

**RANGE HIGH SCHOOL**

**Minutes of the Meeting of the Governors  
held on Thursday 7 December 2017**

**Present:** Mr I Burton, Mr K Grimes, Mr R McGreevy, Dr S Mornington, Mr P Povey,  
Dr K Russell, Dr R Snowdon, Mr P Steiger, Dr M Thomas (Chair),  
Mr G Aldridge – Headteacher/governor  
Mr T Dolly, Mr A Pritchard – Associate Members

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

**Absent with Apologies:** Mrs M Gallen, Mrs J McNeice, Miss C Morris and Mr J Rimmer  
Mrs G Gentles (sick leave)

**No Absences without Apologies**

25. **Declaration of Interest**

There were no declarations of interest.

26. The Minutes of the meeting held on 21 September 2017 were **AGREED** and signed by the Chair with the following amendment:
- Add Mr P Povey to Present list

27. **Matters Arising**

Minute 5 – Update on Governing Body Vacancies

- Chair had sent out a National Governors Association (NGA) skills analysis to all governors and requested that they return it to him, preferably electronically, as soon as possible.
- The Chair asked again at the last meeting for any names of suitable candidates for the post of Community governors to be sent to him along with contact details.

Minute 6 – Safeguarding Presentation

- Copies of the Safeguarding booklet were distributed to governors at the meeting

Minute 8 – Composition of Committees 2017-18

- Dr Snowdon is also a member of the Teaching & Learning Committee.

Minute 23 – Extended Project Qualification

The Clerk, on behalf of Dr Ainsworth, thanked those governors who had volunteered to supervise students taking the EPQ. There is now a full quota of supervisors.

A revised and updated EPQ PowerPoint presentation was sent to governors by email and copies were distributed at the meeting.

28. **Update on Governing Body Vacancies**

Staff Governor (1 vacancy)

It was **AGREED** at the last full meeting that all staff would be informed of the vacancy at the beginning of the next term (January 2018) and should they wish to be considered for appointment,

they should inform the Clerk to the Governors – priority will be given to associate staff members, but if there are no association staff volunteers then a member of the teaching staff could apply.

Community Governor (1 vacancy)

- See Minute 27 (Matters Arising) above

**Mr Dolly was not present for the remainder of this meeting**

29. **Governors Report and Audited Accounts for the year ended 31/08/17**  
**Audit Findings Report for the year ended 31/08/17**  
**Report to Management for the year ended 31/08/17**  
**Letter of Representation**  
**Agreed Audit Adjustments**

The above reports had been reviewed and discussed extensively by the Resources Committee at their meeting on 16 November 2017 (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. There had been two amendments since that meeting, none affecting the figures in the report. Two audit adjustments have been entered into the system and the books balance:

- i. Relating to a National Insurance refund (-£168)
- ii. Relating to a capital project accrual to reflect stage of completion (£57,089)

This year there were no recommendations for improvements to the current systems and procedures.

The Resources Director reported that the amount of money rolled forward to 2017/18 that is available for spending is approximately £14k.

Proposed to accept above reports: Mr Burton  
Seconded: Dr Thomas

**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 2017; they also need to be published on the school's website.

30. **Report from the Sixth Form**

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

- **University and Apprenticeship Applications** – personal statements have been completed with students who submitted early applications receiving offers. The Headteacher queried this and reported that 2 students have been for their interviews for Cambridge this week (Medicine and Chemical Engineering) and was only aware of one dentistry offer so far.
- **Exams and Study** – Mock exams begin on 11 December. Extra lessons are taking place at lunchtime, after school and during free periods.
- **Year 13 Prom** – date not yet set – still investigating venues
- **Assemblies and Information Evenings** – Y12 and Y13 have had assemblies with information on student finance/managing money and mental health being given. A recent

guest speaker spoke about exploitation and how to keep safe. Students felt that the information given in assemblies will prove extremely useful.

### 31. Report from the School Council

The report was emailed to governors and copies distributed at the meeting. The report gave details and responses from the Headteacher of the following:

- Rewards – further meetings to take place with CQ to come up with a menu of rewards
- SMHW – HT to remind all staff to put homework on SMHW by midnight on the day it's set
- Toilets – HT considering rotating checked toilets. Soap dispensers/urinals also to be discussed
- Food in canteen                    }
- Water Fountains                   } School council sub-group to meet with Resources Director
- Vending Machine                 } and Kitchen Manager to discuss all food and drink items
- Availability of food               }

Pupils from Years 10 and 11 are first into the dining room at all times; pupils from Years 7, 8 and 9 go in on a half termly rotation.

