

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 12th February 2020

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) Toby Willis (TW)</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) Jill Iles (JI) Andy Thatcher (AT)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>Audit Report VLC Premises - Confidential Minute Shop Confidential x2</p>	
5	<p>MINUTES OF MEETING – 18.12.19</p> <p>The minutes were signed off as a true record of the meeting.</p>	
6	<p>MATTERS ARISING FROM MEETING 18.12.19</p> <p>TW to bring Wikipedia article to next FGB – Achieved. ME to provide Benchmarking figures for next Business Committee – Achieved. ME to email acronyms to CB – Achieved. ME to write to JD to express our thanks re: pupil uniform – Achieved. ME to write to Sheila Smith to seek advice re: role of governors in Whistleblowing Policy – Achieved. ME to send thanks for Christmas Show – Achieved.</p>	
7	<p>REPORT FROM BUSINESS COMMITTEE 22.1.2020</p> <p>SP highlighted from BC that the staff had done a great job in chasing</p>	

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	<p>outstanding debts and the debts were reducing and staff were keeping on top of new debts. SP also mentioned that if there was anything discussed at Business Committee that had an impact then he would raise it at FGB. If other Governors want agenda & papers, then they can contact Sara.</p> <p>Challenge Question: How would Governors, not on Business Committee, know that consideration is given to how the money is spent?</p> <p>Answer: The Governors are responsible for how Pupil and Sport Premiums are spent and also on approving the school's budget. Discussion on accounts also takes place and PR/MS highlight any areas. The Governors trust school staff to address any areas of concern i.e. photocopying which they raise at their committee meeting.</p> <p>GENERAL LEDGER</p> <p>The General Ledger is looked at in detail at Business Committee. MS thought there was an error in School Fund but it's because the money was moved to the general account.</p>	
8	<p>REPORT FROM PUPIL COMMITTEE 29.1.2020</p> <p>TW mentioned that the most up to date minutes had not been circulated. He highlighted from the meeting that the Pupil Progress and Behaviour data shows that pupils are making improvements and things are working well. The reports given at the meeting showed that teachers were supporting each other, they knew their students and needs.</p> <p>No Questions.</p>	
9	<p>MONITORING OF SAFEGUARDING</p> <p>Safeguarding monitoring by Governor 29.1.2020</p> <p>PP reported that there were no causes of concern. Staff are now using CPoms to record incidents, but some have incorrectly marked incidents as HATE crimes, when they are not.</p> <p>Challenge Question: Are these records reviewed and the category checked?</p> <p>Answer: Julie checks them, the category should not be used. It is a learning process.</p> <p>PP and Tracey have agreed to not print out the SCR unless it has changed but to view on screen when PP is checking data.</p> <p>PP was unable to look at Medications as Liz was off sick.</p> <p>There were no questions.</p> <p>MS mentioned Keeping Children Safe figures, which show incidents in worry book are lower than usual, and there is nothing of concern. MS said he was attending a Children Protection meeting in March and had really concerns for a family. It maybe that the courts need to be involved and ME encouraged MS to share his concerns with the appropriate authority.</p> <p>Question: Who bears the legal cost of this?</p> <p>Answer: MS needs to investigate, but it was agreed finance should not be an issue if it needs to go to court.</p> <p>PP suggested that MS speak to Tony Oliver from NS.</p> <p>ME also highlighted that the attendance figures for pupils was stunning. The figures have been updated twice due to the movement of pupils, with many coming from other areas and there is no standard system, which</p>	

