

# RAVENSWOOD SCHOOL



## MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 23<sup>rd</sup> October 2019

Ref	Agenda Item	Action by
1	<p><b>ATTENDANCE</b></p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Jill Iles (JI) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Toby Willis (TW)</p> <p><b>School Officers</b></p> <p>Katie Barnes (KB) (Deputy Head) Cheri Frost (CF)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies received and accepted from: Chris Bird (CB) Stuart Iles (SI) Sorrell Mills-Moore (SMM) Heather Pickstock (HP) Andy Thatcher (AT)</p>	
3	<p><b>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</b></p> <p>None.</p>	
4	<p><b>AOB</b></p> <p><b>Sports Hall</b></p> <p><b>COG Conversations</b></p> <p><b>GANS</b></p> <p><b>P16 Rewards Trial</b></p>	
5	<p><b>MINUTES OF MEETING – 11.9.19</b></p> <p>With the addition of 'LA financial year' to which year the budget applied (item 7) and amendment of 'Subject to HMRC guidelines' instead of 'as in HMRC guidelines' (item 13) the minutes were signed off as a true record of the meeting.</p>	
6	<p><b>MATTERS ARISING FROM MEETING 11.9.19</b></p> <p>MS to phone school re DBS – MS reported that he had phoned the school and the reason they ask for DBS forms on arrival is so they can allocate the correct colour badge. Green meaning the visitor has DBS so can walk freely around school and Red meaning no DBS so needs escorting. The Senior Leaders are to review how this is done at school and whether this</p>	

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	<p>would improve if implemented here.</p> <p>ME to set dates for Pay Committee – achieved.</p> <p>KB to send dates to JI – achieved.</p> <p>ME to check induction pack with Marianne Sealey SSE – achieved. SP said that all he had in his pack was NGA ‘what it means to be a governor’ and paperwork from school.</p> <p>SP to check HMRC guidelines – achieved.</p> <p>ME to check Governor training completed – achieved.</p> <p>MS to bring amended policy to next meeting – agenda item.</p> <p>ME to send card to Kevin – achieved.</p> <p>TW set up school Wikipedia Page – ongoing.</p>	<p>TW to bring article to next FGB</p>
7	<p><b>REPORT FROM BUSINESS COMMITTEE 2.10.19</b></p> <p><b>GENERAL LEDGER</b></p> <p><b>JOURNALS &amp; VIREMENTS</b></p> <p>No questions.</p>	
8	<p><b>REPORT FROM PUPIL COMMITTEE 16.10.19</b></p> <p>TW highlighted areas from the meeting. HODs had given reports at the meeting and they showed great progress throughout the school. Plans are in place to resolve any issues or areas of concern. There is a new SIP in place which pulls all reports together well and is really good. Behaviour has improved with in the school and RPI has continued to reduce. P16 students are self-managing their behaviour well and this is even moving down to Y11, which is fantastic. The new minibus is also proving a good investment and working well.</p>	
9	<p><b>MONITORING OF SAFEGUARDING</b></p> <p>PP reported that she questions Julie on all queries and has definite answers for all. There is a drop in Y13 attendance and there is a valid reason for this.</p> <p><b>Question:</b> is a target card strictly an intervention?</p> <p><b>Answer:</b> no, the target card isn’t but the conversation element around the card is the intervention.</p> <p><b>Challenge Question:</b> Are target cards shared with parents?</p> <p><b>Answer:</b> Yes, parents are aware of all behaviour incidents, meetings take place with parents and pupil, the target card is personalised and set up at meeting. The card goes home with pupil.</p> <p><b>Challenge Question:</b> Are parents supportive?</p> <p><b>Answer:</b> Some parents find it hard to understand the concept and some conversations take place over the phone. Most are supportive and work in partnership with the school. There is a signed contract between the pupil, parents and school. Some pupils have asked to remain on a target card as it helps with their behaviour.</p> <p><b>Challenge Question:</b> Is there a record kept of how many target cards pupils have.</p> <p><b>Answer:</b> Yes, a history is kept, they are kept in class folder.</p> <p><b>Monitoring of Most Vulnerable Children</b></p>	

