

RANGE HIGH SCHOOL – FORMBY
MINUTES OF FULL GOVERNING BODY
Thursday 5th December 2019 - 4.30pm

PRESENT

Mervyn Thomas (Chair)	Mike McGarry (Head)	Ian Burton
Catherine Morris	Richard Snowdon	Rod McGreevy
Paul Steiger	Collette Buck	Michele Gallen
Carolyn Ainsworth	Jane McNeice	Jim Rimmer
Tom Dolly	Gayle Phillips	Kevin Grimes
Karen Owens	Sara McCarthy	Jonathon Mumford
Jackie Talbot		

APOLOGIES

Paul Povey

ALSO PRESENT

Pauline Neilson (Clerk)	David Creegeen
Andy Prichard	Vicky Ashworth (from 6pm)

19/27

WELCOME

ACTION

Dr Thomas welcomed all the Governors and introduced the new Parent and Staff Governors.

19/28

DECLARATION OF BUSINESS INTERESTS

There were no declarations of interests in relation to the agenda. Governors were reminded to complete the Annual Declaration of Interest forms.

19/29

APOLOGIES FOR ABSENCE

Apologies had been submitted and were accepted from Mr P Povey.

19/30

SAFEGUARDING BRIEFING – D CREEGAN

Mr Creegan updated governors on the latest Safeguarding issues. His presentation reflected the information recently shared with staff. All staff had access to the KCSIE (Sept 2019) document via the VLE and were required to acknowledge they had viewed it and accepted its content. It now covered “up skirting” and “Peer on Peer” pressure.

He described some of the main signs of abuse:

- Attendance & Punctuality issues

- Home situation

The current Safeguarding threats highlighted in PHSE lessons had included:

- County lines
- FGM
- Radicalisation
- Forced marriage
- Contractual safeguarding
- Grooming
- Social Media/ on line use

Girls between 12 and 15 accounted for 62% of all cases, and a quarter of all cases were under 11.

School had now incorporated useful information on the back of its ID badges and separate cards were given to Governors and are available for all visitors.

Mr Cregeen described the record keeping and the 4 stages of the referral Processes.

The safeguarding leads were:

- David Creegan
- Mike McGarry

Early Help co-ordinator - Lynne Dillon.

Ten staff had now received safeguarding training.

In the case of allegations against staff, school had a Whistleblowing Policy.

Mr Cregeen pointed out that Safeguarding was the responsibility of all, not just those with specialist training.

Dr Thomas urged all governors to take home one of the laminated cards that included the disclosure information and relevant telephone numbers.

19/30

UPDATE ON GOVERNING BODY APPOINTMENTS

Two new **Parent Governors**, Collette Buck and Karen Owens, had been appointed.

Three new **staff governors**, Sara McCarthy, Jonathon Mumford, and Jackie Talbot had now been appointed.

It had been previously thought there was a vacancy for a Community Governor, this had been found not to be so.

Michele Gallen's term of office was due to finish on 31.1.20 and she indicated she was willing to be considered for another term of office. School would begin the election process early in January.

19/31 GOVERNORS CODE OF CONDUCT – SIGNATURES

The Code of Conduct was now on Governor hub. All Governors had signed to say they had received and understood the document.

19/32 MINUTES FROM THE MEETING HELD 19TH SEPTEMBER 2019

Accuracy

The minutes from the meeting on 19th September 2019 were agreed as a true record with the following amendments:

- Snowden should have read Snowdon
- P10- Policy – Forbes Solicitor changed to say Strictly Education

Matters Arising

School had visited Formby High to view the **CPOMS** system, but had decided not to adopt it as it was looking at a cheaper more cost-effective alternative.

Safeguarding Briefing – Dr Thomas confirmed he had attended.

Item 19/10 Audit Committee- it had been noted that it was inappropriate for Dr Thomas to sit on the Committee. He was attending as an observer.

