

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 21st October 2020

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Mark Senior (MS) (Headteacher) Mike Evans (Chair) Chris Bird (CB) 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: Stuart Iles (SI) Sorrell Mills-Moore (SMM) Isobel Osborne (IO) Heather Pickstock (HP)</p>	
3	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None.</p>	
4	<p>MINUTES OF MEETING – 2.9.20</p> <p>Sara Watson was spelt incorrectly, but with this amendment the minutes were signed off as a true record of the meeting.</p> <p>Following the meeting it was agreed that AT would be on the Pay Committee along with ME/PP.</p> <p>ME to sign minutes and take into School</p>	ME to sign minutes.
5	<p>MATTERS ARISING FROM MEETING 2.9.20</p> <p>ME to sign minutes and take into school – achieved.</p> <p>Some Governors to send audit to TW – HP outstanding but audit outcomes will be available at next FGB. TW highlighted a couple of areas which we could look deeper into ‘knowledge of/links with local area’ and ‘knowledge of HR’. This may only be appropriate if we are 3 or below overall but think we should be 4, which is competent.</p> <p>ME to check with AT re committee – achieved.</p> <p>PP to contact school – achieved.</p> <p>Governors to send completed forms to Sara – Code of Conduct, Pecuniary Interests & Self-Disclosures – SW will encourage Governors if not received.</p>	

	MS to check parents know of increase in dinner money – achieved. ME to send disclosure forms to Governors – achieved.	
6	<p>REPORT FROM BUSINESS COMMITTEE /GENERAL LEDGER 30.9.20</p> <p>SP said there was nothing particular to highlight and financially we are progressing as we would hope. No Questions.</p> <p>Comment: Previously following Audit it was mentioned that there were not enough details in BC minutes relating to finance, this has certainly now been achieved. KB mentioned that she was not in the meeting even though the minutes said she was.</p>	
7	<p>REPORT FROM PUPIL COMMITTEE 7.10.20</p> <p>TW reported that it had been a particularly good meeting, with lots of positive feedback on how well pupils had settled back into school, Teachers had connected well and had dealt with adversity extremely well. The staff have continued to keep up the amazing standards. It was agreed that ME would send an email to staff thanking them for their commitment and hard work.</p>	ME to send email to staff.
8	<p>MONITORING OF SAFEGUARDING</p> <p>PP mentioned that everything was straightforward and there were no problems. There has been lots of training around the SCR.</p> <p>Challenge Question: There was a hiccup relating to medications, has this been resolved yet?</p> <p>Answer: Yes, there was a problem with medication not being in the prescription box when it was sent into school. This has now been resolved.</p> <p>Challenge Question: Under safer recruitment it says the school are awaiting two DBS forms, have they been returned yet?</p> <p>Answer: KB confirmed they had been returned.</p>	
9	<p>SAFEGUARDING ALLEGATIONS</p> <p>None.</p>	
10	<p>ATTENDANCE DATA</p> <p>MS reported that the reports had been updated by Julie before she went on sick leave. The first report shows the number of pupils in school and enables the school to monitor safeguarding closely. KB/MS have split the role between them in Julie’s absence and now meet formally fortnightly to cover any issues, as well as daily briefings. MS meets with CF as well to look at ‘holds’ to check if it is the same staff to see if extra training is required.</p> <p>Question: the two reports don’t have the same format – in the second there is an “even better if” section and an overall evaluation. Should they be consistent?</p> <p>Answer: first report is more informative.</p> <p>ME mentioned that SW would be sending out agenda to ME/SP/TW a week prior to meeting for them to add whether its for info, discussion etc.</p> <p>MOST VULNERABLE</p> <p>Attendance has been great for CLA, interventions are working well. MS is discussing with NS the subject of the money the Government</p>	

