

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 23rd May 2018



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Graham Shrubsole (GS) Nick Dixon (ND) Jill Iles (JI) Stuart Iles (SI) Pam Pollard (PP) Toby Willis (TW)</p> <p>School Officers Mark Senior (MS)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Andy Thatcher (AT) Chris Hustwick (CH) Heather Pickstock (HP) Katie Barnes (KB)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>A.O.B</p> <p>ME – Toby Willis appointment as Governor – TW introduced himself to the meeting and explained why he would like to become a governor. PP proposed that TW be elected as parent governor and JI seconded the proposal. The governors unanimously accepted the proposal. TW was welcomed to the meeting. PC – School Fayre PC – Top up Funding review PC – Conservation Area, Pond Place opening LC – Policy</p>	
5	<p>MINUTES OF MEETING – 21.3.18</p> <p>With correction to item 11 changing ‘taffing’ to ‘staffing’ 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 – agenda item. LC to organise a signed copy of ledger to go to FGB meeting – achieved. Governors’ comments on draft Pupil Committee minutes to be sent to PC/PP/ME – achieved.</p>	

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	<p>H&S committee to consider responses when parents not following medications policy – achieved. PP reported that when talking to Liz there are still problems with some pupils and their medication.</p> <p>MS to advertise for AHT/SENco – achieved. No appointment and re-advertised. Since the meeting an AHT/SENCo has been appointed MS to bring Sept 2018 draft staffing structure to FGB for consideration and approval – agenda item.</p> <p>PC to bring draft budget to FGB for consideration and approval – agenda item.</p> <p>ME to ask SSF about timescale for TUF review – achieved. ME asked about timescale but no answer given as yet. An interim report should be with SSF in July with final report in September/October.</p> <p>ME to send letter declining Lib Dem offer of support – achieved and Governors informed.</p> <p>PC/ME to send letter to parents re price of school dinners – achieved.</p> <p>PC/ME to send letters re debts and amend existing ones – achieved and updated.</p> <p>PC/ME to look at HST and send letters – achieved.</p> <p>ME to write to ITU expressing concerns re change – achieved and update. ME reported that he had written asking for information about the changes to home-school transport but as yet has received no reply from anyone including Cllr. Ap Rees, Integrated Transport Unit and Leader of Council. ME had also been to Cllr. Blatchford’s surgery.</p> <p>AT/ME to set date for volunteers’ day – achieved. Volunteers spent 2 ½ days building the Gazebo in the Pond Place.</p> <p>PC/KB/ME to highlight where signs should go –achieved. All signs, produced by Goulds, are now in place.</p>	<p>PP/Liz to report concerns about administration of medication to PC</p>
7	<p>PROGRESS OF SCHOOL IMPROVEMENT PLAN (Spring Term)</p> <p>PC reported the blue comments highlight what has been achieved by end of April term. Things have been moving along well even though the SIP was very ambitious. The sharing of our expertise with other organisations has not moved forward as much as hoped due to the Ofsted visit, top up funding paperwork and restructuring and recruiting. A lot of progress has been made in developing consistency in teaching and learning but is still an ongoing journey. The cross-reference DfE exemplars of KS1 & KS2 with our assessment framework will happen in May, with the planning of the curriculum.</p> <p>A lot of focus has been on behaviour, ensuring pupils are managed in a safe way. The use of RPI and the Thinking Room have been reduced dramatically and pupils are being helped in understanding their behaviour and to learn how to manage it.</p> <p>Early Years have made some excellent progress with the right strategies in place. Pupils are learning how to manage their anxieties. The results were shared at Pupil Committee. Thanks were given to the hard working team, with leaders developing in their roles within their departments.</p>	

