

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 21st March 2018



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Graham Shrubsole (GS) Andy Thatcher (AT) Nick Dixon (ND) Chris Hustwick (CH) Jill Iles (JI)</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 Heather Pickstock (HP) Stuart Iles (SI) Pam Pollard (PP)</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>ME - Library Bid PC – Winash PC – School Dinners ME – Debt Collection ME – Potential Governor ME – Conservation Area</p>	
5	<p>MINUTES OF MEETING – 7.2.18</p> <p>The minutes were accepted and signed as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING – 7.2.18</p> <p>PC to provide guide to keeping children safe in Education report which explains figures better – ongoing. PC to chase safeguarding records from other schools – ongoing as will always be the case Senior Leaders to look at Careers Policy for Pupil Committee 14.3.18 – achieved. ME to seek further bids for library – achieved – Lottery bid in place. ME to inform parents in newsletter of where we are with IFT and MATs – achieved.</p>	PC to provide guide

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	ME advertise in Ravenswood Post vacancy for new governor - achieved	
7	<p>HEADTEACHER'S REPORT MARCH 2018</p> <p>PC reported that the total number of children has fluctuated but the school have been consistently over the place funding. There was an amendment to the report in pupils planning to leave in Spring 18; this should read 1 year 12 leaving early. The pupil who has moved to mainstream secondary school is doing remarkably well in his new environment. The report shows what the school has achieved up to March. We have not managed to achieve the outreach target but the internal workload has been heavy. There were no questions on the report.</p> <p>2 MLs reported at Pupil Committee which was really helpful and would be good to repeat at a future date.</p> <p>The school is on track with the quality of teaching, learning and assessment. A twilight session will take place 22/3 on numeracy to ensure consistency across the school.</p> <p>PC/ME did a learning walk 20/3 which was very good and noted classes across the school were working in a very calm environment. The school is continuing to work on relaxation strategies which are very effective.</p> <p>Following further training from SLT, there has been less need to hold children and a lot of work is being done on helping them manage their behaviour.</p> <p>Early years work continues to develop and plan improvements in readiness for EY pupils.</p> <p>P16 have enjoyed WEX placements and have grown in confidence and are proud of what they have achieved. They have been based in Police HQ, Kingshill, Strawberry Line, Waitrose, Weston college and other places. Overall things continue to progress well; it has been a tough term with some challenging behaviour due to anxieties in pupils as a result of staff absence.</p> <p>Challenge Question: are the staff absences down to stress due to work?</p> <p>Answer: no, there have been lots of coughs and colds going around the school.</p> <p>Following a recommendation at H&S committee the school has changed the anti-bacteria spray they were using and replace with one which kills more germs.</p> <p>There was positive feedback to the thanks that was given to staff</p>	
8	<p>REPORT FROM BUSINESS COMMITTEE 07.03.18</p> <p>No questions on this report.</p> <p>General ledger – A signed copy of this should go to FGB.</p>	LC to organise a signed copy of ledger to go to FGB meetings
9	<p>REPORT FROM PUPIL COMMITTEE 14.03.18</p> <p>No questions on this report.</p> <p>Following discussion about Gold Awards at PC, P16 students have been to PC's office to receive their awards and they were very excited to do this.</p>	Governor comments on draft Pupil committee minutes to

