

**RANGE HIGH SCHOOL**

**Minutes from the Meeting of the Governors  
held on Thursday 8 December 2016**

**Present:** Mr I Burton, Mrs G Gentles, Mr K Grimes, Mr R McGreevy,  
Mrs J McNeice, Dr S Mornington, Mr J Rimmer, Dr K Russell,  
Mr P Steiger, Dr M Thomas (Chair), Dr R Webster, Mrs G Williams,  
Mr G Aldridge – Headteacher/governor  
Mr A Pritchard – Associate Member

**Also Present:** Mrs J Gordon – Clerk to the Governors

**Absent with apologies** Mrs M Gallen and Miss C Morris  
**There were no absences without apologies**

30. **Declaration of Interest**

There were no declarations of interest.

31. **Governing Body Vacancies**

There are currently vacancies for:

- 1 Community governor – Chair and Headteacher attended a seminar recently run by the ASCL, where it was recommended that the average size of a governing body is 9. Currently, if all the vacancies on this governing body were filled, there would be 17 governors. It is the intention of the chair to conduct a skills analysis of the governing body to identify any gaps and to look again at the composition of the governing body. Until both those processes have been completed it was suggested that the Community Governor vacancy should remain.
- 1 staff governor – as discussed in September – vacancy left open

**AGREED**

32. The Minutes of the meeting held on 22 September 2016 were **AGREED** and signed by the Chair.

33. **Matters Arising**

Minute 10 – Composition of Committees 2016-17

The two newly appointed Parent Governors have been appointed to the following Committees:

|                     |                           |            |                   |
|---------------------|---------------------------|------------|-------------------|
| <b>Paul Steiger</b> |                           |            |                   |
| Teaching & Learning | Resources                 | Personnel  | Personnel Appeal  |
| Pupil Discipline    | Pupil Pastoral Support    | Complaints |                   |
| <b>Rod McGreevy</b> |                           |            |                   |
| Teaching & Learning | Safeguarding & Leadership | Personnel  | Personnel Appeal  |
| Pupil Discipline    | Pupil Pastoral Support    | Complaints | Staff Pay Appeals |

Minute 11 – Appointment of Link Governors

The following Link Governors were appointed:

|                 |              |
|-----------------|--------------|
| Science         | Jim Rimmer   |
| 14-19 Education | Paul Steiger |

Minute 20 (2015-16) – Critical Incident Plan

The Headteacher reported that the SLT thought that to have a practice critical incident was a good idea but that one was not planned at this time.

34. **Report from Sixth Form**

A written report from the new Sixth Form prefect team was circulated to governors with the Agenda. It gave details of:

- **Mock Examination Week** – begins on 12 December
- **UCAS Applications** – deadline for UCAS application is 15 January 2017
- **Sixth Form Open Evening** – held on 17 November 2016
- **Sixth Form DVD** – Prefects and head boy/girl team have created a Sixth Form promotional video, which was shown at the open evening to give an overview of life at Range (it is now on the school website – **governors felt this could be extended to include the whole school which could also be put onto the school website.**)
- **Twitter Feed - @range6thform** – events and Sixth Form news to be posted online
- **Assemblies and Citizenship Days** – used to keep students informed of events and deadlines
- **Year 11 Presentation Evening** - took place on 10 November 2016 – many current Y12 students attended. Guest speaker was Michael Hoare, British field hockey player, Olympian and a former student of the school
- **Enrichment** – has started for Y12 students; some students are helping with the ESAA Cross Country final on 3 December 2016
- **Year 13 Prom** – still to be finalised
- **Trips** – The following trips have taken or are planned:
  - Engineering trip to Anfield (Liverpool FC) with students taking part in workshops working as teams to overcome problems
  - Science, Technology, Engineering and Mathematics (STEM) trip took place (Engineering Your Future) at the Halliwell Jones Stadium in Warrington
  - Y13 Geology class went to the National Mining Museum, Wakefield on 1 December

The Clerk reported that there was no report from the School Council. Mr Hughes was going to talk to the Y9 and Y10 pupil representatives regarding attendance at future full meetings.

