

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 13th December 2017



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Graham Shrubsole (GS) Pam Pollard (PP) Andy Thatcher (AT) Nick Dixon (ND) Neil Brooksbank (NB)</p> <p>School Officers</p> <p>Katie Barnes (KB) Mark Senior (MS)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Jill Iles (JI) Heather Pickstock (HP) Chris Hustwick (CH) Stuart Iles (SI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>ME declared an interest in item 15, MAT update, as he is a Trustee for IFT.</p>	
4	<p>A.O.B.</p> <p>PC – SEN Report ME – NB Thanks ME – Re-election of SI as governor.</p>	
5	<p>MINUTES OF MEETING – 18.10.17</p> <p>The minutes were accepted and signed as a true record of the meeting after the correction of PR to PE & Sports Funding was made.</p>	
6	<p>MATTERS ARISING FROM MEETING – 18.10.17</p> <p>PC to give ME ex pupil contact details for volunteers' days – achieved. ME will notify them of the volunteers' days once they have been agreed. PP photo to be uploaded to safeguarding page of website – achieved. ME to write Burroughs Day – achieved. The letter has been circulated to their staff but as yet not response received re becoming a governor. Holiday Time absences to be added as agenda item at next FGB achieved. SLT to consider adding attendance to SIP achieved. SIP to be agenda item for next FGB achieved. PP to audit medication administration records as part of safeguarding role. PC Keeping children safe in Education report to include a guide which explains the figures better – deferred to next meeting.</p>	<p>PP to add to agenda PC to provide guide.</p>

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	<p>PC Child Protection Meetings to check how to transfer documents – achieved.</p> <p>ME to contact SI/PS and arrange meeting – achieved.</p> <p>ME to arrange panel of governors to consider PEX – achieved. No appeal was made by the deadline of December 8th.</p> <p>ME to write article for Ravenswood Post re Parent Feedback – achieved.</p>	
7	<p>HEADTEACHER’S REPORT</p> <p>PC reported that the numbers in this report are at a point in time as they change regularly, but the context has not changed significantly though. Three pupils have moved to schools out of the area as the school could no longer meet their needs.</p> <p>Quality of Leadership and Management</p> <p>Most of the SIP outcomes have been achieved.</p> <p>Question: At pupil committee it was agreed to put a time frame on the outcomes, should this report have the same?</p> <p>Answer: No, this is a summary of the 2016-2017 objectives. Any partially achieved outcomes will go into the SIP for the current year.</p> <p>Ofsted endorsed the fact that the school is good at self-evaluation and uses this information to challenge and support leaders.</p> <p>Pay Committee met last week and reported later in minutes.</p> <p>Pupil Premium Spend was agreed at the last Business Committee meeting and reported in minutes.</p> <p>Quality of Teaching, Learning and Assessment</p> <p>PC also reported that all the outcomes from the SIP had been achieved in relation to quality of teaching. The report summarises what is good in the school and what needs to improve. Ofsted said that the school should ensure that all teachers consistently follow school routines and strategies. Support is given to the teachers to achieve this.</p> <p>The feedback from the parents about homework is good, which is an improvement.</p> <p>An observation: a year ago the Governors were asking for more consistency and that is now more evident across the school.</p> <p>Personal Development , Behaviour and Welfare of pupils</p> <p>There is still some work to be done on ‘holding children’ but Ofsted helped shape some ideas which were already being thought about.</p> <p>There is a new government guideline coming in January which says schools must have a plan to reduce the holding of children; we already have this in place.</p> <p>There were no further questions at this point.</p> <p>Outcomes for Pupils</p> <p>All outcomes achieved. The Senior Leaders have raised pupil progress expectations, which originally came from the governors.</p> <p>Ofsted said that the KS2 judgments (SATS) need to be used to show that the pathway at KS4 is the right one.</p> <p>Early years have 1 pupil this academic year. PC to amend the areas to improve with the most up to date version.</p>	<p>PC to amend Early Years section.</p>