- Quad – HT to discuss with Resources Director the possibility of more goals on the quad
- Late for lessons following PE – HT to ask PE staff to email all staff if pupils are late in from PE
- Prom – Y11 pupils were encouraged to join the Prom Committee if they wanted to influence planning for the Prom

The Y11 prom is currently held at the school. There have been discussions over the years regarding the venue. There are fears that it could be prove to be too expensive for some pupils if it was to be held at an outside venue. Staff would also have to attend to supervise the pupils. The Headteacher reported that he was aware that, usually, pupils moved from the school to an after-party which was not organised by the school or supervised by school staff.

**Q. PS This discussion has gone on for a number of years; is it worth trying something different this year?**

**A. HT Staff attendance at the prom is voluntary and if we take over an outside venue then we are responsible for the pupils whilst they are there.**

The Headteacher will take the issue of the venue of the prom back to Miss Quinn. This year's prom will be at the school but discussion will take place regarding future years.

- Blazers – pupils were reminded that they are expected to wear blazers in the school building and entering and leaving lessons. Pupils should assume they could remove blazers in class without having to ask
- Floodlights on the MUGA – planning regulations have prevented this in the past. Resources Director to investigate whether the situation has changed.
- Fundraising & MUFTI – recommended that pupils interested in fundraising should see their HOH. Co-ordination of fundraising needs to be addressed.
- Test marking – HT will investigate standardisation of marking with faculty identified
- Afternoon tutor – HT will check with tutors if they still wanted afternoon registration. Changeover time is essential to stop pupils being late for P5.

The Headteacher reported that the School Council had met without him being present and had raised all of the items in the report. He then met with the School Council to answer their queries which were accepted by the School Council.

Meetings between pupils and the Kitchen Manager and pupils and the Assistant Headteacher (Pastoral) re Rewards have taken place but details have not been reported back to the Headteacher.

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

The draft Minutes from the meeting held on 12 October 2017 (unsigned) were sent to governors for information. They gave details of:

- Update of SIP 2017-18
- Admissions Criteria 2019 – no changes were proposed to the admissions criteria already agreed for 2018
- Sefton LSCB Newsletter (September 2017)
- Policy Information – updated by the Headteacher:
  - Continuous Professional Development
  - Homework
  - Behaviour & Discipline

The unsigned draft Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 8 February 2018.

33. **Draft Minutes from the Teaching & Learning Committee**

The draft Minutes from the meeting held on 19 October 2017 (unsigned) were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2017-18 - PPG plan to go to full governors 07/12/17 – [PPG Plan 2017-18 to go full governors in December](#)
- Presentations/talks at future meetings – [GP to give presentation on 4Matrix to next meeting on 25 January 2018](#)

The Clerk reported that the Attendance report mentioned in Minute 19 (2016/17) had been sent to Committee members.

Members of the governing body who are not on the Teaching & Learning Committee were invited to attend the 4Matrix presentation on 25 January 2018.

The unsigned draft Minutes will be discussed fully at the next Teaching & Learning meeting on 25 January 2018.

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

The draft Minutes from the meeting held on 16 November 2017 (unsigned) were sent to governors with the Agenda. They gave details of:

- Presentation by Taylor Shaw – Caterer – [RECOMMENDED APPROVAL OF 5-YEAR CONTRACT W/E/F 01/04/18](#)  
[The Chair asked if governors not on that Committee had any questions regarding the recommendation.](#)

Proposed to accept the recommendation to enter into a new 5-year contract with caterers Taylor Shaw with effect from 1 April 2018:

By: Mr Burton

Seconded by: Dr Russell

**AGREED UNANIMOUSLY**

- Draft Financial statements & Audit Highlights for year ending 31/08/17 } [RECOMMENDED](#)
- Draft Annual Report and Financial Statements for year ending 31/08/17 } [APPROVAL TO FULL GOVS](#)
- Responsible Officer's Report – summer term 2017
- Financial Monitoring Statements and Reports – outturn 2016-17 and as at 31 October 2017
- Statement of Internal Controls (including Risk Assessment) – [SIGNED BY COG / CHAIR OF COMMITTEE / HT](#)
- Update of SIP 2017-18 – Priority 4c

- Accident/Incident report
- ESFA Investigation Reports
- Income Generation
- Presentations/talks at future meetings

The draft Minutes will be discussed fully at the next Resources Committee meeting on 1 March 2018.

35. **Targets 2017-18 (SIP Priorities 1a and 1b)**

- Subject targets for 2017-18 were sent to governors with the Agenda
- KS3, KS4 and KS5 targets for 2017-18 were emailed to governors prior to the meeting and copies were circulated at the meeting

The Headteacher reported that this year there are still two different grading systems in place; Media, Business Studies and Technology are still on the A\*-G grading system with all of the others on the 9-1 system.

**Q. RS How are the targets set?**

**A. HT All targets are set based on data from the end of KS2, then we take into account the progress pupils make in the top quartile nationally, then it is converted into a percentage of our cohort for that subject**

Proposed, to accept the KS3, KS4 and KS5 targets as presented, by:  
Seconded by:

Dr Thomas  
Dr Russell

**AGREED UNANIMOUSLY**

36. **Equality Policy**

An updated version of this policy was sent to governors with the Agenda for information. The policy remains the responsibility of the Headteacher and is subject to an annual review. Changes to the previous version were highlighted.