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	<p><b>Observation:</b> The attendance for most vulnerable children is nearly 100%, which is outstanding, so well done to all staff and young people.</p> <p><b>Question:</b> There is a lot of information in this report, which is replicated in other reports. What am I questioning on this report? How do I pair this information with other agenda items?</p> <p><b>Answer:</b> It is a legal requirement to report on Children Looked After, highlighting CIN and CPPs and worry areas.</p> <p><b>Question:</b> Is it possible to include PP's queries, key questions and answers from her meetings with Julie?</p> <p><b>Answer:</b> Yes, PP will add to report.</p> <p><b>Keeping Children Safe in Education</b></p> <p>The number of children/incidents has been added to the report. The number of incidents in the worry book continues to go down.</p> <p>Thank you to PP and Julie for their hard work on safeguarding.</p>	
10	<p><b>SAFEGUARDING ALLEGATIONS</b></p> <p>MS reported that he had received an allegation via DOFA (Designated Officer for Allegations), which was a follow-up to an historic allegation which the school has previously dealt with, and MS dealt with again.</p> <p><b>Question:</b> should we as governors be aware of details? Slightly concerned that as governors we were unaware.</p> <p><b>Answer:</b> PP should double check with Julie that action has been recorded, investigated and action taken. At the moment PP hasn't been doing this but will do so in future.</p> <p><b>Question:</b> Is the governors' role covered in another policy?</p> <p><b>Answer:</b> Yes, the Safeguarding Policy.</p> <p><b>Observation:</b> Parents need to have confidence in governors in relation to safeguarding.</p>	
11	<p><b>ATTENDANCE OF PUPILS 2019</b></p> <p>MS mentioned that the report highlights attendance from all ways. The report includes the latest information from National absence and we are in a similar position to other SEN schools.</p> <p><b>Observation:</b> the document is not easy to read and is quite confusing. MS said that the school addresses with parents any issues relating to pupils not coming into school, unfortunately not all are face to face which can cause problems. Transition plans are place for pupils who have started school after being home schooled and work is being sent home for those who don't come into school. Other healthcare professionals are also involved in safeguarding these pupils.</p> <p><b>Question:</b> How do we record those that are being educated at home?</p> <p><b>Answer:</b> Everything is recorded in the annual review.</p>	

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12	<p><b>SCHOOL SELF EVALUATION</b></p> <p>MS reported that this report has been streamlined and highlights areas which have done well and any areas of concern. It has been good to build a new team with KB and CF working well with MLs. It has been an opportunity to develop and empower staff and staff are responding well to this. Curriculum is continuing to develop; behaviour has improved, and safeguarding remains core to the school. Teaching and learning have not been outstanding but have been consistently good. The staff workload and wellbeing are being carefully looked at, with efforts being put in place to cut down on paperwork. Early Years have continued to move forward and P16 has seen improvement.</p> <p><b>Question:</b> what does MAST stand for?  <b>Answer:</b> Multi Agency Support Team, the next level up from CAHMS.</p>	
13	<p><b>IMPACT OF PUPIL PREMIUM</b></p> <p>MS reported that this report shows how the school have spent this money and how we can spend it in the future. The CLA money is scrutinised and justification for every penny spent. Money is spent on 1-1 tuition, music specialist, etc. The date for desired outcomes heading was changed from 18/19 to 19/20.</p>	
14	<p><b>IMPACT OF SPORTS PREMIUM FUNDING 2019</b></p> <p>MS mentioned that schools should spend this money on improving their provision of PE and Sports within the school. We have chosen to spend it on funding Jane Hawkes, our school Sports Co-ordinator. Jane works well with other staff and provides high quality lessons, intra school competitions, interschool activities and access to Games for Lives sports clubs. Jane has achieved Games Sports Awards Gold for the past 5 years and is looking at achieving a platinum award this year. There has been some overspend in swimming but the school believe that this is worth it.</p> <p><b>Question:</b> if we overspend again is there money in the budget?  <b>Answer:</b> yes, in the contingency fund.</p> <p><b>Question:</b> what is involved in obtaining platinum award?  <b>Answer:</b> not sure but Jane is talking with Mead Vale school, who have already achieved this.</p> <p>Outdoor Education is having an impact, with pupils who previously hated PE, now enjoying being active outdoors.</p>	
15	<p><b>IMPACT OF CATCH UP 7 FUNDING 2019</b></p> <p>MS said that this funding was available to ensure that year 7 are making the correct progress as they transition from primary to secondary. There is extra support in place to help with this, with KB/CF overseeing these transitions.</p>	
16	<p><b>REVIEW OF PLANS TO SPEND PUPIL PREMIUM FOR APPROVAL</b></p> <p>MS mentioned that this report reviews how money has been spent and if the school are meeting targets in development, behaviour and attendance. The results show that the school have been good to outstanding across the board. Interventions from EEDF, with behaviour support, 1-1 small time.</p>	

