

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 6th September 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) Stuart Iles (SI) Neil Brooksbank (NB)</p> <p>School Officers Katie Barnes (KB) Mark Senior (MS) Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Heather Pickstock (HP) Chris Hustwick (CH)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>ME declared an interest in item 16 as he is a Trustee for IFT.</p>	
4	<p>A.O.B.</p> <p>None.</p>	
5	<p>MINUTES OF MEETING – 19.07.17</p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING – 19.07.17</p> <p>KB to send dates for council meetings – KB to email 7/9 ME to look at new NGA audit – ME has checked the new audit and there are some differences which would make it worthwhile completing at the end of the year. ME to try to remain in touch with P16 student for future volunteer days ME to let HP have details for carpet fitting – ME said that this had not been achieved. ME to write in Ravenswood Post re pupil progress – achieved. Personal Development data to be reported to governors – Autumn term – This will be brought to Pupil Committee. Behaviour data to be reported to governors – Autumn term – this will be brought to Pupil Committee. PC to inform support staff re time to talk guidelines – ongoing. PP photo on website and in reception – to be arranged. ME/PC to sign safeguarding audit –done.</p>	<p>KB to email dates</p> <p>Audit to be completed in term 6</p> <p>ME contact once dates set.</p> <p>Pupil committee on 4/10</p> <p>Pupil committee on 4/10</p> <p>PP to have photo taken</p>

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	<p>ME/PC to continue to see what other options are available re MAT - agenda item.</p> <p>Governors to send nominations for chair and vice-chair to LC – agenda item</p> <p>ME to send letter re staff request for LOA – achieved.</p>	
7	<p>APPOINTMENTS OF CHAIR/DEPUTY CHAIR</p> <p>ME reported that nominations had been received for chair and deputy chair. AT happy to stand again as deputy chair – PP proposed and ND seconded. ME happy to stand again as chair – PP proposed and ND seconded.</p> <p>Question: Is there a limited time period to be chair?</p> <p>Answer: No, it doesn't specify in the constitution.</p> <p>Question: Should we have a limited time period?</p> <p>It was agreed that it would be good practice to have this and ME to look into.</p> <p>Voting took place, and both AT and ME were unanimously elected..</p>	<p>ME to check recommended time limit for CoGs</p>
8	<p>COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE</p> <p>The governors decided that the structures should stay the same as the structure works.</p> <p>FGB COMMITTEE - All Governors.</p> <p>BUSINESS COMMITTEE – PC, ME, AT, SI, GS, HP.</p> <p>PUPIL COMMITTEE – PC, ME, NB, JI, PP, ND, CH.</p> <p>PAY COMMITTEE – it was agreed that the chairs of Business Committee and Pupil Committee should be the representatives, plus ME. PC would be at the meeting to present potential pay awards to the Committee and would withdraw for any discussion on the Headteacher's pay award.</p> <p>HEADTEACHER PM – ME, PP, AT.</p> <p>ME reported that he and PC had reviewed the terms of reference and found that some duties were missing. So these have been amended and updated and all follow the same template. Governors' training has been added as this had previously been omitted.</p> <p>Question: NSC offered training before, will NS take this over? What is available?</p> <p>Answer: There is lots of online training available, Educare is what the school uses, there is NGA but not locally, email training and the Somerset Partnership Scheme but this is not finalised as yet.</p> <p>Governor Services would be cheaper than NS if schools went for it. DFE is still available and excellent.</p> <p><i>FGB Terms Of Reference</i> - ME proposed and PP seconded the changes.</p> <p>The Governors unanimously agreed the FGB terms of reference.</p> <p><i>Business Committee Terms of Reference</i> – ME reported that the purposes had not changed but 'the chair or deputy chair of Business Committee should be on the H&S committee of the school' was added the terms of reference. PP proposed and AT seconded the changes.</p> <p>The Governors unanimously agreed the Business Committee terms of</p>	

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	<p>reference.</p> <p><i>Pupil Committee Terms of Reference</i> – ME mentioned that this followed the same structure as the others and added ‘the chair/deputy of Pupil Committee should be Safeguarding Governor’.</p> <p>Challenge Question: Should under purpose it say something more positive than ‘at least good’.</p> <p>Answer: It was agreed to change to ‘quality is consistently good to outstanding’ also changed ‘behaviour and safety of pupils at the school is consistently good to outstanding’ and ‘pupils make outstanding progress’.</p> <p>PP proposed and NB seconded the changes.</p> <p>The Governors unanimously agreed the Pupil Committee terms of reference.</p> <p><i>Pay Committee Terms of Reference</i> – ME reported that major revisions had been made to these to make them fit for purpose.</p> <p>ME proposed and PP seconded the changes.</p> <p>The Governors unanimously agreed the Pay Committee terms of reference.</p>	
9	<p>APPOINTED GOVERNORS –</p> <p>PUPIL VOICE – JI happy to continue on Post16 Council and ME will talk to CH to see if she is happy to continue with the Secondary Council .</p> <p>SAFEGUARDING/QUALITY ASSURANCE OF RECORD KEEPING – PP happy to continue with this.</p> <p>CHILDREN WHO ARE LOOKED AFTER – PP happy to continue with this.</p> <p>ESAFETY – NB is happy to carry on with this but needs meeting to be arranged.</p> <p>SEN GOVERNOR – This role is taken on by the chair of governors.</p> <p>H&S GOVERNOR – AT happy to take on this role.</p>	<p>ME to speak to CH re Pupil Voice.</p> <p>PC to arrange meetings.</p>
10	<p>DECLARATION OF PECUNIARY INTEREST</p> <p>Please sign and return to DP as soon as possible if not already done so.</p>	<p>Governors to return to DP</p>
11	<p>CODE OF CONDUCT</p> <p>Please sign and return to DP as soon as possible if not already done so.</p> <p>ME to look at NGA suggestions for code of conduct.</p> <p>Appendix 1 was amended to say ‘this page is held in the school with governors records’ to make the statement accurate.</p>	<p>Governors to return to DP</p>
12	<p>INSTRUMENT OF GOVERNANCE</p> <p>At the present time there is a vacancy for a co-opted governor.</p> <p>PC asked what skill is needed for a new governor.</p> <p>ME said it would be useful to have someone who has knowledge of local area employability. ME to ask local solicitors.</p>	<p>ME to look into new governor options.</p>
13	<p>FREEDOM OF INFORMATION REQUESTS</p> <p>There were will no freedom of information requests in academic year 2016-17 .</p>	