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8	<p>REPORT FROM BUSINESS COMMITTEE 02.05.18</p> <p>- General Ledger Summary – signed.</p> <p>No questions.</p>	
9	<p>STAFFING STRUCTURE</p> <p>MS explained that the staffing structure is reviewed regularly but especially when new staff have been taken on. The Deputy Head will now oversee 3 TLRs, with the Assistant Head being responsible for SENCo and Children’s Services. There is also a new class in KS4 which will better meet the needs of some challenging pupils. There will be an increase in TAs in September going from 27 – 34. MS has talked to Admin staff with the view to changing the roles within the team to help with the extra workload, especially with GDPR. MS proposed that a new role of Office Manager be created to mainly work on GDPR but to also manage the office.</p> <p>Question: How are we financially?</p> <p>Answer: Agenda item 10.</p> <p>MS circulated the figures for changes to the Admin staff, which were not yet included in the budget for approval. The changes would be an annual increase of £28,436.</p> <p>Insurance to cover staff absence was also discussed as the NS insurance cover has now ceased. At the moment the school pay into a pot with NS of £25K per annum. Somerset insurance new quote is £35,781.50 but this does not include maternity cover as this is no longer available. The budget set for this at the moment is £40,010. The school can claim 92% of the salary of someone on maternity/paternity leave from the government.</p>	<p>MS- move ahead in restructure of admin team,</p> <p>MS- ensure insurance cover for teachers and support staff in place from September.</p> <p>MS- ensure school knows how to claim maternity pay.</p>
10	<p>APPROVAL OF BUDGET</p> <p>PC reported that since Business Committee changes had taken place to the budget. PC/ME had written to NS as some of figures in delegated budget share were incorrect. Some of this money has been received but some is still outstanding. The top up funding has increased from £818,995 to £909,757. 18 applications for increased top up were applied for with 17 being successful.</p> <p>The budget does not include the proposed new staffing roles or the insurance for sick/maternity leave.</p> <p>Some discussion took place around the role of Finance Officer.</p> <p>Challenge Question: the school employed a business manager in the past but the role ended due to finances. How can we prevent this happening again?</p> <p>Answer: we are running a tighter ship at the moment and making savings throughout the year.</p> <p>The government are keen for schools to not have a large carry forward and this could affect the money we receive.</p> <p>MS would manage the admin staff; PR receives ongoing training and has</p>	

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	<p>weekly meetings with the travelling bursar. All figures are checked with MS 4 times a year independently.</p> <p>Challenge Question: who decided this was the best way forward for the school?</p> <p>Answer: MS/PC agreed it would help to run the school more efficiently. JI proposed the staff changes, PP seconded.</p> <p>The governors unanimously agreed to the proposal.</p> <p>A discussion took place on the proposal to have an office manager. There is enough money in the budget.</p> <p>Question: It would be good to review how this is working after 1 year.</p> <p>Answer: this would happen anyway.</p> <p>Question: would this be a fixed term contract?</p> <p>Answer: if you advertise for fixed term you may not get that many who apply or with the right qualifications.</p> <p>The appointment needs to be permanent but with review after 1 year.</p> <p>Question: if we don't employ a manager, who would do GDPR? The job is not going away.</p> <p>ME proposed to advertise for office manager, GS seconded the proposal.</p> <p>The governors unanimously agreed to the proposal.</p> <p>It was decided that the Somerset insurance scheme was the best proposal as confident that this was the best deal the school could get. JI proposed and ND seconded that we take out Somerset Insurance.</p> <p>The governors unanimously agreed to the proposal.</p> <p>The options for maternity cover were to set up a contingency for just maternity or add to the existing contingency pot. It was agreed to leave in the one pot but to monitor the demand on that money.</p> <p>It was agreed that Business Committee would monitor this and would be a standing agenda item.</p> <p>With the changes to the budget the governors agreed the budget. ME to sign off and will be available for FGB in July.</p>	
11	<p>REPORT FROM PUPIL COMMITTEE 09.05.18</p> <p>Correction of Toby Willis' name was made and item 9a was changed to read 'why did the policy not come to committee'.</p> <p>No questions.</p>	
12	<p>MONITORING OF SAFEGUARDING BY GOVERNOR 14.05.18</p> <p>No questions.</p>	
12i	<p>MONITORING OF MOST VULNERABLE PUPILS</p> <p>PC mentioned that PP+ money is only available to SSA pupils not P16. The figures show that attendance is exceptionally high for CLA pupils. Accidents are being monitored and show that some children have lots of accidents but they do some silly things.</p> <p>The number of homes some children have moved from is high and this has an impact on their behaviour. Interventions have been put in place where needed with CAMHs and social care.</p> <p>On the whole CLA progress has been outstanding with just a few are below expected, which is understandable given the other things</p>	

