

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 19th July 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) Heather Pickstock (HP) Stuart Iles (SI)</p> <p>School Officers</p> <p>Katie Barnes (KB) Mark Senior (MS) Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Neil Brooksbank (NB) Chris Hustwick (CH)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>ME declared an interest in item 13 as he is a Trustee for IFT.</p>	
4	<p>A.O.B.</p> <p>Traded Services Support Offer Nomination Chair/Vice Chair School Meals Training Days</p>	
5	<p>MINUTES OF MEETING – 24.05.17</p> <p>The Minutes were accepted and signed as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING – 24.05.17</p> <p>PC/ME/HP to apply to Churngold at next opportunity re: sponsorship. Churngold have had some problems so may not be the best time to approach them but could do so at a later date.</p> <p>PC/KB/MS to meet to plan how school can move forward on outreach and share our expertise. PC reported that a twilight session had taken place and 5 schools had attended and found it extremely helpful. Another taster session is planned for September and then possibly half days to be set up in the future.</p> <p>PC to amend Progress Report on SIP with italics on progress – achieved.</p> <p>ME to seek parents' views re: Homework – achieved. Reported to Pupil Committee.</p> <p>Debts arrears issue to go to Business Committee – achieved.</p> <p>KB to resend dates for Council Meetings – will send new dates as soon as</p>	

Ref	Agenda Item	Action by
	<p>possible in September.</p> <p>PP to ensure meets with TL prior to writing report – achieved.</p> <p>ME to ask IFT for answers to questions – achieved.</p> <p>ME to send an email to SI thanking her for visits and detailed reports – achieved.</p> <p>ME to check NGA audit for any differences to the version just completed – achieved. AT had also looked at the new audit and thought we could have had more top ratings. ME will look at new audit in September to see if there is value in doing the audit again.</p> <p>PC to discuss music tuition payments with PR - achieved.</p> <p>AT/ME to arrange volunteers to remove canopies – achieved 3.7.17. This was done at the volunteers’ day, with help from a P16 student who has asked for further training so could be more helpful in the future.</p> <p>HP to identify sources for materials – HP had tried to get some materials from Britannia but had no response. It was agree to wait until September when the shelters will have been installed as we are unsure if NS will provide the new panels.</p> <p>AP to check with contractors re new site for bus shelter – achieved.</p> <p>ME to liaise with AMEY re carpet tile fitting – achieved. ME reported that AMEY will be fitting the carpet on 23rd August in Primary play area, KS4 Classroom and meeting room 3. It would be good to have publicity for AMEY – ME to let HP have details.</p>	<p>KB to send dates for council meetings.</p> <p>ME to look at new NGA audit.</p> <p>ME to try to remain in touch with P16 student for future volunteer days</p> <p>ME to let HP have details for carpet fitting.</p>
7	<p>HEADTEACHER’S REPORT JULY 2017</p> <p>PC said that the report shows lots of very good outcomes. The number of pupils has dropped a lot since Easter, as some families had moved away, but the school will be full in September. PC mentioned that transition plans are in place for all pupils designated as school leavers. 1 child in dual placement now will be in full time in September and 2 new pupils on dual placements will be starting in September.</p> <p>Leadership and management of the school is outstanding and leadership of p-16 is good. Over this year the quality of provision has improved and it is good to see that there is consistency across the school. Progress of pupils is outstanding. The governors said that the staff should be thanked to show that they are valued. It was highlighted that the school had achieved their Gold Schools Games award for the 3rd year which is an excellent achievement. PC said that the governance had been highly effective with specific challenges which have shaped and helped the school improve. PC highlighted that parents had been listened to and thanked ME and JI for their time in attending parents’ evenings and school council meetings. Teaching is outstanding for pupils of SSA and good in p-16. The school’s teaching strategies are being consistently applied across KS1-4 and improvements are being made in p-16.</p> <p>The personal development data has not yet been analysed for this year, and will be shared with governors in the Autumn. Early indications are that it continues to be outstanding. Attendance has dipped due to higher levels of persistent absence for illness and mental health issues. Attendance</p>	<p>ME to write in Ravenswood Post.</p> <p>Personal Development data to be</p>