	<p>allocate to CLA Pupils. At the present time the Government give £2,300 for CLA, £1,500 goes directly to schools and £800 is given to Virtual Schools Team.</p> <p>The school need to jump through hoops to clarify what the money is spent on, but the Virtual Schools Team does not.</p> <p>Question: Why don't they have to?</p> <p>Answer: different counties do different things; some schools do not even claim it. As a school we go over and above the £1,500 which is why we have better outcomes.</p> <p>Question: what is the Virtual School?</p> <p>Answer: all counties have them and they are responsible for CLA, with 3 meetings a year to discuss pupils, reports from schools. There are 170 CLA in NS.</p> <p>Question: Is there anything we can do as Governors to help you?</p> <p>Answer: Currently MS has support from elsewhere but thank you for the offer. The report shows how the money was spent and the overall evaluation is incredibly positive.</p> <p>The attendance data has been produced in a more simplified way, with a breakdown of pupils' absence overall and in year/class groups.</p> <p>Observation: It looks a good report but will take time to get used to it. Would be useful if it could be colour coded like before.</p> <p>Observation: The calculation percentage appears to be incorrect.</p> <p>Answer: MS to clarify with Zoe what the percentages mean and ask her to colour code.</p> <p>Observation: it would be useful if number of pupils could be included in the first report.</p> <p>Challenge Question: what is being done about the high rates of absences?</p> <p>Answer: MS sends a letter to parents asking for a meeting to discuss reasons; if that is unsuccessful then a zoom meeting. MS will always follow up any safeguarding worries.</p>	<p>MS to clarify percentages and colour code report.</p>
<p>11</p>	<p>SCHOOL SELF-EVALUATION</p> <p>MS has updated the report to be in line with the 1-year development plan. Some amendments were made with primary being changed to secondary on page 4.</p> <p>Challenge Question: looks good and detailed but where does 'outstanding' come from? Is it your personal view or led by data?</p> <p>Answer: It is led by data, but we also do think we are good and outstanding. The data is cross referenced with pupil progress.</p> <p>Challenge Question: what areas are real areas of concern?</p> <p>Answer: We need to continue to keep on top of things, embed things and be consistent across the school. Our SIP is going to help us with this. We need to be doing everything we say we are doing and not let anything dip.</p> <p>Question: when are we likely to have a visit from Ofsted?</p> <p>Answer: Ofsted are perhaps 6 months behind, so any time from January</p>	

	<p>onwards, by this time next year we should have been visited.</p> <p>Question: on the report (p15) it says 19-20 minor incidents, what does this mean?</p> <p>Answer: it is a heading and should say 2019-2020 minor incidents.</p> <p>Question: on Page 19 it says 'during Covid the school ensured... and not complete.</p> <p>Answer: should read 'during Covid the school ensured that pupils joined in with home learning or attended school (where appropriate/possible).</p>	
12	<p>IMPACT OF PUPIL PREMIUM</p> <p>MS reported that this a document which goes on the website. Due to Covid 19 we were unable to collect and evaluate the data for Personal and Social Development. The new process has begun for 2020- 2021. The report shows academic progress up until April. P16 shows RI and they would have caught up during the year if it had not been for Covid. The figures for P16 were added and colour changed under final evaluation PLAA for RI.</p> <p>Question: Progress and achievement – what do we see looking forward? We look at what money is spent on; do we look at how to spend money in future?</p> <p>Answer: It is a retrospective report, but we could add what we propose to spend money on, what are proposed interventions are.</p>	MS to add proposed spending and interventions
13	<p>IMPACT OF CATCH UP 7 FUNDING 2019</p> <p>MS reported that the school receive £5,500 funding for Catch Up 7, but this will be the last time we get it. The money is used to help Y7 pupils who did not reach nationally expected levels at Y6.</p> <p>Question: why is the money stopping?</p> <p>Answer: The Government have stopped it and instead the school will receive Covid funding. ME has written to Liam Fox asking if he can support with this, as both Catch up 7 and Sports Premium will stop. Prior to Covid pupils were doing well and would have been outstanding across the board.</p>	
14	<p>REVIEW OF PLANS TO SPEND PUPIL PREMIUM</p> <p>Already discussed.</p> <p>KB highlighted that SLT were looking at how to spend the Covid Catch up money. The data on pupil's deterioration over lockdown was available today and will look at what interventions are needed to make the necessary progress. The priority has been to look after pupils emotional and mental health issues, giving support to pupils with anxiety and worries, especially in the current climate. In term 2 this will continue for pupils who still need support and then move forward on Maths & English.</p>	
15	<p>INFORMATION ON WEBSITE</p> <p>All reports and SMSC reports are already on the website. KB reported that there was some information out of date on the website and lots have been updated this term. It is important that all policies and statutory documents are kept up to date, so there could be quite a few policies to review at future meetings. Ofsted will look at school websites about 3 months prior to a visit.</p>	

