

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 1st April 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Sorrell Mills-Moore (SMM) Isobel Osborne (IO) Simon Perks (SP) Pam Pollard (PP) Andy Thatcher (AT) 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: Chris Bird (CB) Jill Iles (JI) Stuart Iles (SI) Heather Pickstock (HP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>AOB</p> <p>Heather Pickstock re-election as an Associate Governor Isobel's suggestion re looking after each other Fundraising Date of next meeting Covid19 update</p> <p>ME asked at this point if this was an acceptable way to hold meetings? He also mentioned that SP would be recording the meeting for DP's benefit if needed but would be deleted by SP once minutes produced.</p> <p>Governors unanimously agreed to this way of meeting for the foreseeable future</p>	
5	<p>MINUTES OF MEETING – 12.02.2020</p> <p>The minutes were signed off as a true record of the meeting with the amendment of amending date in Safeguarding to be 2020 instead of 20. This will be the case for all future 2020 dates.</p>	

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6	<p>MATTERS ARISING FROM MEETING 12.02.2020</p> <p>ME to write to auditor with concerns – achieved. ME reported that he had written to the auditor asking questions about the audit. They have replied but only in asking for our action plan. ME will await a further response from them.</p> <p>MS to look at Ofsted for questions re: staff survey. MS reported that this in fact the parents’ survey, which he has done but will not send out until the school has re-opened fully.</p>	
7	<p>HEADTEACHER REPORT – APRIL 2020</p> <p>MS mentioned that the report had been updated as the totals for Ash and Birch had been entered incorrectly. The numbers in the school had fluctuated with numbers going up to 123 and then down to 120. We have 5 CLA pupils and 1 P16, 48 FSM pupils.</p> <p>Question: You have two initials the same listed twice, is this a mistake or two pupils with the same initials?</p> <p>Answer: They are two pupils with the same initials.</p> <p>Pupils leaving us: one pupil has moved to a new placement, one has moved away, one is being supported by Reach and another is supported by adult social services.</p> <p>MS highlighted what had been achieved in the last term prior to the effects of Covid19.</p> <p>The school has produced its own Makaton core vocab book, created by the whole school team. Staff have been learning these signs during their time away from the school.</p> <p>Question: Could a copy be available for Governors?</p> <p>Answer: Yes, MS will make some available at front desk if anyone wants to collect one.</p> <p>The school had decided for the staff to be known by first names, making signing easier and this is being embedded within the school</p> <p>Question: Is this the general policy across schools?</p> <p>Answer: It varies. We use it to keep children safe. If teachers have the same initials then the sign would be the same, so this way everyone has their own individual sign.</p> <p>The songs of reference training has happened and this has started to be embedded within the school.</p> <p>The Intensive Interaction Twilight Training and Dave Hewitt Training for Staff have been cancelled due to Covid19.</p> <p>All pupils that have attended Annual review have identified someone to tell if they are worried.</p> <p>Some pupils working with Music Therapist/Asst SENco will continue to do this even though maternity leave is taking place. Two members of staff have stepped up to be trained to cover this.</p> <p>Staff are working on the curriculum whilst they are at home. Pupils and Parents are reporting at annual review the successes of Outdoor Education. A successful E-Safety week was completed.</p> <p>More pupils have expressed an interest in becoming Ambassadors and the</p>	

