

MINUTES OF FULL GOVERNING BODY- ON LINE ZOOM MEETINGThursday 7th May 2020- 2.00 p.m.**PRESENT**

Collette Buck	Ian Burton	Sara McCarthy	M McGarry (Head)
Cathy Morris	Jonathon Mumford	Karen Owens	Paul Povey
Jim Rimmer	Richard Snowdon	Paul Steiger	Jackie Talbot
Mervyn Thomas (Chair) Jane McNeice (partial meeting – issues with sound)			

ALSO PRESENT

Vicky Ashworth	Carolyn Ainsworth	David Cregeen	Tom Dolly
Gayle Phillips	Andy Pritchard (SLT members)		
Judith Gordon	Pauline Neilson (Clerk)		

APOLOGIES

Kevin Grimes (technology issues)	Rod McGreevy
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19/67**WELCOME/ ACCEPTANCE OF VIRTUAL MEETING****ACTION**

Dr Thomas welcomed Governors. Governors had previously agreed to accept the holding of virtual meetings, particularly during the current situation with Covid 19.

19/68**DECLARATION OF BUSINESS INTERESTS**

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

19/69**APOLOGIES FOR ABSENCE**

Apologies had been submitted and were accepted from Kevin Grimes (tried to access meeting but issues with technology) and Rod McGreevy (working).

19/70**MINUTES FROM THE MEETING HELD 1/4/20 – virtual meeting****Accuracy**

The meeting on 1st April had been the first virtual meeting and minutes/ notes had been taken by the school's Finance Manager. Governors agreed the minutes as a true and accurate record. They would be signed (virtually) on behalf of the Governing Body.

Matters Arising

Capital Bids/Works

Contractors were currently firming up quotations and it was hoped that some work would be able to start by the end of the month.

Capital Bids - The declaration of notification had been pushed back until the end of May, but work was ongoing with contractors. Once the process had been firmed up, work would move forward.

Question: What was the current timeline for authorisation of contractors?

Answer: As soon as the prices had been received, governors would be emailed to make arrangements for signing off tenders etc.

19/71

HEADTEACHER REPORT

A detailed report had been distributed in advance of the meeting and was taken as read with the following items highlighted:

Coronavirus

Frequent notifications and updates had been distributed and developments in the key areas had been noted in the report.

Question: It was understood that school had been allocated 7 laptops for year 10 under the DfE scheme. Were any being returned from Year 11?

Answer: School has made Google Chrome books available if requested, but there were limited numbers, and no others were available. The computers were expected sometime in June and would need to be reconfigured for home use.

School was no longer setting work for Year 11, and there was no DfE requirement to do this. The process of setting grades, September courses etc and school had started and school had established links with Year 11 pupils, both those leaving and the ones returning to school.

Year 11/13

There were big issues for schools in terms of assessment instead of exams. Staff were working on the issues, following the guidance and interpretation, and had been liaising with the boards.

Staff were well on with the work and a number of subjects were ready for the first level of Quality Assurance. Various tools such as 3-year trends, Progress 8, etc. were being employed, and staff were required to explain the rationale around grades given. Mr McGarry said he was very impressed with the way staff were working; they were very good

at assessing and report cards had been very accurate in the past. Strict protocols were being followed; the greatest emphasis was on the bottom and top boundaries in particular. There were still two and half weeks until school was required to report, and further clarification was awaited on some issues.

According to the current information available, it was expected that school would come out about the same as it had in the last couple of years. There was an Appeal system in place for pupils dissatisfied with their results, and there was also an opportunity to sit exams in November. Schools were still waiting clarification on this.

Year 7 and Sixth Form Recruitment

Transition work for Y7 was continuing, although the number of pupils coming into Y7 was slightly below the PAN. (Information on this was included in the Audit Committee Minutes.)

Dr Ainsworth reported on Sixth Form recruitment. Reminder letters had been sent out, as had all internal offers. Offers had also been made to 8 external students. There had also been a number of other applications.

Phone calls had been made to offer reassurance to students and to offer advice on options.

A virtual postcard had been distributed at the end of March and details of exam boards and qualifications forwarded to pupils, so they could start research and begin preparation.

A reading and study list were also to be made available and transition material was being prepared. Staff were setting up classes etc. and doing all they could to maintain contact and interest.

Question: How do prospective Sixth Form numbers compare against previous years?

