

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 18<sup>th</sup> October 2017

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Graham Shrubsole (GS) Pam Pollard (PP) Jill Iles (JI) Nick Dixon (ND) Neil Brooksbank (NB) Heather Pickstock (HP) Chris Hustwick (CH)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) Mark Senior (MS)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from: Andy Thatcher (AT) Stuart Iles (SI)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>ME declared an interest in the MAT item as he is a trustee for IFT.</p>	
4	<p><b>A.O.B.</b></p> <p>PC – Permanent Exclusion PC – Parent Feedback NB – Ravenswood Post</p>	
5	<p><b>MINUTES OF MEETING – 06.09.17</b></p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p><b>MATTERS ARISING FROM MEETING – 19.07.17</b></p> <p>KB – to email dates for council meetings – achieved. NGA audit to be completed in term 6 – ongoing. ME to contact P16 volunteer once date set – PC to let ME have contact details to inform of volunteers day. Personal Development data to be reported to Pupil Committee 4/10 – achieved. Behaviour data to be reported to Pupil Committee 4/10 – achieved. PP to have photo taken for website and reception – photo taken but needs to be uploaded to website. ME to check recommended time limit for COGs – achieved. ME reported that the recommended length of time it between 6 and 8 years. ME to speak to CH re Pupil Voice – achieved.</p>	<p>PC to give ME ex pupil contact details.</p> <p>PP - Photo to be uploaded to safeguarding page of website.</p>

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	<p>PC to arrange Esafety meeting – ongoing.</p> <p>Governors to return Declaration of Pecuniary interest form – completed.</p> <p>ME to look into new governors options – ME reported that he had written to the solicitors in Nailsea and was awaiting a reply. HP suggested Burroughs Day from Portishead.</p> <p>PC to write and thank Queensbury – achieved.</p> <p>PC to write and thank Amey – achieved.</p> <p>ME to write and suggest a visit once a permanent CEO appointed – achieved. ME reported that a new CEO had been appointed but the role was now called SEL (Senior Executive Lead).</p> <p>ME to write and explain he and PC will not be attending meeting at this time – achieved.</p> <p>ME to chase report from MAT – achieved.</p> <p>PC to check figures and report back if school group size changes – achieved.</p>	<p>ME to write to Burroughs Day.</p>
7	<p><b>Ofsted Outcomes</b></p> <p>PC mentioned that she had not yet received the report following the visit from Ofsted. Thank you to governors who came in to meet the inspectors and joined the feedback. The outcomes of the inspection remain confidential. Two areas they identified for us to improve had already been identified by the school.; developing middle leaders and reducing use of RPI.</p> <p>the third area links to a a new national initiative from the government which will check the progress from Y6 through to GCSEs.</p> <p><b>Question:</b> How will the new initiative affect SEN schools?</p> <p><b>Answer:</b> Broadly it should work in the same way with shared understanding between the schools.</p>	
8	<p><b>Attendance of pupils</b></p> <p>PC reported that the figures show that compared to other Special schools our attendance is good. The school tracks the attendance of children not in school; mainly due to Mental Health problems. Ofsted did question the attendance and the school was able to evidence track every child's attendance.</p> <p>There is a big challenge to governors in respect of holiday time absences. The request for holidays in term time has been escalating. It was agreed that this would an agenda item at the next FGB. At the moment PC applies the criteria agreed by governors, but we are receiving many requests for holidays by parents with children not reaching the school criteria.</p> <p>Considering and responding to individuals on a case by case basis is time consuming. . It is worth considering whether we introduce fines as some mainstream schools have done.</p> <p><b>Question:</b> is it possible to have more details and percentages for the next meeting. The policy will also need to be looked at in detail.</p> <p><b>Answer:</b> yes more information, including a breakdown of reasons for absences will be available.</p>	<p>Holiday time absences to be added as agenda at item at next FGB.</p>

