

**MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING**

3 December 2020 - 3.30 pm

**PRESENT**

Mr Mike McGarry (Headteacher)	Mr Ian Burton	Mrs Jacquie Talbot
Miss Catherine Morris	Dr Richard Snowdon	Mr Kevin Grimes (4.00 p.m.)
Ms Collette Buck	Mr Jim Rimmer (Chair)	Mrs Sue Donnelly
Ms Karen Owens	Mrs Clare Gaskell	Mr Jonathon Mumford
Mrs Jane McNeice	Mrs Sarah McCarthy	

**APOLOGIES**

Mr Paul Povey	Mr David Cregeen	Ms Vicky Ashworth
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Dr Carolyn Ainsworth was not required to attend this meeting

**ALSO PRESENT**

Mrs Pauline Neilson (Clerk)	Mr Andy Pritchard (Res. Dir.)	Mrs Gayle Phillips (AHT)
Mr Tom Dolly (DHT)		

**20/24****WELCOME****ACTION**

The Chair welcomed all Trustees and thanked them for their attendance.

**20/25****DECLARATION OF BUSINESS INTERESTS**

There were no declarations of interests.

**20/26****UPDATE ON BOARD OF TRUSTEES –INFORMATION/ CHANGES**

Mr Jim Rimmer- term of office ends 06/03/2021 and his re-appointment was discussed. The Head assumed the role of Chair whilst Mr Rimmer temporarily left the meeting room.

Following a discussion it was **AGREED** to appoint Mr Rimmer for a further 4-year period (new term of office ends 06/03/2025). He returned to the meeting and assumed the role of Chair.

**20/27****MINUTES FROM THE MEETING OF 17 SEPTEMBER 2020****Accuracy**

Trustees agreed the Minutes as a true and accurate record with the following amendments:

- Typo error 20/18 - change to read “school had made contact”

- 'Governors' should read 'Trustees' throughout the document.

20/28

**Matters Arising****P26-26**

**Dr Thomas** had resigned as Chair and as a Trustee, but had expressed willingness to join as a Member. This would be discussed at the Member's meeting later.

**Code of Conduct and Business Interests-** Trustees were reminded about this. Signed copies from all Trustees had been received.

**20/13 - National College courses** –commended to Trustees. A login link had been sent to Trustees from Mrs Judith Gordon. She reminded them to inform her about any relevant courses attended, so the records could be updated.

**OFSTED Training**

OFSTED had just announced that Exams would go ahead this summer. Routine Inspections had been suspended next term, and the earliest inspections will take place during the Summer term. Light touch 1-day inspections were to continue, but no grades would be given.

The Exam results would not be published this year and there would be no attainment 8/progress 8.

The content of exams was expected to be scaled down and school was expected to signpost topics. The Unions had agreed this was a reasonably fair process.

In relation to the planned training, Trustees discussed whether or not this should go ahead. Ms Buck explained the training was very lengthy, and it may be better to move training nearer to any visit; it would be easier to recall the information

On reflection, it was **AGREED** that it would be good to have some idea of what OFSTED would be asking in order to prepare.

In summary, Mr McGarry had not planned to do the full training but just to give global overview and some pointers. It would also be good if another link Trustee visit happened before any OFSTED visit.

It was therefore decided that a light-touch approach would be taken next Thursday (10 December at 4.00pm) with a refresher session later in the year.

20/29

**MINUTES OF THE AUDIT COMMITTEE**

These had been given to Trustees for information.

20/30

**HEADTEACHER'S REPORT**

This had been circulated prior to the meeting and was taken as read with the following items highlighted:

**COVID-19** – this was top of the agenda and the last few weeks had been very stressful and difficult to manage.

There had been 34 staff off at one point, across all groups. The previous week had been particularly tricky with issues relating to the Track and Trace App. It did not seem to be reliable, especially if phones were left in areas for a long period, e.g. the staffroom. Thursday and Friday had been particularly hard hit with staff absence.

There had been a number of children off in Years 9 and 7

One child's mother had tested positive but the children had come into school, affecting a number of children in Year 9. There had been 7 incidents where children had been sent home. All incidents had been dealt with according to the guidelines. The first half of the term had not been too bad in terms of positive cases, but the virus has hit Formby hard recently.

By Tuesday/Wednesday this week, the bulk of staff had returned to school. Senior staff had covered a number of lessons. The Headteacher had spoken to the Director of Education and the Chair about year groups going home, but school had managed to keep going. Several supply teachers had been brought in and self-isolating teachers had been directing lessons from home.

Mr Dolly confirmed that there was lots of good work going on, especially when children had been sent home. Balancing face-to-face teaching with remote learning was very difficult. The current perception was that other schools were doing this better, this was not the case, but parental expectations had been unreasonably high.

Trustees thanked staff for all their hard work at this time.

**Question:** Had any further information been received about funding, especially for supply costs?

**Answer:** There was little information available, and the system was very complicated. Schools need to prove they had nothing in the bank and could not afford the extra costs. They also need to prove at least 20% of teachers had been affected. There was also no further information yet on funding for PPE yet or for Cover Supervisors.

