

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING

4.45pm – Wednesday 24th October 2018



| Ref | Agenda Item | Action by |
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| 1 | <p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Nick Dixon (ND) Jill Iles (JI) Pam Pollard (PP) 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 Chris Hustwick (CH) Stuart Iles (SI) Heather Pickstock (HP) Graham Shrubsole (GS)</p> | |
| 3 | <p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>MS, KB & ND have interest in item 25 Teachers' Pay</p> | |
| 4 | <p>A.O.B</p> <p>ME – Sports Hall ME – Parents' Evening MS – Funds MS – Confidential</p> | |
| 5 | <p>MINUTES OF MEETING – 05.09.18</p> <p>With the following amendments: item 7 – 'MS will be starting' and under AOB 'NTC has an appetite' 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>MS to seek information re ASPIRE –achieved. MS to contact Ed Bowen re DPO – achieved. MS reported that following discussion, Emma Speller is able to do our audit and no external DPO is needed. MS to arrange to share data processes at Pupil Committee – achieved. MS to research how other schools manage re risk assessing</p> | <p>MS to do risk assessments and arrange</p> |

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| | <p>biting/exchange of bodily fluids – will be a new policy. Risk assessments need to be done and arrangements made for local surgery to come to school to give inoculations.</p> <p>Updated Safeguarding and Prevent Duty training document for governors – agenda item.</p> <p>Online payments to be agenda item at Business Committee – achieved.</p> <p>MS reported that the school had purchased Parent Pay and had received some training sessions. The school information needs to be uploaded on to the system. Hopefully it will be ready to use by January.</p> <p>ME to talk to CH if happy to be Chair of Pupil Committee – achieved.</p> <p>ME to talk to CH if happy to continue with Pupil Voice – achieved.</p> <p>ME to look at different % for Pupil Progress for next Pupil Committee – achieved and update. ME reported that at Pupil Committee it was agreed to raise the benchmark for outstanding by 5%, which will be very challenging. It was also agreed that he look at the impact of raising the benchmark for good as well.</p> <p>MS to check minor anomalies in Pupil Progress data – achieved.</p> <p>Me to send email to MS re anomaly on data – achieved.</p> | <p>inoculations.</p> |
| 7 | <p>REPORT FROM BUSINESS COMMITTEE – 03.10.18</p> <p>No Questions.</p> <p>GENERAL LEDGER – AT signed off at Business Committee.</p> <p>JOURNALS AND VIREMENTS – MS reported that at Business Committee, AP had asked about replacing computers which were no longer fit for purpose. It was agreed that he could have some money to replace those which were most urgent and review the rest after Christmas. It was agreed to transfer funds from F600 to G41. ME also mentioned that a DfE school hub had been set up to help schools purchase equipment. AP has signed up to this and has put in an enquiry.</p> | |
| 8 | <p>REPORT FROM PUPIL COMMITTEE – 10.10.18</p> <p>No Questions.</p> <p>MS reported that he had a lot of Risk Assessments to go through and he will systematically check and review them. Those that need to be kept will be filed with Louise.</p> | |
| 9 | <p>MONITORING OF SAFEGUARDING</p> <p>SAFER RECRUITMENT REPORT 08.10.18</p> <p>PP reported that her challenge question about why only 2 people interviewed for temporary staff, whereas 3 are used for permanent staff had been answered by KB and all paperwork was in place and the process worked well.</p> <p>Question: why do you need 3 members of staff to interview?</p> <p>Answer: The school normally have 2 but 3 are better to give an extra perspective. The safer recruitment policy does not actually specify how many is needed.</p> <p>Under SCR it had previously stated ‘non-appropriate visitors’ and this was clarified as ‘visitors not in regulated activity’. In other words visitors who have not needed to be DBS checked.</p> | |