35. **Minutes from the Teaching & Learning Committee**

The Minutes from the meeting held on 6 October 2015 (draft - unsigned) were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2016-17 - PPG plan to go to full governors 08/12/16

The unsigned draft Minutes will be discussed fully at the next Teaching & Learning meeting on 19 January 2017.

**36. Draft Minutes from the Safeguarding & Leadership Committee**

The Minutes from the meeting held on 13 October 2016 (draft -unsigned) were sent to governors for information. They gave details of:

- Data Protection and E-Safety Presentation given by Mr Cadwell ( CAL – ICT)
- UPDATE of SIP 2016-17
- Admissions Criteria 2018 – no changes were proposed to the admissions criteria for 2017 – pupil numbers in primary schools to be monitored with regard to our PAN (196)
- Sefton LSCB School Safeguarding – Audit Tool
- Statutory Safeguarding checklist - update

The unsigned draft Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 2 February 2017.

**37. Draft Minutes from the Resources Committee**

The Minutes from the meeting held on 17 November 2016 (draft – unsigned) were circulated to governors at the meeting. They gave details of:

- Draft Financial statements & Audit Highlights for year ending 31/08/16 } **RECOMMENDED**
- Draft Annual Report and Financial Statements for year ending 31/08/16 } **APPROVAL TO FULL GOVS**
- Responsible Officer’s Report – summer term 2016
- Financial Monitoring Statements and Reports – outturn 2015-16 and as at 31 October 2016
- Revised budget for 2016-17 – **RECOMMENDED APPROVAL TO FULL GOVERNORS**
- Statement of Internal Controls (including Risk Assessment) – **SIGNED BY COG / CHAIR OF COMMITTEE / HT**
- Responsible Officer’s Report – summer term 2016
- Update of SIP 2016-17 – Priority 4c
- Update on ESAA Cross Country Competition – Saturday 3 December 2016
- Accident/Incident report
- Overnight Stays – Art/Photography trip to Paris – January 2017 / DoE trip to Peru – July 2018 – **trips AGREED but further details required for both**. Paris trip still needs one more pupil for it to be viable. Two members of the associate staff are leading the trip; one is very experienced in foreign overnight trips (DoE to Morocco and Peru). Both members of staff will be instructed on procedures prior to going on the trip. The Headteacher and Resources Director are satisfied with the supervision. The Chair stated that, following the new information, he was satisfied that the trip could go ahead should it become viable.

Details of the 2018 Peru trip will come to a future governors meeting.

- Income Generation

The Committee recommended approval of the revised budget (which was sent to governors with the Agenda). This revised budget showed a reduction in the forecast reserves from £40k to £26k. The revised budget was:

Proposed by: Dr Webster  
Seconded by: Mrs McNeice

**AGREED UNANIMOUSLY**

The draft Minutes will be discussed fully at the next Resources Committee meeting on 16 March 2017.

**38. Final Financial Statements & Audit Highlights for year ending 31/08/16  
Final Annual Report to Management for year ending 31/08/16**

All of the above reports had been reviewed and discussed extensively by the Resources Committee at their meeting on 17 November 2016 (copies of the draft Minutes of that meeting were given to governors). Their recommendation to full governors was to approve the accounts as presented. There had been no further amendments since that meeting. The audit adjustments have been entered into the system and the books balance.

This year there were two recommendations for improvements to the current systems and procedures which have come to light during the course of the audit:

- i. Recommended that two people check and sign for any cash that is received (person giving cash and person receiving cash)
- ii. Recommended that a record is kept throughout the year of any contracts spread over two academic periods so these are reviewed at the year end and accounted for.

Both recommendations have been accepted and have been implemented.

Proposed to accept above reports: Dr Russell  
Seconded: Mrs Williams

**AGREED UNANIMOUSLY**

The reports were signed by the Headteacher and Chair and will be forwarded to the school accountants, Moore and Smalley for signing before submission to the DFE and Companies House (to be published on their website) by 31 December 2016; they also need to be published on the school's website.

**39. ESAA Competition**

The Resources Director informed the governors that the ESAA Cross Country Finals which took place on 3 December and was a very successful event. A number of staff, governors and students helped out on the day.

The ESAA members congratulated the school on the organisation of the event. The costs for car parking and the sales of the programme were split between the ESAA and the school, and, as part of the profit sharing scheme with the school caterers it is estimated that the school will receive approximately £1200 - £1500).