New OFSTED Framework- A presentation would be given at the February meeting

Pastoral system - The draft model consultation was currently on hold. There were other more pressing priorities at the moment. More information would be given at the next meeting should there be any developments.

Vicky Ashworth would present an update on behaviour at the February meeting.

Meeting room – there was no money for refurbishment at the moment, but the room would change once the computers were decommissioned.

P11 – Parents’ Evening - it was noted that the evening had worked well although there had been some minor admin issues.

SEN Policy – Dr Snowdon was working on this, A number of bullet points were being reviewed, e.g. phrase “students achieving their full potential”

19/33

DRAFT MINUTES FROM AUDIT COMMITTEE- 18TH NOVEMBER 2019

These had been distributed for information, and Mr Pritchard drew attention to:

1.19 Revised budget position- a note was required to explain the drop in funding:

- In 20/21 there was a predicted fall in numbers
- In 19/20 the PAN was 196 – however the Yr. 7 intake was 184
- There was a smaller intake into the 6th form
- 50 pupils short of what was assumed in the budget following the OFSTED inspection

Consequently, there was a deficit predicted in 20/21 and this needed to be referred to in the report and to the EFSA. The Academies Handbook stated that as soon as a deficit was expected an explanation was to be provided to the EFSA.

The current position was showing an in-year deficit of £70,000.00. This had occurred largely because:

- The original budget had only allowed for a 1% increase for Teachers’ salaries—an extra £35k of costs. However, the government had agreed an unfunded 2% increase.
- School had received late notification of 7 students requiring High Needs funding (school needed to find the first 6k per pupil).

The deficit for next year looked as if it would increase to £200k, however the figures for the year after returned to a surplus.

The problem was cashflow. Schools were not allowed to have an overdraft. The school had therefore requested an advance on future funding to help bridge the situation. This will be needed to cover 2 short periods of negative cash flow during this and the next school year. The feedback from the ESFA had been positive, and cash flow forecasts had been produced.

One of the ESFA’s School Resources Financial Manager would be visiting school so there was a large exercise to collate all the financial information required before 10th January 2020. The funding authority would be kept fully informed at all times.

Question: Was interest payable on the “loan”

Answer; No, it was classed as an advancement of monies or cashflow injection and would take the pressure off monthly payments.

Question: How common was this situation in other schools?

Answer. Very common. It had been noted that the school had a positive attitude and was pro-active in keeping the funding authority informed. If this had not been so, school could have received a notice for financial improvement. All accounts would be closely monitored and school would submit monthly reports to the ESFA.

Question: Were the budget figures based on the current allocation per pupil?

Answer: Mr Pritchard explained that school received £4.8k per pupil and this was due to increase to £5k from next academic year as per promises made by the government.

As the credit balance looked to return in the third year, school was currently in RI, and had made all possible cuts, it was hoped that the EFSA was prepared to work with the school over the next few months.

Mr McGarry said he had no reason not to expect the extra funding to be received. The school was currently operating on a shoe-string. The budget for next year had been further trimmed, and the deficit had reduced slightly in line with this.

Mr McGarry reported that Sefton had sent out the choices for entry in September 2020.

First choice applications for the school were down, with the second choice remaining the same and third choices also down.

The Governors discussed the issues and it was noted that Formby High was consulting on a proposal to drop its Pan from 186 to 166 from 21/22.

Governors discussed marketing strategies and possible ways to publicise the results. Mr McGarry said much was already being done. School had actually done better in attainment than Formby High, and girls’ progress was even better than at Greenbank.

With this in mind, Mr Rimmer suggested some aggressive advertising in local newspapers. It was also suggested that school runs a loop on the website to show these statistics.

School had frequent newsletters but newspaper advertising was very expensive and school had little money to play with at the current time.

A further discussion on intake followed, with a number of suggestions being made including a parental questionnaire and work with feeder schools to build lasting relationships. One Governor suggested school regularly email the local papers with information on any school activities such as the Iceland trip, charity events etc. School would try its best to obtain free editorial coverage for this. Mr McGarry said he would speak to Laura Taylor.

