

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 8th February 2017

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Neil Brooksbank (NB) Pam Pollard (PP) Graham Shrubsole (GS) Andy Thatcher (AT) Chris Hustwick (CH)</p> <p>School Officers Katie Barnes (KB) Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Heather Pickstock (HP) Jill Iles (JI) Stuart Iles (SI) Nick Dixon (ND) Mark Senior (MS)</p>	
	<p>The Chair introduced CH to the meeting and after a brief introduction to the governors, she left the meeting. PP formally proposed that she be appointed to the Governing Body and GS seconded the motion. After a vote, CH was unanimously accepted as a governor.</p> <p>ME also mentioned that NB's term of office was about to come to an end and he was willing to stand again. He left the meeting and PP proposed that he should be re-appointed and GS seconded the motion. After a vote, NB was unanimously accepted to serve as governor for another term of office.</p>	<p>ME inform Governors services of updated membership.</p>
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None declared</p>	
4	<p>A.O.B.</p> <p>ME –Conservation Area</p>	
5	<p>MINUTES OF MEETING – 14th December 2016</p> <p>The minutes were accepted and signed as a true record of the meeting after minor spelling and grammatical errors were corrected.</p>	
6	<p>MATTERS ARISING FROM MEETING – 14th December 2016</p> <p>LC to arrange dates for online safeguarding course for governors – LC is liaising with HP/JI for dates to do this.</p> <p>ME to lead on the Due Diligence of IFT – achieved and update. ME reported that he had received most of the documents by 1st February and had some questions which have been clarified and will be discussed under</p>	

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	<p>MAT update agenda item 12.</p> <p>PC to lead on preparing for Due Diligence of the school by the IFT – achieved.</p> <p>ME to send letter re cladding to Nigel Ashton and Sheila Smith – achieved and update. ME reported that he had had some correspondence with Richard Stacey (Principal Capital Programme Officer), which was not completely satisfactory. The cladding and capping work will be done during half term but it will need a meeting to discuss some issues.</p> <p>ME to send letter to PAT testing to Nigel Ashton and Sheila Smith – achieved and update. ME reported NS acknowledged that testing had not been done. The PAT testing on equipment in school will be done during half term and staff laptops at a later date. Other compliance testing (gaps identified by the school) will also be completed at this time, as some areas were previously missed.</p> <p>Question: On the Lettings Policy it mentions that all equipment bought to the school should be PAT tested. Do we expect all hirers to do this?</p> <p>Answer: Yes we do, or to provide evidence that it is less than a year old.</p> <p>PC to investigate data from worry book – achieved. PC mentioned that on a previous safeguarding report the number of children recorded was 59 for 1 class and after investigation it was 1 particular child who has incidents of inappropriate behaviour and the data is accurate and not an over cautious teacher as previously reported.</p> <p>PC to arrange meeting of SWLC – achieved and on agenda item 11</p>	
7	<p>SCHOOL IMPROVEMENT PLAN PROGRESS (AUTUMN TERM) 2016-17</p> <p>PC reported that the actions for terms 1 and 2 show that we are broadly on track. A lot of improvement actions have taken place and a lot has already been achieved.</p> <p>Question: On Priority 4 ‘reduce the variability of outcomes for pupils with MLD – Ensure teachers and HOD know main SEN of pupils they teach’ - has this happened?</p> <p>Answer: Yes, the children had been identified and the teachers spoken to but this did not happen in time to be included in this report.</p> <p>Question: On Priority 4 ‘improve the outcomes of KS4 pupils so they are in line with those in other departments’. It doesn’t specify who is going to do this in the ‘by whom’ column – why?</p> <p>Answer: Because it says “refer to priority 2”. The detail has already been covered in that section.</p> <p>PP mentioned that the format of the date in Priority 1 was different and asked for the same format throughout the document and was amended.</p> <p>PC is very pleased with the way things are progressing with staff and pupils.</p> <p>Mary Saunders (SILP) visited the school on Monday and went through the</p>	