16	<p>SMCS REPORT 2020</p> <p>KB mentioned that the school used to cover SMCS primarily in assemblies but now this is now also covered more extensively in the curriculum and Time to Talk. The report shows what is in place, the impact on pupils and areas for improvement.</p> <p>There were no questions.</p>	
17	<p>POLICIES FOR APPROVAL BY FGB</p> <p>COMPLAINTS POLICY</p> <p>No changes have been made to this policy.</p> <p>Question: Where would someone find this policy if they needed it?</p> <p>Answer: Its available on the website. All policies agreed at Governors meetings are filed the next day and then uploaded to the website.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>ADMISSIONS POLICY</p> <p>No changes have been made to this policy.</p> <p>The numbers of pupils were updated in the last paragraph to 119 funded pupils.</p> <p>With this amendment the Governors unanimously agreed and accepted the Policy.</p> <p>APPRAISAL AND CAPABILITY POLICY 2020 – NEW POLICY</p> <p>This is an SSE Policy, which has already gone through the unions and therefore any changes would need to go through a consultation with the unions.</p> <p>(The spelling of October was corrected)</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>WHISTLEBLOWING POLICY 2020</p> <p>This is an SSE Statutory Policy.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>KB mentioned that they had used it in school the other day and it worked.</p> <p>SAFEGUARDING & CHILD PROTECTION POLICY 2020</p> <p>This policy had come to last meeting but since them MS has adapted it for Ravenswood setting. The old flow chart appendix has also been included.</p> <p>The Governors unanimously agreed and accepted the Policy.</p> <p>REMOTE EDUCATION POLICY</p> <p>This is a new policy which has been adapted from other schools' policy, which needed to be in place by 22.10.2020. The policy includes Zoom,</p>	

	<p>Teams and Seesaw for virtual meetings and to replace the Home / School Diary. Seesaw is being tested now and will hopefully be available after half term. If we go into local lockdown then the policy is in place for all to know what is happening and what is expected of them. It will be legal from 22.10.2020 that individuals need to have work provided for them, if they need to work from home, not just a whole cohort.</p> <p>The Governors unanimously agreed and accepted the Policy.</p>	
18	<p>MEETING OUR EQUALITY DUTIES</p> <ol style="list-style-type: none"> 1. ELIMINATE DISCRIMINATION & HARASSMENT – Monitoring of Most Vulnerable, Whistleblowing Policy, Complaints Policy, Admissions Policy, Safeguarding Policy 2. ADVANCE EQUALITY OF OPPORTUNITY – Admissions Policy, Pupil Premium, Catch Up7, Appraisal Policy. 3. FOSTER GOOD RELATIONS BETWEEN DIFFERENT GROUPS – Admissions Policy, SMCS Report, Rotary Club Involvement. 	
19	<p>CORRESPONDENCE</p> <p>None.</p>	
20	<p>AOB</p> <p>Rotary Club – MS mentioned that he had been approached by Rotary Club with a view of receiving funding. MS/ME had met with them to discuss a sensory room and asked for £16K. MS/ME meeting 22.10.2020 to complete a further application form.</p> <p>Consultation – MS reported that he and KB had met with NS to discuss expansion of school numbers. A meeting with surveyors took place yesterday to look at school space. NS would like the school to have 150 places, but MS thinks the number would be 140. They are looking at changes which could be made to the Iles Building. If we go up to 140 then we would need to go for consultation as we can only go to 132 without one. NS would give us the Iles Building rather than have a tenancy.</p> <p>Term 2 Meetings – ME suggested that following a conversation with SSE Governance, we should continue to have meetings online and review again after Christmas. ME thanked SP for setting up the BlueJeans meetings.</p>	
21	<p>DATE OF THE NEXT MEETING</p> <p>4.45 pm Wednesday 16.12.2020</p>	
	<p>MEETING CLOSED AT 6.20pm.</p>	

SIGNED..... DATED