

RAVENSWOOD SCHOOL

MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 17TH July 2019



Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) Nick Dixon (ND) Jill Iles (JI) Simon Perks (SP) 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) Sorrell Mills-Moore (SMM) Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>CB in item 4.</p>	
4	<p>NEW GOVERNOR – FOR DISCUSSION</p> <p>ME reported that CB's pen portrait had been circulated and some discussion took place. Governors unanimously voted to accept CB's application to become a Governor at Ravenswood and the Chair welcomed him.</p> <p>Following the discussion, it was agreed from September, when new governors are proposed, that references would be sought, and the terms of reference will be updated.</p>	ME to update TOR
5	<p>MINUTES OF MEETING – 22.05.19</p> <p>With the amendment in item 6 changing SI to SP, the minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 22.5.19</p> <p>ME to sign off budget – achieved. SP/MS to look at resources – SP mentioned that the resources he has</p>	

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	<p>may not be relevant to the school curriculum now but if at any time anything is needed, especially in science, then SP would be willing to help.</p> <p>ME to make agendas more consistent – achieved for last three meetings but is still a work in progress.</p> <p>MS to check CPOMS compliancy – ongoing.</p> <p>ME to send link to Educare GDPR module – achieved.</p> <p>ME to meet with HP to discuss media partner – ongoing, ME meeting with HP soon.</p>	<p>ME to meet with HP</p>
7	<p>HEADTEACHER REPORT JULY 19 – FOR NOTING</p> <p>MS said that the report highlighted the number of pupils in the school; 116 now and 114 in September. The report gives a breakdown of pupils and all Y11/13 pupils are moving on to further education placements. The report also highlights what has been achieved by term 6. Further training has been provided by KB/CF for the P16 HOD. An action plan will continue a 3-year cycle for HODs and opportunities for external training will be sought next year. The HODs have been come accountable and are able to provide robust monitoring of their departments. The school ran an open day for mainstream schools which was well attended. KB/CF will be working on Learner Centred Leadership (LCL) across the South West. KB also has provided training for parents on basic Makaton, which 3 parents attended, and Mental Health training where there were 15 delegates. The school continues to monitor any GDPR breaches, with nothing of concern being raised. Governors will continue to monitor annually.</p> <p>Lesson observations in term 5 have shown that staff had listened to feedback and improvements have been made in key areas.</p> <p>There has been a consultation on timings of lessons, and this will be implemented in September. Outdoor curriculum is being planned for September and will start with KS3/4 pupils. More parent workshops are being planned, with one looking at the calculation policy. The school is planning on developing the role of subject leaders next year. The data shared at Pupil Committee shows that behaviour across the school continues to improve. This is due to a change in culture, consistency of practices and pupils taking ownership of their behaviour. RPI has continued to decrease and staff are more confident in dealing with challenging situations.</p> <p>June data shows that KS3 pupils have achieved outstanding progress in Reading and Writing and good progress in Maths. End of year data shows that 81% of pupils have met or exceeded their targets in Reading, 75% in Writing and 74% in Maths.</p> <p>The whole school has received training in curriculum Makaton during term 4. The school has joined the careers and enterprise company which will support the school to develop its WEX provision, which will ensure pupils have high quality pathways and we meet the Gatsby benchmarks.</p> <p>Parents' views were very positive, with only one negative response around how bullying is handled in the school. MS mentioned that bullying</p>	

