

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 5 July 2018**

Present: Mr I Burton, Mr K Grimes, Mr R McGreevy, Mrs J McNeice, Dr S Mornington,
Mr P Povey, Mr J Rimmer, Dr R Snowdon, Mr P Steiger, Dr M Thomas (Chair),
Mr G Aldridge – Headteacher/governor
Dr C Ainsworth, Mrs G Phillips, Ms C Quinn, Mr A Pritchard – Associate Members

Also Present: Mrs J Gordon – Clerk to the Governors
Ms D Aspinall – Senior Assistant Headteacher – Maghull High School

Absent with Apologies: Mrs M Gallen, Miss C Morris, Dr K Russell, Mrs G Gentles (sick leave) and
Mr T Dolly (Associate Member)

There were no absences without Apologies

60. Declaration of Interest

There were no declarations of interest.

61. Update on Governing Body Vacancies

The situation remains the same as previously reported:

- 2 x Staff Governor vacancies
- 1 x Community Governor vacancy

62. Governor - Terms of Office

The Clerk reported that 3 governors' terms of office come to an end during 2018-19:

- Mr Ian Burton – Parent Governor – term ends on 24 September 2018
- Dr Sandra Mornington – Staff Governor – term ends on 24 September 2018
- Dr Katrin Russell – Parent Governor – term ends on 24 September 2018

63. The Minutes of the meeting held on 26 April 2018 were **AGREED** and signed by the Chair.

64. Matters Arising

Minute 52 – Draft Minutes from the Resources Committee (1 March 2018)

It was reported that the school's accountants, Beever & Struthers, have been contacted and their next focus area (in September) will be Marketing. The Resources Director is also attending (in the new academic year) a training course on Fundraising.

Minute 53 – Management of Staffing Adjustments

The Clerk reported that she had updated the draft Terms of Reference for the Personnel and the Personnel Appeal Committees. These Terms of Reference will come to the Business meeting in September 2018 for agreement and signing.

65. **School Improvement Plan (SIP) 2018-19 – (the full SIP report will be added to these Minutes as Appendix 1)**

The above plan was circulated to governors with the Agenda. The SIP was taken in context with the Self Evaluation Statements (SES) statements (on the Confidential agenda). The Headteacher explained that, before the SIP is written, the OFSTED framework for evaluating the school is mirrored through the SES statements. Governors should note that anything that warrants attention in the SES statements in order to move from 'Good' to 'Outstanding' or to remain at 'Outstanding' has been included in the SIP as something that needs to be addressed during the next academic year. Each area of the SES was taken in conjunction with its counterpart in the SIP. Further reporting is included in the Confidential Minutes.

He further explained that in the past the SIP had focused on implementing the changes to the curriculum and to GCSEs and A-levels but now was the time to focus how we teach and not on what is taught (this comes under the Teaching & Learning section of the SIP). Also changes to the Careers curriculum and Safeguarding within school have been included in the plan and PPG students will also continue to be a priority.

Another new area in the plan is 'Character Development' – the world for young people now is changing due to social media, exams; worries about the future etc. resulting in mental health issues. This requires a focus on the PSHE programme, assemblies, tutor time, extra-curricular activities.

The Plan was split into three parts:

- (i) Section 1 - Introduction – in 2018-19 a simpler SIP which will focus on Teaching & Learning (metacognition), Personal Development (character education) and the outcomes for disadvantaged pupils.
The Headteacher agreed to broaden Section 1 / Groups / #4 – to include pupils on the Additional Needs register
- (ii) Section 2 - Report on Previous Year's Priorities 2017-18 (some targets will be completed during the summer term 2018) – this section of the plan is colour coded to allow 'at a glance' information to be noted – written explanations were given where targets had not yet been completed, some will carry forward to 2018-19 and others, that have not been completed, have been superseded by other priorities.
- (iii) Section 3 - The School Improvement Plan July 2018 – July 2019 (including a glossary of terms)