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	<p>Parent Views The feedback from parents has been very positive and broadly parents are confident in the school. Some parents need help in understanding how the school runs and lots of one to one conversations take place. Question: which school year is this report for? Answer: the outcomes are from the 2016 report but the report is 17/18.</p> <p>Pupils' Views Pupils enjoy coming to school and feel safe.</p> <p>Staff Views A staff survey was done in November and the results show that staff are proud to work at the school. There were not a high number of replies but they were representative of all staff. Ofsted met with all the teachers without Senior Leaders and staff had an opportunity to speak openly.</p>	
8	<p>IMPACT OF PERFORMANCE MANAGEMENT PC reported that this is an annual report that is compulsory. All teachers participated in performance management arrangements and found the system helpful in reflecting on their own performance. The system works well and there were no appeals. There were 7 who full achieved their objectives and 7 who partially achieved their objective but with acceptable reasons. There was 1 who partially achieved their objectives with unacceptable reasons. Question: what would an unacceptable reason be? Answer: that they had the time and the support to complete the objective but still did not do so. Following the review teachers have drafted their own training and development plans to help meet their objectives. Support staff have also participated in reviews, even though this is not mandatory, and found them helpful and positive. It is a good marker point and helps to keep them on track for their targets.</p>	
9	<p>DRAFT SCHOOL IMPROVEMENT PLAN PC reported that the SIP used the objectives from the Headteacher's report and highlights which elements need to improve. All actions have a date of when they should be completed. Priority 1 – new GDPR (general data protection regulations) are due 05/18. Priority 2 – An observation - WALT/WILF's have been in the SIP for the last few years and it would be good to see it used confidently. Answer: The way WALT/WILF's are used and why we use them have changed, so staff are adapting to this. Priority 3 – There were no questions. Good to see a reduction in holding pupils which in turn leads to fewer incidents. Priority 4 – a lot of these are linked with teaching in priority 2. Priority 5 – Early Years outcomes are fine. Priority 6 – P16 – it is still the schools priority to build outcomes so they are the same as younger years. This is a very ambitious plan but the</p>	PC to pt SIP

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	<p>school are determined to maintain this.</p> <p>ME proposed and NB seconded the approval of the SIP.</p> <p>The governors unanimously accepted the SIP.</p> <p>ME thanked PC and all SLs for their hard work.</p>	<p>on website.</p>
10	<p>SAFEGUARDING MONITORING REPORT BY GOVERNORS</p> <p>PP apologised that she didn't achieve the audit for medication and will contact Liz Mullane to do this.</p> <p>Question: what does CPS on the report mean?</p> <p>Answer: it is the contractors, ground staff. Those that turned up to work were different from the DBS forms previously sent.</p> <p>No other questions.</p>	<p>PP to contact LM</p>
11	<p>REPORT FROM BUSINESS COMMITTEE – 23/11/17</p> <p>JOURNALS & VIREMENTS – AT signed them off.</p> <p>GENERAL EXPENSES LEDGER CODE</p> <p>REVISED BUDGET</p> <p>AT reported that there had been a lack of understanding of the figures presented at the meeting. The governors had asked for someone from NS finance to come and explain them. PC said the help line was accessible for Governors as well as staff and recommended that AT phone to seek some explanation.</p> <p>Due to increase in income due to top up funding and the fact that expenditure had been limited the budget is looking much healthier.</p> <p>There has been good progress in the recovery of outstanding debts and recoveries with only a couple being written off due to the fact the pupils have left the school.</p> <p>Question: Could the figures in damage to property have zeros added to make the amount clearer.</p> <p>Answer: yes, the £4 was changed to £4.00.</p> <p>What the school is achieving is excellent and cost per pupil is value for money.</p> <p>H&S compliance – an amazing amount of work has been achieved by volunteers and cash bids have been a great success.</p> <p>Building Development – Primary cladding has been completed apart from a few snagging jobs and the temporary canopy has been erected.</p> <p>Question: Is John West still coming in December holidays to start canopy work?</p> <p>Answer: AT to check with AP.</p> <p>Industrial cleaner has been received from AMEY which needs to be PAT tested.</p> <p>ME reported that there are two bids outstanding; one for the Library refurbishment and one for the Go-Kart track. The ambassador visited the school in relation to the Go-Kart track and was very impressed. We are now just waiting for trustees' decision. Mark Hunter has agreed to sponsor a go-kart for £500.</p> <p>There were no further questions.</p>	<p>AT to phone finance helpline.</p> <p>AT to check with AP re John West.</p> <p>AT to check PAT testing.</p>

