

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 24th May 2017

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Graham Shrubsole (GS) Andy Thatcher (AT) Pam Pollard (PP) Jill Iles (JI) Nick Dixon (ND)</p> <p>School Officers Katie Barnes (KB)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Neil Brooksbank (NB) Heather Pickstock (HP) Stuart Iles (SI) Chris Hustwick (CH) Mark Senior (MS)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None declared</p>	
4	<p>A.O.B.</p> <p>PC – Canopies ME – Bus Shelters ME – Carpets</p>	
5	<p>MINUTES OF MEETING – 05.04.17</p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING – 05.04.17</p> <p>PC to thank all staff for hard work in Ravenswood Post – achieved. PC to bring next draft budget for discussion at Business Committee 3.5.17 – achieved. Governors' to let ME know of any sponsorship possibilities – ME reported that HP had mentioned that Churngold was a possibility but the deadline is 25/5/17 so too late to apply this time but PC/ME/HP to look at for next time. ME also mentioned he had previously applied to Jewson but the successful bids were for much higher amounts, so need to consider this next time. KB to look at bullying data – ongoing. ME to send card to JD – achieved. ME to send questions from governors to IFT – agenda item. PC to check percentages for minor anomalies – achieved. PC to publish dates of training days in newsletter May 2017 – achieved. PC to provide more information on potential cost to the school on casual</p>	<p>PC/ME/HP to apply to Churngold at next opportunity.</p>

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	contracts – achieved.	
7	<p>PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN (SPRING TERM)</p> <p>PC shared the SIP for the spring term highlighting what had been achieved up to April. Some areas are excellent but the school have achieved everything.</p> <p>Question: One thing the school have not managed to move forward on is outreach work – why?</p> <p>Answer: This is due to a limited budget and if members of staff were engaged on outreach work, replacements would need to be paid for.</p> <p>Question: Why are some of the squares on the report ‘grey’ instead of showing updates, on reporting to governors?</p> <p>Answer: Because sometimes there is nothing to report at the present time but maybe the ongoing plan should be highlighted in italics.</p> <p>PC/KB/MS to meet to plan how the school can move forward on outreach and share our expertise.</p> <p>The SIP shows that lots of quality teaching is happening but there are a few dips in KS4 which are being monitored and Senior Leaders are confident that progress will be made.</p> <p>Homework diaries – lots of work has been done on this and HODs are monitoring this closely and reporting back to staff. This has been very positive and the school have received good feedback from the parents. ME asked if it should be an area to gauge parents views at the next parents’ evening.</p> <p>The tracking of pupils’ behaviour has improved with thanks to ME for his help on finding different ways of achieving this.</p> <p>KB mentioned that work with the BS team had helped to manage children along with reviews CHP’s and MAPA training.</p> <p>Question: Why does it sometimes say achieved by term 1, 2 or 3, seems inconsistent.</p> <p>Answer: Because sometimes a task needs completing during the course of a term and others are on specific dates.</p> <p>As reported at Pupil Committee there is ongoing guidance to the staff and things have improved but there is some very tricky behaviour to deal with. Unfortunately, there is a variability of outcomes for pupils. SSA is good but P16 still needs some improvement and the tutors are looking at ways to improve this and to plug the gaps.</p> <p>MLD – everyone needs to make progress and the spreadsheets are really good at highlighting specific areas.</p> <p>Early Years - even though the school has no ‘Early Years’ at present it is important to stay focused on this and for the team to keep developing.</p> <p>P16 – This was an issue for OFSTED last time so will be a key focus next time. HOD is making a good impact on this but not outstanding as yet but all are working together to try and achieve this.</p> <p>Assessment framework – accredited courses are working well.</p>	<p>PC to amend SIP with italics on progress.</p> <p>PC/KB/MS to meet to plan.</p> <p>ME to seek parents’ views.</p>

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8	<p>APPROVAL OF BUDGET</p> <p>PC reported that the Business Committee had looked at the revised budget. The initial deficit budget was £110K and this, with a lot of hard work, has been reduced to £28,772 and with the carry forward of £37,356 that leaves a budget surplus of £8,584. This has been achieved by not replacing an LSA or ICT apprentice, reducing the number of options for P16 students and by reducing the amount of spending taking place. PC mentioned that the school had appealed the top up funding values for 10 pupils, and all 10 had been successful.</p> <p>Challenge Question: Is the money received to be used specifically for that child?</p> <p>Answer: The money can be used in any way as long as the child's need is met.</p> <p>Question: Is the funding broken down for how much money is spent on each child?</p> <p>Answer: No because there is no easy way of working out percentages of teachers' wages, premises, utilities etc.</p> <p>The money received from Pupil Premium and Y7 Catch up, however, is dedicated money.</p> <p>Question: Is it cost effective weighing up the cost of special needs support verses teaching costs?</p> <p>Answer: Some pupils receive £16k and sometimes the cost of an LSA will be more than that. The school can only turn down pupils if it is full and some pupils whose needs could no longer be met by the school have moved out of county which in the long run is more expensive.</p> <p>PC reported that she is still due some money from previous financial years.</p> <p>Question: How would IFT look at our budget?</p> <p>Answer: IFT now appreciates how SEN schools budgets can change dramatically with just one child, so don't see it as an issue.</p> <p>ME proposed accepting the budget and PP seconded it.</p> <p>The Governors unanimously agreed the budget for the next academic year.</p>	
9	<p>REPORT FROM BUSINESS COMMITTEE – 3.5.17</p> <p>ME reported that he and AT had arranged to meet parents, who still owe debts to the school, to draw up a payment plan. Unfortunately no-one had attended. Some discussion took place and it was agreed to take this to the next Business Committee for a decision on future action to be made. Overall more debts are being repaid.</p>	<p>Arrears issue to go to Business Committee</p>
10	<p>REPORT FROM PUPIL COMMITTEE – 10.5.17</p> <p>Jl mentioned that under matters arising KB was going to supply dates for school council to CH/Jl. CH has not received them.</p> <p>Jl said that she felt that pupil voice was working really well and that the pupils were growing in confidence and developing skills like minute taking, writing letters etc.</p>	<p>KB to resend dates for Council meetings</p>
11	<p>MONITORING OF SAFEGUARDING</p> <p>There were no questions for PP.</p>	

