

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 5th September 2018



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (ME) (Chair) Nick Dixon (ND) Jill Iles (JI) Stuart Iles (SI) Heather Pickstock (HP) Pam Pollard (PP) Graham Shrubsole (GS) Andy Thatcher (AT) Toby Willis (TW)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from:</p> <p>Chris Hustwick (CH)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>A.O.B</p> <p>Go-Kart update Holiday Work Sports Hall Message from PC NGA SSE Keeping children safe in education MAT</p> <p>ME congratulated MS & KB on their appointments as Head & Deputy Head and wished them all the best for the coming year.</p>	
5	<p>MINUTES OF MEETING – 18.7.18</p> <p>The minutes were accepted and signed as a true record of the meeting</p>	
6	<p>MATTERS ARISING FROM MEETING 18.7.18</p> <p>PC to sign off staff insurance cover paper work – achieved. LC to add agenda item to Business Committee re claiming maternity pay – achieved. MS to seek information about ASPIRE from Gail Webb – MS reported that</p>	

Ref	Agenda Item	Action by
	<p>ASPIRE was where the Head Teachers from local SEN schools were investigating doing some collaborative training. Gail Webb was going to organise this but has subsequently left NS. This will be carried forward till the next meeting.</p> <p>MS to arrange appointment of external DPO – MS has been looking at companies to provide this. One company in London quoted £5.5K for a data protection check. Ed Bowen (Headteacher at Baytree) has booked someone for £600. MS to contact Ed to seek more information and possibly book them for Ravenswood. We have made an early start with information on the website. The new admin person will be looking at it and hopefully will be checked before Christmas, and any amendments can then be made.</p> <p>KB to secure external moderation of KS2 and KS3 teacher assessments – achieved.</p> <p>MS to arrange to share the data processes with TW and other interested governors – ongoing.</p> <p>MS to risk assess biting/exchange of bodily fluids and find information on how other schools manage – no progress as yet but ongoing.</p> <p>PC to phone insurance department – achieved LC to put Sports Hall on agenda item for Business Committee – achieved.</p> <p>Pupil Committee minutes require amendment – to be changed at Pupil Committee – achieved.</p> <p>PC to send draft Safeguarding and Prevent Duty training for governors as agenda item FGB – Achieved and comments were sent to PC and used in training.</p> <p>Question: Will the amended document come back to governors to ratify? Answer: Yes, will come back to FGB for ratifying.</p> <p>LC to arrange PP photo to go up in reception – ME to email Louise.</p> <p>LC to add Safeguarding and Prevent Duty for governors as agenda item at FGB – achieved.</p> <p>MS to add category to Progress Children identified as making inadequate progress in previous year – achieved. The progress will be shared at Christmas.</p> <p>PR to consider online payments – to be discussed at BC</p> <p>MS to research options to appoint replacement teacher for September – achieved. MS reported that no appointment has been made at present. Some LSAs were approached but didn't feel they could take up the role. A teacher applied for LSA role, who MS is considering with two LSAs stepping up till October in the classroom. If this opportunity is not taken up, we will have to have a supply teacher. Parents have been notified of this.</p> <p>It was agreed that Lisa Maidstone and Sarah Wilson be sent thank you card from Governors to thank them.</p> <p>LC to provide update SEN information report and Family Handbook for website – achieved.</p> <p>LC to add Attendance Policy to Business Committee – achieved.</p>	<p>Agenda next FGB</p> <p>MS to contact Ed re DPO</p> <p>MS to bring to Pupil Committee</p> <p>MS to research how other schools manage</p> <p>Updated document to come to FGB</p> <p>ME to email LC</p> <p>Louise to add to Agenda BC</p> <p>ME to send thank you cards.</p>

Ref	Agenda Item	Action by
	<p>MS – EWO package to be considered at Business Committee – ongoing. ME to follow up School Fund arrangements to ensure all procedures are secure – achieved and no further problems.</p>	
7	<p>APPOINTMENTS OF CHAIR/DEPUTY CHAIR MS reported that only ME had put himself forward for the role. Challenge Question: is there a fixed term for chair? Answer: the recommendation is that no-one serves longer than 8 years, after 6 years start looking for a successor and after 7 years start working with successor. ME will be starting his 5th year. PP proposed and JI seconded that ME be elected as Chair. The governors unanimously agreed the proposal and ME was elected as Chair. ME reported that AT was unable to stand again as Deputy Chair due to personal circumstances. PP said she was happy to stand as Deputy. ME proposed and TW seconded that PP be elected as Deputy. The governors unanimously agreed the proposal and PP was elected as Deputy Chair.</p>	
8	<p>COMMITTEE STRUCTURE, MEMBERSHIP, TERMS OF REFERENCE ME proposed that no changes were made to the structure as it works well. FGB – all governors. Business Committee – AT, HP, SI, GS, ME. Chair GS and deputy AT with ME support. (AT will be H&S Governor and attend school H&S Committee Meetings) Pupil Committee – PP, JI, CH, ND, TW, ME. ME will discuss with CH if happy to be Chair and Deputy PP. To be adopted at PC. Pay Committee – 1 meeting per year to discuss pay increase levels, targets etc. HP, TW, ME. Headteacher PM – ME/AT/PP. The committee meets 3 times a year and checks amongst other things that targets are being reached.</p> <p>MS is looking for a new School Improvement Partner and Sarah Mascal has agreed to take up the position and her first visit the school will be in November. She will be very challenging which is what the school needs. MS has also spoken to Neil from Kings Weston, who is retiring at the end of the year, and had a good conversation with him. Five of the SEN schools in the area have new Head Teachers and they are providing a meeting for new Heads in Bristol and South Gloucester, which will be six half days and will prove very useful.</p>	ME to talk to CH.
9	<p>APPOINTED GOVERNORS Pupil Voice - JI will continue as P16 if no one else is able to do but struggles to attend frequently. ME will discuss with CH if happy to continue with Pre16.</p>	ME to talk to CH.