### **Catch-up Plans**

This funding is being given to schools in 3 tranches and some activities had already begun.

## RANGE HIGH SCHOOL

Additional sessions in Maths, Science and Wellbeing are already being provided. Additional after-school lessons - 1 hr per week for 6 weeks - were also in the pipeline. A number of staff were working with children with wellbeing issues and anxiety. School was planning to launch Saturday morning classes during Easter and the May half-term break, especially for Years 11 and 13.

School had invested in a new 2-year subscription package of software - GCSE POD. Departments requesting resources have to put together a case, and some computers had already been bought.

**Question (RS)** What were the 3 dropped option groups?

**Answer:** It was not unusual to drop one option and the time was used in different ways. School had put in bonus staffing and work was ongoing to identify the children who would gain the most benefit.

Dr Snowdon thanked the Head for this information, saying this was a very sensible strategy.

### **Faculty Reviews**

Trustees attention was drawn to these reviews. If any Trustees wanted copies, Mrs Gordon could supply them.

### **Performance Management**

This round of Performance Management has now been completed.

**EFSA/ PAN** - There had been a recent extra-ordinary meeting to discuss matters - more information would be given later.

### **Pastoral Structure**

The Consultation on restructuring had been relaunched earlier in the week and a meeting was scheduled with Heads of House this week. Things seemed to be going well under the new temporary structure and there had been positive feedback from staff.

### **Staff Movements**

The full list had been recorded in the report. Some long serving staff were leaving, and there are four members of staff currently on Maternity leave

**20/31**

### **FINANCE**

All Trustees had been sent the draft Minutes from the Audit Committee the previous week.

## RANGE HIGH SCHOOL

Mr Pritchard explained that the Annual Reports had only come through recently, and were not on GovernorHub yet. The deadline for submitting the annual accounts is normally 31 December but a new deadline early in the new year has been announced. It is still hoped that our accounts will be submitted by the end of December. Only minor changes were required.

The Audit Committee had discussed the accounts at length and had **AGREED** to recommend them to the full board.

Trustees **AGREED** to recommend them to the Members following the amendments to the going concern section.

**Audit Management Letter** – this had been discussed on 31/08/20. There had been some issues with the accounting systems for assets. School had decided to work with auditors to clarify which system could be used, and what they would like to see. School has made enquiries in the costs involved and a new package could cost as much as £15k.

Sue Donnelly offered her support with this matter. Other recommendations in relation to the Staff Association and Gifts Policy (staff paid £12.00 per year to buy gifts when staff left etc.) had been noted. When asked, staff leavers usually asked for vouchers or a cheque/cash but school has been informed that it could no longer do this, with an exception for long service. This matter would be discussed in more detail at the next Audit Committee Meeting.

Trustees thanked Mr Pritchard for his excellent financial management, acknowledging both recommendations were of medium significance.

### **Other Financial Issues**

When any financial report was completed and discussed, it is a requirement that it must be signed in person (electronic signatures could not be used).

#### **20/32 SAFEGUARDING**

The item was carried over as Mr Cregeen (Associate Leader – Personal Development) was not present. The latest figures were on GovernorHub; there were no major concerns. MrCregeen will forward the latest report before the end of term.

#### **20/33 PUPIL PREMIUM – TOM DOLLY**

A PowerPoint presentation was shared on screen. The report included:

- Historical background April to July- a lot of initiatives had not been possible due to COVID-19.

## RANGE HIGH SCHOOL

- Funds – catch up - £75k. Some children appeared in both categories, so school was working on a joint strategy.
- Website – subject to Trustee approval, the following needed to be published:
  - Impact of spend
  - Policy and Strategy
  - Plans for future spending

The school plan was very detailed. Mr Dolly highlighted some of the details; some areas were very similar. Some areas were coded in red (items school was hoping to embed), but these may be held up due to COVID-19.

Trustees commended the report and asked about the difference in figures for Pupil Premium. Mr Prichard explained it was related to historical statistics, probably to do with Ever 6 or LAC. He agreed to double check the figures.

### **Catch-Up Plan and Pupil Premium**

The slides showing different year groups was shared to screen.

### **Progress**

It has been hard to comment on progress, as the 2020 figure was a centre-assessed grade, although the figures do show an improvement on 2019.

The overall gap had improved for all pupils, but there was no National data for comparison.

**Question:** The Gap in Maths had increased, whilst it had decreased in English, was there any reason?

**Answer:** The reason for this is not completely known. A lot of work had been done, especially in English Language, with groups of boys to try to improve their grades. Last year's cohort had done better than expected and this had affected the overall data.

Dr Snowdon commented that the gaps within year almost corrected themselves; this was very encouraging to see. It appeared to be a consistent trend and was very positive. Trustees agreed, and said that it was obvious that a lot of hard work had been undertaken by all staff.

