

**RANGE HIGH SCHOOL**

**Minutes from the Meeting of the Governors  
held on Thursday 23 March 2016**

**Present:** Mr I Burton, Mrs M Gallen, Mrs G Gentles, Mr K Grimes, Mr R McGreevy,  
Mrs J McNeice, Dr S Mornington, Miss C Morris, Mr J Rimmer, Dr K Russell,  
Mr P Steiger, Dr M Thomas (Chair),  
Mr G Aldridge – Headteacher/governor

**Also Present:** Mrs J Gordon – Clerk to the Governors  
Mr K Hughes – CAL PHSE

**Absent with apologies** Dr R Webster  
**There were no absences without apologies**

46. **Declaration of Interest**

There were no declarations of interest.

47. The Chair reported that Mrs Gill Williams had resigned from the post of Staff Governor with effect from 2 February 2017. The Chair will send a card and small gift on behalf of the governing body thanking Mrs Williams for her involvement and support over the last six years.

48. Mr Jim Rimmer was re-appointed as a Community Governor – his 4-year term of office ends on 6 March 2021. This appointment was discussed at both the Teaching & Learning (19 January 2017) and the Safeguarding & Leadership (2 February 2017) meetings.

49. **Update on Governing Body Vacancies**

There are currently vacancies for:

- 1 Community governor, and
- 2 staff governors

All of the vacancies will be reviewed again when the skills analysis of the current members and a review of the composition of the governing body has been completed.

50. The Minutes of the meeting held on 8 December 2016 were **AGREED** and signed by the Chair.

51. **Matters Arising**

Minute 34 – Report from Sixth Form

The Sixth Form promotional video will be put onto the new re-vamped school website (expected to go live by September 2017).

Minute 37 – Draft Minutes from the Resources Committee (17/11/16)

The Chair reported that the Art/Photography trip to Paris in January had proved to be very successful.

Minute 39 – ESAA Competition

It was reported that the final figure the school received for hosting the ESAA competition was £2,300.

Minute 41 – Parents’ Evenings

There has been no feedback, so far, from parents regarding governor non-attendance at Parents’ Evenings.

52. **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:

- **UCAS Applications** – offers have been received throughout this term and students have been attending university interviews all over the country
- **Mock Interviews** – Teachers and others from specialist occupations, e.g. medicine, have held mock interviews and given feedback to students. **Governors were asked that if they wanted to be involved in mock interviews in the future, they should let the Clerk or Headteacher know.**
- **Year 13 Prom** – will take place on 7 July 2017 at the Liverpool Marriot Hotel
- **Leaver’s Hoodies** – still to be finalised
- **Twitter** – Sixth Form Twitter account is up and running (@range6thform) and posts include information about recent and upcoming events
- **Assemblies** – Y12 and Y13 have had assemblies and citizenship days with information on student finance and managing money being given. A recent guest speaker spoke about exploitation and how to keep safe. Students felt that the information given in assemblies/citizenship days will prove extremely useful.

53. **Report from the School Council**

A written report was sent to governors prior to the meeting and Mr Hughes attended the meeting to answer any questions the governors may have. He also apologised for the absence of pupils to present the report.

The report gave details of:

- Pupil requests – more water fountains around school; different bins in the canteen; removal of the current cookie limit per pupil; scrapping of afternoon tutor; shorten the school day; canteen to be painted and be subject to extra cleaning; automatic air fresheners and hand sanitizers in toilet areas
- HT response
- Water fountains** – we would like more around school and have looked at various areas, e.g. outside – risk of vermin; inside – no supporting pipework/blockages on corridors/ wet floors etc.
- Bins** – response from Resources Director – Bins have the largest lid we could find, the only alternative would be to remove the lid and this would be unsightly and smell unpleasant.
- Cookie limit** – this was brought in to stop pupils having only cookies (sometimes up to 6) for their lunch

- Break Detention – suggested as an alternative to lunchtime detention for less serious offences such as not bringing in equipment

HT response

This is under consideration although staffing a break detention could prove problematic.

- Afternoon Tutor/School Day – pupils would like to see afternoon tutor scrapped if it meant they could leave school earlier.

HT response

Getting rid of afternoon tutor would only give five minutes from the end of the school day. St Luke's CE primary finish earlier than Range and this works in helping with the traffic flow around both schools. We could have the debate again but I don't think that it will give the pupils the benefits they think they would get by getting rid of afternoon tutor.

- Trays at lunch – pupils did not see the point of having to collect a tray when only getting a pasta pot

- Wet lunch – suggested that they should stay in their own tutor room for wet lunch rather than go into designated rooms. They felt that this would limit problems with unwanted food and drink and enable better identification of who was misbehaving.