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	<p>happening in their lives.</p> <p>The report also highlights the tracking tool, PEP meetings, annual review, which shows how the premium money has been used. This is a huge amount of work for 5 pupils which leads to excellent outcomes in attendance, progress and behaviour.</p>	
12ii	<p>KEEPING CHILDREN SAFE IN EDUCATION</p> <p>PC reported that this data is in line with PP report. It shows the number of pupils with how many concerns were raised.</p> <p>ND mentioned that within NS a MH Worker was available; PC said she had referred in the past but nothing had happened.</p> <p>There are a lot of children with complex needs, with social workers and the disabled children's team involved. Lots of meetings take place and the support is very effective, with a big improvement in the last 2 years</p>	
13	<p>IMPACT OF TRAINING DAYS</p> <p>PC explained what the impact of the extra training day had had on the school. 3 of the 6 training days had been spent on non-teaching training which meant a lot needed to be covered on the other 3. There were 2 twilight sessions which staff preferred. The SIP shows the effectiveness of these training days. The extra day enables the staff to use staff meetings to discuss teaching/pupils' needs rather than on training.</p> <p>ME proposed that the school continue with 6 days rather than 5.</p> <p>PP seconded the proposal.</p> <p>The governors unanimously agreed to this proposal.</p>	<p>PC- inform families and staff of 6 training days.</p> <p>MS- plan training day programme for year.</p>
14	<p>SCHOOL IMPROVEMENT LEAD PARTNER AND ASPIRE – VERBAL</p> <p>MS mentioned that the 3 local SEN schools had met together with Gail Webb and are looking at working together with Aspire, as a school peer evaluation process. .</p>	<p>MS- ensure school has independent evaluation process.</p>
15	<p>GDPR – VERBAL</p> <p>PC said that awareness training had been given to staff on GDPR and lots of shredding and removing of data was taking place. A software company had given a demo of the package available. There will be training for staff, an audit, data asset register, single place for breaches to be recorded for the ICO. Written agreements which the school would need to get, have already been obtained from contractors by this supplier. The cost would be £195 per annum. The school has signed up for this. PC has drafted a privacy notice for parents and this would be sent before the half term break in May. There is a lot of work involved but school are hoping to keep as simple as possible.</p>	<p>PC- handover GDPR responsibilities</p>
16	<p>LOCAL AREA SEND INSPECTION</p> <p>PC mentioned that the school had received an inspection last week from Ofsted/CQC, who are looking at the provision for SEND children in NS. The inspector met with SLT, School Council, CoG and Parents. The feedback from the Inspector was that everyone said what an amazing school Ravenswood now is.</p>	
17	<p>POLICIES FOR APPROVAL BY FGB</p>	

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	<p>FLEXIBLE WORK AND WORK-LIFE BALANCE POLICY</p> <p>PC mentioned that this policy has come from SSE and is more user friendly than the NS one previously used. ME proposed that if we adopt this policy then we consequently accept amendments and updates in the future.</p> <p>The Governors unanimously adopted the policy.</p> <p>PC said that at BC a request for flexible working was received. Unfortunately the school has reached their capacity for flexible working. PC has asked SSE HR for more clarity for the applicant and the impact on the school. The policies from SSE were circulated prior to the meeting but governors had little time to read before meeting. PC explained the policies were much clearer and more transparent. ME asked if the governors could read the policies and let PC/ME if they were happy to adopt the policies in place of the NS ones. After some discussion it was agreed to accept the policies, as NS would no longer be supporting the school.</p> <p>The Governors unanimously adopted the policy.</p>	
18	CONFIDENTIAL ITEM - None	
19	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – School Improvement Plan, Most Vulnerable Children Report. 2. ADVANCE EQUALITY OF OPPORTUNITY – SEND inspection, Most Vulnerable Children Report, School Improvement Plan, Pond Place. 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – Pond Place, Training days. 	
20	<p>CORRESPONDENCE</p> <p>None.</p>	
21	<p>AOB</p> <p>PC - Final CFR report – PC reported that the figures were incorrect because the ledger code had been gone to the wrong cost code. This has now been corrected and all rebalanced. Formal approval was given.</p> <p>PC – School Fayre – 9th June from 12 – 3pm. If you can, please help either by helping on day, donating gifts or turning up on the day to support the school.</p> <p>PC – Top up Funding review. PC reported that the review is needed due to NS being vastly overspent on Top up funding. A consultant has been allocated to do this and they will meet with PC. The initial report should be available in July with the final reported completed in September. The implications of this will not come in until April 2019.</p> <p>PC – Conservation Area, Pond Place opening – The conservation area, The Pond Place, was opened officially today. Forest school was held with the pupils and a representative from Tesco and Gould’s attended. A press release has been written for HP, with photographs in line with GDPR guidelines.</p>	
22	DATE OF THE NEXT MEETING	

Ref	Agenda Item	Action by
	4.45 pm Wednesday 18 th July 2018	
	MEETING CLOSED AT 6.55pm.	

SIGNED..... DATED