Mr Steiger agreed to speak to the swimming pool management to highlight the school through that route.

Since the governor's meetings had been restructured, and there were now no Committee meetings, it was proposed that the remit of the Audit Committee be adjusted to include monthly monitoring of the budget. The Chair would also receive regular monitoring reports.

Governors agreed this change.

Governors approved the Audit Committee Minutes.

Governors formally approved the suggestions made for cashflow and gave the Finance Manager and the Headteacher approval to go ahead with the Cashflow process as described.

19/34

HEADTEACHER'S REPORT

The report had been circulated and was now discussed and approved. The following items were highlighted:

Performance tables – good news – school would push this in all Marketing initiatives.

Governor visits- Governors were encouraged to make contact with their link teachers and to retain records of the visits, in preparation for the next OFSTED inspection.

Dr Snowdon said his recent visit had been very worthwhile and it was good to speak with staff.

6th form Update- separate agenda item.

Behaviour was said to be challenging, especially with a small number of Year 11 boys. School was working on this.

New SDP – this had been redesigned and rewritten. The finer details of the plan would be shared at the next Full Governing Body meeting. Mr McGarry encouraged governors to contact him if they had any comments as soon as possible.

The SEF was also being re-written.

The whole school curriculum intent documents had been sent out – HOFs and CALs have been working on their own Intent statement which mirrored the whole school document

Whole School Vision – to be shared at the next FGB meeting.

Dr Snowdon referred to his comments at the last FGB meeting, and asked for Quality of Education (SEN) to be added. He agreed to email the details to Mr McGarry for inclusion.

Consultation on the School day

The students and staff had been consulted and staff feedback was very positively in favour of the changes. Mr McGarry explained that a lot of the behavioural issues tended to occur in the last 15 minutes of the lunch hour. It was proposed to reduce the school lunch hour by 15mins per day. Consequently, school would end at 3.20 instead of 3.35pm.

Question: How would children take part in clubs etc if the lunch hour were to be shortened.?

Answer: children in clubs etc were encouraged to bring a packed lunch, or could use the “grab a bag service”. Most children had been fed by 1.00pm. Year 7 usually had an earlier lunch break for the first one or two terms.

The problem was that there were not enough staff to supervise lunch times, even though staff had been offered incentives to volunteer. The issues occurring had had a knock-on effect on period 4.

Question: How long would it take to put the change in place?

Answer: It was hoped this could be achieved by the Easter holidays, if not it would be the start of the new academic year. A letter would now be sent to parents.

Dr Snowdon urged caution that SEND pupil support would not suffer due to a shortened lunch break.

SEND- There had been some issues over High Needs funding, and a review of the SEND provision had been arranged.

The consultant SENCO that school had bought in was very costly, but School needed to continue with this provision for the moment. Extra administration had been put in, and following a teaching maternity cover coming to an end, the cover teacher has taken up a L3 TA post in the team.

Question: Were any of the staff prospective candidates for the SENCO role?

Answer: No, there was no one in school who would be suitable.

Dr Snowdon raised concerns over the historical and current SEND issues in school. It was essential to have someone with the expertise in school.

ISDR data showed SEND pupils as 2%. Whereas the National figure was 10%

Dr Snowdon's concern was that SEND needs might not be being recognised in some pupils and that there was a need to prioritise. It had been agreed that the 2 registers would be pulled together to include SEND information and additional needs.

Dr Snowdon again expressed his concerns over the specific learning difficulties such as dyslexia etc being addressed, He said he was worried that a population of students were just not being recognised. Mr McGarry said that resources were short but that SIMS was being regularly updated.

Dr Snowdon reiterated that SEND needed a higher priority – he felt that a number of children's needs might not be being addressed.

Mr McGarry said many of the issues were due to school not having a full time SENCO and no inclusions department. The issues had been highlighted and were being addressed in the SDP.