HT response

The system of pupils using their tutor rooms has been tried, and one of the issues is that not all of the tutor rooms are suitable as wet lunch rooms, i.e. science labs and IT rooms, which cuts down the number of rooms available. Also, staff on duty do not always know the children well enough to know which tutor group they are in, so wouldn't know which room they were supposed to be in but if you know that all pupils of a certain year group are meant to be in the rooms on that corridor it becomes easier to manage.

Currently two out of the three teacher unions are on 'strike action short of continuous action' where they are advised not to carry out any lunchtime duties, so the number of people available to supervise the site at lunchtime is very much reduced. This means that not every classroom has an adult supervisor but every zone does have adult supervision.

Q. Why are pupils eating in classrooms?

A. HT Pupils are not allowed to eat in classrooms but this happens because there is not one adult on duty per wet lunch room. Teachers have also been asked not to lock their rooms as this adds to overcrowding in other wet lunch rooms.

Q. KG Are rooms available for students who feel vulnerable or intimidated by large groups of pupils?

A. HT A number of supervised rooms are available every day, not just on wet days, for vulnerable pupils.

Q. MT Have your responses been seen by the School Council?

A. HT There has not been a Council meeting since the one where these issues were raised. They will be given to the next meeting.

It was suggested that governors should receive the Student Council Report once the issues had been discussed with the Headteacher and senior staff as most of the items listed above had not yet been reported back to the Council. Governors felt that it was important for them to hear the views of pupils but it would be helpful to have the written school response at the same time.

**AGREED**

**Mr Hughes left the meeting**

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

The Minutes from the meeting held on 19 January (draft - unsigned) were sent to governors with the Agenda for information. They gave details of:

- Arts Award – presentation – Mrs Fox – **a copy of the new Link Report proforma was given to all governors for use at their next link meeting – reports should be presented at the final full meeting (6 July 2017)**
- Update of SIP 2016-17
- Possible presentations/talks at future meetings – **GP to talk to the Committee on Progress 8 at the meeting to be held on 11 May 2017**

The unsigned draft Minutes will be discussed fully at the next Teaching & Learning meeting on 11 May 2017.

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

The Minutes from the meeting held on 2 February 2017 (draft -unsigned) were sent to governors for information. They gave details of:

- Literacy & Oracy Policies – Presentation – Mr Sellick
- Update of SIP 2016-17
- Sefton LSCB School Safeguarding – Audit Tool
- Statutory Safeguarding checklist – update
- Sefton LSCB Newsletter
- Policy Changes
- Transgender Statement – annexe to the Equality Policy
- Staff Wellbeing Policy
- Overnight Stays

The unsigned draft Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 22 June 2017.

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

The Minutes from the meeting held on 16 March 2017 (draft – unsigned) were circulated to governors at the meeting. They gave details of:

- Responsible Officer’s Report – autumn term 2016 – Review of Examination Fee System
- Financial Monitoring Statements and Reports –as at 28 February 2017
- Update of SIP 2016-17 – Priority 4c
- Accident/Incident report – year to date
- Overnight Stays
- Possible talks/presentations to future Resources meetings – **DHT to talk to Committee on the Teaching School Alliance at the meeting on 18 May 2017**
- Income Generation

The draft Minutes will be discussed fully at the next Resources Committee meeting on 18 May 2017.

57. **Governing Body Effectiveness**

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><b>31/10/16</b> Governors reminded of need for reports for December meeting</p> <p><b>23/03/17</b> Governors reminded of need for reports for meeting on 6 July 2017</p> <p>Existing protocol in use until further notice.</p> <p>An extra page added to the Link Governors report to identify evidence of creativity and/or arts inside and outside the classroom including teaching and learning; extra-curricular activities – this will provide the evidence required for the ArtsMark application. This should be used from now on. Clerk to email revised form to all governors.</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) – T&amp;L and Resources Committees have decided on their talk/presentations</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>Governing Body self-evaluation</li> <li>Identify resources required</li> <li>Apply for Governor Mark</li> <li>Investigate possibilities of a more local self-review</li> <li>Check meeting cycle is still fit for purpose</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>Cost = £1700 approximately – felt this should be put on hold until decisions made regarding composition of governing body. - <b>AGREED</b></p>

