

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 19th December 2018



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Nick Dixon (ND) Chris Hustwick (CH) Jill Iles (JI) Pam Pollard (PP) Graham Shrubsole (GS) Toby Willis (TW)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Stuart Iles (SI) Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>A.O.B</p> <p>ME – Governors Re-Election PP – Tea & Cake MS – Funding Update</p>	
5	<p>MINUTES OF MEETING – 24.10.18</p> <p>The minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 18.7.18</p> <p>MS to do risk assessments and arrange inoculations – achieved. MS to check pupil absence rates in item 3 – achieved and records updated. MS to check with PR re carry forward – achieved. MS to amend governing body strategy document and send to MS – achieved. ME to write letter re extension of Ravenswood – achieved and MS mentioned that the school were still pushing for use of space in VLC next door to the school.</p>	

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7	<p>REPORT FROM BUSINESS COMMITTEE – 28.11.18</p> <p>GENERAL LEDGER</p> <p>JOURNALS AND VIREMENTS</p> <p>No Questions.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE – 8.12.18</p> <p>ME highlighted some key points from the meeting.</p> <p>The Christmas Fayre had raised £1024 and it was agreed for ME to send a card to Julie to thank her for all her hard work in organising the Fayre.</p> <p>MS also mentioned that the risk assessments for Hep B have now been completed and offered to staff. 14 members of staff have requested the vaccination. MS to contact Occupational Therapy at BRI.</p>	<p>ME to send card to Julie.</p> <p>MS to contact BRI.</p>
9	<p>MONITORING OF SAFEGUARDING</p> <p>PP was thanked for her work on safeguarding.</p> <p>SCR – the Governors’ Disclosure records are now with Louise.</p> <p>There has been no update on the epi-pens as still a national shortage but KB is monitoring this.</p> <p>PP also mentioned that there seemed to be a problem with pupils’ asthma plans. This is because some parents think their child has asthma because they have been given an inhaler but this may not be the case.</p> <p>The school nursing team have discussed this and pupils with no medical plan are given the generic asthma plan.</p> <p>Question: is there anything about the epi-pen / asthma situation that we can do as governors?</p> <p>Answer: no, those pupils have the correct health plan in place.</p>	
10	<p>SAFEGUARDING – ALLEGATIONS – None.</p>	
11	<p>HEADTEACHERS REPORT DECEMBER 2018</p> <p>MS explained that this report shows the current number of children in the school, which will be 117 after Christmas, and breaks it down into different categories. The report highlights how many FSM and CLA and those planning to move on. The majority of those moving on are going to Weston College, with one going to Bristol.</p> <p>The report also highlights the priorities from the SIP and addresses some issues raised by Ofsted. The school continue to make improvements in teaching and most pupils know what they are learning when asked.</p> <p>MLs are more accountable and at next Ofsted they will be responsible for showing them around. Cheri has now moved from a ML to SL.</p> <p>MS mentioned that he had joined two new working parties - Learning Centred Leaderships and Challenge Partner visits. This will give networking opportunities which will support both staff and students within the school. MS has been to Baytree as part of the Challenge Partnership and found this really positive. MS is also planning to attend the SWLASS Conference in January, which will also be attended by Ofsted.</p> <p>GDPR testing has been implemented and office staff will be trained on January 7th and the rest of the school on January 24th at 3.45pm.</p> <p>Governors were welcome to attend if they wish.</p>	