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	<p>was dealt with very quickly and fairly. Pupils, Staff and the Challenge Partner's views are also very positive.</p> <p>There were no questions and ME said it would be good to thank staff in the Ravenswood Post for all their hard work. KB also thanked MS for his hard work during his first year as Headteacher.</p>	<p>ME to thank staff in Ravenswood Post.</p>
8	<p>REPORT FROM BUSINESS COMMITTEE 26.6.19 – FOR NOTING</p> <p>GS reported that it had been a good meeting, with detailed discussion on accounts including debts, sports hall and fundraising.</p> <p>There were no questions.</p> <p>GENERAL LEDGER – No questions.</p> <p>JOURNALS AND VIREMENTS – No questions.</p>	
9	<p>REPORT FROM PUPIL COMMITTEE 03.07.19</p> <p>TW reported that there had been lots to cover at the meeting. Overall the figures and information given shows the progress made and reflects the hard work done by staff and pupils. There were challenging targets of 75% and there was great improvement across the school. Other items discussed were staff wellbeing and the purchase of the minibus.</p> <p>There were no questions.</p>	
10	<p>MONITORING OF SAFEGUARDING BY A GOVERNOR – FOR DISCUSSION</p> <p>PP reported that all the paper work was in order for safe recruitment. Lee Cashman has been appointed as premises manager. Under single central record it was agreed that all evidence of ID will now be initialled by whom and dated. MS mentioned that when he visited a Bristol school that he was asked for his DBS form on arrival.</p> <p>The two cyber bullying incidents in term 6 are still open but all the documentation is in place. There is a lot of support for all those involved including parents. The school receives weekly updates from Andrew Hall on internet safety and parents have also received training on how to block phones and lock down Xboxes etc</p> <p>There is still some concern on the use of medication paperwork for school trips, but this is being looked at by CF.</p> <p>There were no questions.</p>	<p>SLT to consider viewing DBS forms</p>
11	<p>SAFEGUARDING AUDIT – FOR APPROVAL</p> <p>ME reported that the SEN audit had been approved by PP/ME as it needed to be sent off prior to FGB. It was a good process to go through and NS Officer is very happy with the audit.</p>	
12	<p>SEN INFORMATION REPORT JULY 2019 – FOR APPROVAL</p> <p>MS reported that this document had remained the same with some updating. CF now SEN officer, KB lead responsibility for ensuring pupils make the progress expected of them. 'Children's statements' was removed from the document as pupils only have EHCPs. Mark Bettridge was updated as the SEN officer. The report is now ready to be uploaded onto the website. The Governors unanimously approved the report.</p>	<p>SEN Information report to be uploaded to website</p>
13i	<p>SUMMARY PUPIL PROGRESS 2018-19 SSA - FOR DISCUSSION</p>	

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	MS reported that the progress has been outstanding across the school. The figures also show that phonics have been embedded and all staff and pupils are confident in most classes. The improvement in reading will also lead to improvement in writing. The changes to school day should help to improve the figures in Maths.	
13ii	<p>SUMMARY PUPIL PROGRESS 201819 P16 – FOR DISCUSSION</p> <p>MS reported that the progress in P16 continues to be amazing with many achieving outstanding results. Behaviour also continues to be excellent. KB looked at the 3-year view and the school is consistently doing well. LC to send copy of 3-year comparison to governors.</p>	LC to send 3-year comparison to all Governors.
14	<p>INSTRUMENT OF GOVERNANCE – FOR NOTING</p> <p>NS had been notified of the change to the number of governors at Ravenwood. A copy of the document needs to be kept.</p>	
15	<p>GOVERNORS WORKPLAN 2019-2020 – FOR NOTING</p> <p>All dates for the meetings with MLs joining the meetings in term 1,3 and 5. The medications policy is added.</p>	
16	<p>STAFF SICKNESS INCENTIVE – FOR APPROVAL</p> <p>MS reported that having a staff sickness incentive was discussed at Pupil Committee but because of financial implications it was agreed to bring to FGB. There has been some concern on the amount of sickness days taken throughout the school and the cost of covering this with supply/agency staff. To give the staff incentive to not go off sick, with certain criteria, an extra day off could be given to staff. At the moment staff within the school cover ½ day sickness but supply or agency cover full days. MS suggests that the school trial this for a year to see if sickness rates decrease.</p> <p>Question: has this been done in other schools? Answer: yes.</p> <p>Challenge Question: are the unions involved? Answer: with the union rep present at the meeting it was agreed that staff had been fully consulted and no union involvement was needed</p> <p>Question: what are the staff views? Answer: staff know about it and are happy with it.</p> <p>After some discussion it was agreed to trial for two years as this would give time to see the effects.</p> <p>The school have also signed up to a wellbeing package which will be run in parallel, which should pick up any areas which are leading to sickness.</p> <p>Challenge Question: do you have a return to work discussion? Answer: yes, but only after 5 days of sickness.</p>	
17	<p>RAVENSWOOD 3-5 YEAR PLAN – QUALITY OF TEACHING – FOR DISCUSSION</p> <p>MS mentioned that this was a document that he has been working on for some time. MS/KB/CF have met together on several occasions to work through the document. Sarah Mascall has also given feedback on the document. MS has also discussed with other HTs and said the document</p>	