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	<p>Progress Report on the School Improvement Plan in detail and was very pleased with the progress. The report from Mary had not been received at this time but will be circulated as soon as it does. If there are any questions or comments please let PC know before the next FGB meeting.</p>	<p>Governors to send comments on SILP report to PC</p>
8	<p>REPORT FROM BUSINESS COMMITTEE – 18.01.17</p> <p>The minutes from this meeting were looked at.</p> <p>Question: Are the pupils with outstanding debts for dinner money not eligible for FSM. Are we helping them in anyway?</p> <p>Answer: No, they are not all eligible. One family has been signposted to the food bank and the other is not eligible. It is hard when families choose not to pay but weekly reminders are being sent out.</p> <p>Journals & Virements</p> <p>Virements – none</p> <p>Journals – F211 Protective Clothing to Journal MU01 – Protective Clothing – PR to journal £113 commitment from PD04 to MU01.</p> <p>Spring Finance check/Revised Budget – this was circulated at the request of the Business Committee. PC reported that significant savings had been made within the financial year even though less money was received than expected. The carry forwards is higher than anticipated at budget setting time, but markedly lower than previous years. Setting a balanced budget for 2017-18 will be very difficult. NS Finance Officers support this process, and this year a Finance Officer from Inspirational Futures Trust is coming to observe the process.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE – 25.01.17</p> <p>There were no questions on the report.</p> <p>Pupil Progress Summary of Evaluation December 2016 – PC explained that this was an encouraging report compared to the progress made by December 2015. . There has been an earlier acceleration in pupils’ progress. PC also explained that the Maths figures were lower than in English because there are more topics to cover in Maths and therefore may not have been taught yet. Comparison between December 2015 and December 2016 showed a marked improvement in pupil progress and it was suggested that both years are included in one report. The criteria for the evaluations had remained the same, so comparison is really clear.</p> <p>Pupil Progress 3 Year Summary PC explained that the report shows the progress from 2014-2016. It was highlighted that there was a dip in 2016 in KS4 where more than 25% didn’t make enough progress, but PC explained that this is being addressed as a priority in the School Improvement Plan and we should see improved progress in the July 2017 figures.</p> <p>PC also explained that because some cohorts are small, i.e. could be 1 child, the evaluations of a cohort can show as being inadequate. We still have the same expectations for every child and set challenging targets.</p>	

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	<p>In September, Sarah Mascall asked ‘how do we know pupils’ progress is outstanding, what do we compare it to?’ We did not have a robust response to this question at the time. However, the special schools in the region were meeting next term to benchmark their progress data. . Progress in P16 Maths is not where the school would like it to be but interventions are in place.</p> <p>The report shows that most able students are not being as challenged as we would like but this should improve.</p>	<p>PC to report back on benchmarking exercise</p>
<p>10</p>	<p>MONITORING OF SAFEGUARDING</p> <p>Challenge Question: When recording bullying are we counting the amount of bullies or the amount of incidents involving bullies.</p> <p>Answer: there has been different reporting in Bullying Reports and Safeguarding Reports. This needs to be consistent in all the reporting of bullying.</p> <p>PP reported that she had been into school and found nothing wrong with the Safer Recruitment procedures or the Single Central Record. Everything was working as it should.</p> <p>PC noted in the Safeguarding report “only exceptions are for staff employed for occasional dates”. There cannot be any exceptions so this needs looking at.</p>	<p>KB to ensure that reporting of bullying is consistent</p> <p>PC to review SCR and check all is in order.</p>
<p>11</p>	<p>UPDATE FROM SWLC – VERBAL</p> <p>PC has met with Headteachers from other special schools and we propose that SWLC is paused whilst we all attend to priority of academisation and joining MATs.</p>	
<p>12</p>	<p>MAT UPDATE</p> <p>Due Diligence of School - PC reported that the school had collated reports and information for 25 sections eg job descriptions, financial procedures, Health and Safety Procedures. .The admin staff have worked relentlessly to produce the documentary evidence and have done a stunning job. The school has gained so much from doing this exercise.</p> <p>Due Diligence of IFT – ME reported that he had sent the relevant paperwork to IFT and had received answers to his questions. He would like the governors to go through this page by page, to ensure that nothing is missed.</p> <p>The criteria for looking at the responses are i) are we happy with answer ii) does the IFT response need clarification or iii) is the answer a deal breaker? There are more policies available online or the school are happy to provide copies.</p> <p>The trust board is at the present time not complete and they are happy to have someone from a SEN school join them. ME is seriously thinking of applying. The following questions were asked. ME is to ask IFT the highlighted red ones.</p> <p>Question: 2.2 Trustees of IFT - what does DBE mean in DBE appointed</p>	<p>ME to send questions to IFT.</p>

