

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 13th February 2019



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Nick Dixon (ND) Jill Iles (JI) Stuart Iles (SI) Pam Pollard (PP) Graham Shrubsole (GS) Andy Thatcher (AT) Toby Willis (TW) Simon Perks (SP) Sorrell Mills-Moore (SMM) (Observer)</p> <p>School Officers</p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF) (Assistant Head)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from: Heather Pickstock (HP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None</p>	
4	<p>A.O.B</p> <p>CoG visit to Kings of Wessex Academy SFVS – for signing P16 Cafe Sports Hall Court Visits School Fund Audit Mental Health Training</p>	
5	<p>MINUTES OF MEETING – 19.12.18</p> <p>The minutes were signed as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 19.12.18</p> <p>ME to send thank you card to JD for hard work with Christmas Fayre – achieved.</p> <p>MS to contract BRI re HEP B injections. MS has contacted the BRI again, but due to lack of staff they will not be able to come to school till after April</p>	<p>MS to contact BRI in April.</p>

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	<p>to give inoculations. MS to contact them in April.</p> <p>ME to send thank you letter to teachers who were not eligible for pay progression for their hard work – achieved.</p> <p>ME to liaise with Ann Adams and TW re Whistle blowing Policy – achieved.</p> <p>ME to notify SSE re governors’ re-election – achieved.</p>	
7	<p>NEW GOVERNOR</p> <p>ME reported that following an advert with Inspiring Governance SP had shown an interest in becoming a Governor; he has met with ME, observed at Business Committee and visited the school. He had provided a pen portrait outlining his skills, interests and motivation to become a Governor which had been circulated with papers. ME proposed SP as governor and PP seconded it.</p> <p>The Governors unanimously approved the appointment.</p>	
8	<p>REPORT FROM BUSINESS COMMITTEE – 23.1.19</p> <p>MS reported that the figures shown at Business Committee show that the school is moving in the right direction.</p> <p>Question: What pipes are being investigated?</p> <p>Answer: The dead leg pipes to check for Legionella. AP is organising a company to come in and look at.</p> <p>PP said it was good to see the new signage around the school.</p> <p>AT volunteered to be the esafety governor and ME to add to website.</p> <p>GENERAL LEDGER – GS signed off at Business Committee.</p> <p>JOURNALS AND VIREMENTS – None.</p>	<p>ME to add to website.</p>
9	<p>REPORT FROM PUPIL COMMITTEE – 30.1.19</p> <p>ME reported that over the progress made has been good but there was still work to be done in Maths which MS/KB/CF are working on.</p> <p>P16 figures show a huge improvement over the same time last year.</p> <p>PSCHCE & Gold awards have seen a significant increase especially in P16. ND said that since the meeting he and PB have changed the way they record awards as some were being missed.</p> <p>Question: as we have new Governors, are they aware of the acronyms used in the meeting?</p> <p>Answer: Yes, but it was agreed that ME circulate a list to governors.</p> <p>Challenge Question: How do these figures compare to the previous year, they don’t seem to be as good?</p> <p>Answer: The figures were similar to last year but remember the percentage to reach “OUTSTANDING” has increased by 5%. It was agreed last year to increase by 5% each year for the next three years and review to check it is still achievable.</p> <p>Challenge Question: Are the lower figures in maths due to the 5% increase?</p> <p>Answer: Not necessarily. Some classes had included the Maths Challenge as part of their evidence, others had not. Best practice would be shared across the school - Cheri is leading on this and will keep reviewing.</p>	<p>ME to circulate acronyms list.</p>