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	<p>makes this hard work. One pupil has moved on to an even better placement and seems to be settling in well.</p> <p>There were no questions.</p>	
10	<p>SAFEGUARDING ALLEGATIONS – None.</p>	
11	<p>OFSTED PRESENTATION – VERBAL NOTE</p> <p>MS shared a presentation which shows what an Ofsted visit could look like. Three Ways School in Bath has recently been visited and they shared some useful points with us. The school will receive a 90 minute phone call, which will give us an opportunity to tell our story. MS will prepare a folder with all info in, leaders can also be in on the phone call and notes will be taken. MS will produce an information sheet, which he will share with staff and governors. Ofsted will look at; context, challenges, developing leaders, offsite provision, achievements of pupils, curriculum, strengths, behaviour and quality of educational judgment. They will also do a ‘deep dive’ into Reading and two more subject areas. Sarah Mascall visited the school on 12th and 13th February and did a ‘deep dive’ and hopefully found any flaws, so that we can be prepared for Ofsted. Ofsted will want to talk Leaders, Staff, Pupils, Parents and Governors. There will need to be evidence on everything to show intent, implementation and impact.</p> <p>Observation: On looking at the website there was some inconsistency in reports about curriculum, should there be more quality control to prevent this?</p> <p>Answer: Yes, there is a lot of work happening on website and staff are just beginning to put articles on there, so hopefully things will become more consistent.</p>	
12	<p>STAFF QUESTIONNAIRE – FOR NOTING</p> <p>MS was pleased that he had 54 responses to the questionnaire, most of which were positive. There were a couple who said work/life balance was not as they would like but with now the wellbeing committee has been set up, any issues can be addressed.</p> <p>Challenge Question: Is there anything that trips action?</p> <p>Answer: Only wellbeing committee, which meet termly. Several ideas have come up with a book club in staff room already being set up.</p> <p>Question: Where did the questions come from?</p> <p>Answer: MS wrote them, some were previously used and some new. He will look at Ofsted to see what other questions could be asked.</p> <p>Observation: The question around policies could be written differently ‘are policies available to staff’ instead of ‘apply school policy’ as its subjective. Another question could be ‘Are staff well supported by management?’</p>	<p>MS to look at Ofsted for questions.</p>
13	<p>PUPIL QUESTIONNAIRE – FOR NOTING</p> <p>MS shared the questionnaire given to pupils and response again was positive, apart from the behaviour question. The school does have pupils with challenging behaviour so this needs to be taken into account. Pupils with less communication skills were only asked to complete questions 1 – 4.</p> <p>MS will feedback outcomes to pupils.</p>	

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14	<p>LEARNING WALK FEEDBACK – REPORT FOR NOTING</p> <p>MS & ME did a learning walk in 7 classes. There were a couple of issues; all pupils understood what they were learning and why but some LSAs were unsure of how the lesson fitted into the curriculum and why pupils were learning it. MS has discussed with MLs and will do more training if needed. MS will also produce an ‘intentions’ in the classroom so that staff are reminded.</p> <p>Question: How often are learning walks done?</p> <p>Answer: ME said he tries to do one every long term.</p> <p>Observation: Any Governor is welcome to come in and see a learning walk, visit the school, so they understand the environment.</p>	
15	<p>POLICIES FOR APPROVAL BY FGB</p> <p>None.</p>	
16	<p>CONFIDENTIAL ITEM – None.</p>	
17	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Safeguarding, Julie’s Reports. 2. ADVANCE EQUALITY OF OPPORTUNITY – Shop, Julie’s Reports, Staff & Pupil Questionnaire. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Shop, Staff & Pupil Questionnaires, Ofsted Presentation. 	
18	<p>CORRESPONDENCE - None.</p>	
19	<p>AOB</p> <p>Audit Report</p> <p>MS mentioned that there had been an audit by NS in January and the report had just come in. The report overall was positive but there were some recommendations especially relating to minutes of Governors meetings. They said we should initial the questions in the minutes, some minutes were not signed and there was some confusion about Governors understanding the finances in the meeting. ME said that NS recommended in 2016 that we should not have initials in minutes, all minutes are signed by Chair at the meetings. No Governors had been involved in the audit. One item that was highlighted was that one year the Governors had omitted to do a Skills Audit, so this is now an annual agenda item. Also, the Register of Interests and website need to be updated.</p> <p>Shop</p> <p>MS mentioned that he and Ed (Headteacher from Baytree) had been looking into having a ‘pop up shop’ which pupils could run to help with development. Sovereign Centre in Weston have offered a shop, free of charge, for six weeks for P16 pupils to run a shop. Pupils have created crafts to sell, workshops will be run on Makaton and Autism Awareness. IO will be organising and overseeing this project.</p> <p>Question: Is this covered by insurance?</p> <p>Answer: Yes, our Public Liability Insurance covers this.</p> <p>KB also mentioned that as part of WEX, pupils staying in school, have been making dog biscuits which this week have been endorsed by a local</p>	<p>ME to write to auditor with concerns</p>

Ref	Agenda Item	Action by
	vet.	
25	DATE OF THE NEXT MEETING 4.45 pm Wednesday 1 st April 2020.	
	MEETING CLOSED AT 18.45 pm.	

SIGNED..... DATED