

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 5<sup>th</sup> April 2017

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) Heather Pickstock (HP) Jill Iles (JI) Stuart Iles (SI) Nick Dixon (ND)</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: Graham Shrubsole (GS) Andy Thatcher (AT) Chris Hustwick (CH)</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>PC – Holiday pay PP – Governor Services PC – Update Pupil Progress - included in agenda item 7</p>	
5	<p><b>MINUTES OF MEETING – 08.02.17</b></p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p><b>MATTERS ARISING FROM MEETING – 08.02.17</b></p> <p>ME to inform governors services of updated membership – achieved. Governors to send comments on SILP report to PC – achieved. PC to report back on benchmarking assessments exercise – achieved. KB to ensure that report on bullying is consistent – ongoing. PC to review SCR and check all in order – achieved. ME to send questions to IFT – achieved and agenda item. ME to send out copies of scheme of delegation – achieved. GS to look at Financial Statements &amp; Charity Commission website – achieved. PC to make application for an academy order – achieved. PC to forward accessibility plan to IFT as part of due diligence – achieved. ME/PC to progress plans for conservation area and Tesco bid. ME reported that after some discussion it was felt that the wooden structure from My Green World would not be robust enough for the school. ME has</p>	

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	<p>written to NS asking if they can supply the school with a bus shelter. PC/ME meeting with them on 26<sup>th</sup> April. ME also reported that, after approval from NS as the leaseholder, a bid has gone into Tesco for money to improve the conservation area.</p>	
7	<p><b>HEADTEACHER REPORT APRIL 2017</b></p> <p>PC explained the report highlighting that the numbers in the school had increased but have gone down again recently due to pupils moving away. The figures are changing all the time. FSM have gone up but this is reflective of the times we are living in, with many families struggling. We had 2 children on dual placement but 1 has now started full time with us and the other hopefully from September.</p> <p>PC explained that this report was only a summary and the full report is in the self evaluation form on the secure part of the website.</p> <p><b>Question:</b> Do we have many pupils where English is their second language?</p> <p><b>Answer:</b> Yes 5 pupils, Polish, Lithuanian, Bengali and Egyptian.</p> <p><b>Challenge Question:</b> How do you manage this?</p> <p><b>Answer: through different strategies, depending upon the needs of the child and their families' e.g.</b> due to our use of simple/ clear language supported by signs and symbols 2 pupils have improved in speaking English, 3 are non-verbal children due to their learning difficulties and their communication development is supported by using PECS. (Picture Exchange Communication System). We provide interpreter support for 2 Polish speaking families, and other families have good skills in spoken and written English. We always make sure that families will be able to understand information at meetings and we ask them if they want EOY Reports and Annual Reviews translated. We provide this service at their request.</p> <p><b>Challenge Question:</b> With the new builds happening in NS are there going to be enough places in the schools?</p> <p><b>Answer:</b> NS are looking at the population growth and are increasing school places.</p> <p>The HT report - quality of governance is very effective due to the fact that challenging questions are asked of the school; the school improvement plan is in place and is making a real difference.</p> <p>The report also shows there is a high quality of teaching across the school and out of 17 teachers only 2 need extra support. There is a real consistency in marking, WALT and WILFs displayed, differentiated questioning. Two new teaching strategies have been introduced: daily maths challenges and the three times a week "time to talk" sessions to develop social-communication skills.</p> <p>Personal development is outstanding with school attendance being higher compared to other special schools.</p> <p>Pupils' outcomes show that outstanding progress has been made in Reading, Writing and Maths. The SSA progress data for April shows that</p>	