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	As the PC report was only circulated at this meeting if you have any amendments or comments then please send to PC/PP/ME.	PC/PP/ME
10	<p>Monitoring of Safeguarding by Governor 12.03.18</p> <p>PC reported that PP now has 5 main areas which she covers. The report shows that things are working well in all areas that she monitors.</p> <p>CH reported that the Deputy Head interviews went well with 3 excellent candidates, who did well with tough interviews. KB has been appointed as Deputy Head following an excellent interview.</p> <p>There was an amendment to item 2 which now reads 'Bullying Records' instead of just 'Bullying'</p> <p>KB explained that the confusion in dealing with the tablets for one pupil was the fact that the parents were sending in tablets loosely rather than in the box. This also highlighted that even with the box sometimes the information for the tablet has been discarded as they are used.</p>	H&S committee to consider responses when parents not following medications policy.
11	<p>Staffing Structure – for approval</p> <p>MS said that he hopes to make some changes to the staffing structure. KB will have responsibility for all TLR post-holders. MS is planning to advertise for Assistant/SENC0 which will help broaden the field. CIAG lead has moved to child services. He will possibly advertise for first cover supervisor to help cover staff sickness.</p> <p>Question: is this post in the draft budget?</p> <p>Answer: no not yet.</p> <p>Three years ago there had been concern with the TLR post-holders, but we no longer have those concerns as MLs are growing in confidence..</p> <p>The September 2018 staffing structure and final budget will be available for approval in May FGB, before those revisions will go to Business Committee.</p>	MS – advertise for AHT/SENC0
12	<p>Draft Budget – for approval</p> <p>PC circulated an updated version of the draft budget. This will constantly change as there are still areas which are unknown. There are still queries in the income at the moment and are awaiting answers from the NS finance team.</p> <p>Expenditure – not all increments have been built in and the budget was set before KB was appointed Deputy Head.</p> <p>A cover teacher is budgeted for 2 days.</p> <p>Hoping to advertise for a FE tutor in September – unqualified or QTS.</p> <p>PL – 1 day 1 week from September – March.</p> <p>The behaviour coach unfortunately had to leave at short notice and this had been amended in the budget from April.</p> <p>Maternity leave – in pooling scheme till August.</p> <p>NV is on Maternity leave in June – will probably upgrade TL and appoint Behaviour LSA – internal appointment.</p> <p>We are still awaiting prices for some delegated services</p> <p>Applying for TUF money and could get £67K if all successful, which could</p>	MS bring Sept 2018 draft staffing structure to FGB for consideration and approval.

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	<p>fund another class with 1 teacher and 2 LSAs. The school should hear by 2nd May what we are expected to receive. The SIP officer and Data Protection Manager are not yet listed in the budget.</p> <p>Nationally maintained schools are 24% in deficit budget with MAT's at 80%. PR/PC have put a lot of hard work into the budget, which is much appreciated.</p> <p>Challenge Question: Are you confident on the TUF?</p> <p>Answer: we are working hard on completing the relevant paper work. 21 applications are being processed at the moment.</p> <p>Challenge Question: why do you need an extra class? Is there a problem?</p> <p>Answer: there is a mixture of students who are difficult to place in classes. 5 students who need more social help and have a different approach to learning. So another class would help separate the different child and enable us to respond to their individual and different needs.</p>	PC - bring draft budget to FGB for consideration and approval.
13	<p>Special Provision Review – verbal</p> <p>PC reported that NS are in the process of completing a review on overspending on high needs funding. There was a consultation in December which looked at developing provisions within county. PC attended a special meeting of EEPB where they are hoping to increase the provision for SEMH children and increase provision for complex physical needs. There is a need to rebuild the equivalent of Baytree. MS is attending meetings to discuss how things will progress. There is a provision for a new school locally but no site has been found yet and will be discussed at meeting in April.</p> <p>SSF currently has no time scale.</p>	ME to ask at SSF about timescale for TUF review.
14	<p>Liberal Democrat offer of support – verbal</p> <p>ME mentioned that he had been contacted by the local Liberal democratic candidate who has offered to do a fundraising event for local schools. ME has met with him and his partner and they explained that they were teachers who wanted to help local schools. After much discussion it was decided that the school should not be affiliated to any political party.</p>	ME to send letter declining Lib Dem offer of support
15	<p>Multi-Academy Trust update – verbal</p> <p>PC reported that there was no update since Business and Pupil Committee meetings.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p>	
17	<p>CONFIDENTIAL ITEM - None</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Bullying report within Safeguarding Report 2. ADVANCE EQUALITY OF OPPORTUNITY – Head Teacher's report, Pond Place. 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – Winash, WEX, Funding bids. 	