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	<p>trustees?</p> <p>Answer: Diocesan Board of Education.</p> <p>Question: 2.3 Charity and non-charity entities directly connected to IFT –</p> <p>Question: What is an exempt charity?</p> <p>Answer: A charity which isn't registered with the Charity Commission but should have a principal regulator.</p> <p>Question: Does Weston College have a principal regulator?</p> <p>Question: 2.5 Job descriptions for members of IFT - Why are there no job descriptions for Finance Officer, HR advisor and Health & Safety officer?</p> <p>2.8 CEO of IFT delegated authority - ME explained that the CEO can act on their own but the scheme of delegation shows the 3 levels in which the IFT will work. The levels are Consulted, Approval and Responsibility. Copies of the Scheme of Delegation are available. The majority of day to day running is down to the individual academy but with the IFT doing similar things as NS do now.</p> <p>2.9 Impact IFT has made in raising standard in schools that are part of trust - It was felt that the answer didn't answer the question sufficiently and would like more detail.</p> <p>3 Finances</p> <p>Question: 3.1 What are the substantial assets and reserves? There is no record of what they are.</p> <p>ME asked GS to look in detail at the financial statements and Charity Commission Website.</p> <p>Question: If no budget has been set how do they know that they have a deficit?</p> <p>Question: What schools are included in this budget? Does it include the 2 schools which joined in Summer 2016?</p> <p>Some concern was shown over the sudden departure of the FD.</p> <p>Question: 3.7 Funding arrangements relevant to IFT - Weston college is committed to sponsoring for the first 3 years. When is the first year?</p> <p>Question: What happens with the budget when the £250K stops?</p> <p>3.12 - There was some concern over the ready-reckoner table and the terms of conditions. It was felt that the answer was unsatisfactory in relation to sick pay entitlement.</p> <p>4. Ethos and Culture – IFT is very consistent in what they say about their ethos. IFT are planning to have a group of Chairs meeting with the Chair of the Trust regularly.</p> <p>4.8 – The appraisal of the Headteacher will work in the same way as it does with NS.</p> <p>Question: 4.11 Terms and conditions of Employment – where does the responsibility rest? With the IFT/Academy? The governors felt the question had not been answered.</p> <p>Question: How long will the probation period be? Some confusion as to what it is at present and whether it will stay the same with IFT.</p> <p>Question 4.15 Home office sponsor licence – Have they got a licence for adults? Do they intend to get one?</p>	<p>ME to send out copies of scheme of Delegation</p> <p>GS to look at Financial Statements & Charity Commission website</p>

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	<p>Question 4.16 IFT Data protection Policy – Some clarification is needed. Do IFT have their own policy?</p> <p>Question 4.20 IFT Accessibility Plan – should there be an umbrella plan, not just at school level.</p> <p>4.23 Implications of negative budget – it is similar to what would happen with NS at the moment.</p> <p>Question: what would happen if Weston college stopped the sponsorship?</p> <p>Question 8.3 Designated safeguarding lead – It is different safeguarding children and adults. Do we have confidence in their answer? Need clarification.</p> <p>Question 8.5 How is the Single Central Record maintained and monitored? Need an answer other than yes.</p> <p>Question 10.2 confirmation of no matters that could affect the willingness of the school to enter into the proposed transfer. Answer to the question was no. Should that mean none?</p> <p>ME asked if governors were still happy to progress our application to join IFT and they were unanimous in affirming that we should continue our application. They unanimously passed the following resolution:</p> <p>The Governing Body give their approval for the application to be made for an academy order to convert to academy status with the intention to join Inspirational Futures Trust, subject to appropriate procedures being completed. Delegated authority is given to Philippa Clark (Headteacher) to make this application.</p>	<p>PC to make application for an academy order</p>
13	<p>POLICIES FOR APPROVAL BY FGB</p> <p>Accessibility Plan – PC has devised this plan as part of the due diligence. The plan is linked closely with our Equalities objectives, School Improvement Plan and our Building Development Plan.</p> <p>Question: Does the science room have accessible benches?</p> <p>Answer: The present plan doesn't include everything at the moment but this can be considered in the future. There are no wheelchair users needing access to science at the present time.</p> <p>The governors were asked to adopt this policy. NB proposed and PP seconded it.</p> <p>The Governors unanimously adopted this policy.</p> <p>Moving from NS to IFT Polices – PC reported that there would be a transition period as we move from NS policies to IFT policies. We would adopt the IFT ones as they become available.</p> <p>Holiday dates for 2017-2018 and moving forward – PC also reported that academies can set their own term dates. IFT looked at the NS calendar for 2017/2018 and there are some broken weeks. We will be looking to minimise disruption to families and adopting NS holidays for the next academic year. It is important to publish holiday dates as early as possible.</p> <p>There is some concern that with different schools setting different dates it will cause problems with parents across NS. It would be excellent if CEOs</p>	<p>PC forward Accessibility Plan to IFT as part of due diligence</p>

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	could get together and work out a plan to address this.	
14	MEETING OUR EQUALITY DUTIES 1. ELIMINATE DISCRIMINATION & HARASSMENT – Report on Bullying 2. ADVANCE EQUALITY OF OPPORTUNITY – School Improvement Plan, Pupil Progress, Accessibility Plan. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – application to join IFT	
15	CORRESPONDENCE - None	
16	AOB ME mentioned that in relation to the Tesco bid he was looking at the conservation area and had met with My Green World to see how the area can be improved. The staff have also completed a questionnaire which has proved very useful.	ME/PC to progress plans for area and Tesco bid
	DATE OF THE NEXT MEETING 4.45 pm Wednesday 5 th April 2017	
	MEETING CLOSED AT 6.50 pm.	

SIGNED..... DATED