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	<p>School Council will hold interviews.</p> <p>The school opened a shop with Baytree School, this was a great success and hopefully can continue in the future.</p> <p>Pupils performed at the Shakespeare festival and were planning to perform at the Dance festival.</p> <p>Y11 pupils have been accessing weekly visits to local businesses finding out about the world of work. KS2,3,4 & P16 also had visits from the Police and vets, who helped with recipes for dog biscuits.</p> <p>All Y13 pupils have identified where they wish to be after Ravenswood, the school is supporting these transitions. Accredited courses will be difficult to complete for this cohort. Staff will be reviewing what qualification we are able to get for these pupils. KB has been looking at ASDAN qualifications and some should get some accreditation. The school is still awaiting some guidance on functional skills. Pupils are in danger of not meeting their targets due to the current Covid19 situation.</p> <p>All pupils have been provided with work and contact to their teacher to support home education.</p> <p>CHP reviews completed following request from staff, or those that have flagged as having a higher number of incidents.</p> <p>MS has written an article for Pivotal MAPA and this is now on their website blog. This article shared the journey that the school has been on around RPI.</p> <p>The school has continued to embed their new school rules.</p> <p>The school has also provided training opportunities to 10 trainee teachers from Bristol and Bath University. We are also working with a local MAT to provide SEN input on for their trainee teachers.</p> <p>Pip Farrell did an excellent presentation at the Careers Conference.</p> <p>Pupils completed one week of WEX prior to the school being closed.</p> <p>The school have increased their Gatsby Benchmark 100% outcomes from 4 to 7 (out of 8).</p> <p>Pupils have taken part in many offsite activities and engagement events including Cricket and Rugby event at Ashton Gate. KS3,4 and 5 have had the option to be coached by Scott Murray and the school now has its own Football team. This has increased engagement with pupils at lunchtime.</p> <p>The pupils have accessed Leigh Woods, Climbing Centre, Horse Riding Activities and swimming. They have all completed PE benchmarking exercises to see if their fitness has improved.</p> <p>KB & CF continue with LCL course which is helping them gain experience. One event was held at Ravenswood School.</p> <p>MS continues with the Challenge partnership groups, which are really helpful and Ravenswood have been visited with very positive feedback.</p> <p>SWALLS was attended by MS and KB which was really useful.</p> <p>Ravenswood have offered support to the leadership programme and will host a senior leader from another school to support their journey. This will be rearranged once the school has reopened.</p> <p>The school has expanded moving into the old VLC building. So, in</p>	

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	<p>September we will have Ravenswood 2.</p> <p>Sarah Mascall has visited the school and focussed on developing MLs and subject leaders. This was a useful exercise, doing deep dives and challenging the school as she always does.</p> <p>KB has now completed Safeguarding training; this will enable her to support MS and Deputy Safeguard lead (JD) in their roles.</p> <p>A Wellbeing Committee has been created, with no SLT input, who will meet termly and feedback to SLT if needed. A reading corner has already been set up in the staff room.</p> <p>The school has also supported the creation of a Facebook support page during this difficult time of Covid19. Staff have been having Zoom meetings, will be having a quiz this week and generally keeping up staff morale.</p> <p>MS also mentioned in the report some parent views and Challenge Partner views which were very encouraging.</p> <p>ME thanked MS for his hard work on the report during this difficult time and on all that had been achieved.</p>	
8	<p>SCHOOLS FINANCIAL VALUES STANDARD – FOR DISCUSSION</p> <p>ME mentioned that this had been completed by the school and approved at Business Committee. ME has added his response to it and if anyone has any comments or questions then send them to ME.</p>	
9	<p>REPORT FROM BUSINESS COMMITTEE 11.3.2020</p> <p>GENERAL LEDGER</p> <p>JOURNALS AND VIREMENTS</p> <p>SP said there were no issues to bring to FGB.</p> <p>Challenge Question: the budget should be signed off by 31st March or 30 days after that. Will we have done it by then?</p> <p>Answer: the first draft was signed off at Business Committee and will be revised several times with the Travelling Bursar. The final version of the budget will be signed off at FGB in May. We are fully compliant at the moment; NS only just release their financial information today.</p> <p>Challenge Question: With the ongoing issues, do you have any issues with payments for staff? Does anything affect our budget?</p> <p>Answer: The only issue we have is with some supply staff. We have offered them help if they need it.</p>	
10	<p>REPORT FROM PUPIL COMMITTEE 13.3.2020</p> <p>TW highlighted from the meeting that SLT would do in depth learning walks instead of doing some lesson observations as this is a much better way of observing and can pick up on things that need improving and what is working well.</p> <p>No Questions.</p>	
11	<p>MONITORING OF SAFEGUARDING</p> <p>PP reported that this didn't happen due to the school being closed.</p> <p>MS mentioned that there would be an appendix in the Safeguarding Policy which would be sent to Governors, due to the current situation. NS have sent an in-depth policy to MS today and he will see if we can adapt that.</p>	<p>MS to send Policy appendix to governors.</p>