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9	<p><b>School Improvement Plan Priorities</b></p> <p>PC reported that the priorities were set prior to the Ofsted visit and with feedback from teachers. Feedback from teachers is shaping the SIP and may result in a slimmer document. The Early Years provision needs some changes but this document is a work in progress. Attendance needs to be added to it somewhere. The document will be discussed again at the next FGB.</p>	<p>SLT to consider adding attendance to SIP</p> <p>SIP - Agenda item for next FGB</p>
10	<p><b>Safeguarding Monitoring Report by Governors</b></p> <p>PP said there was nothing to add to the report and there were no questions.</p> <p>PC mentioned that subsequent to the report, training had been given on safe management of medication. It would be helpful if someone audited the medication charts. It was suggested that PP would include this in her audit with Liz Mullane. PP was happy to do this.</p>	<p>PP to audit medication administration records as part of safeguarding role.</p>
11	<p><b>Keeping Children Safe in Education 2016/17</b></p> <p>PC reported that this document shows data from last year and show how many children in the school and how many concerns have been recorded in the worry book. The figures are then broken down into how they were dealt with. Julie and PC meet to discuss every item and follow them up. Feedback is given and lessons are learnt on how things could possibly be done differently.</p> <p><b>Challenge Question:</b> Are these individual cases or can they be repeated, how can we tell?</p> <p><b>Answer:</b> They could be repeated. If they are reported on the same day they can be shown once, but if different days then they could be repeated. It was agreed that the report could include a guide which explains the figures better.</p> <p><b>Challenge Question:</b> Why is Year 10 so high compared to other years?</p> <p><b>Answer:</b> There are children with high needs.</p> <p>PP said that as safeguarding governor she is confident that things are reported and dealt with correctly.</p> <p>PC reported that at Child Protection Meetings they were given guidance on how to transfer documents when a pupil moves to another provider. This contradicts the information given in an article on the notice board in September.</p>	<p>PC – report to include guide.</p> <p>PC to check transfer or keep documents.</p>
12	<p><b>Report on Children Looked After</b></p> <p>This report takes a huge amount of work but the information is really useful. Thanks were given to PC, PP and Julie Davis for all the hard work in producing this report.</p>	
13	<p><b>Report from Business Committee 25/9/17</b></p> <p>There were no questions from the minutes but PP mentioned that she was confident that all actions from other committee meetings are all actions are</p>	

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	<p>followed up and completed. Cumulative Expenses Report – included for information.</p> <p>National funding consultation and SSF making decisions were also discussed. ME informed the meeting the figure for ‘children out of area is 80 children, not the 60 which SSF had previously been informed. NB commented how useful it was to have the Minutes from Committees which Governors did not attend. It meant everybody knew what was happening.</p>	
14	<p><b>Report from Pupil Committee 4/10/17</b> NB thanked PP for chairing the meeting in his absence. There were no questions.</p>	
15	<p><b>Pupil Premium</b> <b>Impact of Pupil Premium</b> PC reported that as a school we should track FSM and CLA but also chose to track PLAA as well. The school do not receive money for P16 but we continue to provide interventions for them. The money we receive is used for all of these children. The outcomes are very good even with very challenging targets. Broadly our children do very well irrespective of their background. Interventions are noted and reported on and is evidence based. PC/MS/KB use this data to set targets for the next year. It was agreed that as this works to continue to use the money in this way. <b>PP proposed, JI Seconded and the governors unanimously agreed to continue to use the Pupil Premium money as before.</b></p> <p><b>Catch Up Y7 Premium</b> PC reported that this funding is used to support pupils who did not transition well between primary and secondary. The money received in 2016/17 was £5,500 and was used to support these pupils and help in improving in maths, reading and writing. Focus was given to moving up day and social stories. MS/PC/KB continue to discuss how to refine this process as small things sometimes still get missed i.e. sitting somewhere different at lunchtime, lining up in a different area.</p> <p><b>PE and Sports Funding</b> The funding received from the government was used to appoint Jane Hawkes as School Sports Co-ordinator. Jane ensures that pupils have high quality PE lessons. This has also led to the school receiving the Gold Mark Award. Pupils in P16 are taught how to run PE lessons and take the lead in PE lessons at Kingshill School. PC reported that the funding has doubled this year to cover the new requirements which includes 30 minutes extra activity every day. KB attending a training session which will be helpful in inputting the new requirements.</p>	