Ref	Agenda Item	Action by
	<p>Safeguarding/Quality Assurance of Record Keeping – PP happy to continue with this role.</p> <p>Children who are Looked after – PP happy to continue with this role.</p> <p>E-Safety - ND</p> <p>SEN Governor – ME</p>	
10	<p>DECLARATION OF PECUNIARY INTEREST</p> <p>ME circulated forms to be completed. It was agreed that all personal interest is listed even if no personal gain.</p>	
11	<p>FREEDOM OF INFORMATION REQUESTS- None.</p>	
12	<p>CODE OF CONDUCT FOR GOVERNORS – ME circulated forms to be signed.</p>	
13	<p>INSTRUMENT OF GOVERNANCE</p> <p>This document is compliant with the constitution and is reviewed yearly.</p>	
14	<p>GOVERNORS' ALLOWANCES</p> <p>This document was updated last year with no changes this year. No requests have been made for expenses but the policy is in place if needed.</p> <p>The governors unanimously adopted the policy.</p>	
15	<p>GOVERNOR TRAINING PLAN – SAFEGUARDING & PREVENT – VERBAL</p> <p>ME reported that the governors training plan is not compliant because not all have received safeguarding training.</p> <p>All governors should complete safeguarding and Prevent training by Christmas. AP will send emails to governors with new email address and password with access to Educare. ME said he would help try and organise help for those who struggle with online training.</p> <p>Question: Where should these certificates be stored? And how up to date are the certificates.</p> <p>Answer: ME to check records with Louise and determine who needs to do which course and where records are going to be stored.</p>	
16	<p>PUPIL PROGRESS 2017-18 – SSA</p> <p>MS mentioned that the figures for last year show that the majority of progress made was outstanding, with some areas showing as good. One class were showing as inadequate, a class of CLA with 3 in the cohort. 1 pupil, who was having major difficulties and made no progress, was bringing the figures down, so the class has been moderated as outstanding. The pupil has received counselling over the summer and had begun school well.</p> <p>The breakdown of the data is monitored in every possible way and highlights areas that need improving.</p> <p>Some discussion took place on how the figures are worked out and the percentages, it was agreed a copy of criteria will be emailed to governors. MS said that the school need to constantly look at the figures and how they can be improved. 24% showing as inadequate is it is not good</p>	<p>ME to look at different % for PC.</p>

Ref	Agenda Item	Action by
	<p>enough. ME to look at different percentages and take to next PC. ME proposed raising the threshold for an OUTSTANDING evaluation from 70% to 85% over the next 3 years at the rate of 5% per year.</p> <p>Challenge Question: do you benchmark against other SEN schools? Answer: we used to but the government took levels away and schools use their own systems.</p> <p>Pupils are assessed at different levels, higher ability pupils should learn more and have more learning objectives which come from KS2 curriculum outcomes. School objectives at KS3 and KS4 now match with accredited courses and with awards at national level.</p> <p>Students learn 15 new things in lots of subjects to achieve their targets and 70% of students achieve or exceed these targets. Progress folders are filled in by teachers which is the proof that these figures are correct and have been achieved consistently. All folders are checked by SLs and staff teams check each other's marking. Parents also see these folders which helps parents understand their child's progress.</p> <p>Challenge Question: when you track pupils do keep checking they have remembered what they have previously learnt? Answer: pupils have to prove consistently that they have learnt something and as skills build on each other over time you go back over what has been previously taught.</p>	<p>MS to check minor anomalies in data.</p>
17	<p>PUPIL PROGRESS 2018 – 18 – P16</p> <p>P16 made really good progress across the board.</p> <p>KS5 results in December were inadequate, April were good and in the summer they were outstanding.</p> <p>Better teaching bought better results. ME wrote to member of staff to express Governors' thanks for their hard work.</p> <p>ME to send email to MS with anomaly on data.</p>	<p>ME to send email to MS.</p>
18	<p>PUPIL PROGRESS OVER 3 YEARS – SSA</p> <p>MS said that the overview shows where the school are going and what needs looking at. The results stayed the same as last year overall even with the increase in challenges. The results are consistently good even though last year there was a concern with 48% green/blue and now 78%. Pine class had a difficult year with different teachers and they will be monitored closely even though they have been split into different classes.</p> <p>The overall percentages were:- Reading 2016 - 71%, 2017 – 83%, 2018 – 83% Writing 2016 – 65%, 2017 – 87%, 2018 – 82% Maths 2016 – 62%, 2017 – 80%, 2018 – 75%.</p>	
19	<p>PUPIL PROGRESS OVER 3 YEARS – P16</p> <p>The overall percentages were:- Reading 2016 – 48%, 2017 – 80%, 2018 – 90% Writing 2016 – 45%, 2017 – 80%, 2018 – 87% Maths 2016 – 48%, 2017 – 65%, 2018 – 77%.</p> <p>Good teaching, courses and assessment have helped to improve these</p>	

