

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 18th December 2019

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) Stuart Iles (SI) Sorrell Mills-Moore (SMM) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Andy Thatcher (AT) Toby Willis (TW)</p> <p>School Officers Cheri Frost (CF)</p> <p>Dawn Perrett (Minutes) (DP)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from:</p> <p>Katie Barnes (KB) (Deputy Head) Heather Pickstock (HP) Jill Iles (JI)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>School Expansion GDPR Breach School Christmas Show Room to meet</p>	
5	<p>MINUTES OF MEETING – 23.10.19</p> <p>The minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 23.10.19</p> <p>Wikipedia – Ravenswood School – TW to bring article to next FGB – ongoing.</p>	<p>TW to bring article to next FGB</p>
7	<p>REPORT FROM BUSINESS COMMITTEE 27.11.19</p> <p>ME mentioned that the minutes no longer included initials or names of pupils, as they can be identified. This was following a recommendation from SSE at the CoG forum.</p> <p>MS updated on the transport issue which was highlighted at the last</p>	

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	<p>meeting. MS has met with the transport team to work on a solution to the issues. 6 of the 7 issues have been sorted with one still outstanding, where the team is looking at the best option for that pupil.</p> <p>GENERAL LEDGER JOURNALS & VIREMENTS</p> <p>AT reported that income and expenditure is being monitored and figures are looking very positive. The school have a carry forward for about £200K at the present time.</p> <p>MS mentioned that the finances will go down a bit, since new teachers have been employed to take on the new pupils but money for the pupils will take longer to come in.</p> <p>ME reported he had looked at the benchmarking figures compared to other maintained schools in the area</p>	<p>ME to provide for next Business Committee</p>
8	<p>REPORT FROM PUPIL COMMITTEE 4.12.19Th</p> <p>There were no questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>The report was very positive and shows what is working well within the school. There were no questions.</p> <p>MS mentioned that the medication problem had been dealt with and staff concerned would receive further training.</p> <p>Challenge Question: How often are staff given training? Answer: All staff are given refresher training yearly.</p>	
10	<p>SAFEGUARDING ALLEGATIONS – None.</p>	
11	<p>HEADTEACHERS REPORT DECEMBER 2019</p> <p>MS reported that CLA will increase in January. Planned leavers have gone up from 10 to 13, one has moved away, and the school staff are working with LA and Weston College to find the right placement for the others.</p> <p>Ofsted will look at similar elements, but new framework will be slightly different. MS has discussed this, with Three Ways school, which has just gone through Ofsted and a presentation is planned in the future.</p> <p>The school has looked at what has been achieved in Early Years and what needs to be improved. Parents have been asked for their views and pupil and staff questionnaire is to be done soon.</p> <p>Question: is spiritual and moral education included in this report? Answer: yes, it comes under teaching and learning, SEN reports, SIP and under personal development.</p>	<p>ME to email acronyms to CB</p>
12	<p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>MS reported that 11 teachers had achieved their objectives.</p> <p>Challenge Question: why have only 11 achieved? Answer: new teachers have not gone through the whole process.</p>	

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	<p>Training has included the Reducing use of RPI, Mental Health and Self Harm, Basic Makaton, Routine/ Timetables, Pupil Profiles, Sharing the Curriculum and The School's Journey. There have been more requests for training which MS has approved on the proviso that the school benefits from the training. Targets have been set in-line with what needs to improve.</p> <p>Challenge Question: Who sets the targets? Answer: MS starts with a list and they are developed from there.</p> <p>Question: is there anything in report about governors training? Answer: governors are welcome to attend any training days that take place. There is Makaton training in January (6th). There are Educare modules also available for governors to do.</p>	
13	<p>SCHOOL IMPROVEMENT PLAN</p> <p>MS reported that the SIP is now shown as a 5-year plan and what has been achieved is highlighted in blue. There are some things which are almost complete but not quite there yet.</p> <p>Dave Hewitt will be running an Intensive Interaction training course which 3 members of staff will be attending next term.</p> <p>KB has done a lot of work on the curriculum and GATSBY benchmarks. The computer room is in the process of being upgraded, equipment has been purchased, but there have been some issues with Windows.</p> <p>MAPA training, we have been asked to write article about how we have reduced our RPI.</p> <p>There is still a small problem with attendance due to transport issue. Governors review holiday requests as per policy, each case is considered according to individual's needs. Staff wellbeing and workload is also being monitored.</p> <p>The report is very positive. There were no questions.</p>	
14	<p>REPORT FROM SCHOOL IMPROVEMENT LEAD PARTNER (SILP) – Next visit 1.4.20, so report to follow.</p>	
15	<p>STATEMENT FROM PAY COMMITTEE TO FGB 6.12.19</p> <p>ME reported that there had been a GDPR breach as the minutes of the meeting were sent out to all governors and they should not have been sent out. Only the statement to the Full Governing Body should have been sent out. There is a process now in place to stop this happening again.</p> <p>The Pay Committee met on Friday 6th December 2018 and considered the Performance Management Objectives Record of each teacher. Individual teachers have been notified of the Governors' decision by the issuing of a salary statement. ME has written to those not eligible to thank them for their commitment to the school.</p> <p>Challenge Question: what will be the impact on the budget? Answer: this has already been included in the budget so no impact.</p>	
16	<p>SPECIAL SCHOOL GROUP SIZES – FOR INFORMATION</p> <p>MS mentioned that with the number of pupils in school rising in January, the size of school would be changing. There is a complicated formula to</p>	