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	<p>Quality of governance is highly effective and will continue to challenge and support the school.</p> <p>MS reported that two new teachers would be starting in January, Sarah Regan and Miss Singh. KB has reviewed the timetable and 4 new teachers are needed, 2 have been filled and 2 TAs have stepped up. 1 trainee teacher is currently at the school and hopefully another trainee will start next September.</p> <p>Teaching continues to improve at the school and become more consistent. Staff continue to work on numeracy and Cheri will have responsibility for taking this forward.</p> <p>A new framework for Topic subjects was introduced in September and the first set of data has just been recorded and any changes have been made. Moderation with other schools has been planned.</p> <p>The school continues to develop and review behaviour and Cheri will be taking responsibility for this aspect in January, making HODs more accountable.</p> <p>RPI has significantly reduced and is now only used as a last resort. The results of outcomes for KS3 in Maths and English are now in and KB will look at and then take back to MLs who will then report at next Pupil Committee meeting.</p> <p>The school continues to develop functional communication skills in EYs and provide care plans which are monitored regularly to ensure they are implemented. New updates are expected possibly in April 2019.</p> <p>P16 – significant improvements have been made in teaching following well matched support and challenge from ML and SLs. Further development of links between accreditation pathways and the assessment framework are being achieved.</p> <p>WEX is expanding with 3 pupils on long term placements. At the moment there are more placements available than pupils.</p> <p>Parent views show that parents are happy with the school, especially the transition period and the amount of homework given.</p> <p>Pupil views have been sought in the past and MS will do so again.</p> <p>Staff views show that staff are proud to belong to the Ravenswood team and report children are safe at school. There were about 28 responses from staff with a range of TAs, Admin and Teachers. Some of the answers given may be due to lack of understanding from new teachers and MS will revisit and discuss with staff in January.</p> <p>Some staff had responded that there were no opportunities to out of school for professional development. MS said that if staff wanted to go on a course to let him know but would need to demonstrate that it would enhance outcomes for pupils.</p> <p>Challenge Question: will anything be done about this survey? Answer: the outcomes will be built into inset day training.</p> <p>Question: MS how are you settling into your new role? Answer: MS said staff have been supportive, he was more comfortable in role and feels that after 13 weeks in post, he feels more settled.</p>	

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	<p>MS will continue to build up the team and more twilight sessions are planned to provide a vision for the school, to prepare for the change in cohort and curriculum changes and prepare for changes to the Ofsted framework in 2019.</p>	
12	<p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>MS reported that all teachers participated in this and many have reported that they found it helpful in reflecting on their own performance. All achieved their objectives apart from one who was on sick leave. MS has given feedback to teachers and they have responded and drafted their own training and development plans to meet their objectives. Training days in January will focus on improving teaching and behaviour management. KB will catch up with new staff to chat, listen and give support where needed.</p>	
13	<p>SCHOOL IMPROVEMENT PLAN</p> <p>MS reported that the SIP showed what had been achieved this term was highlighted in blue.</p> <p>Ensure teachers know and understand feedback following lesson observations and learning walks, and show commitment to improve rapidly – this is being achieved.</p> <p>MLs are continuing to empower teachers within their departments and implement the teaching and behaviour management strategies.</p> <p>HODs have effectively quality assured the implementation of the agreed teaching and behaviour management strategies by term 1 instead of term 4.</p> <p>MS has joined and attended the Learning Centred Leadership Network. Support has been given to new staff with more time being given to mark work and write reports.</p> <p>WALT/WILF – staff are becoming more consistent in displaying these. Showcasing – ensure all teaching includes application /showcase at end of each module. Eventually these will go on the website, but as there has been an issue when the website was hacked and these will be on the website when that problem is resolved.</p> <p>MLs are continuing to track the recording of serious and minor incidents and the embedding of the Behaviour Management Policy.</p> <p>Every week MS/KB go through every child and highlight each child's needs.</p> <p>Calculation Policy – this is ongoing and will continue to be reviewed.</p> <p>Staff continue to ensure all teachers and MLs know the SEN of the pupils they teach and ensure they are using the right strategies.</p> <p>Challenging behaviour is settling down, traffic light system and guidance has helped with this.</p> <p>An amazing amount has been achieved by Christmas, a lot of embedding of what was started last year. The school will continue to keep up the momentum achieved thus far.</p>	