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12	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
13	<p>REPORT FROM SCHOOL IMPROVEMENT PARTNER</p> <p>MS mentioned that Sarah Mascall had visited the school and spent time with MLs and Subject Leaders as well as MS, KB and CF. In her report she says that there is a lot of good and encouraging work being done within the school. There are some areas which need improvement: -</p> <p>Increase the profile of phonics with all staff on a regular basis, promote a love of reading across the school, ensure that pupils' comprehension skills are extended. There needs to be a more robust approach to monitoring the curriculum to ensure that pupils are receiving a broad and balanced curriculum, KB is working on this.</p> <p>In Maths it is important to ensure that all staff are clear about how to teach all aspects of maths and there is consistently good practice across the school. Ensure that planning for KS4 pupils is as robust as in other areas of the school.</p> <p>Challenge Question: Are the concerns in Maths reflected in Pupil Progress reports?</p> <p>Answer: Because of the changes in curriculum since last inspection, there are some good areas and some that need improvement. Extra Maths is in place and there was some confusion about long- and short-term goals with some staff.</p> <p>Lesson observations and learning walks have shown that pupils knew what they were learning but some staff didn't. It is important that staff know why they are learning and what the end goal is.</p> <p>Whilst Sarah was at the school, she looked at SCR and MS realised that the addresses of some staff was incorrect and hadn't been updated when they moved to a new house. Since then all SCR records have been checked and updated where necessary.</p> <p>Challenge Question: Does the school now have a system in place to make sure that these changes are entered on the SCR?</p> <p>Answer: This will now be checked on a regular basis with staff showing identification to prove address. This will now be cross referenced with other systems to keep it up to date.</p> <p>PP mentioned that when people changed name this was highlighted but obviously didn't know when people moved to a new house necessarily.</p> <p>Question: Is Sarah due to come back?</p> <p>Answer: Yes, hopefully sometime in September as it is good to be challenged.</p>	

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14	<p>POLICIES FOR APPROVAL BY FGB</p> <p>MODEL POLICY FOR APPRAISING SUPPORT STAFF (SSE)</p> <p>An appraisal policy existed for Teaching Staff but not support Staff. This is a policy that has come from SSE & Unions and it was previously agreed that we would automatically accept these policies.</p> <p>The Governors unanimously accepted and agreed the policy.</p>	
15	<p>CONFIDENTIAL ITEM – None.</p>	
16	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Headteacher Report, Safeguarding, Model Appraisal Policy. 2. ADVANCE EQUALITY OF OPPORTUNITY – Headteacher Report, Model Appraisal Policy, SIP Report. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Headteacher Report, SIP Report, Model Appraisal Policy. 	
17	<p>CORRESPONDENCE - None.</p>	
18	<p>AOB</p> <p>Heather Pickstock re-election as an Associate Governor – ME mentioned that HP was unable many meetings at the present time. He proposes that we appoint her as an Associate Governor with voting rights at Business Committee but not at FGB. ME proposed, PP Seconded and the Governors unanimously agreed.</p> <p>Isobel’s suggestion re looking after each other – ME mentioned that IO had suggested that the Governors should be looking out for each other at this present time.</p> <p>If ME was unavailable (through illness, for example) then TW, as Deputy Chair would step up Should both ME and TW be unavailable, then SP would step up supported by SMM</p> <p>Fundraising – ME said that fundraising was on hold at the present time but had done some online. He has applied to National Lottery, School England and Garfield Weston. When he was in Waitrose, he asked about Green tokens as we were supposed to be charity for April. Customer service have said that as footfall is less than usual, they will split the £1000 equally between the three charities.</p> <p>Date of next meeting – ME mentioned that the date of next meeting was incorrect on the Agenda – it’s Wednesday 20th May not Tuesday.</p> <p>Letter to NS – MS mentioned that he had sent a letter to Jo Walker (NS) and Councillor Catherine Gibbons in response to an email from them thanking him for this hard work in the current situation. MS explained in the letter he had said that this had been difficult times, with conflicting guidance</p>	

