee.</p> <p>Early Years use the strategy to work with Duck class, building provisions in readiness for future Early Year's children.</p> <p>P16. Variabilities in progress in reading and maths have been highlighted and these need improvement through a consistent teaching approach. The new HOD is settling into the role really well and bringing about the consistency needed to secure good and outstanding teaching.</p>	
10	<p><b>REVISED BUDGET</b></p> <p>The work on this was completed after the Business Committee meeting. The Finance Officer came in and we have made savings wherever possible. Savings were made on advertising, salaries, supplies and school improvement. The expenditure on premises has gone up due to the cladding. The amount we are projected as carrying forward currently is £28,000 which is a lot lower than last year's figure, but better than had</p>	

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	<p>been projected.</p> <p>MATs have more freedom to bid for money and IFT have a good track record in making bids, so potentially we could make some savings once we join the IFT.</p> <p><b>Question:</b> Are we committed to our maintenance contract with GFM? Can we manage the maintenance in a different way?</p> <p><b>Answer:</b> Things could change once we join the MAT.</p> <p><b>Question:</b> Do we still need to hit our budget once we have joined a MAT?</p> <p><b>Answer:</b> The only implications of not hitting budget within in NS are we would need a plan on how to recover the deficit. We are not certain how things might change within a MAT. A lot of schools nationally are not hitting their budgets with around 60% of secondary schools with a deficit budget. We need to be good stewards of the money we have. We are saving money by employing supply staff we know instead of using agency staff. They are very committed to the school and know the routines and pupils well.</p>	
11	<p><b>MAT UPDATE – VERBAL</b></p> <p>ME &amp; PC have met with IFT. The outcome from that meeting is we now have the paperwork to do due diligence on them, which ME is looking at. IFT also have to do a due diligence on us. This involves looking at risks, Ofsted judgements, Health and Safety, legal issues, employment, land transfer, insurance liability etc. There are 22 different sections which will take a lot of time to complete.</p> <p>A meeting has been arranged for 11<sup>th</sup> January 2017 for a full consultation with staff involving the HR team from IFT, Chief Executive and Union Representatives and a time for questions. The terms and conditions of employment will not change for the staff. There is an additional bonus in that Weston College, who sponsor the IFT, will give us 50% discount on any training courses we would like to attend.</p> <p>Letters will be sent to the parents very shortly inviting them to an informal open meeting on 17<sup>th</sup> January 2017.</p> <p>We need to consult with Voyage Learning Campus as we are adjacent to them and the boiler house is on their property.</p> <p>After due diligence has happened then solicitors will be appointed who will do our conversion. The costs of this are around £25K which is the amount the government give us to help with joining a MAT. Our aim is to have a joining date of 1<sup>st</sup> June 2017.</p> <p><b>Question:</b> Are we seen as a new school?</p> <p><b>Answer:</b> I believe we can choose whether to change from Ravenswood School to Ravenswood Academy. These are choices we need to make in the future.</p>	<p>ME to lead on the Due Diligence of IFT</p> <p>PC to lead on preparing for Due Diligence of the school by IFT</p>