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	<p>One thing that has been improved since last year is the alignment of the curriculum to exams. Hopefully with the April data we will continue to see improvement.</p> <p>The reports from the Heads of Department at the meeting were excellent but they need to be more standardised, which MS is discussing with them.</p>	
10	<p>MONITORING OF SAFEGUARDING</p> <p>2018-19 KEEPING CHILDREN SAFE IN EDUCATION AUTUMN TERM</p> <p>PP reported that she had met with Julie and asked questions about why the figures in the worry book were so high. There are specific reasons for some pupils being in the worry book (a book where teachers can highlight worries about pupils). Julie and MS discuss these daily and then once a term review and implement any training or interventions needed. It has been a busy term with more Child Protection meetings than normal; a lot of pupils have a difficult home life which influences their behaviour in school. Following training the figures always peak as teachers are more eager to report and the same incident could be reported by more than one teacher. Once the incidents have been reviewed then referrals are put in place to Social Services, Police, etc if needed. There has been an increase in pupils self harming which is linked to their emotional wellbeing. MS/Julie are moving over to a computerised system which should be quicker to track these incidents.</p> <p>KB mentioned that the pupil showing as 'missing from education' is a pupil who moved out of county last year. NS recommended removing pupil from our role and as we no longer know where she is this has highlighted her as missing. The school have done everything possible to track this pupil down and MS is continuing to follow up.</p> <p>2018-19 MONITORING OF MOST VULNERABLE PUPILS REPORT AUTUMN TERM</p> <p>MS reported that the attendance of these pupils has been outstanding.</p> <p>Observation: under Year 9 it should say 'unsettled' not 'settling'.</p> <p>MS said that there were some pupils who had severe problems with one being diagnosed with PTSD. Virtual School staff have been in and are really impressed with the package that the school provides for the pupils. There is a considerable amount of support and intervention, especially for those who are anxious about moving on.</p> <p>Question: There are 3 categories, Serious, Minor and Other, what is meant by "Other"?</p> <p>Answer: Serious includes things like hitting, Minor is things like calling out and Other is things like sexualised behaviour, bullying; things which need a different approach.</p> <p>MS also highlighted what was working well with pupils settling in well, attendance is good and intervention groups in place and working well. There is a training session for Designated Teachers for CLA on 28th March 2019.</p>	<p>KB to circulate definitions.</p>

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	<p>SAFEGUARDING MONITORING BY A GOVERNOR 28/1/19</p> <p>PP reported that all the normal meetings had taken place and all records were in order. She did notice that for casual staff there was no induction folder. KB explained that she meets with casual staff and goes through the relevant training. There is no document for them to sign to say they have received training and it was agreed that this would be a good idea to tighten things up. JD to add column on existing document for them to sign.</p> <p>Challenge Question: should there be a checklist to make sure everything is covered?</p> <p>Answer: This is a good idea and KB to implement.</p> <p>PP also mentioned that Liz had a problem with the collection of medications at the beginning and end of the day, as the files are no longer kept in reception. MS said he would look into this.</p> <p>Anti-bullying – There is nothing to report, with only 1 instance outstanding which KB has explained.</p> <p>Thank you to PP and Senior Leaders</p>	<p>KB/JD look at check list and extra column.</p> <p>MS to look into medication issues.</p>
11	SAFEGUARDING – ALLEGATIONS – None	
12	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER – JAN 19</p> <p>MS reported that Sarah Mascall had visited the school for one day instead of two due to the snow. It was a really beneficial time with discussions on the 3-5 year plan and Ofsted changes taking place. Sarah always challenges the school and has made MS think about the journey that the pupils take through their school life. Looking at past pupils it is hard to pinpoint what the school have done to help each pupil on their journey as it's different for each pupil. Questions for the school to consider are: Does the curriculum help them achieve their goals? Are we providing the right stepping stones?</p> <p>Challenge Question: Can we provide an individualised curriculum?</p> <p>Answer: With 115 students the curriculum could be tailored more to the outcome they want, but will take time.</p> <p>Question: is our intake changing?</p> <p>Answer: The Business Intelligence Report shows a changing SEN picture. The school needs to decide what type of school they want to be, what we have to give. There is a lot of expertise in the school and it is important to build on that. MS/KB/CF are having an in house away day to discuss the Ofsted Framework, Curriculum changes and will also discuss with staff and the school councils.</p> <p>There is a new way of thinking: not just enabling pupils to pass exams but developing rounded individuals who can look forward to jobs and a future.</p> <p>Question: where do pupils get their job ideas from?</p> <p>Answer: from exposure to what is available but like in mainstream schools most would like to be You Tubers.</p> <p>Sarah will be back in June for a two day visit.</p> <p>Question: Is Sarah an informal arrangement or does she have to visit?</p>	