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14	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER (SILP)</p> <p>Sarah Mascall visited the school in November and identified what strengths the school had and suggestions for further improvement. Her report contains a lot of 'would be better if' and is a good tool for the school to use. Sarah is always challenging to the school and MS is really pleased to have Sarah visit the school as SILP. The report shows that since her last visit there are a lot of things the school are doing well and have embedded things previously highlighted. MS has met with MLs and discussed the things that are going well and things which could improve. It is important to self-assess within each department and find their strengths and weaknesses. After Christmas MS will meet with staff and find out what has been done since the report. Sarah will be coming back to the school on 31st January. P16 had a difficult time and there are still some aspects to work on. SLs have an action plan and this is a work in progress. Some feedback was given to governors at Pupil Committee but a full report will be given at FGB.</p> <p>Challenge Question: Can the suggestions in Sarah's report be merged with the SIP?</p> <p>Answer: There are some similarities but will add to SIP from report.</p>	
15	<p>STATEMENT FROM PAY COMMITTEE</p> <p>The pay committee met on 11th December and considered the Performance Management Objectives Record for each teacher. Ten teachers were not eligible for pay progression; five have been progressed by the Governors. It was agreed that the teachers should be acknowledged for their hard work via letter.</p>	ME to send letter to teachers.
15	<p>LEARNING WALK</p> <p>This report should have gone to Pupil Committee but was not available in time. For the next Learning Walk, some headings would change to give more understanding, eg some learning objectives could not be seen as pupils were away swimming or a behaviour issue was being dealt with.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>WHISTLEBLOWING POLICY</p> <p>This is a NS policy and no changes have been made. TW raised a number of issues with the policy:- Who is the whistleblower? Can Governors whistle blow? How are people classed? Staff, employees, workers, no consistency. No update on confidentiality July 2018.</p> <p>ME to raise with Anne Adams and see if SSE have a whistle blowing policy.</p> <p>DATA PROTECTION POLICY</p> <p>This is a statutory policy and no changes have been made.</p>	ME to liaise with Ann Adams and TW

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	<p>ME mentioned that the policy did not include the update due to the introduction of the Data Protection Act 2018 and GDPR. KB amended the policy at the meeting.</p> <p>With these changes the policy was unanimously adopted by the governors.</p>	
17	<p>CONFIDENTIAL ITEM – None.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Headteacher Report, Whistleblower Policy, Safeguarding Monitoring, SIP. 2. ADVANCE EQUALITY OF OPPORTUNITY – SIP, Headteacher Report, P16. 3. FOSTER GOOD - RELATIONS BETWEEN DIFFERENT GROUPS – Headteacher Report, P16, SIP. 	
19	<p>CORRESPONDENCE - None.</p>	
20	<p>AOB</p> <p>Attendance Data Term 3 Amendment - MS reported that there had been an error with the figures in the previous version at Pupil Committee. There was a dip in term 6 due to mental health issues of one pupil who is no longer in the school.</p> <p>Training Day for Educare – this has been arranged for Governors on 7th January at 9.30am in computer room at school.</p> <p>Minibus – GS mentioned that at Business Committee it was reported that the school had been offered a minibus for £16K by a Charity. GS said that Nailsea Baptist Church was also looking to purchase a minibus and the suggestion of sharing the minibus was discussed. Due to insurance issues NBC would have to rent the minibus from the school. Everyone was happy for GS to continue looking into this.</p> <p>Governors Re-Election – ME reported that PP, ME and GS were due for re-election on the 12th February 2019 which is too late for the next FGB. All wish to stand for re-election.</p> <p>ME – ND proposed and TW seconded.</p> <p>GS – JI proposed and GS seconded.</p> <p>PP – MS proposed and TW seconded.</p> <p>ME also reported that CH was moving away in January and would be sorely missed. CH said it had been a joy to be on this governing body and it was lovely to see a group who cared so deeply about the school.</p> <p>Tea & Cake – PP mentioned that P16 were running a tea and cake event on 17th January at 2pm as a fundraising event and Governors would be warmly welcomed.</p> <p>Funding Update – MS mentioned that he had been to a meeting on Monday and NS were discussing axing top up funding. The changes would mean a £45K loss to the school. Meetings and discussion had</p>	<p>ME to notify SSE.</p>

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	taken place and NS have now agreed to reverse their decision for this year and funding would stay the same.	
22	DATE OF THE NEXT MEETING 4.45 pm Wednesday 13 th February 2019.	
	MEETING CLOSED AT 6.45pm.	

SIGNED..... DATED