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	<p>PC was invited to a Headteachers' meeting in the IFT MAT and they are all very enthusiastic.</p> <p>The due diligence needs to be achieved by 20<sup>th</sup> January 2017 and then the trust board meet 8<sup>th</sup> February 2017. We still have an option to review our decision 2 days before we need to sign.</p>	
12	<p><b>PARENT VIEWS – FEEDBACK FROM CHAIR OF GOVERNORS</b></p> <p>ME reported that he had enjoyed talking to the parents who attended parents evening. All 17 conversations that took place were from a cross section of parents and all had a positive response.</p> <p><b>Question:</b> The responses from Ash class about having a preview for next week, were they sat next to each other?</p> <p><b>Answer:</b> No, the responses were independent of each other.</p> <p>In response to this observation from Parents, PC reported that the website had just been populated with what the children are learning for the next term and a showcase of what they have learned will be added. Overtime this can be developed with more detail.</p>	
13	<p><b>REPORT FROM BUSINESS COMMITTEE – 23.11.16</b></p> <p>The issues of the cladding were raised and discussed. ME has sent a formal letter to NS explaining our issues and asking for a reply by 16.12.16. No reply had been received at the meeting. We have paid £5k for the managing of this project and it does not seem to be managed well. If no reply received ME will write letter to Nigel Ashton and Sheila Smith.</p> <p>The PAT testing at the school still has not been completed and ME has written a formal letter which has not yet been replied to.</p> <p>Development work is being achieved by having another volunteers' day on 3<sup>rd</sup> January 2017. The last volunteers' day was very productive and a lot was achieved.</p> <p>Health and Safety is going well. No questions were asked.</p> <p><b>JOURNALS &amp; VIREMENTS - none</b></p>	<p>ME to send letter re cladding to Nigel Ashton and Sheila Smith</p> <p>ME to send letter re PAT testing to Nigel Ashton and Sheila Smith</p>
14	<p><b>REPORT FROM PUPIL COMMITTEE – 30.11.16</b></p> <p>There were no questions on this report.</p>	
15	<p><b>MONITORING OF SAFEGUARDING</b></p> <p>Thanks were given to PP for the minutes. PC clarified that PP will be reviewing our Safer Recruitment procedures in odd terms and reviewing our Safeguarding procedures and monitoring of Children Looked After in even terms.</p> <p>On the monitoring of most vulnerable PP mentioned that she did have a few concerns and the questions raised were given acceptable answers. There was a worrying figure of 59 in the worry book but PP was told this was because of over cautious teachers.</p> <p><b>Challenge Question:</b> Why are not all classes being consistent?</p> <p><b>Answer:</b> We do need to have a consistent approach</p>	<p>PC to investigate data from</p>

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	Additionally, we record every incident that uses Restrictive Physical Intervention (RPI). We have been complimented on our recording of RPI by the LADO, when she was asked by an Independent Reviewing Officer about our reporting.	worry book.
16	<b>STATEMENT FROM PAY COMMITTEE – 2.12.16</b> The statement from the pay committee provided Governors with information on pay progressions which had been approved.	
17	<b>UPDATE FROM SWLC – VERBAL</b> PC reported that no meeting had taken place, but would be good to meet with each other and determine how best to proceed with SWLC. A change of Headteacher at Baytree and the workload for the MAT may make this difficult.	PC arrange meeting of SWLC
18	<b>POLICIES FOR APPROVAL BY FGB</b> <b>WHISTLEBLOWING POLICY –</b> No changes have been made to this policy. <b>The Governors unanimously adopted the policy</b>  <b>SMSC Report -</b> An excellent document. ME said it was a privilege to visit the Tobacco Factory and watch the children perform.	
19	<b>CORRESPONDENCE -</b> None	
20	<b>MEETING OUR EQUALITY DUTIES</b> <b>1. ELIMINATE DISCRIMINATION &amp; HARASSMENT –</b> Whistle blowing policy, Monitoring Safeguarding & MAT <b>2. ADVANCE EQUALITY OF OPPORTUNITY –</b> SMSC Policy & School Improvement Plan. <b>3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS –</b> Parents Review & MAT.	
21	<b>AOB</b> <b>ME – Bristol Airport –</b> ME reported the he had entered a bid for £3,000 from Bristol Airport and this had been granted. We should receive a cheque within the next 15 days and they will also present a cheque at an assembly. <b>ME – Potential new governor –</b> ME reported that Chris Hustwick, a Senior Officer with Governor Services at NS, has shown an interest in becoming a Governor and she will observe at the next meeting of the Pupil Committee.	
	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 8 <sup>th</sup> February 2017	
	<b>MEETING CLOSED AT 6.20pm</b>	

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