The Chair thanked Mr Pritchard for his part in organising the day, he had received many complimentary comments on the day of the finals, regarding the venue and the smooth running of the event.

**5.05 p.m. Mr Pritchard left the meeting**

**40. Governing Body Effectiveness**

Link Governor Reports

As at previous meetings, the Link reports have been designated as confidential and the Minutes of these reports are included in the Confidential Minutes.

Reports outlined issues under the some or all of the following headings:

- Attainment
- Behaviour
- Teaching & Learning
- Leadership & Management
- Other Issues

The following written reports were sent out to governors with the Agenda:

- English – Jane McNeice – 7 October 2016
- ICT & Business – Rob Webster – 6 October 2016
- Maths – Rob Webster – 6 October 2016
- PPG – Ian Burton – 17 November 2016

The following written reports were either emailed to governors prior to the meeting or presented at the meeting (hard copies were distributed to governors):

- DT – Mervyn Thomas – 17 November 2016
- Humanities – Mervyn Thomas – 22 November 2016
- MFL – Michele Gallen – 24 November 2016
- Safeguarding – Katrin Russell – 24 November 2016
- Science – Jim Rimmer – 1 December 2016
- SEN – Jane McNeice – 28 November 2016

The Chair asked that those Link governors who had not submitted reports for this meeting should do so for the next full meeting (23 March 2017).

The second round of reports should be available for the final full meeting of the academic year (6 July 2016).

Development Plan 2016-17 update

| ISSUE  | CURRENT   | TARGET   | ACTION   |
|--|---|--|--|
| <p><b>Links with Faculties and areas of school life</b></p> <p><b>LINK GOVERNORS</b></p>       | <ul style="list-style-type: none"> <li>• Appointed link governors in place</li> <li>• Clear guidelines on role and reporting</li> </ul> | <ul style="list-style-type: none"> <li>• All link governors keeping in regular contact with the school and submitting two reports a year to governors meetings in Dec and Jun/July</li> <li>• Review Link Governor Protocol</li> </ul> | <p>31/10/16 Governors reminded of need for reports for December meeting</p> <p>New protocol still in discussion with staff</p>   |
| <p><b>Links with Faculties and areas of school life</b></p> <p><b>TALKS/ PRESENTATIONS</b></p> | <ul style="list-style-type: none"> <li>• Talks/Presentations given to governors on an ad hoc basis</li> </ul>                           | <ul style="list-style-type: none"> <li>• Plan talks/presentations throughout the academic year tailoring to Committees or full meetings</li> </ul>   | <p>Safeguarding / E-safety presentations already taken place. Committees to discuss areas for presentation/talks (on Agenda for next Committee meetings – from Jan 2017)</p> |

|  |   |   |  |
|--|---|---|--|
| <p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>GOVERNING BODY SELF OR EXTERNAL EVALUATION</b></p>  | <ul style="list-style-type: none"> <li>• Governor Mark accreditation autumn 2012</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Governing Body self-evaluation</b></li> <li>• <b>Identify resources required</b></li> <li>• <b>Apply for Governor Mark</b></li> <li>• <b>Investigate possibilities of a more local self- review</b></li> <li>• <b>Check meeting cycle is still fit for purpose</b></li> </ul> | <p>Probably going ahead with an external review rather than applying for Governor Mark – Clerk to identify costs and possible external reviewers with a view to going ahead late spring or early summer term.</p>  |
| <p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>GOVERNOR INVOLVMENT IN DEVISING 5-YEAR PLAN</b></p> | <ul style="list-style-type: none"> <li>• N/A</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Working group to include COG / VCOG / Chairs of Committees / HT</b></li> </ul>  | <p>Working group formed at Business meeting – not yet met.</p> <p>Chair to discuss with HT and arrange 1<sup>st</sup> meeting</p>  |
| <p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>WEBSITE</b></p>                                     | <ul style="list-style-type: none"> <li>• Current offering has been reviewed by the COG</li> <li>• COG has review what other schools do</li> <li>• Recommendations to GB for any changes considered necessary (to full meeting June 2016)</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Appoint a Link Governor to review Governors Section of website regularly throughout the year</b></li> <li>• <b>Chair to write a 'Welcome' statement</b></li> <li>• <b>Implement recommendations once agreed</b></li> </ul>  | <p>Link Governor appointed at Business meeting</p> <p>Letter now on website</p>  |
| <p><b>Ensure GB effectiveness through development and training</b></p> <p><b>TRAINING + INDUCTION</b></p>          | <ul style="list-style-type: none"> <li>• Some Governors attend courses</li> <li>• Governors attend inset sessions if training appropriate to governors is being given</li> <li>• Governors' attendance at courses is monitored</li> <li>• Training is reported to full governors at Business meeting</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Governors new to governance to attend an Induction Course (through the LA)</b></li> <li>• <b>Standardise Pen Pictures in Induction Pack (possible proforma)</b></li> </ul>  | <p>Clerk to inform governors when next Induction course takes place (spring term 2017) – induction sheet discussed at next full meeting (Dec 16)</p> <p>Clerk to produce pro-forma Pen Picture</p> <p>Upgrade National Governors Association membership from Silver to Gold – all governors will receive bi-monthly magazines. All governors can log on to website:<br/><a href="http://www.nga.org.uk">www.nga.org.uk</a></p> |