Mr Mumford explained that a passport had been introduced as part of the consultant's initiatives.

A passport was essentially a single document outlining the individual child's level of need, appropriate support and other information. The passports were accessible via staff confidential drives in school.

There followed an extended discussion on the consultant and the school needs, with Mr Mc Garry explaining that the provision had already been increased from one day to 2. A review of SEND provision is now also taking place with extra provision being put into this key area of the school.

Staffing information – this had been included in the Governors' papers.

Improved newsletter – thanks to Laura Taylor

Attention was drawn to the KPI document in readiness for the secondary inspection.

Data -Governors asked some questions on the data and Mr Dolly provided clarity and additional information.

Governors thanked Mr McGarry for his comprehensive report.

19/35

SIXTH FORM RECRUITMENT UPDATE – CA

The actions taken to date were outlined. The first priority had been to retain the school's own pupils. Adverts, banners, the website and 6th form TWITTER and Instagram accounts had been used to promote the facility. School was in the process of building a better rapport with

Greenbank in particular, with attendance at career events etc. Flyers had been sent to all schools in Southport.

CA circulated and explained the 6th form developments for Year 11 support into the 6th Form.

- A number of courses were on offer
- A snack shack had been provided in response to student requests.
- Relaxation area
- Students were granted a day off each week for voluntary activities
- 15th November – a day in the life of a 6th Former had taken place – CA explained how this had worked.
- 6th Form information evening- feedback showed this had gone well.
- 22/11/19 Prefects had visited tutor groups.
- Number of Sacred Heart pupils where was showing a lot of interest in the school.
- Range's Year 11 pupils were to receive personalised Christmas cards from 6th form students with reminders of application dates etc.
- Next term – a number of activities and taster events were being planned

Question: Was a greater variety of subjects being offered?

Answer: There had been problems with student take up with some subjects, but English Literature has now been introduced.

Governors thanked Dr Ainsworth for her comprehensive report.

19/36

FINANCE REPORT- Mr A Pritchard

All the reports had been made available on governor hub and had been discussed by the Audit Committee on 18/11/19. The Committee recommendation was to accept the accounts as presented.

Reports available:

- Annual Report and Financial Management Statements for the year ended 31/8/19
- Audit Management letter for the year ended 31/8/19
- Letter of Representation – Audit- for the year ended 31/8/19
- Letter of Representation - Regularity – for the year ended 31/8/19

The following points from the Audit Committee were noted:

P16 – A declaration of money used for extras – this had been used to support the general budget.

P23 – a breakdown of activities had been added for clarity

P41 – Pensions – liabilities for workers in the Public sector- had increased due to a number of appeal court cases. The effect of this had been to increase our pension deficit from £2.8million to £4.6million. It was noted that if the school were to close, the government would pick up this cost

Management letter – this had been produced by the auditor, it included 3 recommendations:

- Logging invoices. Invoices to be attached to orders- emergency invoices should be logged at the first opportunity (e.g. roofing invoices for £90k had slipped between years)
- Monthly accounts to be circulated to the Headteacher and Chair. Auditors flagged up that there had been no report in September.
- Hospitality Policy needed to be more prescriptive.

In conclusion – systems were thought to be robust and the details had closely scrutinised at the Audit Committee meeting

Governors accepted the accounts as presented, and the documents were passed to the Chair for signature

19/37

FINANCE UPDATE

Mr Pritchard offered to hold sessions on finance for any governors.

Question: How much had the requests for parental donations raised?
Answer: About 6k There had been some initial difficulties Direct Debit mandates – Mr Pritchard explained the difficulties. About £3600 had been received so far.

The following documents had been put onto Governor Hub and governors raised no questions:

- Statement of Internal Controls
- OUTTURN 18/19
- Financial monitoring Statements and reports (Civica and School fund) as at 31/10/19
- Revised Budget Forecast.