Ref	Agenda Item	Action by
	<p>results. The new calculation strategy is beginning to show the results of the hard work.</p>	
20	<p>ANALYSIS OF GCSE & FUNCTIONAL SKILLS RESULTS – VERBAL MS reported the following results:- English – 2 achieved a grade at GCSE. Maths – 2 achieved a grade a GCSE with 1 student achieving a 3. Step Up English – 4 achieved level 3, 1 achieved level 2 and 2 achieved level 1. Step up Maths – 5 achieved level 3, 1 achieved level 1 and 1 achieved level 1. All students finished school with a qualification. AQA awards – 32 achieved unit awards at entry level and covered 37 different subjects. P16 – the following results were achieved :- English – 6 entry level 1, 4 entry level 2, 5 entry level 3, 5 level 1. Maths – 6 entry level 1, 5 entry level 2, 5 entry level 3, 3 level 1 and 2 level 2. ASDAN Employability – 4 achieved level 2 and 5 level 3. ASDAN PSD – 4 achieved level 2 and 5 level 3. ASDAN Personal Progress – 2 achieved entry level 1. Dof E – 3 achieved bronze award and 3 achieved silver. The school have been awarded a PE Gold award for the 5th year and have been invited to apply for a Platinum award.</p>	
21	<p>POLICIES FOR APPROVAL BY FGB</p> <p>CHARGING & REMISSIONS POLICY ME went through the changes in the policy and the following decision were made:- Squash and snacks – ask for voluntary contributions. Ingredients for practical subjects – ask for £5 contributions. After School clubs - £4 per session. Risk Assessment for WEx – discussed previously at governors, school paid in past but costs £25.</p> <p>Question: how do we make these decisions? What influences our decisions? Answer: practical subjects are part of the curriculum; parents cannot provide a H&S check which is statutory. Replacement badge – charge £10.</p> <p>With these amendments the policy was provisionally adopted by the governors but discussion of the Work Experience Risk Assessment to be completed by email</p>	

Ref	Agenda Item	Action by
	<p>PAYMENT OF DISCRETIONARY BURSARIES 3 Students applied for bursary last year. It was agreed to change paragraph 4 to be before paragraph 3 to be less confusing.</p> <p>With these amendments the policy was unanimously adopted by the governors</p>	
22	CONFIDENTIAL ITEM - None.	
23	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Governors allowances, Charging Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Pupil Progress, Governor training plan. 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – Meeting with SEN schools. 	
24	CORRESPONDENCE - None.	
25	<p>AOB</p> <p>Go-Kart update – ME reported that the track had gone down and the container had arrived and was in place. HP had secured a donation of £1400 to go towards the cost of the container. Some benching and road markings still need to be done and some rules drawn up. Once this has been done a date will be set for the grand opening.</p> <p>Holiday Work – ME mentioned that 6 rooms had been decorated, during the holidays, by ME, DP and her husband.</p> <p>Sports Hall – ME said as previously discussed, Governors had a vision for a sports hall on the school grounds. He met with Ian Morrell from the Town Council and he said that Nailsea Town Council has an appetite for a joint project.</p> <p>Message from PC – ME circulated a card from PC, thanking the governors for their gifts and support.</p> <p>NGA – ME reported that NGA were launching Governing Body Awards and PC/ME will be nominating Ravenswood for an award.</p> <p>SSE – ME mentioned that SSE have taken on SLAs from NS. The school has signed up for the Governors package and they will look at governing training matters.</p> <p>Keeping children safe in education – KB reported that new guidelines have come in today about volunteers coming into the school. KB has taken a document by Andrew Hall and has adapted it for Ravenswood. The difference is in regulated and non regulated activity and who needs to have a DBS. The document will provide a check list and risk assessment. This is still in early stages but is a good starting point.</p> <p>MAT – ME reported that at the moment this is on the back burner but he will be attending an Academies’ Road show in Birmingham and will report back at next meeting.</p>	

Ref	Agenda Item	Action by
22	DATE OF THE NEXT MEETING 4.45 pm Wednesday 24 TH October 2018	
	MEETING CLOSED AT 7.00pm.	

SIGNED..... DATED