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	<p>work out size of school and according to this we have moved from Group 5 to 6.</p> <p>Question: what does this mean?</p> <p>Answer: this could affect the salaries of Senior Leaders as of January. If we get bigger, there will need to be a significant increase to go to group 7. NS have 72 SEND pupils who need places, so could take more but would need to expand.</p> <p>Question: what is the number of pupils goes down?</p> <p>Answer: MS doesn't think it will as there is such a need for SEND places. Mainstream schools will no longer receive as much funding for SEND pupils, so they are not taking them as there is little incentive to do so.</p> <p>Question: what would happen if we went back to a group 5?</p> <p>Answer: Senior Leaders would be in the same bracket so wouldn't really affect anything unless MS leaves. There may be a small difference to the budget but no immediate impact.</p> <p>Question: what is the driver for the calculation?</p> <p>Answer: This is reviewed at the beginning of each year and as numbers have been so consistent for years, we have not needed to look as numbers haven't changed significantly.</p>	
17	<p>UPDATE FROM CURRICULUM GOVERNOR – VERBAL</p> <p>SMM said she had spent time with KB and looked at how the curriculum works within the school. KB/CF have written an adapted curriculum which is appropriate for each pupil. Some areas need reviewing but this is very labour intensive and is being worked on. SMM will check if the document of this can be shared with governors.</p> <p>Challenge Question: Can the school set their own curriculum?</p> <p>Answer: Yes, each pupil has their own curriculum depending on their needs; sensory, formal or social communication.</p> <p>Formal learning covers National Curriculum to exams, but there are different pathways for different pupils. It is tailored for individual needs. SMM is impressed with how flexible it is. The school have been on a journey and have looked at where pupils are going, what the journey looks like and does curriculum lead to outcomes.</p> <p>Question: Will Ofsted look at our curriculum? Will It make a difference if it's not standard?</p> <p>Answer: They will at what curriculum we use, it does not have to be standard.</p> <p>Question: Is the curriculum included in MS report?</p> <p>Answer: yes, it is.</p>	
18	<p>NEW SCHOOL UNIFORM PROPOSAL – FOR APPROVAL</p> <p>MS discussed the proposal for FSM pupils to receive two school uniforms, with the money coming from Pupil Premium. That money can be used to improve outcomes of pupils and having the right uniform can help that according to research.</p> <p>Question: is it okay to spend PP money on this?</p> <p>Answer: There are no reasons why it cannot be used.</p>	

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	<p>Challenge Question: If we used PP what would the impact be? What would we lose? Answer: intervention groups. Question: How many FSM pupils struggle with uniform? Answer: MS to check with Julie. Observation: some parents might not want this, is it one size fits all. The governors agreed it was a good idea to address this but not sure if PP is appropriate. It was suggested that money could come for the contingency fund. Also, it was suggested that uniform could be bought at 50% reduction for those on FSM as a middle ground. MS to talk to Julie with a view to do this from September 2020. It was suggested that Julie be thanked for her hard work on this.</p>	<p>ME to write to JD to express our thanks</p>
19	<p>POLICIES FOR APPROVAL BY FGB</p> <p>WHISTLEBLOWING POLICY This is a NS policy. TW highlighted again that this policy does not address the role of governors, just the CoG.</p> <p>With possible amendments following SS advice the governors unanimously adopted the policy.</p> <p>PROBATIONARY POLICY Some discussion took place on optional elements, eg whose responsibility it was to dismiss staff on probation. It was agreed that MS would be responsible, and he was happy to do this.</p> <p>The governors unanimously adopted the policy.</p>	<p>ME to write to Sheila Smith to seek advice.</p>
20	<p>CONFIDENTIAL ITEM – None.</p>	
21	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Uniform, Curriculum, Safeguarding, SIP. 2. ADVANCE EQUALITY OF OPPORTUNITY – Curriculum, Uniform. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Uniform, Curriculum, Pay Committee. 	
21	<p>CORRESPONDENCE - None.</p>	
22	<p>AOB</p> <p>School Expansion – ME mentioned that he and MS had a very positive meeting with NS. The Voyage Learning Campus will be closing its Nailsea site soon. The school will hopefully be able to use part of the building temporarily or possibly permanently..</p> <p>Question: what does this mean in practice? Answer: We would be able to set up at least one classroom. If the whole building became available then the bungalow could be used for independent learning, soft play, more classrooms. Question: are the council going to help financially?</p>	

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	<p>Answer: ME would like that, could possibly set up for hire or other agencies to use.</p> <p>Question: Are we the only option for this building?</p> <p>Answer: we don't think it can be used for house building and it's close to the school.</p> <p>GDPR Breach – Already discussed.</p> <p>School Christmas Show – ME mentioned that the Christmas Show had been excellent with many pupils really stepping up. ME to send thank you cards.</p> <p>Room to meet – ME asked which room would we use in new year for meetings – it was agreed to use Room 25 or P16 Social room.</p>	<p>ME to send thanks for Christmas Show</p>
25	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 12th February 2020.</p>	
	<p>MEETING CLOSED AT 18.40 pm.</p>	

SIGNED..... DATED