

# RAVENSWOOD SCHOOL

## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 7<sup>th</sup> February 2018



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) Andy Thatcher (AT) Nick Dixon (ND)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) Mark Senior (MS) Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from Jill Iles (JI) Heather Pickstock (HP) Chris Hustwick (CH) Stuart Iles (SI)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>ME declared an interest in item 19, MAT update, as he is a trustee for IFT.</p>	
4	<p><b>A.O.B</b></p> <p>ME – Laing Foundation. PC – Advertise vacancy for Governor in Ravenswood Post.</p>	
5	<p><b>MINUTES OF MEETING – 13.12.17</b></p> <p>The minutes were accepted and signed as a true record of the meeting after a few minor amendments were made.</p>	
6	<p><b>MATTERS ARISING FROM MEETING – 13.12.17</b></p> <p>PP to audit medication administration records – achieved. PC to provide guide to keeping children safe in Education report which explains figures better – ongoing. PC to amend Early Years section of Headteacher’s Report – achieved. PC to put SIP on website – achieved. AT to phone finance helpline when support needed – not needed at the moment. AT to check with AP re John West (canopy) – achieved. AT to check PAT testing of carpet cleaner – achieved. PP to chase Terms of Reference for Safeguarding board – achieved. PC to add the possibility of fining for unauthorised holiday from September 2018 – in agenda. LC to add services from SSE to BC agenda – achieved.</p>	PC to provide guide.

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7	<p><b>SCHOOL IMPROVEMENT PLAN – PROGRESS (AUTUMN TERM)</b></p> <p>PC reported that the plan had been updated with term 2's data and what had been achieved was highlighted in green. There was very little that was not achieved within the timescale and that was highlighted in red.</p> <p>There is ongoing progress in teaching with MLs monitoring the data and providing support where needed. Some teachers need more guidance on WALT/WILFs so a twilight training session will focus on this. It is important for consistency within the school.</p> <p>Educational visits were discussed at Business Committee and the aim would be good to achieve 4 visits a year for each class.</p> <p>Behaviour has moved on a lot as reported at Business Committee.</p> <p>Relaxation strategies have been introduced and these take a while to embed but where used consistently, an impact has already been seen.</p> <p>The new behaviour coach has also been modelling this. RPI has been discussed a great deal and there has been a drop in the occurrences. A blip occurred but this was due to staff sickness and a significant number of unfamiliar staff in the school.</p> <p>The early year's environment has been maintained.</p> <p>P16 have the same issue with WALT/WILFs.</p> <p>There were no questions about the plan but governors were very positive about all that had been achieved at this time of year.</p>	
8	<p><b>SAFEGUARDING MONITORING REPORT BY GOVERNORS</b></p> <p>PP had asked why inductions are not done straight away e.g. Behaviour coach. PC said he had received his induction today but some take a while as there is a structured programme.</p> <p>PP reported that the monitoring of administration of medications had gone well with Liz Mullane. Julie's report on keeping children safe had some high figures but PP said there were understandable reasons for this.</p> <p>Safeguarding records are sent as hard copies to other schools; some records have not been received for new pupils to school and PC will chase this.</p> <p>Julie has completed the Advanced Refresher Safeguarding Update – PC/MS to complete.</p> <p>CLA – presently 5 pupils all with excellent attendance, above average. Information is submitted electronically 3 times a year which enables the school to monitor the students and put interventions in place.</p>	<p>PC to chase safeguarding records from other schools</p>
9	<p><b>REPORT FROM BUSINESS COMMITTEE 17/01/18</b></p> <p>ME reported that there has been a big increase in the outstanding dinner money from a pupil and a meeting has been arranged for 21/3 with AT.</p> <p>AP/PR attended a SSE road show but the costs of the services are still not known.</p> <p>GDPR – a huge amount of work to be done on this by 25/5.</p> <p>PC/ME/MS/KB have spent time on the information boards for the conservation area and they have gone off to Gould's for proofs.</p> <p>PC mentioned the Top up Funding consultation and it was agreed at SSF that the money would be recouped through AWPU. Money has been set</p>	

