

MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING

18th March 2021 – 4.00pm

PRESENT

Mike McGarry (Head)	Jackie Talbot	Sarah McCarthy
Catherine Morris	Richard Snowdon	Kevin Grimes
Collette Buck	Jim Rimmer	Sue Donnelly
Karen Owens	Clare Gaskell	Jonathon Mumford
Jane McNeice		

APOLOGIES

Paul Povey – off sick

ALSO PRESENT

Pauline Neilson (Clerk)	Tom Dolly (DHT)	Gayle Phillips
Carolyn Ainsworth	Vicky Ashworth	David Cregeen
Andy Pritchard (Res Dir.)	Judith Gordon (Finance Manager)	

20/51

WELCOME

ACTION

The Chair welcomed all to the meeting.

20/52

DECLARATION OF BUSINESS INTERESTS

There were no declarations of interests in relation to the agenda.

20/53

MINUTES FROM THE MEETING OF 4th February 2021

Accuracy

Trustees agreed the minutes as a true and accurate record subject to the following change:

- *P3 – Audit Committee - reword - M McGarry – to have said “**should** have provided reassurance for Trustees. “*

Matters Arising

20/35 - **Ofsted Focus group** – a meeting had been agreed for Thursday 25th March. The group had set the agenda and papers would be sent out tomorrow.

Marketing Group - no date set yet - it was hoped this could take place in the Summer Term.

RANGE HIGH SCHOOL

Link Trustee Reports- New reports should be submitted in time for the final Trustee meeting of the academic year. Possible areas of focus:

- Catch up premium
- Remote learning
- Ofsted

20/43 - **Annual H & S Check.** The company had confirmed this would be done on an annual basis.

20/45 **Parental Consultation group-** there had been no further progress yet due to other pressing issues. Arrangements would be made when the Covid regulations allowed.

20/54

HEADTEACHER'S REPORT

This had been previously circulated and was taken as read with the following issues highlighted:

Students had returned on 8th March, the latest Risk Assessment had been sent to all staff. Individual RAs had been completed in some cases. School was still operating on a zone system and so far this had worked well.

Attendance in the first week had been very good.

COVID-19- in school testing

The Head offered his thanks to everyone who had been involved in the arrangements for this, a great effort had been made. In school testing for pupils had been completed, and the kits sent home for self-testing.

The Government wanted testing to continue over the Easter break. Three thousand test kits were delivered initially and another 2k since. Three and a half thousand tests had been completed to date; no positives had been reported.

Staff testing was ongoing.

Catch-up plans

School had originally hoped to hold Saturday morning and Easter catch up classes when it returned in January but then lockdown had prevented this. There would now be some very limited provision over Easter, but only for pupils where practical prep was required, or in very exceptional circumstances.

School had used most of the £75k of the funding so far- further details had been included in the report. The spending included the

appointment of a Lead SENCO teacher who would work on catch-up plans with our SEN cohort.

Trustee Link Reports

Trustees were asked to try to complete another round of these before the summer break.

Exams (Summer)

Ofqual had published the results of its consultation and school was now working through the guidance. The Head had sent a letter to parents. It was an anxious time for Yr. 11 and 13 pupils, but school had been providing reassurance and it was hoped that the process would be as smooth and transparent as possible.

HOFs and CALs were currently looking at the processes. It was clear from the guidance that it was expected that schools would concentrate as much as possible on teaching, and that assessment would come later. School needed to compile a timetable

Exam boards had promised materials before Easter.

Q: What will school do about last year's results when deciding on this year?

A: Last year's process was subject to very strict guidelines, but this year there were different criteria. It was expected that centres would look at the profile of the cohort and be able to confirm that results were in line with the previous year's results, However, it was recognised that outcomes were sometimes likely to be different.

School was continuing to reassure parents about results. Last year school had had a few challenges from parents, but had said it was unwilling to send in appeals without sufficient evidence. One parent had requested a resit in the Autumn and the child had achieved the same results as in the assessment.

EFSA

The financial situation was getting better. There were some reduced costs and there had been an increase in the 6th Form numbers. Some colleagues had expressed an interest in VR, and there was also no teachers' pay award next year. AP to expand under his agenda item.

Student numbers

Yr. 7 (September 21) were up, with 176 applications. School had begun the transition process.

