

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 18th July 2018



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Andy Thatcher (AT) Graham Shrubsole (GS) Nick Dixon (ND) Pam Pollard (PP) Toby Willis (TW)</p> <p>School Officers</p> <p>Mark Senior (MS) Katie Barnes (KB)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Chris Hustwick (CH) Heather Pickstock (HP) Jill Iles (JI) Stuart Iles (SI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>A.O.B</p> <p>PC – Migration to cloud PC – Child Protection Policy ME – Presentations</p>	
5	<p>MINUTES OF MEETING – 23.5.18</p> <p>With correction of ‘appointment’ to ‘appointed and ‘Me’ to ‘ME’ 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>PP/Liz to report concerns about administration of medication to PC. The problem has now been addressed and resolved.</p> <p>MS to move ahead in restructure of the admin team – achieved.</p> <p>MS to ensure insurance cover for teachers and support staff in place from September – PR has done the paper work but it needs to be signed off.</p> <p>MS to ensure school knows how to claim maternity pay. PR is receiving guidance for this and it will be monitored at Business Committee.</p> <p>PC to inform families and staff of 6 training days – achieved.</p> <p>MS to plan training day programme for year – achieved.</p> <p>MS to ensure school has independent evaluation process – MS was due</p>	<p>PC to sign off staff insurance cover paper work.</p> <p>LC - Agenda item for Business Committee –</p>

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	<p>to meet with Gail Webb and two other local SEN schools but Gail was ill. . MS is looking into other possibilities but needs information from Gail. PC to handover GDPR responsibilities - PC is partway through handover. This will now be the responsibility of School Secretary. An external data protection officer still needs to be appointed.</p>	<p>claiming maternity pay.</p> <p>MS – seek information about ASPIRE from Gail Webb</p> <p>MS – arrange appointment of external DPO.</p>
7	<p>HEADTEACHERS REPORT JULY 2018</p> <p>PC reported that the data for the report is based on 111 pupils currently in the school. We are receiving money for those over our placement of 108 The number of pupils receiving FSM is now up to nearly 50%. The number of pupils moving to Lufton College is not yet confirmed. Those pupils who were in dual placement are now in school full time. There are no dual placements planned for September. The remaining part of the report is based on our progress against the SIP The school is continuing to maintain good teaching. MLs have really grown in their roles, taking ownership of their data and that is evident with their reporting at Pupil Committee. Lots of work has been done around GDPR with staff removing redundant data, both electronic and paper versions. A lot of focus has taken place on improving the consistent use of our teaching strategies. We are beginning to see WALTs and WILFs used consistently in the school. There is still some work to do around the numeracy policy but it is still more consistent than before. Ofsted highlighted that KS2 assessment needs to be moderated but this has not been achieved this year. KS1 & EYs have been externally moderated. Qualifications are all subject to external marking/moderation procedures. Huge progress has been made in behaviour across the school and full data will be available in September. Those with very challenging behaviour have still shown improvement. The seclusion room is now very rarely used and will be changed to a quiet learning room. The progress the pupils have made is outstanding with most meeting their targets and many moving from good to outstanding. P16 are consistently high with quality teaching and outstanding progress.</p> <p>Challenge Question: How does the governing body know the evidence provided by the school is correct?</p> <p>Answer: All the reports can be backed up with data, ME sees all the data, PP sees the safeguarding data, ME has seen evidence on learning walks, the FGB had seen work folders and AT sees all the H&S data. MS said he would be happy to show anyone the process and see the whole journey from beginning to end. TW said he would like to see that as a Parent Governor.</p>	<p>KB – secure external moderation of KS2 and KS3 teacher assessments.</p> <p>MS – arrange to share the data processes with TW and other interested governors.</p>