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| | <p>MS mentioned that even though most people on the PFA are known to the school, a risk assessment should be done to cover events like coffee mornings. DBS checks are free of charge for volunteers.</p> <p>Challenge Question: What happens when parents visit classes? Answer: They are not in regulated activity so will be supervised.</p> <p>It was agreed that regular volunteers would need a DBS check.</p> <p>KEEPING CHILDREN SAFE IN EDUCATION 2017-18</p> <p>This document shows the number of children in the school and highlights any concerns. It also shows those known to social or those involved with other services.</p> <p>The pupils who are showing HATE incidents had been notified to NS but had come back as innocent. This is because pupils were using HATE words but in the wrong context and most commonly they were using words they didn't understand.</p> <p>JD has been inundated, as staff have been much better at reporting. Usual trend shows that at the beginning of term 1, incidents are high but they are already up this year.</p> <p>MS and JD have been sharing the responsibility and have been supporting each other as these meetings can be quite traumatic.</p> <p>Question: Should we have the current data to look at now? Answer: The usual process is to view each long-term results, so current data will be available at Christmas.</p> <p>MONITORING OF MOST VULNERABLE PUPILS 2017-18</p> <p>Attendance is excellent and well above national average.</p> <p>Challenge Question: How do you assess vulnerable pupils? Answer: Looked after Children. Currently we have 5 in the school with 1 coming soon.</p> <p>The report highlights areas for concern, these are then discussed anonymously and support has been put in place and assessed regularly. ND is working with SSA children with dog walking and car washing.</p> <p>An observation from Governors was that the excellent thing about Ravenswood is that they will try to do everything to help a pupil and will not give up on them, even if they are eventually unable to continue at the school, they will not move them on until the right place has been found.</p> | |
| 10 | SAFEGUARDING – ALLEGATIONS – None. | |
| 11 | <p>PSD ASSESSMENT 2017-2018</p> <p>KB reported that pupils are assessed at this time of year and again in July. Pupils are assessed on self esteem, school work and independence. This report helps to identify who needs extra support and intervention groups. Really good progress is being made across the board and not just academically.</p> <p>Challenge Question: How do you measure self esteem? Answer: There is a list of criteria available, which KB talked through. Children's Services used to do the assessments but now the teachers do them as they know the children really well.</p> <p>KB met with other schools and we are well ahead of the game. Some</p> | |

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| | schools use THRIVE but we use our own tracking tool which works really well. | |
| 12 | <p>ANTI-BULLYING REPORT EOY 2017-2018</p> <p>KB showed the comparisons of data for the past three years. KB follows up everything but not all of them are real bullying incidents. There has been an increase in incidents but this is down to more being reported, by pupils, friends, teachers and parents. Those on the data as showing 'continuing' are due to either being reported at end of term or KB unsure that the incident is closed. KB monitors for a month after incident. HATE incidents have increased but this is mainly due to copy cat behaviour.</p> <p>Question: Have you considered having a 'nominated pupil' who pupils can go to?</p> <p>Answer: no, but they can go to Haven, talk to a teacher, friend or someone on school council.</p> <p>KB also reported that more clubs had been put on at lunchtime to help with this. There are Wii, ICT, Art and Games clubs which are sustainably and strategically staffed. The school is continuing to embed what has been started and is building on this. The impact of this was discussed at parents evening with parents being very impressed and happy.</p> | |
| 13 | <p>ATTENDANCE OF PUPILS 2018</p> <p>MS reported that there are 3 reports which compare figures against a) national average b) pupils with SEND in mainstream schools c) other SEN schools.</p> <p>There are still some pupils who are of concern to MS and he has produced a letter to send to parents, reminding parents of the importance of attending and offering assistance if needed. . Some pupils have high medical needs which are taken into account. The school still phones daily if pupils have not turned up to school. The governing body would like to see improvement in the figures if possible.</p> <p>P16 figures are excellent.</p> <p>Challenge Question: Why are the absence rates so high in Term 3?</p> <p>Answer: peak in term 3 across all classes could be down to Work Experience.</p> <p>Challenge Question: should pupils not be marked as present in that case?</p> <p>Answer: we will check the records to see</p> | MS to check figures. |
| 14 | <p>SCHOOL SELF - EVALUATION.</p> <p>MS has reviewed and amended the report from last year and it now shows where the school currently are.</p> <p>ME asked if under 'Senior Leaders Prioritise' (P6) it should say 'Governors' attending school councils' instead 'Governor attending school council'.</p> <p>CH said in email 'I went to junior school council meeting this week led by Pippa, the children were amazing and it was a privilege to be part of the</p> | |