Disclosure and Barring Service

The process had been reviewed, especially into the frequency of checks for staff. It had been proposed that that casual staff be encouraged to use the update service at a cost of £13.00. New staff would only have a DBS if they had had a break in service more than 3 months

Governors DBS checks would be completed every 4 years.

This proposal would save £3.5k per annum. A governor suggested that all staff sign an annual declaration that no changes had taken place in their circumstances. This could be incorporated into the Annual Declaration of Business Interests.

Governors voted to accept the proposal with proviso that there was no risk involved.

6.45 short comfort break

19/38 PPG REPORT 2019/20

Mr Dolly highlighted the content of the report and explained some of the issues raised. The Impact statement was noted. The development plan had been reviewed and new issues added in red.

Mr McGarry explained how the school was working to narrow the gap.

Question –Was school considering continuing with the Thinking reading” course?

Answer: This was used by a number of schools but results had been disappointing as it does not address the comprehension skills and was very labour and time intensive.

As a way forward the Accelerated Reading Programme was being used – this was on line and there was much better access. Mr McGarry said he had had experience with this programme at his previous school and it had contributed to improved standards of literacy/reading.

19/39 GOVERNOR DEVELOPMENT PLAN

The plan was highlighted along with the skills audit. Governors were invited to complete this again for the new year. The results would be useful for the Parent Governor elections.

Dr Thomas agreed to forward the link to the Survey Money.

Training Courses

Governors were encouraged to let the school know about any training attended, especially any relevant work-based training.

19/40 POLICY / DOCUMENTS FOR RATIFICATION

- Anti- Bullying
- Pay
- Positive Handling
- Safer Recruitment
- Staff Discipline and Management Guide

Delegated to Headteacher

- Employee Engagement
- Freedom of Information
- Premises Management Documents
- Provider Access
- Pupil Attendance & Punctuality
- Pupil Behaviour & Discipline
- Relationships & Sex Education
- Sixth Form Academic Management
- Whistleblowing

Governors accepted all the Policies presented except for the Positive Handling Policy, which was accepted subject to some minor amendments and the addition of a basic incidents template

Governors raised the point that there used to be a sub group for reviewing policies, and it was suggested that it may be worth having a working party in future for dealing with this.

19/41 Calendar of Events Autumn Term 2019

10th December 2019 - Carol Concert - St Luke's
 13th December 2019 – Yr. 9 Awards
 16th December 2019 Awards Yr. 11 & 13 – one ceremony
 13th December 2019 – Yr. 9 Awards
 9/1/20 Yr. 7 Parents eve - Mrs Morris to attend
 30/1/20 Yr. 11 Parents eve - Mrs Owens to attend
 12/3/20 Yr. 10 - Mrs Buck to attend
 6/3/20 Yr. 8 -Parents eve – Mrs Gallen to attend

19/42 AOB

It had been hoped that Sue Donnelly, a Chartered Accountant would become Community Governor. However, this had not been possible, as it was found there was no vacancy.
 As school had a number of financial issues, it was agreed it would be advantageous to be able to access her particular skills, in educational financial matters

It was therefore proposed that she become an Associate Governor.

[Governors agreed to this proposal.](#)

Pay and Performance Committee – the Head's new objectives had been set for the coming year.

Teachers Pay Rises- These had been authorised by the Chair to ensure that the pay rises would be received in time for Christmas. The National Pay agreement had been followed in the process.

[Governors agreed this action by the Chair.](#)

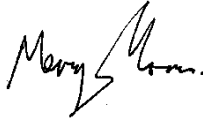
Proposed Social event – following the meeting. This had been cancelled due to low numbers of governors being able to attend. It was suggested an event be held in June after the Governors meeting – 25/6/20.

DATES OF FUTURE MEETINGS

6th February 2020
7th May 2020

19th March 2020
25th June 2020

Meeting closed 7.45pm



Signed _____ Date 6 February 2020 .