

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 16th December 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Stuart Iles (SI) 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: Chris Bird (CB) Heather Pickstock (HP) Andy Thatcher (AT) Sorrell Mills-Moore (SMM)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 21.10.2020</p> <p>The minutes were signed off as a true record of the meeting. ME to sign and take into school 18.12.2020.</p>	ME to sign and take into school.
5	<p>MATTERS ARISING FROM MEETING 21.10.2020</p> <p>MS to sign minutes – achieved. ME to email staff thanking them for their hard work – achieved. MS to clarify percentages and colour code report re: Attendance – achieved. MS to add proposed spending and interventions for Pupil Premium – achieved.</p>	
6	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 25.11.2020</p> <p>SP highlighted that the finance team and NS have produced a financial forecast for year end and at the current time it is looking healthy. There is some money to be spent and SLs are looking at where to invest this to improve the school. Also Fund 48 – Devolved Capital has a potential claw back of £9,208 and there are plans to spend this money. There were no questions.</p>	

7	<p>REPORT FROM PUPIL COMMITTEE 02.12.2020</p> <p>TW highlighted that Pupil Committee had discussed the one-year development plan, Anti-bullying week had gone well, and learning walks throughout the school had gone well. He thanked the PFA for providing gifts for the pupils for Christmas and Nailsea Community for their food donations for families. (A letter was sent thanking them from MS and ME and they visited the school today for a photo for their FB page). He also mentioned that the SLT had pulled together during a difficult time, staff had worked hard, and the school had achieved a lot during this time. There were no questions.</p>	
8	<p>MONITORING OF SAFEGUARDING</p> <p>ME thanked PP for going into school to look at all aspects of safeguarding. There is a lot of positive feedback and many things are working well. There were no questions.</p>	
9	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
10	<p>HEADTEACHER'S REPORT</p> <p>MS reported that he had produced this report slightly differently and any feedback would be welcome.</p> <p>The first part of the report highlights numbers and a breakdown of pupils by school age, CLA, Ethnicity, FSM. MS mentioned that there had been an increase in FSM which has had an impact on the school.</p> <p>There is one pupil in alternative provision, they were on roll at the school but for safety reasons they are no longer in the school. The school is providing education until a suitable replacement can be found. The school is receiving daily updates on this pupil.</p> <p>The Ofsted key steps for the school are still included in the report. The impact of our School Improvement Plan is also included and shows where the school are and how far we have come.</p> <p>Views from a couple of parents is also included, which are positive.</p> <p>MS reflected on how far the school would have gone if Coronavirus had not happened, but in exceptional times the school has gone above and beyond to ensure that pupils have remained safe, whilst providing them with work so their education could continue in some form.</p> <p>Question: The increase in FSM, is that due to new pupils or a change in situation of existing pupils?</p> <p>Answer: It is a mixture of both, NS have been informed because there are some families on the edge of poverty.</p> <p>Observation: Like the new format, easy to pick out relevant points.</p> <p>Observation: Like format with pupil numbers at beginning, but are the bullet points aspirations or updates?</p> <p>Answer: The report shows what we have achieved so far in terms 1 & 2. Will add next term in April and that will be in a different colour.</p> <p>Question: The format is better but is it more work for you?</p> <p>Answer: No, not really, it is simpler.</p> <p>Question: We have discussed the one-year development at Pupil</p>	

	<p>Committee. Is this document for challenge or just for noting? Answer: it is for noting, the challenge will be at Pupil Committee.</p>	
11	<p>IMPACT OF PERFORMANCE MANAGEMENT</p> <p>MS reported that all teachers had participated in performance management this year and many have reported they find the system helpful in reflecting on their own performance. 12 teachers fully achieved their objectives but 2 did not quite achieved them but for one member of staff, this was due to Coronavirus and not being able to go out on trips. Teachers have drafted their own training and development plans to meet their objectives which include: -Training with a focus on improving teaching and behaviour management, Best practice, and External support.</p> <p>The school only need to report on teachers, but the school feel it would be good to do support staff as well and this will hopefully be done in January.</p> <p>The feedback from teachers was good, it helps with their development and works well. Some teachers choose to have lesson observations and other chose the walkabout.</p> <p>Observation: Learning walks have been worked well and it is good to give teachers a choice, as it is less stressful.</p> <p>Observation: It is good to see that nearly 100% achieved, a great record, especially in the current climate. Well Done!</p>	
12	<p>ONE YEAR DEVELOPMENT PLAN</p> <p>MS mentioned that this was just for noting and was and will continue to be discussed, challenged, and reviewed at Pupil Committee.</p>	
13	<p>REPORT FROM SILP</p> <p>MS reported that Stephen McShane had visited the school on 12th October 2020, where he met with SLs and MLs. Stephen highlighted some areas of improvement as well as what was working well within the school. Interventions have been put in place and added to the SIP.</p> <p>Observation: It is a nice, well balanced report, and obvious that Stephen has a got to grips with how the school is run. There is room for improvement but nothing too serious. It is reassuring that we are where we think we are. It is better to have a report now and work on it than wait until Ofsted come.</p> <p>Question: Will you add any of this to the 5-year plan or 1-year plan, or use them side by side?</p> <p>Answer: Any big issues the SLs will look at; smaller issues will be delegated to MLs and hopefully all areas will be covered.</p>	
14	<p>STATEMENT FROM PAY COMMITTEE 04.12.2020</p> <p>ME reported that the Pay committee met on the 4th December and considered the performance management objectives record of each teacher. 6 members of staff were eligible, and 16 members of staff were not eligible for a pay progression. ME has written to all 16 staff who were not eligible for pay progression this year, thanking them for their hard work and commitment, especially this year.</p>	