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	<p>would help the governors to make the school more accountable. It also fits in with the new Ofsted framework. This will help with quality teaching, develop and support SLs, safeguarding and the wellbeing of staff. It is a working document and MS will report back during the year. The punchline Dream, Achieve, Believe is something the children will understand and teach them they can achieve what they dream. It will give them a DAB moment.</p> <p>Question: where does requirement for this come from?</p> <p>Answer: MS vision, where do I want the school to be?</p> <p>It was noted that Governors had asked in the past if it was desirable to have a plan lasting longer than the academic year. It will be on the agenda at Pupil Committee and should make individual people more accountable.</p>	
18	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER – JUNE 2019 – FOR DISCUSSION</p> <p>Sarah Mascall challenges the school and helps us to see things differently. There are some key actions which will be implemented over the next year.</p> <p>Challenge Question: Under careers advice the independent advisor from NS has uncertain qualifications?</p> <p>Answer: there is a new member of staff, H Yallop, and we don't know her qualifications at the present time. Pip Farrell can be trained to be the correct level or pressure can be put on NS to make sure the career advisor is at the correct level.</p> <p>Observation: this is the most positive report so far and is very supportive.</p>	
19	<p>PARENTS VIEWS – PARENT FEEDBACK - JULY 2019 – FOR NOTING</p> <p>MS sent questionnaires to parents and received 19 responses. The outcomes were very positive, with only one feedback unhappy. It was thought that maybe the point scale should either be 3 or 5 points so that answers would be more accurate.</p>	
20	<p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p>	
21	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
22	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT –3-5 Year Plan, Safeguarding Report, Parents Feedback. 2. ADVANCE EQUALITY OF OPPORTUNITY – Sports Hall, Gatsby Benchmark. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Sports Hall. 	
23	<p>CORRESPONDENCE - None.</p>	
24	<p>AOB</p> <p>SCHOOL CLOSURE – ME reported that NS has advised the school that fire break work needs to be done in four schools across NS and</p>	

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	<p>Ravenswood is one of them. The school will need to be closed for 6 weeks over the summer holidays. NS cannot guarantee that the work will be completed within the 6 weeks and it is likely that the school will be completely closed due to the risk posed by the possibility of asbestos. The server will also be turned off so staff will not be able to access information either. After some discussion, with PP proposing and ND seconding and the governors voting unanimously, it was agreed that the school would remain closed for the 3 further days after the 2 inset days already set, to allow staff time to set up their classrooms, if the school was safe for them to do so. Parents will be notified as soon as possible. The MAPA training booked for beginning of September will/could take place elsewhere. The governors meeting on 4th September will be moved to the 11th September. We have to consider recouping those three “lost” days. After much discussion, the Governors unanimously agreed that it would not be practical to do so and that the published dates for the terms would remain unchanged.</p> <p>Challenge Question: should there be a contingency plan?</p> <p>Answer: AP will be on site and will give MS weekly updates and progress reports will be sent out.</p> <p>SPORTS HALL – ME mentioned that fundraising had begun for the Sports Hall. BCFC have allowed us to have 10 people doing bucket collecting at their match against Reading on 5th October. ME is meeting with Emily Cleaves at Bristol Sports to finalise details. ME/MS are meeting with Kirsty Budge, an external funding officer, on 9th September to start looking at fundraising. At Christmas, the float with Father Christmas on that goes around Nailsea, will also be collecting for the school and Nailsea Orchestra will also donate a percentage of their proceeds of their winter concert to the school.</p> <p>GOODBYE – ME gave thanks to ND and GS for their service as governors as they step down, wished them all the best for the future and gave them a gift from the Governing Body.</p>	
25	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 11th September 2019</p>	
	<p>MEETING CLOSED AT 7pm.</p>	

SIGNED.....DATED