The priority areas for 2018-19 are identified as follows (with the initials of the SLT member with overall responsibility):

- **1 Achievement**
 - 1a Outcomes KS3 GP
 - 1b Outcomes KS4 GP
 - 1c Outcomes KS5 CA
- **2 Personal Development, Behaviour & Welfare (PDBW) CQ**
- **3 Teaching & Learning**
 - KS3 + KS4 TD
 - KS5 CA
- **4 Leadership & Management**
 - 4a Curriculum & Tracking GP
 - 4b Leadership & Management GAA

Section 3 – SIP 2018-19

Governors reviewed this section of the SIP page by page, with any queries answered by the relevant member of the SLT. There were very few questions and the Chair recognised that the SIP was a very detailed document.

Priorities 1a – 1b – Achievement

- Targets will be set in each of the areas outlined and will come to the governors at the December meeting.

Priorities 2 – Personal Development, Behaviour and Welfare

Aims

- Improve the behaviour of targeted groups of pupils (detailed below) and provide structured CPD to all staff around behaviour management in classrooms
- Ensure safeguarding policy and practice is fully compliant with new statutory guidance, with an emphasis on anti-radicalisation
- Develop a good mental health / resilience teaching module to be delivered to all KS3 tutor groups
- Reconfigure the delivery and recording of Careers/ PSHE and other elements of character education to improve personal development
- Improve attendance to 97% for non “alternative provision” pupils
- *To greatly reduce all instances of bullying, with a focus on low level name calling in lessons*

There were no questions on this section of the SIP

Priorities 3a – Teaching & Learning – KS3-KS5

Aims

- To develop and share pedagogy and practice which closes the attainment gap for students who are disadvantaged (PPG)
- To re-establish a culture and structures which develop high levels of expert pedagogy and lead to better achievement by pupils focusing on the development of student metacognition across all subjects and faculties and improving the quality and quantity of student talk in lessons through expert use of questioning.

There were no questions on this section of the SIP

Priority 3b – T&L – Careers Action Plan – KS3–KS5

Aims

- Further develop and enhance careers programme in line with the National Careers Strategy (2017/2018)

It was reported that a presentation will be given to governors in the Autumn Term (Teaching & Learning Committee) on the new National Careers Strategy

There were no questions on this section of the SIP

Priority 4a – Leadership & Management

Aims

- Complete a curriculum review to ensure the quality of the curriculum is maintained, at both KS4 and 5, within a sustainable financial model
- Revisit the schools' curriculum and assessment statement, at both whole school and faculty level, to reflect the statutory changes that have occurred
- Further develop tracking systems to more readily identify issues with PPG pupils

There were no questions on this section of the SIP

Priority 4b – Leadership & Management – Leadership & Management

Aims

- Continue to provide structured support to any curriculum area where underachievement is identified
- Evaluate delivery of new specifications in 2018 and link identified Areas for Development in pedagogy to Appraisal targets and CPD plans
- Ensure the outcomes gap between PPG and all pupils reduces to 0
- Articulate a rationale to reflect curriculum changes and exemplify how we develops skills, understanding and ensure rigour, breadth and a variety of pathways
- Link and record personal development, extracurricular pledges and careers education in a single electronic format
- Ensure safeguarding policies and practice are compliant with all statutory guidance and reflect best practice

Q. RS What percentage of pupils currently take MFL as an option in KS4?

A. HT Currently about 45%. The requirement as stated by the DfE suggests that by 2020 80% of pupils would take a MFL GCSE and by 2022 90% would take a MFL GCSE. What they are acknowledging is that for some pupils taking an EBACC curriculum, which includes a MFL subject, would not be appropriate

Q. PS Is the reason Finance (4C in 2017-18) is not included in the 2018-19 SIP because Ofsted don't ask for it? I worry that if there is nothing in the SIP regarding Finance then it could become less of a priority.