<p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>GOVERNOR INVOLVEMENT 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>Working group to include COG / VCOG / Chairs of Committees / HT</li> </ul>	<p>Working group formed at Business meeting</p> <p>1<sup>st</sup> meeting held on 16 March 2017</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>Appoint a Link Governor to review Governors Section of website regularly throughout the year</li> <li>Chair to write a 'Welcome' statement</li> <li>Implement recommendations once agreed</li> </ul>	<p>Link Governor appointed at Business meeting</p> <p>Letter now on website</p> <p>Website is in the process of being updated – should be up and running for September 2017</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>Governors new to governance to attend an Induction Course (through the LA)</li> <li>Standardise Pen Pictures in Induction Pack (possible proforma)</li> </ul>	<p>Clerk to inform governors when next Induction course takes place (summer term 2017) – induction sheet discussed at full meeting (Dec 16)</p> <p>Clerk to produce pro-forma Pen Picture – to full governors 23 March 2017. <b>AGREED</b> – clerk to send out to all governors prior to next full meeting.</p> <p>National Governors Association membership upgraded from Silver to Gold – all governors will receive bi-monthly magazines. All governors can log on to website: <a href="http://www.nga.org.uk">www.nga.org.uk</a></p>

## 58. Updated Policies

The following policies were sent to governors with the Agenda:

- Healthy Eating Policy – changes highlighted - Governors were satisfied with the changes made to the Healthy Eating Policy.

Proposed to accept the policy: Mrs Gentles

Seconded: Mr Rimmer

**ACCEPTED**

- Lettings Policy – ~~withdrawn from this meeting~~ – responsibility was delegated to the Resources Committee which will review it at their next meeting (18/05/17) along with a review of the lettings charge.

**Proposed by: Dr Russell**

**Seconded by: Mr Burton**

**AGREED**

- Smokefree Policy – Governors felt that the Smokefree Policy should also include vaping and electronic cigarettes. They were happy to accept both policies on the understanding

that these additions would be made to the Smokefree Policy. The Clerk will inform Mr Pritchard who is responsible for the policy.

Proposed to accept the policy: Miss Morris  
Seconded: Dr Thomas

**ACCEPTED**

59. **Calendar of Events – summer term**

A calendar of events taking place at the school during the summer term 2017 was sent to governors with the Agenda. It was noted that the final full meeting of the governing body is on the same day as the Y11 Prom. The Headteacher reported that Formby High had arranged their Y11 prom for the same date as Range High's (previously 29 June) and it was deemed preferable to move our date as Formby High's prom is held externally to their school.

**Q. With regards to Sports Day, could it not be opened up to parents as happens in junior schools as a way of revenue raising, selling drinks etc.?**

**A. HT It has been discussed at governor level before, and the conclusion was that there were too many safeguarding issues for it to be practical.**

60. **Chair's Feedback**

The Chair has attended (since 8 December 2016):

- Fortnightly meetings with the Headteacher (in person or on FaceTime)
- Sefton Summit – addressed by representatives from Sefton talking about Sefton LSCB; the Archdiocese talking about the effect of funding cuts
- A meeting of the governing board of the Teaching School
- Chairs' (of Committees and Governing Body) meeting with Headteacher

Letters received:

- Re – Sixth form parking causing obstruction in nearby roads – Chair & Headteacher to respond

61. **Overnight Stays**

Depart	Return	Venue	Reason	Transport	#: Pupils	#: Staff	Staff i/c
07/07/2017	10/07/2017	Yorkshire Dales	Gold DoE - Practice	Minibus x 2	24 (Y12)	4	MHu
12/07/2017	19/07/2017	Neutraubling, Germany	German Exchange	Coach / Plane / Train	19 (Y9)	2	AM

The above trips were **AGREED** and the relevant forms signed by the Chair.

62. The Minutes of the Annual General Meeting of the Members held on 8 December 2016 were circulated to governors. Those who attended the AGM **AGREED** that the Minutes were an accurate portrayal and the Chair signed the Minutes.

Matters Arising

The Resources Director will be charged with initiating a tendering process in the autumn term 2017 for the appointment of the Auditors for the next 3-year period (1 January 2018 – 31 December 2020). Those tenders will come to the next AGM (December 2017) for a decision.

The Minutes will put onto the school's website.

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

Teaching & Learning	-	11 May 2017	5.00 p.m.
Resources	-	18 May 2017	5.00 p.m.
Safeguarding & Leadership	-	22 June 2017	5.00 p.m.
Full governors	-	6 July 2017	4.30 p.m.

Signed \_\_\_\_\_

Date 6 July 2017

Meeting ended at: 5.20 p.m.

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

- [Minute 49](#) – Update on GB vacancies – Chair to conduct a skills analysis and a review of the composition of the governing body
- [Minute 53](#) – Report from School Council – Report to be given to HT prior for the school response prior to the report being sent to governors