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12	<p>REPORT FROM PUPIL COMMITTEE – 29/11/17</p> <p>PP had chaired in NB's absence.</p> <p>PC reported that Tony Oliver would be attending the next Safeguarding meeting in February. The draft action plan has now been published.</p> <p>PP mentioned that she had asked for her terms of reference but had not yet received a reply.</p> <p>There were no questions.</p>	PP to chase Terms of reference.
13	<p>REPORT FROM PAY COMMITTEE – 7/12/17</p> <p>ME reported that the committee had met last week and the statement was circulated.</p>	
14	<p>HOLIDAY TIME ABSENCES</p> <p>PC reported that the document gave a breakdown of all authorised and unauthorised absences as requested by the governors. Attendance levels have dropped in the school whereas nationally they have improved. A lot of discussion took place and the decision was made that the governors would follow up any unauthorised holiday and may fine the family. This will reviewed on a one to one basis. This is to be written into the policy.</p>	PC to add to policy.
15	<p>MULTI-ACADEMY TRUST UPDATE</p> <p>ME reported that there was nothing to add to the statement circulated. It was agreed that the decision to not join IFT was a good one.</p> <p>Question: Are Weston College Corporation a public body or a private company?</p> <p>Answer: This is not known at the present time.</p> <p>ME/PC have met with Nailsea School which was very positive. They have 4 children with SEN and Ravenswood are advising them. There are many training opportunities which we could help them with in the future.</p> <p>PC/ME met with the LA and Baytree and Gail Webb which was very informative. The schools will continue to work together and work through ideas. The government have withdrawn their deadline for joining a MAT. There will be financial pressure in the future as MAT's will have more buying power. The client group SSE are providing most of the services that NS previously did.</p> <p>PC asked if services from SSE could be added to the BC agenda.</p> <p>Not all services previous provided by NS will be available, i.e. encrypted emails.</p> <p>The schools current contracts run until 08/18.</p> <p>MS reported that Clevedon School is interested in receiving some training provision from us.</p>	LC to add services from SSE to BC agenda.
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>WHISTLEBLOWING POLICY</p> <p>This is a NS policy which has not been changed since 2015 and will be reviewed in 2018. As this is NS policy it is automatically accepted.</p>	
17	<p>CONFIDENTIAL ITEM</p> <p>Separate minutes sent to Chair.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <p>1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Report, School Improvement Plan.</p>	

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	<p>2. ADVANCE EQUALITY OF OPPORTUNITY – School Improvement Plan, Headteacher’s Report, Impact of Performance Management.</p> <p>3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – School Improvement Plan, Nailsea School Meetings, SEN Consultation.</p>	
19	CORRESPONDENCE – NONE.	
20	<p>AOB –</p> <p>PC – SEN report – PC reported that NS have completed the SEN review and with growth and new housing there is not enough provision in NS. Too much money is being spent on sending pupils out of county. Baytree are working on their free school, Westhaven have expanded into a vacant building.</p> <p>Ravenswood’s vision would be</p> <ul style="list-style-type: none"> • To increase places in primary department. NS ask us to take primary aged children with complex SEN and our classes are already full. Additional classroom space would allow us to do. These could possibly come from Voyage Learning Centre which adjoins our primary department. • As numbers increased in primary, this would lead to need to increase place numbers in secondary department and additional classes would be needed. • Increasingly we are the first choice of specialist provision for p-16 students with complex SEN. Nearly all our 16 years old stay on and we are 4 or 5 a year from other schools. Weston College believe it is better for many students with complex SEN to come to Ravenswood first and then transfer to college when they are 18 years. So an increase in places/classroom space would be needed. • To accommodate all these pupils we would also need a second and larger hall space for PE lessons, school dinners, assemblies etc. • To provide short term residential stays for young people needing to develop independent living skills. ..Through purchasing a home in the locality/ or building on school site. • To provide an assessment centre/service to support the identification and assessment of pupils with very complex SEN. • To share our expertise with other organisations, so that children in other settings benefit. <p>There is a SSE meeting on 29/1/18.</p> <p>ME – NB Moving – ME thanked NB for his hard work and dedication to the school as Governor and volunteer. He presented NB with a gift and said he will be sorely missed. NB said he had really enjoyed his time with the school and was proud to be part of the team. He has received so much more than he had given and will really miss the school.</p> <p>ME – SI standing again as Governor. ME reported that SI had reached the end of his term as Governor. SI said he was willing to stand again. PP proposed and NB seconded this proposal.</p> <p>The governors unanimously agreed this proposal.</p>	

Ref	Agenda Item	Action by
	DATE OF THE NEXT MEETING 4.45 pm Wednesday 7 th February 2018	
	MEETING CLOSED AT 6.45pm.	

SIGNED..... DATED