Answer: They are slightly better and a number of additional applications have been received since lockdown.

Question: How many of the application did the school think would be confirmed?

Answer: This was difficult to say, but there was a feeling that there was more of a sense of urgency for pupils to secure places. Mr McGarry said school had emphasised issues like familiarity, and encouraged applications even if they were late.

Question: How many L6 and U6 were expected?

Answer: School expects about 100. Over the past couple of years this has been near to 70, which was not enough.

Question: If school had a high number of requests for resits, how would it cope?

Answer: Year 13 could come in to school in November, and school has the capacity for resits. It was also hoped there would be some funding available to support this. The only concern with Autumn examinations was whether or not aspects of subjects had been taught yet, so a system was being set up to enable this area of study.

Results for Year 11

School was awaiting more information and guidance, and was considering any timetabling issues.

Question: Do students need the grades to get on to A level courses? Was school being more lenient?

Answer: School is not being more lenient. Staff are carrying out an objective assessment to ensure that all pupils get the grades appropriate to their ability and diligence. There is a system of moderation in place. Various aspects have been discussed including behaviour, and each pupil has been dealt with as an individual. If pupils were clearly 2 grades away this was not a pass, but there have been in depth conversations if pupils were 1 grade away and there would be 1:1 discussion with individual families, whilst still adhering to the set criteria.

It was agreed that it was important that pupils were appropriately placed and were able to move to the next stage in their development, firmly based on the evidence available.

Pastoral Structure

This issue had been raised at the last meeting and since then the Head had met remotely with Pastoral Leaders to discuss issues. School will move this when full agreement has been reached.

Staffing

As in the report.

A long-standing member of Admin team was leaving on 31/7/20 and was moving to France. There had been a strong field of candidates for filling this post, and school had now appointed someone who would be starting on 1/6/20.

Newsletter/Community

Mr McGarry suggested that thanks to all staff should be included in the next newsletter. Governors agreed; Dr Thomas would draft a response.

Safeguarding

The report was taken as read with the following items highlighted:

DC had viewed a webinar - Covid19 - KCSIE. It was noted that school needed to update the online safety information on its website. Guidelines had also been sent to parents via TWITTER.

SEND

The updated version had been passed to the SENCO.

One issue raised had been the guidance on PPE if school needed to exercise physical restraint or provide personal care. Mr Pritchard said school had some items, but it was proving very difficult trying to source additional equipment. Mr McGarry pointed out there was a stock in Pupil Reception and that some visors, gloves etc. were to hand if needed for personal care.

Question: had the meeting arranged for 30/4 gone ahead?

Answer: Yes, and another had been scheduled.

It was noted that school had secured National College personal membership for the whole school so they could share information, action CPD etc., many of the courses offering accreditation

Vulnerable Pupils

School was sending information to and collaborating with Sefton. They would arrange a home visit if necessary. There had already been a couple of home visits carried out. Staff were making regular contact and one child was receiving Early Support from Sefton as a result of school action.

175 Audit

Work was ongoing.

There was one child who was under Child Protection and was dual registered - the future of this pupil would be decided by the courts.

Question: Had Mr McGreevy had been involved in the audit?

Answer: Not yet. He was not expected to have access to the audit, but he would need to sign the summary once it had been completed.

Action: School to contact Rob to discuss and ensure all necessary actions taken

**Action-
contact Mr
McGreevy re
Audit**

Governors thanked Mr McGarry for his detailed report.

19/72

FINANCE- MR A PRICHARD

The draft minutes from the Audit Committee would be sent out to Governors.

There had been some savings on the budget, as school did not need to pay for exam invigilation this summer. It was hoped there may be some refund of exam expenses.

School had lost some income from catering, but overall, it was a positive indication, with the deficit currently reduced from £73k to £37k.

School had been successful in gaining the cash support requested (£230k) of which £110k had been released to the current account for March/ April.

School was in constant contact with the EFA and another Skype meeting had been arranged for the following week.

Actions since last meeting

Trust Finance Plans and Skills Audit had been discussed by sub-committee.

Katrin Russell, who had been approached to join the board had now agreed. School was now looking into whether or not she should receive minutes of governor meetings in order for her to keep abreast of developments.

School needed to report her membership on the school website and possibly Inform Companies House. (AP to look into this last matter) She had completed her DBS. The date of her appointment was agreed as 7th May 2020.