A.GAA We wanted the plan to focus in on a simpler version of those areas of metacognition, character development and the new statutory areas of Safeguarding and Careers. We have also looked into Marketing and Income Generation and have 2 external agencies (Auditors and training course for AP) who, hopefully, are going to give us a steer as to what we can do differently. Previous plans for finance have been about writing bids for capital spends and about cost reductions and the Resources Committee provides the scrutiny on the school's finances.

Following a discussion, the Headteacher agreed to add a set of words to the SIP which outlined the expectations for 2018-19 – he noted that it would be brief at this time but may be expanded throughout the year.

Governors were asked to accept the SIP for 2018-19:

AGREED UNANIMOUSLY

Dr Ainsworth, Mrs Phillips, Ms Quinn left the meeting

66. **School Budget 2018-19**

The Budget forecast for 2018-19 and projections for 2019-21 were sent to governors with the Agenda.

The Headteacher highlighted the following:

- Costs rising more quickly than income – governors are aware of local and national campaigns regarding school funding
- Approximately 70% of teaching staff at Range are on UPS3 (top of the scale)
- Recent pay rises not fully funded for a number of years
- The curriculum has been re-configured – whether to run some subjects or not
- Some requests for voluntary redundancy and reduction in hours have been accepted
- Not sure at this stage how many pupils with special needs will be joining us in September and what additional funding they will bring with them or how much TA support will cost

The forecast balance at the end of 2018-19 is a credit of £557. This reduces to -£144,649 at the end of 2019-20. The 2018-19 forecast balance figure could rise if some areas were to come in under budget. The budget is reviewed regularly throughout the year which gives the opportunity to revise some areas in-year. Any plans to reduce any deficit in future years will be brought to governors at the appropriate time.

Governors were asked to accept the budget for 2018-19 and it was:

Proposed by: Mr I Burton
Seconded by: Mrs McNeice

And AGREED to accept the budget as presented

Mr Pritchard left the meeting

67. **Governing Body Effectiveness**

Link Reports

The following Link Reports were sent to governors prior to the meeting:

- Business & Computer Science – Dr Snowdon
- English – Mrs McNeice
- Humanities – Mr McGreevy
- Modern Foreign Languages – Mrs Gallen
- PPG – Mr Burton
- Safeguarding – Dr Russell
- Science – Mr Rimmer

The following reports were given to governors at the meeting:

- Design Technology – Dr Thomas
- Maths – Dr Thomas
- Sixth Form – Mr Steiger

As at previous meetings – reports to remain confidential

The Chair thanked all those who had submitted reports which contributed to a greater understanding of the departments involved.

5 July 2018

It was noted that there was not a report from the SEN Link – a report had gone to the meeting on 26 April 2018. An update will be given in the Confidential Minutes.

The Chair reported that having pupils attend governor meetings had not been very successful over the last couple of years, with pupils not turning up for various reasons. It was suggested instead, that governors actively seek the views of pupils and the Clerk was asked get a list of dates of proposed School Council meetings for the Business meeting so that governors could volunteer to attend to hear the views of pupils first hand.

It was agreed to amend the 2018-19 GDP to include a ‘Strategic Vision’ for the school. This will be put onto the September Business Meeting Agenda for further discussion.

The Governor Development Plan 2017-18 – final update and the proposed Governor Development Plan 2018-19 are included in the Confidential Minutes.

68. Meeting Dates 2018-19

A list of the 2018-19 meeting dates – full and all Committees – was circulated to governors with the Agenda. The school calendar is still out for consultation with staff so the Clerk will confirm the dates by email as soon as possible.

69. Governors’ Award for 2017-18 academic year

Dr Mornington volunteered again to co-ordinate the Governors’ Award (details of nominees from either Y11 or Y13 – this academic year) to be brought to the Business meeting on 20 September 2018). The Clerk will send the criteria to Dr Mornington.