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	<p>Answer: Yes – it is a requirement to have a School Improvement Partner and the school pays for Sarah to visit, check everyone is doing their job including Governors. She helps us with our School Improvement Plan and is always honest and challenging.</p>	
13	<p>SCHOOL IMPROVEMENT PLAN – PROGRESS (AUTUMN TERM) MS highlighted what has been achieved during the autumn term. It was suggested that the ‘partially achieved’, ‘ongoing’ and ‘achieved’ need to be consistent and “dates to achieved by” are needed. MS to add dates to this form.</p> <p>Challenge Question: in Priority 2, has the school assessment framework started to be embedded? Answer: yes but have not reviewed the December data yet. The ‘Thinking room’ was listed under Priority 3 and this was changed to ‘Dynamic Risk Assessment’. Cheri has been continuing to meet with pupils to review their performance and this has been very positive. Priority 4 – no questions. Priority 5 – as no new guidance has been received for adjustments to the school curriculum and it won’t be available until 2020 it was agreed to cross this through on the report. Priority 6 – no questions Challenge Question: Sarah seemed to have a concern with P16, is this mirrored in the SIP? Answer: Yes it is. MS will standardise the report for them to give which will show how they are addressing the issues. Challenge Question: where it is says ‘ongoing’, are there any concerns they will not be achieved? Answer: Possibly, yes due to capacity of staff. It is reviewed weekly and things which are being missed will be flagged up and addressed with the leadership. Challenge Question: How do you check that things that have been embedded, endure? Answer: Middle Leaders are taking ownership and are constantly monitoring. Reviews and feedback are also helping to keep things on track.</p>	
14	<p>POLICIES FOR APPROVAL BY FGB None.</p>	
15	<p>CONFIDENTIAL ITEM – MS reported that he had received a request from a member of staff for Flexible Working Arrangements. School Staff left the meeting while Governors discussed the request.</p>	<p>ME to draft letter</p>
16	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding, SIP. 2. ADVANCE EQUALITY OF OPPORTUNITY — SIP, Sarah Mascall Report. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS 	

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	– SIP.	
17	CORRESPONDENCE - None.	
18	<p>AOB</p> <p>COG visit to Kings of Wessex Academy – ME reported that following an invitation from the CEO he had visited Kings of Wessex Academy which was very impressive.</p> <p>SFVS – for signing – MS/GS met to complete this report which needs to be sent off to NS by 31st March. ME signed off as Chair of Governors and MS will send to NS.</p> <p>Question: Do you have any guidance on how to complete the report? Answer: Yes in the beginning but this time last year’s report was used and updated from that.</p> <p>Question: Would it be possible to compare with other schools? Answer: It may be difficult to find them but worth looking</p> <p>P16 Cafe – ME mentioned that there was a P16 cafe on Friday at 11.30 with tea/cake and everyone is welcome.</p> <p>Sports Hall – ME reported that he and MS had met with Gary Freeman, who was instrumental in a build at the RSPCA. Gary has been in the construction industry since he was 16. Gary has looked at the school site and said the ground was ideal for a sports hall. ME suggested a sub-committee be set up to oversee this as it would be too much work for someone on their own. ME would be happy to be on the committee but would not like to take the lead.</p> <p>MS/KB/CF will need to have a meeting to discuss what the school would want with the build. Would it include a place for independent living for example? ME suggested that HP be on the committee with her connections to the press. There would need to be some fundraising as the project would cost around £2 million. The project could take around 2 years to complete. ME said that Tony Vacontios (a colleague of Gary Freeman’s) could be approached to produce some basic drawings to enable us to put in bids. KB said she may be able to find a project manager through her brother at MACE.</p> <p>Court Visits ME reported that two groups from Ravenswood had visited the Magistrate’s Court, which had been really good. The pupils were exceptionally well behaved and had really enjoyed their time in the court, looking round the cells and the secure dock.</p> <p>School Fund Audit – MS mentioned that the School Fund accounts for 2017/18 have been audited and signed 30 June 2018 and ratified at the Full Governing Body Committee Meeting on Wednesday 13 February 2019. The Constitution for the school fund had been previously signed by Chair of Governors and Secretary, Philippa Rowland on 28 November 2018. PR needs to change the bank mandate of signatories over to MS rather than PC.</p> <p>Training KB reported that she was putting on some mental health awareness training sessions for external users. The dates for the training</p>	<p>MS to send SFVS to NS.</p> <p>ME to look for SFVS examples</p> <p>Governors to contact ME if they wish to be involved</p>

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	<p>at the moment are 27th March and 22nd May. The cost of the training will be £85 per person with a maximum of 15 people at each session. Hopefully KB will build on this and use the expertise of the school to put on other training sessions. It was suggested that each person would receive a certificate to prove they have completed the course. PP said she may have some suitable paper available for use.</p>	<p>PP to supply paper.</p>
19	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 3rd April 2019</p>	
	<p>MEETING CLOSED AT 6.50pm.</p>	

SIGNED..... DATED