**Question:** Dr Snowdon asked if it was possible to expand on the £30k for Learning Mentor's Support

**Answer:** Mr McGarry explained about the new KPI format This was a new venture for school and was being trialled with a very small group of children. Care was therefore being taken with the data produced, but it did offer the opportunity to identify other strands of needs and to develop whatever strategies it could moving forward.

OFSTED had highlighted these issues so school was looking at lower/ middle attainment and what additional provision could be put in place.

The new KPI format allowed for closer focussing and helped Trustees to hone in on particular issues.

Trustees commended the initiative, accepted the Report, and thanked T Dolly.

20/34

### **KP1 Report – Gayle Phillips**

Mrs Phillips ran through the detailed documents that had been previously circulated.

The last data point had been January 2020 and there would have usually been another in the summer.

**Question:** Dr Snowdon said the information was very interesting but the grade inflation made it difficult to compare relative performance. Was there any feel for what other school were doing? Was there any sharing of information for contextualisation?

**Answer:** There were usually some informal chats across the LA but there had been little this year and nothing had been discussed on Progress 8.

Trustees discussed the issues briefly and Dr Snowdon suggested that it may be useful to compare internally.

**Question:** Was there any more information on the negative scores in 2 subjects?

**Answer:** There had been a change of leadership and the way English Literature was taught. There were no concerns about Media- this was due to a change of cohort. Computer Studies – school had thought the subject would be more easily accessed, but there had been an issue over the Summer Term, when pupils had needed Photoshop and some software had been unavailable.

**Question:** And the impact on Double Science – it could be two thirds of students, and therefore make a big difference?

**Answer:** This was true, but Media had 60 students this year. A close eye would be kept on all subjects.

## RANGE HIGH SCHOOL

School was planning Saturday and Easter sessions for Science, and staff had requested additional resources.

It was noted that it was interesting that the girls were behind the boys

**Question:** How was school going to compare next year?

**Answer:** All schools were in the same boat; school had been very realistic and the OFSTED brief had been to look at improvement over the last 3 years. The results appeared to be moving in the right direction.

The Plan would be changed for next year. It pulled in information from the previous year as a starting point, but colours would be changed. The targets would remain the same

Dr Snowdon asked if it would be possible to start having some SEND data?

The Head agreed to add this and thanked Dr Snowdon for the suggestion.

**Question:** How was school coping without the SATS data?

**Answer:** The school had received SATS/ Mock skills scores and qualitative statements from Primaries- teacher assessment. Clear strategies were in place.

Trustees thanked GP for her detailed report.

**20/35**

### TRUSTEE DEVELOPMENT PLAN

The group had met a couple of weeks previously and had revisited the Governor Review from June 2018 to ensure that all recommendations had been considered.

As a result:

- The induction process had been changed slightly
- The group had looked at the composition of the board
- There would be an OFSTED focus group established after the training next week.
- It was hoped that a Marketing group could meet in the new year.

Mr McGarry suggested that KPIs could be added under Training & Development.

**20/36**

### 20/34 LINK REPORTS

Detailed reports had been received for:



- Business & IT
- DT
- Maths
- English
- Humanities
- MFL
- Safeguarding
- 6th Form
- PPG
- Science
- 14-19 Education

All reports were taken as read. The Chair and Headteacher thanked Trustees for the excellent Link reports that had been submitted. They provided great evidence of links cross the school.

It was **AGREED** that a further link report should be submitted to the Board (in time for the meeting on 24 June 2021). These reports would feed into the OFSTED Trustee Group,

**20/37**

#### **POLICIES FOR RATIFICATION**

**Pay Policy**– reviewed and accepted by the Pay committee - 19/11/20

Trustees **ACCEPTED** the Policy.

**Health & Safety** – reviewed every 3 years. Compliance Education was the Company advising. Compliance Education had now been named as the “Competent Person”.

The Health & Safety audit has also been completed and would be discussed at the next Audit Committee.

Trustees **ACCEPTED** the Policy

**Accessibility Plan 2020-2023**– **ACCEPTED**.

**Responsibility for the following policies has been delegated to the Headteacher**

- Equality
- Charging/ Remission

Both had been reviewed and there were no major changes – the documents had been supplied for information only.

**20/38**

#### **CALENDAR OF EVENTS- SPRING 2021**

Most details were unknown yet

**RANGE HIGH SCHOOL**

Yr13 & 12 Parents' Evening taken place over the phone. School was looking at buying into a cloud-based package for other year groups. A trial would be carried out with Year 7, maybe over 2 evenings. The operation would be dependent on WiFi performance. It was noted that parents needed to be warned that any cut off was due to timing issues and unintentional, in order to avoid any offence.

A newsletter would be sent all staff and Parents before Christmas.

**20/39****AOB**

Headteacher Performance Management – the Pay & Performance Committee completed this on 30/11/20

**20/40****DATE AND TIMES OF FUTURE MEETINGS**

- **Trustee Meeting – 4<sup>th</sup> February 2021**

**Meeting closed at 5.30 p.m. and was followed by the AGM (see separate minutes)**



Signed Chair \_\_\_\_\_

Date \_\_\_\_\_

**4 February 2021**