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19	CORRESPONDENCE – None.	
20	<p>AOB –</p> <p>Library bid – ME reported that following Business Committee he has entered a lottery bid for £5K to help modernise the library with new bookcases, computers and making the room also usable for meetings.</p> <p>Winash – PC mentioned that residents from Winash (residential care home) had visited the school today in return for pupils from Robin Class visiting Winash. The older folks played bingo, sang songs and had tea. Both pupils and older folks had a lovely time. There is currently a bid to the lottery to enable craft sessions with a local school and they would like Ravenswood to be that school if the bid is successful.</p> <p>School Dinners – PC explained that the provider of school dinners was changing to Chartwells and even though they are cheaper than previous provider it was agreed at BC to keep the cost the same to parents. Chartwells have produced their menus with a price list. PC has written to them expressing her unhappiness at this but has yet to receive a reply. It was agreed to send a letter to parents explaining the extra costs. PC/ME to send out by Friday.</p> <p>Debt Collections – ME/AT had invited parents with debts to attend meeting at school today to discuss their debts but no parents attended. ME/AT looked at the letters previously sent to parents and have recommended some changes.</p> <p>2nd Week of debt – send letter 1 asking for payment.</p> <p>3rd Week of debt – send letter 2 asking to meet with governors.</p> <p>4th Week of debt – send letter 3 saying debt must be paid in 7 days or a payment plan in place otherwise school meals will not be provided and your child will have to bring in a packed lunch.</p> <p>This will limit the debt to £44 instead of the large debts which are being incurred now.</p> <p>ME to write to existing debtors asking for debt to be paid otherwise lunch will not be provided next term. The letter should also include the criteria for FSM to help the parents.</p> <p>Home School Transport – PC mentioned that there had been a small incident on Monday when HST had refused to bring pupils to school due to the snow. HST told parents that the school was closed and they would not be able to do the afternoon pick up. Parents were unable and the school spent a lot of time dealing with this. PC has made a complaint to HST about this. In spite of the snow 45 children were able to make it into school on Monday.</p> <p>The executive officer of Integrated Transport Unit (ITU) have made a decision that from September parents will need to take their child to a central pick up point instead of being picked up at home. This decision was made with no consultation to the parents and will have a detrimental effect on the children. The governors will write to ITU expressing their concerns on this matter.</p>	PC/ME to send letter to parents re price of school dinners PC/ME to send letters re debts and amend existing ones. PC/ME to look at this and end letters. ME to write to ITU expressing concerns.

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	<p>Conservation Area – ME reported that Gould's had prepared the signs and they would be available for installation on 3rd April. Nailsea Construction will build the entrance and lay the base for the sunshade on 4th April. A volunteers date needs to be arranged to fix the sunshade, which has been ordered, and other jobs. ME/PC/KB to look at where signs should go.</p> <p>Once all work is completed a public launch will take place inviting all those who have contributed, with photos taken to send to Tesco so that remaining £1000 of the grant will be awarded.</p> <p>Sports Hall – ME reported that he been given a contact at UWE who is an advisor for Sport England and who can advise on how to make a successful bid. MS suggested that ME might want to contact MR Lansdown from BCFC to see if he would interested in the project as he runs disability football teams. The hall could be used by them, the local dance groups and even Winash if they needed it.</p> <p>Dance Festival – PC said the Dance Festival would take place at Weston Playhouse on 10th April. Tickets can be purchased from the Playhouse.</p>	<p>AT/ME to set date for volunteers' day.</p> <p>PC/KB/ME to highlight where signs should go.</p>
21	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 23rd May 2018</p> <p>MEETING CLOSED AT 6.30 pm.</p>	

SIGNED..... DATED