15	<p>CHAIR OF GOVERNORS SUCCESSION PLANNING</p> <p>ME mentioned that as a school we are in a strong position as far as governors go, with really committed governors. Some schools struggle to get new governors or get them to attend meetings. National Governance would suggest that after six years as a Chair, the Chair should be thinking of stepping down. At the end of this year ME will have completed 7 years. ME does not want to leave the Governing Body at Ravenswood without a Chair and has been discussing succession planning. ME has suggested that from the following academic year TW become Chair and ME become Deputy Chair. This will enable ME to be a mentor to TW and hopefully there will be a continuity for the Governing Body.</p> <p>Observation: Seems like a good plan.</p> <p>Observation: Happy with plan but if anyone shows an interest in taking the lead then they should also be considered.</p> <p>The Governors unanimously agreed this proposal.</p>	
16	<p>POLICIES FOR APPROVAL BY FGB</p> <p>PEER ON PEER POLICY</p> <p>This policy has been looked at previously. TW has done a lot of research and found a document that includes aspects which are missing from our policy. Some discussion took place, and it was agreed that TW/ME/CF look at the policies and blend them into one document, which will give a more in-depth policy, covering all areas of abuse.</p> <p>Updated policy to come to next FGB.</p> <p>PROBATIONARY POLICY</p> <p>SSE & NS Policy. The only changes are the updates relating to Coronavirus – paragraph 4.10 & 6.4.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>PROBATIONARY HEARING PROTOCOL</p> <p>SSE & NS Policy. The unions would have gone through this policy and is a follow on from the Probationary Policy.</p> <p>The Governors unanimously agreed and accepted the Policy.</p>	TW/ME/CF to amend policy.
17	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Staff & Parent feedback, Peer on Peer Policy, Safeguarding Report, Headteachers Report. 2. ADVANCE EQUALITY OF OPPORTUNITY – Covid Catch up Fund, One Year Development Plan, Pay Committee. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Peer on Peer Policy, Staff, Parent & Government Feedback. 	
18	<p>CORRESPONDENCE</p> <p>None.</p>	
19	<p>AOB</p> <p>REPLY FROM THE MINISTER OF STATE FOR SCHOOL STANDARDS</p> <p>– ME reported that he had received a reply from Nick Gibb, but it did not</p>	

	<p>really answer questions in the letter that was sent to Dr Liam Fox.</p> <p>FEEDBACK FROM PARENTS CONSULTATION – ME mentioned that because of Coronavirus the school had been unable to have a parents evening. When staff phoned parents to give them an update, they asked a question on behalf of ME, who would normally spend time with parents at parents' evenings. The question was 'how did transition go?'. ME thanked the staff for asking the question and as a result there were 82 responses. Most parents were happy with how transition had gone. There had been no moving up day due to Covid but felt that the school had done an exceptionally good job. ME mentioned that work that Emma had done in the office as well. Parents were happy that the pupils' mental and emotional wellbeing had also been considered.</p> <p>Challenge Question: Some pupils had struggled to settle back in and there had been some issues. Have these been addressed? Answer: SLs have already addressed some issues and ongoing issues were being dealt with, interventions in place and support to students is being given. Class teachers are also involved as well as HODs and SLs if needed.</p> <p>COVID 19 GRANT STRATEGY STATEMENT – ME reported that at Pupil Committee this has been discussed as it was felt that it fell within the same category as Pupil Premium. The SLs mentioned how this money would be spent to support pupils. As there would be an overspend due to more help being needed it was felt it should be discussed at FGB. The school needs to show how this money is spent and a report will be on the website. It was agreed that this should be an agenda item at FGB in March.</p> <p>STAFF QUESTIONNAIRE – KB reported that there had been 40 responses to the staff questionnaire. There were a lot of positive responses with 100% agreeing or strongly agreeing to 'happy to work at school', 'safety is a priority', and 'know what we are trying to achieve' amongst others. Only two strongly disagreed, which was one person, and that was 'behaviour of pupils not well managed' and 'work/life balance. Any issues raised have been addressed by KB/MS where possible. KB to send report to Governors as was not available at meeting. ME thanked the governors for all their hard work and perseverance during a turbulent year and wished them a Happy Christmas and hopefully a Happier New Year.</p>	<p>Add to FGB agenda March 2021.</p> <p>KB to send report to Governors.</p>
21	<p>DATE OF THE NEXT MEETING 4.45 pm Wednesday 10th February 2021.</p>	

	MEETING CLOSED AT 6.00pm. Note: There were some internet issues during the meeting and some people dropped in and out of the meeting.	
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