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	<p>PC was concerned about point 3 in which PP mentioned there was a gap in the paperwork for new staff. As TL had not been at the meeting, PC suggested that on the next occasion, PP changed the time to meet with TL and ensure that this was discussed.</p> <p>Question: Do we get many 'freedom of information' requests? Answer: No, only had 1 since the Act was introduced.</p> <p>Question: What is available for people to see? Answer: Anything that is not detrimental to a pupil.</p>	<p>PP to amend meeting time with TL</p>
12	<p>RESPONSES FROM IFT TO THE QUESTIONS FROM GOVERNORS</p> <p>ME explained that he had received responses to questions that had been asked of IFT. The response about 'what restricted reserves mean' still is unclear.</p> <p>Question for IFT: Is the £761K only to be spent on pupils? Question for IFT: Is the pot of money just IFT money or made up of IFT schools? Question for IFT: Can IFT provide the school with anticipated restricted reserves for 2016/17? The response to the safeguarding query reassured Staff and Governors.</p>	<p>ME to ask IFT for answers to questions.</p>
13	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER</p> <p>PC reported that Sue Ivermee had visited the school as one of the 6 monitoring visits the school receive as part of joining IFT. SI's report is very encouraging and something that can be built on during the visits. The school's leaders are challenged each visit and SI provides a list of actions to be achieved by the next visit.</p> <p>Question: Under outcomes for pupils, what do the minus scores mean? Answer: They are scores that pupils are given but only really apply to a mainstream school, as they are linked to SATs and GCSEs.</p> <p>It was agreed that ME send an email to SI thanking her for visits and detailed reports.</p>	<p>ME to send email to SI</p>
14	<p>MAT UPDATE – VERBAL</p> <p>PC reported that no decisions will be made on this until after the election, so nothing will happen until September and then it will be about 6 months from then. ME/PC are meeting in June to discuss traded services.</p>	
15	<p>GOVERNING BODY SKILLS AUDIT RESULTS.</p> <p>ME reported that he had circulated the audit and overall the results were good, with some areas being excellent. The report highlighted that if the school were looking for another governor it would be helpful if they had experience in procurement purchasing and facilities management.</p> <p>ME felt that the governors had been very modest in their answers but it still gave the school a good impression of the strengths and weaknesses of the governing body.</p>	<p>ME to look at 2017 audit.</p>
16	<p>LETTERS TO CARERS RE PUPIL PREMIUM PLUS</p> <p>PC mentioned that she had previously talked about music tuition and how even though the local authority receive a significant amount of money for this, they will only transfer it all over if the school can prove it is benefitting the child. After some discussion it was agreed that payment should be received up front for the next term in order to book the tuition. Also this</p>	

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	should apply to all pupils not just CLA pupils. It was also suggested that a rough inclusion of price should be added to the letter. PC to discuss further with PR.	PC to discuss with PR.
17	<p>POLICIES FOR APPROVAL BY FGB</p> <p>INTERNAL APPEALS PROCEDURE (ACCREDITATION)</p> <p>PC reported that the internal appeal procedure had gone to Pupil Committee but there were corrections and amendments that needed to be made. It has come to FGB so that it can be available for the exams this year. ME has checked and amended them to be in line with Awarding Bodies.</p> <p>PP proposed the policy and ND seconded it. The Governors unanimously accepted the policy.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – School Improvement Plan, Safeguarding, Appeals Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Appeals Policy, Budget. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Governing body audit, MAT update, Sue Ivermee report. 	
19	CORRESPONDENCE - None	
20	<p>AOB</p> <p>PC – Canopies</p> <p>PC reported that she and AT had met with the contractors. The canopy between Kingfisher and Robin is planned to be removed in June and may not be replaced. The canopy between Duck and Owl is planned to be removed by 21st July and reinstated (or part of it) before September. Andrew Hack to design and provide costings with itemised materials,</p> <p>ME – Bus Shelters</p> <p>ME reported that he and PC had realised that the pergola that was going to be provided was not robust enough. ME wrote to First Bus and then NS to ask if they could provide the school with a bus shelter. NS agreed to donate 2 to the school and transport them to the school and fit them for free. After visiting the school the original site was not appropriate and ME/PC have decided on an alternative place and AP to seek approval from NS as to new position.</p> <p>Question: What will you put under the shelters for pupils to work on? Answer: Seating will probably be built but nothing has been decided.</p> <p>ME – Carpets</p> <p>ME reported that on leaving court one day he had seen carpet tiles which were being thrown away. After asking AMEY if he could use them, they offered to provide and fit some carpet tiles for the school as part of their community involvement. ME/PC have identified a classroom, Primary play area and two offices which are in need of new carpet.</p>	<p>HP to identify possible sources for materials</p> <p>AP to check with NS re new site for bus shelter.</p> <p>ME to liaise with AMEY re carpet fitting.</p>
	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 19th July 2017</p>	
	MEETING CLOSED AT 6.35pm	

SIGNED..... DATED