

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 21st May 2019



| Ref | Agenda Item | Action by |
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| 1 | <p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Jill Iles (JI) Stuart Iles (SI) Sorrell Mills-Moore (SMM) Simon Perks (SP) Heather Pickstock (HP) 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: Nick Dixon (ND) Pam Pollard (PP) 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>GDPR Monitoring Sports Hall Governor Conference Curriculum Enhancement Examination Agreement</p> | |
| 5 | <p>MINUTES OF MEETING – 3.4.19</p> <p>The minutes were signed off as a true record of the meeting.</p> | |
| 6 | <p>MATTERS ARISING FROM MEETING 3.4.19</p> <p>ME to add SFVS to list of acronyms – achieved. ND to send link to Just Giving to governors – achieved.</p> | |
| 7 | <p>INSTRUMENT OF GOVERNANCE</p> <p>ME reported that this was a legal document which was previously updated in 2015. SSE recently emailed and asked if the school had</p> | |

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| | <p>reviewed their instrument of governance and asked if we were sure that the document was fit for purpose. ME proposed that the number of parent governors be reduced to 2 from 3 and the number of co-opted governors increase from 6 – 7. SSE is very good at making sure that governor bodies are compliant.</p> <p>Question: can anyone be a co-opted governor?</p> <p>Answer: Yes.</p> <p>Legally the school must have 1 Head Teacher, 2 parent governors, 1 Staff governor on their governing body. The school no longer need to have an authority governor but can have a maximum of 8 co-opted governors.</p> <p>The governors unanimously accepted the proposal which will be updated for September FGB.</p> | |
| 8 | <p>PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN (SPRING TERM)</p> <p>MS reported that the SIP had been updated in red what had been achieved since last meeting. The HODs reported at Pupil Committee, and their reports were more succinct and consistent than previous reports and the progress shown is excellent. Twilight training sessions for other schools has started and work with LA/Training schools has begun to establish Ravenswood as a provider of CPD for specialist training in SEND. An open day took place last week which was well attended. KB is running Mental Health training on 22nd May with 12 external and 2 internal attendees. Embedding of the school assessment framework for topic subjects KS1-3 continues with monitoring from subject leaders. This has lead to a review on how the curriculum is working and how to move forward. KS3 planning has been achieved; this was helped by teacher moving up from KS2. The transition worked really well and is something that will be monitored for future transitions. CF has done a great job of reviewing the impact on behaviour since taking over her new role and is using the information to adjust plans where appropriate. Training and support has been given to MLs so they are confident to lead their Departments and can provide support when required so all pupils outcomes are successful. KB/CF meet and monitor MLs, MS will then monitor how robust these meetings are. All advice from Multi agency professionals is included in CHP and thanks were given to Miss Lodge on her help with this.</p> <p>Pip Farrell has helped support the ‘careers people’ to ensure they have opportunities for working and learning in the local community.</p> <p>Challenge Question: What is the impact of WEX? Are they monitored whilst on WEX?</p> <p>Answer: yes Pip goes with them and checks whilst on placement, even if long term. Will also assess how things can improve for next year.</p> <p>Challenge Question: what happens is placement if not successful, is there a backup plan?</p> <p>Answer: The child could come back to school and work within the school on ‘in house companies’ or as a group on the Strawberry Line Cafe or</p> | |

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| | <p>Brandon Trust.</p> <p>Challenge Question: is there anything in this report you have concerns about?</p> <p>Answer: Are we going to achieve it all? Some things have slipped like building the links with Nailsea School but other opportunities have arisen.</p> <p>Challenge Question: do you want to add more?</p> <p>Answer: no there is no more to add, they were ambitious plans in the first place but we have achieved a lot and are going in the right direction.</p> | |
| 9 | <p>APPROVAL OF BUDGET</p> <p>MS reported that the budget changes throughout the year due to pupils moving throughout the year. Currently the school have 116 pupils with 112 due in September. MS has set the limit per class to 7 in the younger years as this is what is reasonable to manage and helps optimum learning. He has had to say no to some children which is not easy.</p> <p>Question: do you feel pressure saying no?</p> <p>Answer: yes, would love to take more if we had the capacity, it s a tricky balance. There is space in years 10 & 11 so we have the scope to take more pupils there.</p> <p>We are down on the projected carry forward as things have changed since the draft budget, but there has been more income. MS has appointed a teacher earlier to the school to cover a teacher on placement as they are a high quality teacher. MS has also appointed a PE specialist 3 days a week, to cover PPA time, and go off site with pupils to do activities like bouldering. This is a fixed term appointment for a year. We still have a healthy carry forward.</p> <p>Observation: we are still making a deficit in the school</p> <p>Yes it's a balancing act. Top up funding is guaranteed this year but not sure what will happen next year. The next stage is the bursar will come in on 23rd May to do a final check.</p> <p>The governors were happy to sign off the budget, noting that it is just year 1 figures which they are happy with. Years 2 & 3 are not relevant at this stage as they will constantly change.</p> <p>ME to sign off before 31st May.</p> | ME to sign off budget. |
| 10 | <p>IMPACT OF TRAINING DAYS</p> <p>MS mentioned that three years ago the governors agreed to have an extra inset day to enable necessary training in safeguarding, health & safety, restrictive physical intervention, medical intervention and moving & handling, using hoists. MAPA & Medicines training take up a lot of time but the impact of MAPA has changed the ethos around the school. Staff have also had twilight sessions on health issues, Makaton, MH first aid etc. Overall the impact of having the 6th training day is that staff have quality time to work to together in their learning and developing, weekly meetings have been freed up, high quality training has been given when staff are fresh rather than receiving training at the end of the day and SLT have had opportunities to develop their training programme for the wider</p> | |