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| | <p>group’.</p> <p>MS/KB have been through the document and have added more items to show the HOD’s extra responsibility.</p> <p>This report matches the Ofsted report and is translated into the SIP.</p> <p>MS also reported that he had met with other Head Teachers and all schools are doing something similar.</p> <p>No further questions.</p> | |
| 15 | <p>IMPACT OF PUPIL PREMIUM</p> <p>MS reported that this money comes in every year and it is a little more than last year. The report shows what the money was spent on and what interventions were put in place.</p> <p>MS it looking at outdoor activities and has started taking secondary pupils off site, bouldering, with 4 pupils going as a reward for good behaviour.</p> <p>MS is putting a 3 year plan together and is trying to get through as many as possible, he has identified teachers who are willing to help with this.</p> <p>Question: If there is any under spend, can money be carried forward?</p> <p>Answer: MS to check with PR. Bouldering costs approximately £1,200 annually.</p> | MS to check with PR re carry forward. |
| 16 | <p>IMPACT OF SPORTS PREMIUM FUNDING 2018</p> <p>MS reported that, with the help of Jane Hawkes, the school has improved their PE lessons and Jane worked well with colleagues to make sure pupils have good quality lessons and access to other opportunities.</p> <p>Pupils will continue to achieve AQA unit awards and a number of students met National Swimming standards. Jane is still awaiting confirmation on the new requirements.</p> | |
| 17 | <p>IMPACT OF CATCH UP 7 FUNDING 2018</p> <p>MS reported that the school receive money for students who do not reach the nationally expected levels at the end of Year 6. The school received £6000 to help support these pupils in the transition. The transition went well this year as the teacher moved up with the pupils, with just some teething problems to work through.</p> | |
| 18 | <p>REVIEW OF PLANS TO SPEND PUPIL PREMIUM - VERBAL</p> <p>MS proposed that he uses the pupil premium money for extending outdoor activities. The governors approved this proposal.</p> | |
| 19 | <p>REVIEW OF THE WORK OF THE GOVERNING BODY STRATEGY DOCUMENT</p> <p>PC had nominated Ravenswood for an award but there was no strategy document. There are 4 different areas to make up the statement, High levels of achievement, An appropriate Curriculum, Safe and Stimulating Premises and Public Engagement.</p> <p>Observation: We don’t want the school to be in isolation.</p> <p>Answer: Under Public Engagement should it say ‘actively seek links with other schools and local community’.</p> <p>Observation: under Communication should we add newsletter.</p> <p>Answer: It was agreed to add this.</p> <p>NGA AWARDS 2019</p> | ME to amend and sent to MS. |

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| | <p>PC/ME have completed the form to nominate Ravenswood for a NGA award. Sue Ivermee has agreed to write a statement of support as required. The decision should be made by December and if shortlisted the FGB could be invited to House of Commons where awards would be presented.</p> | |
| 20 | <p>INFORMATION ON WEBSITE – VERBAL MS reported that some information on the website is now out of date. MS wife is happy, with some training, to update the website.</p> | |
| 21 | <p>SAFEGUARDING AND PREVENT DUTY TRAINING FOR GOVERNORS – VERBAL ME reported that all governors had new email address which would give them access to Educare, for them to complete their training. ME to arrange group training if needed.</p> | |
| 22 | <p>POLICIES FOR APPROVAL BY FGB</p> <p>COMPLAINTS PROCEDURE This is a NS policy and no changes have been made. The policy was unanimously adopted by the governors.</p> <p>ADMISSIONS POLICY This is a statutory policy and no changes have been made. Question: We have funding for 108, but have 115 in school? Answer: If we go over 108 then funding comes in for the extra on a monthly basis. At the moment the school is at full capacity, with people already queuing for next September. The school has asked if there is space in VLC but there is none available. West Haven and Baytree have been extended, why not Ravenswood? MS has voiced his concerns about the new free school. ME to write letter about extending Ravenswood. The policy was unanimously adopted by the governors.</p> <p>SMSC POLICY No changes have been made to this policy. The policy was unanimously adopted by the governors.</p> | <p>ME to write letter re extension of Ravenswood.</p> |
| 22 | <p>CONFIDENTIAL ITEM – MS reported that he had received a request from a member of staff for Flexible Working Arrangements. The school already has a very high number of part-time staff and MS asked the Governors if they would ratify his provisional decision to agree the change on a temporary basis to be reviewed at Christmas. The Governors unanimously agreed this course of action</p> | |
| 23 | <p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Anti Bullying, SEF. 2. ADVANCE EQUALITY OF OPPORTUNITY – SEF, Admissions Policy, Pupil Premium, Pay Awards. | |

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| | 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – SEF, COG conversations with parents. | |
| 24 | CORRESPONDENCE - None. | |
| 25 | <p>AOB</p> <p>FRUIT BASKET FOR CHRISTMAS FAYRE ME asked if governors wanted to purchase a fruit basket, as in previous years, for the school fayre. The governors agreed. Donations to ME.</p> <p>TEACHERS AWARD COST SEPTEMBER 2018 MS confirmed that the figures discussed at Business Committee were correct and the figures accounted for all staff to receive the relevant pay rise.</p> <p>PP proposed and JI seconded and the governors unanimously agreed to go above the government recommendation and give the pay rise to all teaching staff.</p> <p>VIREMENT ICT SUSTAINABILITY & DEVELOPMENT TO BE AUTHORISED. Already discussed.</p> | |
| 22 | <p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 19TH DECEMBER 2018</p> | |
| | MEETING CLOSED AT 7.00pm. | |

SIGNED.....

DATED