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	<p>what we are doing is having an effect especially in Maths were we previously had had inconsistent outcomes.</p> <p><b>Challenge Question:</b> Why is this?</p> <p><b>Answer:</b> A combination of quality of teaching, the Maths challenge and learning new strands that had not been previously learnt. The strands in Maths are hitting the targets needed, which were previously bringing the average figures down.</p> <p><b>Comment:</b> Please can Governors express a well done to teachers. RI is the expected evaluation when pupils make expected progress and yet the majority is good and outstanding.</p> <p>PC reported that there will be an increase in the frequency of progress reviews with teachers with a mid point check. At the moment it is every 12 weeks but now a check with be made at 6 weeks to ensure everything necessary is being done.</p> <p>PC also mentioned that there are no Early Years at the moment.</p> <p>P16 was an area that needed improvement at our last Ofsted. Now we have a P16 co-ordinator in place, there is a consistency in teaching and things are improving well. The p-16 lead is supporting one teacher who is new to the school.</p> <p>PC expressed her thanks for the hard work of the whole.</p> <p><b>Challenge Question:</b> What do we do next? Are there more steps for improvement?</p> <p><b>Answer:</b> The school were advised to not list lots of things for improvement as this will give the impression that we are a long way from outstanding.</p> <p><b>Challenge Question:</b> Are we becoming complacent?</p> <p><b>Answer:</b> No, our self-evaluation is robust, we set very challenging targets and the SIP has more information showing where we need improvement.</p>	<p>PC to thank all staff for hard work in Ravenswood Post.</p>
8	<p><b>SCHOOL BUDGET 3 YEAR</b></p> <p>PC reported that this was still being worked on and would be ready for the BC on 3.5.17 and FGB on 24.5.17. Thanks to the work of the finance team the budget situation is slowly improving and we now anticipate we will be able to set a balanced budget with a small excess. This has not been easy with the significant increases in expenditure determined by central government.</p>	<p>PC – bring next draft budget for discussion at BC 3/5/17.</p>
9	<p><b>REPORT FROM BUSINESS COMMITTEE – 15.03.17</b></p> <p>ME mentioned that the school was paring back spend at every opportunity.</p> <p><b>Question:</b> Have we considered sponsorship to gain extra funds?</p> <p><b>Answer:</b> We have looked at some options but everyone is asking the same people for money and it is getting harder. Companies only like to sponsor if there is a tangible project.</p> <p>ME mentioned that income generation was on the NGA Regional Conference agenda.</p> <p><b>Question:</b> Have the PAT testing issues been completely sorted?</p> <p><b>Answer:</b> Yes and all other compliance testing has been done. ME has sent a letter of thanks to those concerned.</p>	<p>Governors to let ME know of any sponsorship possibilities</p>

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10	<p><b>REPORT FROM PUPIL COMMITTEE – 22.03.17</b></p> <p><b>Question:</b> What is New Siblands School?</p> <p><b>Answer:</b> A special needs school in Thornbury.</p>	
11	<p><b>MONITORING OF SAFEGUARDING</b></p> <ul style="list-style-type: none"> <li>• <b>REPORT FROM SAFEGUARDING COMMITTEE – 29.03.17</b></li> </ul> <p><b>Question:</b> Under item 9 – the school is now linking absence with persistence absence? What does this mean?</p> <p><b>Answer:</b> The school is now becoming better at cross-referencing absences.</p> <p><b>Question:</b> Under item 8 – alleged accusation of bullying – no victims have been identified. What has happened to them?</p> <p><b>Answer:</b> KB to look at cross reference of data. KB reported that no CLA was a victim of bullying.</p> <ul style="list-style-type: none"> <li>• <b>KEEPING CHILDREN SAFE IN EDUCATION AUTUMN, SPRING AND SUMMER 2016-17</b></li> </ul> <p>KB reported that the report was not up to date as there should be 2 more bullying allegations recorded for the spring (as discussed above). There has been a significant decrease in the worry book for years 10, 11 and 13.</p> <p><b>Challenge Question:</b> Why?</p> <p><b>Answer:</b> There has been a high level of supervision and school intervention.</p> <p><b>Challenge Question:</b> There is one CME; we know where they are but are they safe?</p> <p><b>Answer:</b> There are actually 3 CME:- 1 in hospital, 1 recovering after surgery and 1 other. The school has a responsibility to follow these up. The governors had decided in the past not to fine parents whose children are not in school as this could be unhelpful.</p> <p>It is important that safeguarding is on the agenda for school council. PC thanked Julie for all her hard work and it was agreed that ME should send a thank you card on behalf of the governors.</p> <ul style="list-style-type: none"> <li>• <b>MONITORING OF CLA - MOST VULNERABLE PUPILS REPORT</b></li> </ul> <p>PC reported that the attendance figures were really good with many CLA in settled homes and not moving homes several times (as had happened in the past).</p>	<p>KB to look at bullying data.</p> <p>ME to send card to JD</p>
12	<p><b>RESPONSES FROM IFT TO THE QUESTIONS FROM GOVERNORS</b></p> <p>ME reported that IFT had responded to the questions and the governors went through the answers. There were still some areas that need more explanation.</p> <p>3.1 The trust has unrestricted and restricted funds.</p> <p><i>Question: What are restricted funds?</i></p> <p>8.3 Relevant training in safeguarding.</p> <p><i>Question: Do all IFT staff who could visit the Ravenswood site, have enhanced DBS checks?</i></p>	<p>ME to send questions to IFT</p>
13	<p><b>IMPACT OF Primary PE and SPORTS FUNDING</b></p> <p>PC reported that the Sports funding was used to appoint Jane Hawkes as school sports co-ordinator and this has enabled the school to achieve high</p>	