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8	<p>REPORT FROM BUSINESS COMMITTEE – 27/6/18 GENERAL LEDGER SUMMARY Signed off by ME. No questions. A lot of work has been done on debts and recoveries with PC/ME looking at this with the admin team. KB has made phone calls to ask for payments. The governors have no intention of writing off the debts at present apart from one. Challenge Question: does this mean those with debts in excess of £20 will not receive school dinners? Answer: Yes no school dinners will be given and pupils must bring a packed lunch. . If families do not provide a packed lunch, then school will provide toast. PC mentioned that the go-karts are ready for order as soon as we want them. AP has ordered the container and the grounds work is being started on 25th July. ME also mentioned that he had contacted Tyntesfield Medical Centre about Hep B vaccinations. Vaccinations last 5 years from the final booster of a course of 3 injections. The advice from NHS is that as an employer we should arrange for this to be done in line with school needs. Staff are advised to wear sensible shoes and warned they could be bitten. The cost of the course of injections is £90 and unsure of how many staff this affects. MS to do risk assessment ie. Red for teaching staff, amber for admin staff and to find out what other schools do. Challenge Question: if someone contracts Hep B and sues the school who is responsible to pay? Answer: We need to check with insurance department. . To be discussed again at Business Committee so to go on agenda. ME reported that he had been approached on Sports day by Shane Germaine, Head PE Sports Co-ordinator, who expressed an interest in the idea of a sports hall. He will meet with ME to discuss this further.</p>	<p>MS to risk assess biting/exchange of bodily fluids. and find information on how other schools manage PC to phone insurance department.</p> <p>LC to put Sports Hall as Agenda item at Business Committee.</p>
9	<p>SUMMER FINANCE CHECK Finance officer visited the school and few minor amendments were made to ensure payments were coming from correct cost centres and ledger codes. .</p>	
10	<p>REPORT FROM PUPIL COMMITTEE 04.07.18 KB said the minutes were incorrect as “no increase in behaviour’ had been reported. This will be amended at the next Pupil Committee meeting. No other questions.</p>	<p>Minutes to be changed at Pupil Committee</p>
11	<p>MONITORING OF SAFEGUARDING BY GOVERNOR 05.07.18 Everything was correct and in order and there were no questions.</p>	
12	<p>SAFEGUARDING AUDIT PC reported that this was a very detailed report which highlights some good points and some things we could do better. There is new guidance for September which PC will look at over the summer. PC will also go through the new escalation policy and email to governors during the summer for comments. These then can be gone through at the training</p>	<p>PC to send draft policy to governors to check and seek approval</p>

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	<p>sessions at the beginning of September. PP's photograph still needs to go up in reception.</p> <p>PC mentioned that there would be changes in September re new types of abuse; domestic, peer on peer and country lines. (This is cross county drug trafficking using vulnerable young people as carriers). It was agreed that allegations about staff would be reported three times a year rather than once to governors as part of Headteacher report. This is to be an agenda item at the appropriate time. School is looking at an online reporting and recording system, CPOMS, rather than the paper based system we are currently using. It was suggested that PP would come to school council so that pupils know her and her role. She agreed. ME mentioned that governors need to complete their Prevent and Safeguarding training by December 2018, which can be done through Educare. A training spreadsheet is to be set up to monitor staff/governors that have missed training so that they can be picked up at a later stage. There is a problem nationally and regionally about the reporting of neglect. It is important that the school tries to signpost families for support when needed.</p> <p>The fact that with social workers change regularly and this causes 'start up syndrome' (where the story of the child begins at the beginning each time a meeting is held). Statistics show that CLA have multiple changes of social worker within in the year.</p>	<p>prior to Sept.</p> <p>LC – arrange PP Photo to go up in reception.</p> <p>LC – safeguarding and Prevent Duty training for governors agenda item for FGB</p>
13	<p>PROGRESS SUMMARY REPORTS SSA</p> <p>MS reported that all targets had been met with the majority of the school outstanding. CLA is showing inadequate but there are 3 pupils in this cohort and 1 pupil has had an extremely difficult year and recently diagnosed with PTSD. The other 2 pupils are outstanding so the moderated judgement is outstanding. Congratulations to all staff for their hard work. For the SIP next year we can look at which areas need to improve. Challenge Question: Pine class are showing as inadequate, why? Answer: A new teacher started in December and has had lots of support in how to teach the Ravenswood way. Some children did make progress. 24% had not moved on; 3 students in maths, 6 in writing and 5 in reading. Challenge Question: What is the school doing for those students next year? Answer: Some students are moving to different classes, using different approaches to learning and some extra counselling and specialist support. There will also be an accelerated learning programme. A close eye will be kept on progress. This could be a new group on spreadsheet (students who had made 'inadequate' progress) to see what progress has</p>	<p>MS to add to category to Progress Children identified as making inadequate progress</p>