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	<p>aside by SSF for a review to take place so the same thing doesn't occur in the future.</p> <p><b>LEDGER SUMMARY COST CENTRE</b> – expenses were discussed at BC to ensure all governors know what is spent.</p> <p><b>JOURNALS AND VIREMENTS</b> – The travelling bursar has moved a couple of sums from one code to another but amounts were not significant.</p>													
10	<p><b>REPORT FROM PUPIL COMMITTEE 24/01/18</b></p> <p>No questions of this report.</p>													
11	<p><b>ATTENDANCE OF PUPILS</b></p> <p>PC reported that the figures at the end of term 2 are above average and very good compared to other Special schools. This is due mainly to school staff spending time checking the reasons for unauthorised absence and closing the gaps they can. Pupils in transition programmes into school show as being absent even though they are only planned to be in for the morning or afternoon session. Overall it is a very good picture.</p>													
12	<p><b>SUMMARY OF PROGRESS OF SSA PUPILS DEC 2017</b></p> <p>Overall it shows RI. This means the large majority of pupils are making the progress we expect at this time of the year. However, in some classes have already exceeded these expectations and are making good and outstanding progress; including Kingfisher, Robin and Willow classes. The reflective time which the teachers now have to consider the progress of pupils in their class and to plan interventions to raise standards is improving the quality of teaching.</p> <p>ME has copies of the last 3 years progress data which is:-</p> <table border="1" data-bbox="204 1137 1029 1261"> <thead> <tr> <th data-bbox="204 1137 678 1176">SSA</th> <th data-bbox="694 1137 774 1176">2015</th> <th data-bbox="790 1137 869 1176">2016</th> <th data-bbox="885 1137 965 1176">2017</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1182 678 1220">EXPECTED AND ABOVE (%)</td> <td data-bbox="694 1182 774 1220">18</td> <td data-bbox="790 1182 869 1220">64.3</td> <td data-bbox="885 1182 965 1220">80.2</td> </tr> <tr> <td data-bbox="204 1227 678 1261">INADEQUATE (%)</td> <td data-bbox="694 1227 774 1261">82</td> <td data-bbox="790 1227 869 1261">35.7</td> <td data-bbox="885 1227 965 1261">19.8</td> </tr> </tbody> </table>	SSA	2015	2016	2017	EXPECTED AND ABOVE (%)	18	64.3	80.2	INADEQUATE (%)	82	35.7	19.8	
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	<p><b>SUMMARY OF PROGRESS OF P16 PUPILS DEC 2017</b></p> <p>One teacher in P16 has been away from school (long term illness) and the TA has stepped up to teach that class. MS has requested an early data collection in Spring, which will help to highlight those students who need extra support.</p>													
14	<p><b>SUMMARY OF SERIOUS BEHAVIOUR INCIDENTS TERMS 1&amp;2 SSA</b></p> <p>The tracking of serious and minor behaviour incidents has now been recorded separately.</p> <p>Minor incidents are classed as:- verbal assault, non-compliant behaviour, throwing small item, minor physical, minor damage, out of lessons.</p> <p>Serious incidents are classed as: physical assault to child/adult, damage to property, absconding from school, disruption to school, and sexualised behaviour towards others. Bullying and cyber bullying are classed separately.</p>													
15	<p><b>SUMMARY OF SERIOUS BEHAVIOUR INCIDENTS TERMS 1&amp;2 P16</b></p> <p>The results for P16 are outstanding, consistency of approach is really important to behaviour management as the students progress to managing their own behaviour.</p>													