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14	<p>GOVERNORS' ALLOWANCES</p> <p>ME proposed that the allowance rate for during travel should be amended so that Breakfast is £5 and Lunch is £7.50.</p> <p>The governors unanimously agree to the proposal.</p>	
15	<p>UPDATE ON WORK COMPLETED DURING THE HOLIDAYS</p> <p>PC said that lots had been achieved during the holidays.</p> <p>The cladding in primary has continued to be worked on and should be completed in October holidays.</p> <p>The canopy cannot be fitted until the February holidays but AT and his son have fitted a temporary one.</p> <p>The two bus shelters were fitted free of charge and look really good.</p> <p>Mark Davis has been in during the holidays and completed a lot of caretaking jobs.</p> <p>ME/DP painted Post16 area.</p> <p>The men from AMEY Contractors came in a fitted the carpet tiles in the 2 big rooms and ME fitted the small meeting room with the spare tiles.</p> <p>Some tree felling work was also completed at the end of last term.</p> <p>ME reported that he had sent off some bids during the holidays, the first to the Co-op with a bid to refurbish the library.</p> <p>Tesco are due to contact us about the blue tokens with money going to the conservation area.</p> <p>St James Place has been approached for funding the go-kart track and seems very keen at the moment with hopefully a donation of £10/12k.</p> <p>There are other charities which can be approached when we know the results of these bids.</p>	<p>PC to write and thank Queensbury</p> <p>PC to write and thank Amey</p>
16	<p>MULTI-ACADEMY TRUST UPDATE</p> <p>ME reported that he had sent the attached letter to Dr Paul and Elspeth and they had responded asking if the school would like a visit from Sue Ivermee and Peter Sloman to discuss any issues.</p> <p>Question: How long is the interim?</p> <p>Answer: Closing date is midnight 5/9 and interviews in 2 weeks time.</p> <p>It was felt that the school would rather meet the new officer rather than the interim officer.</p> <p>Comments and decisions from the last meeting stated that the school were waiting and exploring other options which IFT don't seem to have taken on board.</p> <p>It was felt that IFT at the present time don't understand SEN staffing and the solution from them is not robust enough.</p> <p>The regional trade union rep has expressed disappointment in IFT being disinclined to work closely with unions.</p> <p>The final amendments to the IFT documents and SLA should be available very shortly.</p> <p>There is a meeting with IFT to which PC and ME have been invited on 27/9 but the governors felt that PC and ME should not attend as it seems inappropriate at this time as our journey with IFT is paused.</p> <p>PC mentioned the visit from Sue & Elspeth previously and was expecting a report from that visit.</p>	<p>ME to write and suggest a visit once a permanent TEO appointed would be more appropriate.</p> <p>ME to write and explain he and PC will not be attending at this time</p> <p>ME to chase report.</p>

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17	<p>SCHOOL GROUP SIZE PC reported that this a document that is required to determine how Governors make decisions about pay for Senior Leaders . The figures show that the school is a group 5 school which is big for an SEN school. The government have taken away the school pay scale but NS recommend we follow the pay scale guidelines. ME thanked PC for all the hard work put into this. There appeared to be some anomalies in he figures didn't quite match and PC offered to check and clarify them.</p>	PC to check figures and report back if group size changes.
18	<p>GOVERNOR TRAINING PLAN Covered previously in the minutes.</p>	
19	<p>POLICIES FOR APPROVAL BY FGB NS/NSSCB POLICIES ADOPTED BYTHE SCHOOL AND ANY UPDATES The governors unanimously agreed to continue to use NS & NSSCB policies, and relevant updates after PP proposed and NB seconded.</p>	
20	<p>CONFIDENTIAL ITEM Separate minutes sent to Chair.</p>	
21	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Terms of reference PC, Appointment of Governors, Pupil Voice, Safeguarding and Adopting NS polices. 2. ADVANCE EQUALITY OF OPPORTUNITY – Works done during holiday, application for charity funding, adopting polices. 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – Works done during holiday, MAT update, Contact with different charities and adopting policies. 	
22	<p>CORRESPONDENCE - None</p>	
23	<p>AOB - None</p>	
	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 18th October 2017</p>	
	<p>MEETING CLOSED AT 6.15pm</p>	

SIGNED.....

DATED