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	standards in our PE and Sports provision. The school have taken part in high quality PE lessons, intra school sport competitions, Interschool sports activities and have achieved the Gold Award. P16 pupils have also taught PE lessons at Kingshill School, which has helped the pupils build their confidence. Pupils can be accredited through AQA for their PE work.	
14	<p><b>IMPACT OF Catch up Y7 premium FUNDING</b></p> <p>PC circulated a document showing the Catch-up 7 Premium funding and how the funding was used to support the pupils.</p> <p>The percentages of the pupil progress showed a minor anomaly, so PC to check. Overall the results were outstanding progress of pupils in Reading, Writing and Maths and in their Personal Development.</p> <p><b>Question:</b> How do you measure parental support?</p> <p><b>Answer:</b> We actively engage parents and communicate well with them.</p> <p><b>Question:</b> How do you know how many pupils are adopted?</p> <p><b>Answer:</b> We ask parents at point of entry to the school.</p> <p>The vast majority of aims had been met and it was felt that the money was well spent.</p> <p>ME proposed that Catch up Y7 Funding is used in a similar way next year. PP seconded the motion.</p> <p><b>The Governors unanimously adopted this motion.</b></p>	PC to check percentages for minor anomalies.
15	<p><b>IMPACT OF TRAINING DAYS REPORT</b></p> <p>PC mentioned the fact that last year the governors agreed for the school to have extra training day with a very positive outcome. There is so much more health and safety and medical training necessary for a special school to run effectively and it is much easier to do with all staff in one session.</p> <p><b>Question:</b> Which governor is responsible for the making sure the testing of fire alarms and fire drills takes place.</p> <p><b>Answer:</b> There is no requirement for a governor to do this and AT is on the H&amp;S committee.</p> <p>After some discussion it was proposed that the school has 6 training days next year instead of 5, with the parents being given plenty of notice.</p> <p><b>The Governors unanimously agreed.</b></p>	PC to publish dates of training days in newsletter May 2017
16	<p><b>MAT UPDATE – VERBAL</b></p> <p>ME reported that IFT Trust Board had met last week and they were happy for us to move forward and apply to become an academy.</p> <p>Sue Ivermee had spent 2 half days visiting the school and was really pleased. Sue has given the school some things to work on but was impressed with the marking and progress folders and the interesting lessons taking place throughout the school.</p>	
17	<b>POLICIES FOR APPROVAL BY FGB - None</b>	
18	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Holiday pay, safeguarding</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – Holiday pay, pupil premium</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – PE Pupil premium, MAT update, Holiday pay.</li> </ol>	
15	<b>CORRESPONDENCE - None</b>	
16	<p><b>AOB</b></p> <p>PC – Holiday Pay for casual workers.</p>	

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	<p>PC mentioned that legislation is changing nationally on how casual workers are paid holiday pay. The increase will be 12% on what we currently pay. It is up to the governing body whether we should adopt this and whether it should be back dated. The governors felt that they needed more information on how much this would cost the school. Comparative figures to go to BC 3.5.17 with view of making decision at FGB 24.5.17.</p> <p><b>Meanwhile governors decided that holiday pay for casual workers would not be back-dated.</b></p> <p><b>PP – Governor Services</b> PP asked what was happening with Governor Services. The school has signed up for 5 months, until we become an academy.</p>	<p><b>PC to provide more information on potential cost to the school</b></p>
	<p><b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 24<sup>th</sup> May 2017</p>	
	<p><b>MEETING CLOSED AT 6.55pm.</b></p>	

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