Ref	Agenda Item	Action by
	<p>plans are in place to provide well-matched multi-agency plans. Behaviour is outstanding with 80% of pupils showing 1 or less minor incidents in a week. Pupils with challenging behaviours show significant improvements overtime.</p> <p>There are no early years pupils in the school this year, but provision is in place for when there will be. EY pupils will be on roll in September.</p> <p>P16 – interventions by Senior Leaders are in place to improve teaching, which has led to progress being good.</p> <p>The overall effectiveness of the school is good with much that is outstanding.</p> <p>Pupil views are currently being collected and will be available at next FGB.</p> <p>Challenge Question: Was there mention at some time of inviting non SEN pupils to join early years e.g. for play sessions.</p> <p>Answer: Yes, Senior Leaders to consider this in the future.</p> <p>PC - These outstanding outcomes are thanks to a highly dedicated staff team, my thanks to them all.</p>	<p>reported to governors – Aut.</p> <p>Behaviour data to be reported to governors Aut.</p>
8	<p>SMSC REPORT – JULY 2017</p> <p>PC shared the report which highlights the school values.</p> <ul style="list-style-type: none"> • Value each individual’s voice • Build self esteem and confidence • Understand good and bad • Show respect and understanding for others • Value the community and world in which we live • Be proud members of the school community. <p>The school has secured outstanding progress in the pupils’ SMSC development. The pupils have been out and about doing many different inspiring activities. The time to talk sessions have continued to improve and are now structured with a specified topic for 3 weeks.</p> <p>MS reported that he had been to a conference about developing oracy and had found it very helpful, with some ideas which could be used at Ravenswood.</p> <p>Cultural development is a difficult area for the school to provide high quality learning opportunities, due to our location but we continue to look for ways to improve this, i.e. shopping in a Polish shop in Clevedon rather than in a big UK supermarket.</p> <p>Pupils continue to participate in sports activities with Bristol schools.</p> <p>Challenge Question: Does time to talk follow strict guidelines so that staff cannot put their views across?</p> <p>Answer: Yes, it is part of the teachers’ standards. If the school received feedback that this was happening they would deal with it. It will be important to highlight this to support staff that they need to be neutral in their input.</p>	<p>PC to inform support staff</p>
9	<p>REPORT FROM BUSINESS COMMITTEE – 28.06.17</p> <p>There were no questions on this report.</p>	
10	<p>REPORT FROM PUPIL COMMITTEE – 05.07.17</p>	

Ref	Agenda Item	Action by
	There were no questions on this report.	
11	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that she has changed the times she meets with JD to make it more effective and will do the same with KB. PP found everything to be in order with SCR and Safer Recruitment procedures.</p>	
12	<p>SAFEGUARDING AUDIT</p> <p>PC reported that this is an annual audit required by NS. It is in a slightly different format and PC/JD have checked that the data is accurate.</p> <p>The policy is familiar to all staff; volunteers and governors and parents are aware of it.</p> <p>Procedures are in place but some improvements can be made especially with the volunteers' pack.</p> <p>Training – all staff have received an overview of safeguarding and completed Educare modules and updates.</p> <p>Dealing with allegations - excellent work by the staff on how they deal with allegations.</p> <p>Record keeping procedures – the school has clear procedures and day by day movement of the records is excellent.</p> <p>SCR – this is complete and required checks have been completed.</p> <p>Safer Recruitment – Induction needs to happen more swiftly after appointment.</p> <p>Governance – PP photo needs to go on website under safeguarding page. Also on safeguarding board in reception.</p> <p>Risk Assessments – regular risk assessments are under taken and reported to the H&S committee.</p> <p>ME/PC to sign of copy of the audit.</p>	<p>PP photo on website and in reception. ME/PC to sign audit.</p>
13	<p>MAT UPDATE – VERBAL AND RESPONSES TO QUESTIONS RAISED AT PUPIL COMMITTEE 05.07.17</p> <p>ME reported that he had received a response from IFT to the questions around finance:</p> <ul style="list-style-type: none"> • The spreadsheet sent by IFT was in Excel and some of the columns had been rounded up/down so there was a difference of £1000. It was agreed that this response was still not clear and needed more clarity. • Some discussion took place and there was still uncertainty about whether the surplus in the school remains the property of the school? • Where does the money come from if a school gets into debt? More clarity is needed on this. <p>ME reported that the new Scheme of Delegation will be ratified by the Trust Board on 5/9/17 and will be available to academies on 12/9/17. The new Service Level Agreement will also be provided in the autumn.</p> <p>Challenge Question: How much time are we giving IFT to address all our concerns?</p> <p>Challenge Question: Are we going to make parallel enquiries?</p>	

