

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 6 December 2018**

Present: Mr I Burton, Mrs M Gallen, Mr K Grimes (arrived 5.05 p.m.), Mr R McGreevy, Mrs J McNeice, Miss C Morris, Mr P Povey, Mr J Rimmer, Dr R Snowdon, Mr P Steiger, Dr M Thomas (Chair), Mr G Aldridge – Headteacher/governor
Mr T Dolly, Mrs G Phillips, Dr C Ainsworth, Ms C Quinn, Mr A Pritchard,
Dr S Mornington – Associate Members

Also present: Mrs J Gordon – Clerk to the Governors

Other absence: Mrs G Gentles

No absences without apologies

23. **Declaration of Interest**

There were no declarations of interest.

24. The Minutes of the meeting held on 20 September 2018 were **AGREED** and signed by the Chair.

25. **Matters Arising**

Minute 65 (2017-18) – SIP – Section 3 – Finance

This section did go to the Resources Committee on 15 November 2018

Minute 67 (2017-18) – Governor Development Plan 2018-19

The initial list sent to the Chair has been amended - a new list of School Council dates will be forwarded to the Chair as soon as possible.

Minute 12 - Code of Conduct

Governors present at the meeting signed the sheet to say that they had read and agreed to abide by the Code of Conduct 2018-19.

Minute 17 – Strategic Vision

The Headteacher suggested that this item should be reviewed in light of the Ofsted Inspection and governors should decide (at a future meeting) how they want this item to move forward.

26. **Draft Minutes of the Resources Committee meeting held on 15 November 2018**

The above draft Minutes gave details of the following:

- Draft Financial Statements and Audit Highlights Report for Year Ended 31/08/18 – **Full Governors Agenda item**
- Financial Monitoring Statements and Reports:
 - Outturn 2017-18 – balance at end of 2017-18 was £34,725
 - As at 31/10/18 – currently shows a credit balance at the end of 2018-19 of £6,331 which is 0.11% of the budget
 - School Fund account as at 31/10/18 – shows an overall credit balance of £66,324
- Statement of Internal Controls (including Risk Assessment) – **document accepted and signed by COG, Chair of Committee and Headteacher**

- Energy Saving Lighting Quotes – 2 quotes considered and **unanimously AGREED** (by the 8 governors present) to recommend Energy Watch UK Ltd to full governors (quote exceeds Committee delegated limit). As application has to be submitted by 30 November 2018, it was **AGREED** that the Clerk should email all governors and ask for approval of the recommended quote.
The Clerk reported that approval was given and the application was submitted by the deadline.
- SIP 2018-19 – **AGREED** that a new Priority 4c – Finance & Buildings – should be included in the SIP 2018-19
- Accident & Incident Report:
 - 2017-18 – full year
 - 2018-19 – year to date
- ESFA Investigation Reports
- Overnight Stay
- Income Generation
- Talks/presentations at future meetings

27. **Governors Report and Audited Accounts for the year ended 31/08/18**
Audit Findings Report for the year ended 31/08/18
Report to Management for the year ended 31/08/18
Letter of Representation
Agreed Audit Adjustments

The above reports had been reviewed and discussed extensively by the Resources Committee at their meeting on 15 November 2018 (copies of the draft Minutes of that meeting were sent with the Agenda). The recommendation from the Resources Committee to full governors was to approve the accounts as presented (minor changes had taken place since the meeting on 15 November 2018 and these were outlined to governors – bottom line figures had not altered).

This year there were three recommendations for improvements to the current systems and procedures:

- i. Payroll – Draft payroll should be authorised by the Headteacher at the checking stage with any amendments requiring action clearly noted. Once amendments have been entered, the Headteacher should authorise the final payroll prior to payments being actioned.
Prior to this recommendation, the Headteacher authorised the final payroll. This recommendation has been actioned.
- ii. Purchases – all invoices that do not have an associated purchase order/delivery note/appropriate documentation of delivery (e.g. utility bills etc.) should be authorised before payment.
This recommendation has been actioned, all invoices are now authorised prior to payment.
- iii. Purchases – Gift and Hospitality Policy should include the giving of gifts and a central register kept of all gifts given and received. The Anti-Fraud and Anti Corruption policy should be amended accordingly.
The policy will be amended in line with the recommendation.

The Resources Director reported that the amount of money rolled forward to 2018-19 is £34,725.

Governors were given the opportunity to ask questions regarding the accounts – there were none.

Proposed to accept above reports: Mrs McNeice
Seconded: Dr Thomas

AGREED UNANIMOUSLY

Once signed by the Headteacher and Chair, the reports will go to the Members AGM (following this meeting) and, once accepted, will be forwarded to the school accountants, Beever & Struthers, before submission to the DFE and Companies House (to be published on their website) by 31 December 2018; they will be published on the school's website.

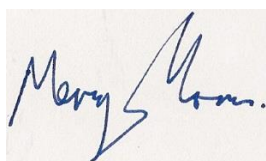
27. Overnight Stays

Depart	Return	Venue	Reason	Transport	#: Pupils	Year	#: Staff	Staff i/c
11/01/19	13/01/19	CERN, Geneva	Science visit to the Hadron Collider/United Nations	Coach/Plane	18	Y12-13	8	NN
19/01/19	20/01/19	St Georges Park, Burton + Rugby School	A-level PE trip to elite training centre + visit to Rugby School	Minibus	11	Y12-13	2	SD
23/07/20	31/07/20	Ardeche/Mimosa, South of France	Watersports Trip	Coach/Ferry	43	Y9+10 (at time of trip)	6	NW

- Approval was given for both the CERN, Geneva trip. The Resources Director confirmed that the trip had been entered onto the Evolve system – the Chair signed the relevant form. The number of staff shown as going on the trip (8) was questioned as being excessive. The Resources Director will check on the Evolve system to clarify the number.
- The Rugby School trip was approved subject to entry on the Evolve system – the Chair signed the relevant form
- Initial approval was given for the 2020 Watersports trip and the Chair signed the form – further details will be presented to governors closer to the date of trip

28. Date and times of next meetings

Teaching & Learning	-	24 January 2019	5.00 p.m.
Safeguarding & Leadership	-	7 February 2019	5.00 p.m.
Resources	-	28 February 2019	5.00 p.m.
Full governors	-	7 March 2019	4.30 p.m.



Signed _____

Date 7 March 2019

Matters for Referral / Further Discussion/Action

Minute 67 2017/18 – Governor Development Plan

- Revised list of School Council dates to be sent to Chair of Governors

Minute 27 – Overnight Stays

- Resources Director to check on the number of staff going on the CERN, Geneva trip