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16	<p><b>SUMMARY OF MINOR BEHAVIOUR INCIDENTS TERMS 1&amp;2 SSA</b></p> <p>The data shows that minor incidents are generally low Duck class have had new pupils who are new to education and the demands have increased. Pine class have had a lot of change in teacher and pupils with high mental health difficulties and have needed a lot of extra support, with the parents also being involved.</p> <p><b>Question:</b> has there been an increase in minor if reduced in serious ?</p> <p><b>Answer:</b> overall yes. Kingfisher class serious – very low, previously low and minor up a little. Pine class serious was up but there were reasons for this but minor incidents were no higher.</p>	
17	<p><b>SUMMARY OF MINOR BEHAVIOUR INCIDENTS TERMS 1&amp;2 P16</b></p> <p>Very positive figures in P16.</p>	
18	<p><b>DEFINING GOOD AND OUTSTANDING PROGRESS 2017/18</b></p> <p>The way the progress of pupils is worked out is using the School Assessment Framework. Pupils have a starting point and then depending on the progress each child makes, this contributes to the overall cohort. Depending upon the % of pupils in a cohort making expected, good or better progress = the school evaluation of Poor, RI, Good or Outstanding is made.</p>	
19	<p><b>MULTI-ACADEMY TRUST UPDATE - VERBAL</b></p> <p>PC/ME met with Baytree, Westhaven Schools and Gail Webb last week. We discussed where schools were and how they saw the future. Baytree and Westhaven did not want to join IFT. IFT is asking schools who have joined them to look for another MAT.</p> <p>Lots of schools in NS are joining MATs but 35 still have not joined. The message from NS is that schools should join a MAT as they can no longer support schools as they had in the past and are looking at restructuring how they are supporting schools.</p> <p>Nailsea School is also waiting to decide how to move forwards.</p> <p>Nationally 30% of MAT's are overspent. Unfortunately MATs have not been running long enough to test them out in terms of quality of provision</p> <p>Special Schools in Bristol are talking about forming MATs.</p>	
20	<p><b>UPDATE TUF CONSULTATION – VERBAL</b></p> <p>PC reported that NS have completed another review for special provisions. A draft action plan has been written and will be available 19<sup>th</sup> February. NS want to reduce the amount spent on 'out of county' places. PC will be at the meeting when the draft action plan is discussed. SSF need a firm action plan for September.</p> <p>Home school transport has moved from Education Department into Corporate Services; they have made their contracts tighter without flexibility of changing routes.</p> <p>Linked with the Special School review, NS are making a decision that children with specialist funding will only be funded to their nearest school. There are lots of implications to this; do we have the right provision in the</p>	

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	<p>school, how will this impact the pupils and the school? Nationally there is no requirement to fund P16 transport but NS have up until now provided this but will not continue to do so.</p>	
21	<p><b>POLICIES FOR APPROVAL BY FGB</b> ATTENDANCE POLICY - The school's current policy allows funding levels of 3 and 4 children to take holidays during school time. <b>Question:</b> can the policy be amended to make it clear it includes P16 as a parent was unsure. <b>Answer:</b> the policy was amended to include after '100% attendance for all our pupils.... regardless of age'. The 'education welfare service has provided the school with a service level agreement' was removed. After a long discussion it was agreed that the school would not fine parents for taking pupils out of school for holidays in term time. It was agreed that the policy needs to be simplified with clear guidance to parents. SLs to look at this for next Pupil Committee 14/3/18.</p> <p>HR POLICIES – VERBAL - PC reported that SSE have been bought into for advice. SSE will look at our policies and if they think they have better ones they will let us know.</p>	SL's to look at policy for PC 14/3.
22	<b>CONFIDENTIAL ITEM</b> - None	
23	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Safeguarding Report, CLA report.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> –.Progress data, SEN Review</li> <li>3. <b>FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS</b> – MAT update, SEN review.</li> </ol>	
24	<p><b>CORRESPONDENCE –</b> ME reported that he had received a response from Laing re the bid for the library and unfortunately they said no.</p>	ME to seek further bids.
25	<p><b>AOB –</b> Advert – PC reported that an advert for Deputy Head has gone out and short listing will take place on 28<sup>th</sup> February. IFT Update – ME to inform staff of where we are with IFT and MATs. New Governor – ME to inform parents of the vacancy for governor in Ravenswood Post.</p> <p>ME to thank staff for going above and beyond in dealing with challenging behaviour.</p>	<p>ME to inform Parents in newsletter</p> <p>ME to inform staff through Ravenswood Post.</p>
	<p><b>DATE OF THE NEXT MEETING</b> 4.45 pm Wednesday 21<sup>ST</sup> March 2018</p>	
	<b>MEETING CLOSED AT 6.40 pm.</b>	

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