**AP to check if
KR's needed
to be reported
to Companies
House**

Mr Prichard and Mr McGarry had met with the Regional Director and had discussed a number of issues. (See Confidential minutes.) It was agreed that the Head would forward a summary paper for discussion by all governors, the particular matter raised, at a future meeting.

The Financial Audit needed to be submitted by 14th May.

School Numbers

Attention was drawn to the possible Year 7 number. This had been, projected at 173, but has now dropped to 164, although there may

also be appeals pending. The Head agreed to put together a paper showing the effect of numbers on future budgets. Governors discussed this at some length (details of discussion to be found in the confidential minutes). It was agreed that it was essential to maintain numbers to support work needed.

Governors' Development Plan

The working party had met recently and the information had been sent to governors.

The following items had been discussed:

Committee Structure

Prior to 2019-20 year there had been four full meetings per year and three Committees (with meetings held termly) with governors standing on at least two.

The Full Governing Body Review had recommended disbanding the Committee structure move to full meetings only – two per term from 2019-20. This arrangement to be reviewed after one year. It had since been decided to form an Audit Committee. Smaller issues had been discussed by governors using zoom meetings.

As this now needed reviewing there were 3 proposals about the way forward:

- Stay the same
- Go back to 3 committees
- Another system

Governors were invited to email the Chair with their thoughts on the proposals and future structures by the end of May. This would allow the Governors' Development Working Group to meet again and agree any proposals for implementation in September.

Skills Audit

The Chair thanked everyone for completing the Audit, a survey had been set up and the results had been streamlined and a working document had since been developed. There had been some changes to the Governing Body since September, but generally there was a good range of skills, with less in the area of Marketing and Public Relations. It was suggested these skills were considered when holding Parent Governor elections.

The Clerk would check if a current Governor, whose child was due to leave school, would be able to continue as a Governor as they had valuable Marketing skills. It was noted that Karen Owens also had some experience in Marketing.

**Clerk to check
Governor
status**

Training Courses

There were a large variety of courses on offer and Governors were encouraged to take any opportunities offered.

Governors were also reminded to inform the Finance Manager of any training or courses (including work-based courses) taken, so the training records could be updated.

It was agreed that Mr Povey would look at setting up school-based training programmes if possible. These could possibly take place via Zoom.

It was agreed that a meeting would be arranged including Tom Dolly, Paul Povey, Mervyn Thomas, Mike McGarry and the Finance Manager to discuss this matter further.

**Mtg - MT,
MM, TD, JG -
internal
training**

19/73

POLICY / DOCUMENTS FOR RATIFICATION

The following policies were ratified by governors:

Children with Health Needs who are unable to attend School – this had been sent out to be ratified on 19/3 by Governors. But this meeting had subsequently been cancelled.

Following some discussion, it was agreed that this policy would be delegated to the Headteacher, subject to an annual review.

Gifts and Hospitality – there were no changes to this Policy. This Policy was accepted subject to a 3-year review.

19/74

PREMISES

Coronavirus Update

There was still lots of speculation about re-opening of schools and schools still did not know what was happening. Discussions were ongoing with Trade Unions, Educational groups etc. Schools should know more after the Prime Minister's announcement on 10th May.

In the meantime, school was looking at timetabling issues and how a rota basis may be used. There were a number of suggestions such as assigning pupils to classrooms and teachers moving around, one desk assigned to each pupil etc. School had obtained hand sanitiser, but was currently struggling to obtain individual dispensers for each classroom. PPE as a whole was difficult to source, but school was doing all possible.

RANGE HIGH SCHOOL

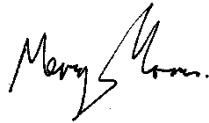
Classrooms had been deep cleaned and sanitised and some painting had been done. The Head thanked the caretakers and cleaners for all their hard work.

The Head had asked staff to inform him if they were shielding etc. and had reassured them that Health and Safety was paramount in all decisions. Once the actual details were known, school could make further progress to decide how things could be run.

Dr Snowdon commented on one the proposals, to install outside sinks. He advised that this would be very hard to manage and that the use of alcohol-based hand gel would be a better solution. He confirmed that the use of hand gel was effective and commented that the school was fortunate in that there were very few stairwells. This would reduce areas of potential infection.

19/75**AOB**

None

19/76**DATES OF FUTURE MEETINGS****25th June 2020****Meeting closed 3.45pm**

Signed Chair**Date** 25 June 2020