6th Form – 153

These figures indicated a more positive perception in the community.

Trustees congratulated all staff for their hard work.

Pastoral Structure

The Head had met the previous evening with the current post holders to discuss ring-fencing and entitlements. School was now waiting for applications to be submitted.

The Head requested volunteers to help with appointment to the Head of Year post. Closing date for post – 1st day back after the Easter holidays.

SENCO

Eileen Gallagher (Consultant SENCO) had notified the head she would be leaving as consultant for family reasons, after the May half term. School could not continue without a SENCO in post and Eileen had recommended a replacement who had recently qualified as a SENCO. However earlier in the year there had been no funding available.

The recommended replacement had now been invited to apply after school had decided to subsidise costs from catch-up funding.

It had been a very thorough process and an appointment had been made.

Inspections

There had been no definitive statement about the return to full inspections yet, but these may resume in the Summer term. The Headteacher will update the Ofsted group as soon as further information is received.

Staffing

Details had been included in the report, and these were accepted by Trustees.

Trustees thanked Mr McGarry for his comprehensive report.

20/55

SAFEGUARDING – D CREGEEN

The report had been previously circulated. The following items were highlighted:

School had reverted back to the previous Safeguarding Policy from September.

S175 Audit

This had been completed and would be sent out prior to 31/3.

A vulnerable pupils' list had been maintained during lockdown and any concerns had been followed up.

SEND Appointment

It was reassuring to have someone available on a day-to-day basis. Mrs Garrahan had offered to help during the transition period and she would support the preparation of a file for Ofsted.

Q: How was the on-call system working?

A: It was working better than withdrawal as on call staff had the opportunity to chat with pupils and get them back into class as soon as possible.

The system was bedding in, but now the situation was allowing for situations to be resolved very quickly.

Further details of SEND had been included in the Safeguarding report.

Trustees thanked Dr Snowden for his assistance with the appointment of the SENCO.

20/56

KPI – REPORT G PHILLIPS

These documents had been recently introduced but they were in the very early stages of development. At this time of year there were a multitude of factors in play. There were also some concerns due to small numbers in the cohort. The purpose of the document was to give Trustees a better idea of the situation, and was really designed to be used in conjunction with exams.

GP explained some specifics and when asked about some of the boundary areas, she was able to expand on the details. It was acknowledged that it was difficult to make comparisons without exam grades.

Dr Snowdon accepted the caveats but expressed concerns about low attainers. GP provided some context on this

There followed a detailed discussion.

Q: What would be the impact on A-levels and how was school going to support these pupils?

A: Wider reading materials and bridging materials would be used as were last year.

20/57

FINANCE – A PRITCHARD

Details had already been presented to Trustees and could be viewed in the Audit reports.

At the start of the year, school had forecast that there would be a deficit of £133,000, but now, due to staff changes, etc., the deficit is expected to be £39k. AP said he was confident this may reduce even further, especially with some savings made due to Covid.

School was still working with the EFSA and was providing timely information.

The latest forecasts showed positive reserves in 22/23. This was very encouraging.

AP provided some detailed context on the cash flow situation, and said it was hoped that the money advanced could be paid back sooner than expected. However, everything still needed to be finalised. Freezing of the pay award had helped with the projections.

There were £50k of savings and another £30k for lunchtime duties, overtime, and electricity bills.

The 5-year forecast showed future years in credit. This was further helped by the possibility of reducing the PAN and the increase in 6th form numbers had also helped.

It was noted that school had received £6k back for Covid cover and but this was not yet reflected in the budget.

Dr Snowdon congratulated school on this progress.

20/58

TRUSTEE DEVELOPMENT PLAN

The plan had been previously circulated. The group would meet next term to discuss the constitution of the Board and would report back to the full Trustee meeting.

20/59

POLICIES**Designated Teacher Policy (Previously LAC Children's Policy)**

This was based on the National Policy and best practice. Trustees accepted the policy.

20/60

Children with Health Needs that can't attend school – minor changes only. Trustees accepted the Policy

20/61

AOB

School Term Dates – Trustees accepted the dates. It was noted that there was an additional Bank holiday for the Queen’s Jubilee, so there were 189 school days.

DATES OF NEXT MEETINGS**29th April****24th June**

Meeting closed at 6.35pm



Signed Chair

Date

29 April 2021