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	<p><b>Question:</b> are the school planning to do a run every morning?  <b>Answer:</b> We do not have firm plans at the moment but will consider a range of options.</p>	
	<p><b>MULTI-ACADEMY TRUST UPDATE</b>  ME reported that no change since the last meeting. PC &amp; ME were to attend a meeting with Nailsea School on 13/10 but the meeting was postponed and no new date given as yet. ME asked if the governors would like to meet Sue Ivermee and Pete Sloman to answer any questions they have. It was agreed to ask them to attend an extraordinary meeting to do this.</p>	<p><b>ME to contact SI/PS and arrange meeting.</b></p>
<p><b>16</b></p>	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>i. Complaints Policy</b>  This was slimmed down last year and no changes have been made since then.  <b>The Governors unanimously accepted and adopted the policy.</b></p> <p><b>ii. SEN Information Report</b>  This report is published annually and is compulsory for all schools. The report should reflect all what the school do and it's the governors' responsibility to ensure that it does. PC proposes that this report is checked at the May FGB so that changes can be made in readiness for the new school year.  After changing point 1 to read 'and they meet with MS to talk through the progress of every child and these and further conversations...'  <b>The Governors unanimously accepted and adopted the report.</b></p> <p><b>iii. Admissions Policy</b>  On page 2 'Statement of needs' was changed to 'EHCP'.  <b>The Governors unanimously accepted and adopted the policy.</b></p> <p><b>iv. Behaviour Management Policy</b>  There has been a big revamp on this policy linking it to the schools reducing of physical intervention. The policy now includes the new 'traffic light system' which is used in the school. The physical invention section has been revamped to be more in line with the guidelines we now follow. Ofsted / DfE guidelines state that we should never <b>plan</b> to take children to the thinking room but it can be used as a place to become calm.  <b>Question:</b> I didn't think that the school ever planned this anyway.  <b>Answer:</b> We no longer to plan this, but there is still some training to be done with staff as it used to be put in pupils CHP. It is now a matter of changing teachers' mindsets.</p>	

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	<p>The policy has been updated to reflect best practice guidance.  <b>The Governors unanimously accepted and adopted the policy.</b></p> <p><b>v. Collective Worship Policy</b>  The report had been updated with the missing items highlighted in the July FGB meeting.  <b>The Governors unanimously accepted and adopted the policy.</b></p>	
17	<b>CONFIDENTIAL ITEM</b> Separate minutes sent to Chair.	
18	<b>MEETING OUR EQUALITY DUTIES</b> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – CLA Report, Catch up 7 Premium, Safeguarding Report.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – PE &amp; Sports Funding, Pupil Premium, School Improvement Plan.</li> <li>3. <b>FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS</b> – MAT update, PE &amp; Sports Funding.</li> </ol>	
19	<b>CORRESPONDENCE</b> – Letter from P16 students.	
20	<p><b>AOB –</b></p> <p><b>PC – Exclusion</b> – PC reported that she had permanently excluded a Y11 pupil as the school was no longer able to manage his behaviour. The Governors need to put a panel together to discuss this with PC and the Parents / Pupil and then either confirm the decision or reinstate the pupil. ME said the only date available was 14/11 and he asked for 3 governors to be available to do this. ME to email governors to arrange this.</p> <p><b>ME – Parent Feedback</b> ME reported that he had attended parents evening and had spoken to lots of parents. The feedback was very positive. PP offered to come to parents’ evenings in future if required. ME to write article for Ravenswood Post.</p> <p><b>NB – Ravenswood Post</b> – NB said he was concerned with the article about sticks in the Ravenswood post. Should we encourage children to play with sticks? PC commented this had been discussed at Health and Safety Committee; it is impossible with the size of the site to prevent children from picking up sticks. They can use them appropriately in role play, use as walking stick, but they are not allowed to fight or use them as weapons.</p> <p><b>JI – Home to School transport</b> – JI asked if the new changes in transport arrangements for P16 was affecting the school. PC said it was not affecting those in school at the moment but it is affecting those going to College.</p>	<p>ME to arrange panel of governors to consider PEX.</p> <p>ME to write article for Ravenswood Post</p>
	<b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 13 <sup>th</sup> December 2017	
	<b>MEETING CLOSED AT 6.45pm.</b>	

SIGNED..... DATED .....