70. Overnight Approval Forms

Dates	To	Stage	Transport	# Pupils	Year(s)	# Staff	Staff i/c
15-16/09/18	Unknown at present	DoE – Bronze	Parents’/Carers’ cars	25	Y10 (in Sept)	4	JR
22-23/09/18	Unknown at present	DoE – Bronze	Parents’/Carers’ cars	25	Y10 (in Sept)	4	JR
29-30/09/18	Unknown at present	DoE – Bronze	Parents’/Carers’ cars	25	Y10 (in Sept)	4	JR
06-07/10/18	Unknown at present	DoE – Bronze	Parents’/Carers’ cars	25	Y10 (in Sept)	4	JR
13-14/10/18	Unknown at present	DoE – Bronze	Parents’/Carers’ cars	25	Y10 (in Sept)	4	JR

<p>Venues with be either:</p> <ul style="list-style-type: none"> ▪ Scarisbrick Campsite ▪ Charity Farm ▪ Tawd Vale ▪ Bispham Scout Site
--

The Chair requested that the Risk Assessments for each of the proposed venues be sent to him via email after which he would sign the approval forms. The Clerk will send the details to the Chair. Governors **AGREED** in principle to the trips going ahead subject to satisfactory risk assessments.

71. Possible presentations/talks at future full/Committee meetings

A presentation on the Careers Strategy will take place at the first Teaching & Learning Committee meeting of the new academic year (4 October). Governors not on this Committee are welcome to attend. The Clerk will send details nearer the date.

72. **Chair's Feedback**

The Chair has attended (since the last meeting held on 26 April 2018):

- Fortnightly meetings with the Headteacher
- Meeting of the Chairs' of Governors of Sefton Schools – introduced the School Improvement Boards and the School Improvement Groups – Range is in a group with Maghull High School
- Coastal Teaching School Alliance meeting
- Training Course on Governance

73. **Policy Working Group**

Volunteers were requested to join the Policy Working Group. This groups meets to review those policies for which the governing body is responsible. Some are reviewed annually and some are reviewed on a 3-year cycle.

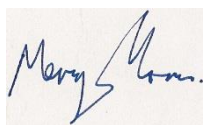
The Policy Working Group current members are:

- Mr Aldridge
- Miss Morris
- Mr Rimmer
- Dr Russell
- Dr Thomas
- Mrs Gordon

The meeting of the group was arranged for Thursday 19 July at 9.30 a.m. – the Clerk will inform Miss Morris and Dr Russell. Dr Snowdon could not make the meeting but agreed to review the policies and let his thoughts be known via email.

74. **Date and times of next meetings**

Full governors	-	20 September 2018	4.30 p.m.
Teaching & Learning	-	4 October 2018	5.00 p.m.
Safeguarding & Leadership	-	11 October 2018	5.00 p.m.
Resources	-	15 November 2018	5.00 p.m.



Signed _____

Date _____

20 September 2018

Meeting ended at 6.35 p.m.

Matters for Referral / Further Discussion/Action

Minute 65 – SIP – Section 1

- Broaden under Groups #4 to include pupils on the additional SEN register

Minute 65 – SIP – Section 3

- Headteacher to add a brief set of words to include Finance (Priority 4c) to the SIP for 2018-19

Minute 67 – Governors' Development Plan 2018-19

- Clerk to get a list of School Council Meeting dates from KHu
- Put 'Strategic Vision' onto the Business Meeting Agenda

Minute 68 – 2018-19 Meeting Dates

- Clerk to confirm 2018-19 dates as soon as consultation with staff has ended

Minute 69 – Governors' Award for 2017-18

- Clerk to send criteria to SMA
- Nominations will come to the Business meeting in September

Minute 70 – Overnight Stays

- Clerk to send the Risk Assessments for each of the proposed venues for the Bronze DOE expeditions to the Chair

Minute 71 – Talks/Presentations

- Presentation on the new Careers Strategy will take place at the T&L Committee meeting on 4 October. All governors welcome. Clerk to send details to those not on Committee nearer the date.