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	<p><b>Question:</b> Does the outstanding mean in line with peers?  <b>Answer:</b> yes.</p> <p><b>Question:</b> does the virtual school still exist?  <b>Answer:</b> yes, MS works with them.  ME proposed and TW seconded the approval.</p>	
17	<p><b>GOVERNORS SKILL AUDIT – VERBAL</b></p> <p>TW thanked the governors for completing these forms. The purpose of this was not to look at individual skills but the overall skills of the whole board. There are 7 areas with some 200 competencies. As a whole all skills are covered but we could move forward in a few areas. It is worth thinking; is training needed or a new governor, with the relevant skill? Looking at the committees and skill set, it looks like there are some crossovers of skills and maybe governors' skills do not fit the current committee; will be worth looking at when we decide membership next year.</p>	
18	<p><b>POLICIES FOR APPROVAL BY FGB</b></p> <p><b>PEER ON PEER ABUSE – AMENDED</b></p> <p>This is a different policy which has come from NS.</p> <p><b>Question:</b> can we have consistency, are they pupils, children, young people, students? Can we have just pupils?  <b>Answer:</b> Not all children mentioned in policy are pupils the word children could refer to children outside the school.</p> <p><b>The governors unanimously adopted the policy.</b></p> <p><b>COMPLAINTS PROCEDURE</b></p> <p>This is a NS policy.</p> <p><b>Question:</b> there is some discrepancy between complaint and concern. Which should it be?  <b>Answer:</b> we have always accepted NS policies but we could talk to NS for clarification.</p> <p>Some parents would not know the difference and would come to the school with either.</p> <p><b>The governors unanimously adopted the policy.</b></p> <p><b>ADMISSIONS POLICY</b></p> <p><b>Question:</b> In the policy it says the school is funded for 108 pupils but we have more than that, how do we get funded for the extra?  <b>Answer:</b> the extra money for pupils is received monthly.</p> <p><b>Question:</b> the planned admissions number is 120, is there pressure to take more?  <b>Answer:</b> yes, there is always more to take. NS has been badgered for the past 4 years to give us extra space, but we have hit a brick wall.  MS/ME are meeting on 19<sup>th</sup> November with NS to see what can be done.</p>	

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	<p>The out of county placement budget is currently over £5 million. MS is happy to expand the school. ME mentioned the issue at Schools Forum and 3 local councillors are also helping support our case.</p> <p><b>The governors unanimously adopted the policy.</b></p> <p><b>SMSC POLICY</b> This is not a policy but a report which CF has been working on, which highlights our SMSC development and lesson observations to back this up. It was agreed that the headings would be changed to: Impact, Implementation and Areas for Improvement.</p> <p><b>The governors unanimously adopted the report.</b></p>	
20	<p><b>MEETING OUR EQUALITY DUTIES</b></p> <ol style="list-style-type: none"> <li>1. <b>ELIMINATE DISCRIMINATION &amp; HARASSMENT</b> – Children Looked After Report, Safeguarding, Complaints Policy.</li> <li>2. <b>ADVANCE EQUALITY OF OPPORTUNITY</b> – Pupil Premium, Sports Premium Funding, Catch Up 7 Funding.</li> <li>3. <b>FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS</b> – Sports Hall, Peer on Peer Policy, SMSC Policy, Governor Skills Audit.</li> </ol>	
21	<p><b>CORRESPONDENCE</b> - None.</p>	
22	<p><b>AOB</b></p> <p><b>Sports Hall</b> – ME reported that things were moving ahead in relation to the sports hall. One parent has said their local pub in Worle will be fundraising in December for the school. SI's work is holding a 'samosa sale' with proceeds going to the school. Other events happening are Nailsea Orchestra holding a concert in March, Waitrose tokens in April, 10K in May. SP/ME will be appealing to National Funds seeking donations. SP mentioned that he was currently talking with Sport England. St James' Place, who funded the go-kart track, have no major grants available at the present time. ME has support from his financial advisor. KB mentioned that she had been working with South West Enterprise Project and they be worth looking at. PP's husband Paul has asked the Captain of Thornbury Golf Club if they can hold a fundraising event and if they would like to make a donation. Dr Liam Fox has donated a House of Commons Whiskey. The last bucket from BCFC has come in and £192.00 extra was received.</p> <p><b>COG Conversations</b> – ME circulated a report which included comments from parents received at parents evening. In summary: the parents/carers have found that the arrangements for transition have been extremely effective, pupils are generally happy to come to school, communications with the school are excellent and Outdoor Education has already had an impact. Parents/carers would like to see progress towards</p>	

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	<p>EHCP outcomes in the summer reports.  <b>Question:</b> what was the turnout?  <b>Answer:</b> about 1/3 of parents/carers attended.</p> <p><b>GANS – ME</b> reported that he had received a cheque from GANS (Governor’s Association for North Somerset) which was money held by them to be used by schools. It was agreed that this money would be used for NGA subscription and any other governor training.</p> <p><b>P16 Rewards Trial – IO</b> reported that the existing reward system was not really working for P16 pupils. It was proposed that the P16 trial a new system which will allow pupils to save up to 100/200 credits. The 100 credits would reward pupils with £4.00 which could be spent in Waitrose, Costa or Greggs. The 200 credits would reward pupils with a local activity like air hop, golf, up to a cost of £10.00. This will enable pupils to use their social skills, budget and be independent.  <b>Challenge Question:</b> How long, approximately, would it take a pupil to save up that amount?  <b>Answer:</b> They would probably be able to go once a term.  <b>Question:</b> Would this include credits saved to date?  <b>Answer:</b> yes.  The governors agreed for P16 to trial the new rewards system.</p>	
25	<p><b>DATE OF THE NEXT MEETING</b>  4.45 pm Wednesday 18<sup>th</sup> December 2019</p>	
	<p><b>MEETING CLOSED AT 18.52 pm.</b></p>	

SIGNED..... DATED .....