Ref	Agenda Item	Action by
	<p>PC reported that Nailsea School has decided not to join IFT or any other MAT at this moment in time, but are looking at local schools to work with them. Governors felt the pressure to join a MAT is no longer an issue as the government had relaxed on this. NSC will continue to be funded and Somerset Services Enterprise is also available for traded services on a not-for-profit basis. PC is on the client group and reported that SSE will have services ready to purchase in Jan 18.</p> <p>It would be a distinct advantage if Nailsea School was joining the same MAT as Ravenswood, so long as we all shared the same values.</p> <p>It was agreed that we pause any move towards joining IFT until the SoD, accurate finance reports and the SLA have been produced. It is this information which we will be able to use to compare with information published by other MATs.</p> <p>Meanwhile, it was agreed to keep our options open and to explore other possibilities, maintaining the position that we are in no rush.</p> <p>Challenge Question: should we notify IFT of our decision?</p> <p>Answer: no, the minutes are published on the school website and are therefore available if they want to read them.</p> <p>At the FGB in October we can review our position again once all IFT documents have been received.</p>	<p>ME/PC to continue to see what other options are available.</p>
14	<p>DRAFT WORK PLAN 2017-18</p> <p>ME reported that there would be no meeting with staff before the FGB in September. Governors are invited to meet staff over lunch (12.30-1.15) during training days 4/9 and 5/9/17.</p>	
15	<p>SUMMARY REPORTS – PUPIL PROGRESS</p> <p>PC supplied the 3 different reports over a period of time as requested at pupil committee. The reports show that outstanding progress was made against the challenging target of 70% pupils achieving or exceeding their targets in Reading, Writing and Maths</p> <p>Challenge Question: are the challenges high enough? What percentage should it be next year?</p> <p>Answer: This is something for Governors to consider. The reports show the journey over time and that Senior Leaders met the challenges from governors to raise the bar, when they could have lowered the targets. The reports show, most importantly, that there is a consistency now across the school.</p> <p>P16 percentage is slightly lower with 65% in maths and the school will continue to work on this.</p> <p>Last year's reports show a more mixed picture but this year shows real consistency.</p> <p>MLD shows inadequate but this cohort is only 3 children, so if one child does not reach their target it will automatically trigger an "inadequate" evaluation.</p> <p>Challenge Question: is the MLD group going to remain a priority?</p> <p>Answer: wherever there is a need for intervention in a particular cohort, it will feature on the SIP</p> <p>Question: Why does the report show 105 pupils but only 104 counted?</p> <p>Answer: the pupil who is on long term sick is on the roll but has not been in school to be counted.</p>	

Ref	Agenda Item	Action by
16	<p>POLICIES FOR APPROVAL BY FGB COLLECTIVE WORSHIP POLICY The policy was accepted unanimously.</p>	
17	<p>MEETING OUR EQUALITY DUTIES</p> <ul style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Collective Worship Policy, Safeguarding, Parent Questionnaire. 2. ADVANCE EQUALITY OF OPPORTUNITY – Collective Worship Policy, Headteachers Report, 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – SMSC Report, Collective Worship Report, and Parent Questionnaire. 	
18	CORRESPONDENCE - None	
19	<p>AOB</p> <p>PC – Traded Services. PC mentioned that the contract for school meals was ending in March, so need to find a different one. Ravenswood has joined a group of schools led by Trinity School in tendering for a new contract.</p> <p>PC – Nominations for Chair/Vice Chair. Governors were invited to nominate other Governors or themselves for the positions of Chair and Vice Chair of the Governing Body. All nominations to be sent to Louise.</p> <p>MS – Exam Contingency Plan. MS reported that following a visit from the exam officer this plan was drawn up and is bespoke to Ravenswood. After some discussion it was decided to change the wording on the bullet point 3, about appointing a suitable deputy, and add ‘in the case of long term absence’.</p> <p>ME Proposed and PP seconded.</p> <p>The plan was unanimously accepted by the governors.</p> <p>PC – Parent Questionnaire. PC reported that 24 had been received which were very positive. Bullying was discussed as to whether all parents should be aware of how bullying is handled or just those who have pupils who have been bullied. KB said it could be improved with specific details to parents and the school could be told how well bullying is dealt with. It was really good to get feedback from the parents.</p> <p>ME – A confidential matter was discussed after school staff left and a majority voted in favour of the request. Following discussion it was agreed that the leave of absence policy may need amending with ‘for exceptional circumstances’.</p> <p>PC – a confidential staffing matter was discussed with members of the Business Committee</p>	<p>Governors to send nominations for chair and vice-chair to LC</p> <p>ME to send letter re staff request for LOA</p>
	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 6TH September 2017</p>	
	MEETING CLOSED AT 7.00pm	

SIGNED.....

DATED