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	<p>happened by Christmas. A full summary will be available at FGB in September.</p>	<p>previous year.</p>
14	<p>PROGRESS SUMMARY REPORTS P16 Pupils continue to do well with two pupils requiring improvement, which means they met expected targets but did not exceed. There has been a much better picture in Maths since last year showing the interventions worked. Question: If young people have met their targets, why is it RI and not GOOD? Answer: it is good but we always want to push students more. Well done to all teachers but do we need to set targets higher? Challenge Question: if you change targets how can you scrutinise a trend? Answer: it's always a dilemma but if you develop teaching then your figures should go up. Governors could possibly use a 3 year plan with an incremental change each year of a few percent.</p>	
15	<p>SUMMARY BEHAVIOUR TRACKING TERMS 1 – 5 SSA MINOR INCIDENTS KB explained that even though minor incidents increase they are easier to deal with and by building communication skills this helps. Duck Class – an extra pupil with no communication support joined at Easter which changed the behaviour of the class. Robin Class – the teacher is moving up with the pupils next year so have not seen the usual wobble in behaviour. Birch class have moved from medium – low in serious and minor to outstanding. Most able children have flagged as inadequate which needs careful monitoring. SEMH – extra support is being put in to help improve.</p>	
16	<p>SUMMARY BEHAVIOUR TRACKING TERMS 1 – 5 SSA SERIOUS INCIDENTS KB reported that when the number of serious incidents reduce then it is likely that the minor incidents increase. Across the board numbers of incidents are low to very low. There has been amazing progress.</p>	
17	<p>SUMMARY BEHAVIOUR TRACKING TERMS 1 – 5 P16 MINOR INCIDENTS P16 are very low across the board which is a very pleasing picture.</p>	
18	<p>SUMMARY BEHAVIOUR TRACKING TERMS 1 – 5 SSA SERIOUS INCIDENTS Outstanding figures for P16. A full report will be given at the next Pupil Committee.</p>	
19	<p>FEEDBACK FROM SERIOUS CASE REVIEW – VERBAL PC reported that the case review re Darry is about to be published. showed that the school had done all that they could but highlighted that in some areas things could be improved. The feedback was that the</p>	

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	agencies all met together to help but didn't come across as a holistic plan.	
20	<p>PARENTS VIEWS</p> <p>CHAIR OF GOVERNORS CONVERSATIONS WITH PARENTS 3.7.18</p> <p>ME mentioned that conversations with parents had taken place at parents evening and the overwhelming theme was that parents were confident with the school. It was suggested that it would be helpful if parents could pay for things online.</p> <p>PARENTS QUESTIONNAIRE RESULTS JULY 2018</p> <p>On the whole the feedback from parents was very positive on the questionnaires that have come back in.</p>	PR - Online payments to be considered
21	<p>STAFFING UPDATE – VERBAL</p> <p>CLASSROOM BASED – MS reported that the teacher who was going to be starting in September no longer wants the position so the school is currently without a teacher for September.</p> <p>ADMIN –Emma has been appointed as School Secretary.</p>	MS - researching options to appoint replacement teacher for Sept.
22	<p>GDPR – VERBAL</p> <p>PC reported that things have moved on with GDPR but is writing a briefing paper for Emma. Legally we need to show that we have considered GDPR and are moving forward and we have done this. We still have work to do.</p>	
23	<p>POLICIES FOR APPROVAL BY FGB</p> <p>SEN INFORMATION REPORT 2018</p> <p>With the amendments of 'her' from 'them' in section 4, 'MS' as Headteacher instead of 'PC' and the removal of 'statement of SEN'</p> <p>The Governors unanimously adopted the SEN Information Report</p> <p>This needs to be published on the website and in the family handbook.</p> <p>ATTENDANCE POLICY</p> <p>This report has been rewritten by the school and is much clearer than the previous version. The flowchart at the back of the policy gives guidance on attendance. Transition in and out of school to be added to policy. There are other options available but the intended outcome is to get pupils back into school. Final decision to be made at Business Committee.</p> <p>Question: Do NS have a EWO?</p> <p>Answer: no but SSE do.</p>	<p>LC – provide update SEN information report for Family Handbook and for website.</p> <p>LC – Attendance Policy back to FGB</p> <p>MS - EWO package to be considered at Business Committee</p>
24	CONFIDENTIAL ITEM - discussed after school staff left the room.	
25	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT 2. ADVANCE EQUALITY OF OPPORTUNITY 	

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	<p align="center">3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS</p>	
26	<p>CORRESPONDENCE None.</p>	
27	<p>AOB</p> <p>Fire Drill – An electrical fault caused the fire alarm to go off twice in one day. Everything worked like clockwork and all students were well behaved and very calm.</p> <p>Interviews with students – PP, ME & JI helped by holding interviews for some students in KS4 and P16. Students enjoyed the experience, despite some being anxious and did very well in answering questions and engaging in conversations.</p> <p>Migration – PC reported that AP will be migrating the outlook server to the cloud over the summer holidays. New emails will be set up from September.</p> <p>Child Protection Policy – already discussed.</p> <p>Presentations – ME thanked the governors for their hard work and gave bottles of wine as a thank you. ME also presented PC with a gift card from the governors.</p> <p>School Fund - ME mentioned that the school fund had been audited. Two anomalies had been found and three items had no documentation. Money that should have been banked at the end of term wasn't banked until October. ME wrote to member of staff concerned with the questions. The money for this year would be paid in before the end of term. There was no clear answer to the three items without documentation. ME will follow up.</p>	<p>ME – follow up School Fund arrangements to ensure all procedure are secure.</p>
22	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 5TH SEPTEMBER 2018</p>	
	<p>MEETING CLOSED AT 7.15pm. Confidential item discussed and minuted separately.</p>	

SIGNED..... DATED