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| | <p>community.</p> <p>Question: do we use 'free resources' from outside services? Answer: we have worked with outside provider on phonics, so yes we could. SP to look at what he has previously used and could be useful. Question: how long are the twilight sessions? And how many? Answer: they are 2 hour sessions and they have held 3. In the previous 3 years we have been doing an extra day, parents or teachers have found it a positive thing rather than a problem. It does however affect the overall school attendance percentage as pupils are marked as authorised absence. Question: is this taken into account if pupil is on green/red? Answer: no but we should remember this if it's just by one day. PFA pay for pupils to go on 'grand day out' on one of the inset days to pupils could be marked as on a visit. ME proposed that we continue with 6 inset days and the governors unanimously accepted the proposal.</p> | <p>SP/MS to look at resources.</p> |
| 11 | <p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER (SILP) MS reported that Sarah Mascall visited the school recently and her report highlights the challenges given to the school. She will meet with governors on 15th November. There was some discussed on how easy the report was to understand but it was agreed that MS could explain any issues not understood. MS wanted to share the report as it was so there was complete transparency. (As a side note it was agreed to make the agenda more meaningful as to whether the item needed action or agreement, more consistency). Question: how often does Sarah visit the school? Answer: 5 times a year and is an invaluable asset.</p> | <p>ME to make agendas more consistent.</p> |
| 12 | <p>REPORT FROM BUSINESS COMMITTEE – 8.5.19 GS mentioned that the minutes were shorter than usual as the finances had been summarised as agreed at Business Committee. He also mentioned that the school was in a healthy financial position at the moment. There were no questions.</p> | |
| 13 | <p>REPORT FROM PUPIL COMMITTEE – 15.5.19 TW reported that it had been an excellent meeting with MLs bringing excellent, consistent reports. The reports show that things have been embedded quickly and interventions are in place where needed. The two PGCE students on placement in the school are proving to be an excellent asset in the classrooms. There has been a great improvement in Maths with the progress now being at 82%. Behaviour is consistently good; the spike in minor incidents is only because serious incidents have reduced. MS has been given the go ahead to purchase a 17 seater minibus, which can be driven by drivers with a B category licence. It was agreed at the meeting that once the school ambassador has been appointed they will</p> | |