Update

- The cost of an external review of governance is £1,700 which would need to borne in mind when making a decision
- Induction Sheet – sent to governors with the Agenda – clerk reminded governors to contact school should they want to take up any of the briefing sessions on offer

41. **Parents' Evenings**

Governors who attended previous Parents' Evenings questioned the need to have a governor present. None had ever been questioned or approached by a parent regarding a governance matter. Following a short discussion it was agreed to not have a governor present at this term's Parents' Evenings and should anyone request to speak to a governor, details will be taken and passed on to the Clerk.

The following suggestions were made:

- Let parents know via the invitations how to contact a governor
- Ensure that there is a notice at the Parents' Evening of how parents can contact a governor should they need to

This will be reviewed after this round of Parents' Evenings.

42. **Calendar of Events – spring term**

A calendar of events taking place at the school during the spring term 2017 was sent to governors with the Agenda.

43. **Chair's Feedback**

The Chair has attended (since 22 September 2016):

- Fortnightly meetings with the Headteacher
- 04/10/16 – Meeting at Meols Cop High School with ITT students
- 11/10/16 – Board meeting of the Teaching School Alliance
- Seminar on 'Staying Ahead of the Game – MATs'
- 10/11/16 - Y11 Presentation Evening – Michael Hoare (Olympic Hockey player and ex-pupil) was the speaker
- 03/12/16 - ESAA Cross Country Competition

Letters received:

- Letter received re Yearbook and Video 2015 – issue has now been resolved
- Letter from Deansgate Lane Residents Association regarding the school bus route – their concern was passed onto to Merseytravel who determine the route.

44. **Policy Changes**

A list of changes to the following policies was circulated at the meeting:

- Child Protection Policy
- Confidential Reporting (Whistleblowing) Policy
- Safer Recruitment Policy
- Data Protection Policy

The Headteacher reported that changes in the guidance from the DfE about Safeguarding have brought about small changes to some of the school policies.

It was **AGREED** that this item should be put on the next Safeguarding & Leadership Agenda (2 February 2017), for discussion by that Committee.

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

|                           |   |                  |           |
|---------------------------|---|------------------|-----------|
| Full governors            | - | 23 March 2017    | 4.30 p.m. |
| Safeguarding & Leadership | - | 02 February 2017 | 5.00 p.m. |
| Teaching & Learning       | - | 19 January 2017  | 5.00 p.m. |
| Resources                 | - | 16 March 2017    | 5.00 p.m. |

Signed \_\_\_\_\_

Date 23 March 2017

Meeting ended at: 5.45 p.m.

**Matters referred to Committees / for further discussion:**

**Minute 34 – Report from Sixth Form**

Headteacher/SLT to look into the possibility of extending the Sixth Form promotional video to include the whole school and put the finished video onto the school website

**Minute 41 – Parents’ Evenings**

Review governor attendance at Parents’ Evenings after this term’s events (to see if governor presence is required in the future).

**Minute 44 – Policy Changes**

This item is to go on the next Safeguarding & Leadership Committee Agenda (2 February 2017)