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| | <p>not be asked to attend Pupil Committee but could meet regularly with governor like at School council.</p> <p>There were no questions.</p> | |
| 14 | <p>MONITORING OF SAFEGUARDING KEEPING CHILDREN SAFE IN EDUCATION – SPRING TERM MS reported that PP monitors everything. Julie and MS attend the meetings and cover all aspects of safeguarding. Challenge question: is there anything in this report that concerns you? Answer: the pupil marked as missing in education, as we don't know where they are even though we have done everything we can to find out. It is a hard job to do and Julie receives counselling to help her and MS and her discuss and share the difficult aspects of the job. Question: is there anything governors can do to support you? Answer: thank you but no not really. Challenge Question: can anyone step in as DSL if needed? Answer: KB could but she is not trained at the moment due to taking over new roles. It if something to develop in the future. Julie is capable of doing it but can also get advice from NS or the Social Services no name phone line.</p> <p>MONITORING OF MOST VULNERABLE PUPILS – SPRING TERM Looked after Children, 4 pupils, attendance is great but behaviour is not that good but they have the most dramatic lives. The majority are now more settled but one still has a long term plan in place. There are lots of meetings taking place with PEPs and social workers.</p> <p>SAFEGUARDING MONITORING BY A GOVERNOR 16.5.19 MS reported that 'Cpoms' was a new software which enables staff to record safeguarding online, it will be up and running by September. It is a lot safer to do and the feedback from staff has been positive, reports can be generated which will be available for governors next year. Challenge Question: is this part of GDPR monitoring? Answer: yes and it makes systems easier. Question: is this hosted in the school? Answer: it's on the 'cloud' but should follow GDPR guidance. Question: how is it monitored? Answer: Not sure, it's something that needs checking. It needs 2 keys to get in, one an app generated number. Question: is it linked to other systems? Answer: only Ravenswood can access, MS/Julie have access with staff only have access to forms for completion. Question: how is this hosted, is it compliant? Answer: MS to check as it should be part of our compliant suppliers. There were no questions on the report.</p> | <p>MS to check Cpoms compliancy.</p> |
| 15 | SAFEGUARDING – ALLEGATIONS – None | |
| 16 | ATTENDANCE DATA | |

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| | <p>MS reported that our attendance is about the same as we are usually at this time of year. There were 20 pupils he was worried about but after investigating could find reasons for 17 of them. Letters have been sent to the 3 he has concerns for.</p> <p>Question: what powers do you have?</p> <p>Answer: not a lot, a phone call or letter encouraging them to come to school.</p> <p>Question: is it an Ofsted focus?</p> <p>Answer: yes they do look at it but they know our children have lots of appointments and transition programmes.</p> <p>Compared to other SEN schools in our area we are very good.</p> <p>There was some discrepancy in the colours/numbers on the spreadsheet, SI to send figures to KB for action.</p> <p>There were no further questions on the report.</p> | |
| 17 | <p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p> | |
| 18 | <p>CONFIDENTIAL ITEM –</p> <p>MS mentioned he had been asked to make changes to a member of staff's role and because of this a vacancy had arisen within the school. After some discussion the governors agreed the proposals.</p> | |
| 19 | <p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding Reports, SIP. 2. ADVANCE EQUALITY OF OPPORTUNITY – SIP, Training Days. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – SIP, Sports Hall. | |
| 20 | <p>CORRESPONDENCE - None.</p> | |
| 21 | <p>AOB</p> <p>School Ambassador – PP sent a report stating that interviews were taking place for the ambassador and hopefully by next meeting someone will be in post.</p> <p>GDPR Monitoring – ME said it was the responsibility of the governors to check that the school were compliant with GDPR. There has been 1 breach which caused minimal harm so no further action was taken.</p> <p>Challenge Question: should governors be GDPR trained?</p> <p>Answer: they can do the training through Educare. ME to send link.</p> <p>Sports Hall – ME reported that he had asked HP to find a local athlete who could become Patron for the Sports Hall project. The plan is to raise £2 million with ME/PP/SP/MS being on the sub team. HP said it would be useful to have a media partner and she would ask the Evening Post or NS Times if they are willing to do. ME to meet with HP to clarify vision and plans. Names suggested as athlete were Tuppence Middleton, Jack Butland, Bristol Bears, and Chris Wood. It was suggested that the pupils</p> | <p>ME to send link to Educare module</p> <p>ME to meet with HP to discuss media partner</p> |

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| | <p>be asked re name for hall and a logo be designed.</p> <p>Governor Conference – ME mentioned that he had been to the SWALSS conference which was stunningly impressive. ME came back with a head full of ideas, which when he spoke to MS they were already in the school’s 1, 3, 5 year plan. If anyone wants to go next year they can do, very inspirational and well worth going.</p> <p>Curriculum Enhancement – KB highlighted that progress in maths had not been what we would have liked and the that maths challenge wasn’t quite working as liked due to the time of day it was being done. KB proposed that there be a change to times of lessons in a day with 6 45 minute lessons with 20 minutes at the beginning and end of the day. KB would like to go to consultation with teachers to get their feedback. This would help with time for phonics and maths. It was agreed that KB seek feedback from teachers and then report back to Pupil Committee. All governors will be sent results of the consultation and any comments or questions to be sent to TW before the next meeting.</p> <p>Examination Agreement – MS reported that the exam inspector had visited the school this morning, prior to the first exam, and found that our procedures and exam set up were completely appropriate and compliant.</p> | |
| 22 | <p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 17TH July 2019</p> | |
| | <p>MEETING CLOSED AT 7.05pm</p> | |

SIGNED.....DATED