37. **Complaints Policy**

An updated version of the Complaints Policy was sent to governors with the Agenda. The following sections were included/updated:

- SEN Complaints – new section
- Record Keeping – updated
- Contact details for external organisations – updated
- Monitoring Complaints – new section
- Relevant legislation and guidance - updated

**Q. MT On page 2 – ‘Which Procedure do I need?’ it says that ‘where the complaint concerns a third party used by the school; please complain directly to the third party themselves.’ Does that mean that there may a complaint about something that happens at Range that we would know nothing about?**

**A. HT We would want to know about any complaints so we will add wording to that effect in this section.**

Proposed, to accept the policy with the above addition, by:

Dr Snowdon

**This policy will be reviewed in 3 year time; any major changes will be brought to the governing body for information. The updated policy will be put onto the school's website.**

**38. Governing Body Effectiveness**

Link Reports

The following Link Reports were sent to governors with the Agenda:

- DT Faculty – Dr Thomas
- English Faculty – Mrs McNeice
- ICT & Business Faculty – Dr Snowdon
- Maths Faculty – Dr Thomas
- PPG – Mr Burton
- Science Faculty – Mr Rimmer

The following Link Reports were emailed to governors and copies were distributed at the meeting:

- Modern Foreign Languages – Mrs Gallen
- Safeguarding – Dr Russell

The following Link Report was circulated to governors at the meeting:

- Sixth Form – Mr Steiger

As at previous meetings – the Link Reports were discussed in detail under the Confidential Section – reports to remain confidential.

Three Link reports were not available for this meeting:

- Humanities
- PE & Expressive Arts
- SEN

The first report for the above 3 areas will come to the next full meeting of the governors (8 March 2018)

Dr Snowdon asked for a copy of the SEN presentation that was given to governors at a previous Safeguarding & Leadership meeting – Clerk to supply.

Development Plan 2017-18

The updated plan was sent to governors with the Agenda.

ISSUE	CURRENT	TARGET	ACTION
<b>Communication with the school community</b>  <b>COMMUNICATION</b>	<ul style="list-style-type: none"><li>• Limited communication with the school community</li></ul>	<ul style="list-style-type: none"><li>• Improve communication by using the termly 'Within Range' to inform parents of the work of the governing body</li></ul>	<ul style="list-style-type: none"><li>▪ Chair to include article in December issue</li></ul>

<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>• Future talks/presentations currently on each Committee Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• To cover all areas where governors feel further involvement or more information would be helpful to their role</li> </ul>	<p>Following have taken place this academic year:</p> <ul style="list-style-type: none"> <li>▪ Safeguarding Briefing</li> <li>▪ Presentation – Taylor Shaw - Caterers</li> </ul> <p>Planned:</p> <ul style="list-style-type: none"> <li>▪ Structure of Leadership Group for Safeguarding – 08/02/18 (S&amp;L)</li> <li>▪ 4Matrix – 25/01/18 (T&amp;L)</li> </ul>
<p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>GOVERNING BODY SELF AND EXTERNAL EVALUATION / RECRUITMENT</b></p>	<ul style="list-style-type: none"> <li>▪ Governor Mark accreditation was last obtained in 2012</li> </ul>	<ul style="list-style-type: none"> <li>▪ To have an external review during 2017/18</li> <li>▪ Skills audit to take place during 2017/18</li> <li>▪ Actively seek to fill vacant Community governor position as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair had sent out NGA skills audit and requesting returns as soon as possible</li> <li>▪ Once skills audit completed aim to fill Community Governor vacancy</li> </ul>
<p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>GOVERNOR INVOLVMENT IN MEDIUM TERM PLANS</b></p>	<ul style="list-style-type: none"> <li>• Chair’s group (consisting of CoG/VC/Chairs of Committees/HT) meet termly to discuss future direction of the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ To report back to governors (at full meetings) on progress made</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have met – nothing to report to full governing body</li> </ul>
<p><b>Ensure GB effectiveness and Accountability</b></p> <p><b>WEBSITE</b></p>	<ul style="list-style-type: none"> <li>• New website in operation from September 2017</li> <li>• Governor input has been limited in the past</li> </ul>	<ul style="list-style-type: none"> <li>▪ All governors to view the new website and feedback their views <a href="http://www.range.sefton.sch.uk">www.range.sefton.sch.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Governor appointed at ‘Website Link’ at Business meeting</li> </ul>
<p><b>Ensure GB effectiveness through development and training</b></p> <p><b>TRAINING</b></p>	<ul style="list-style-type: none"> <li>• Some governors attend courses and/or participate in online training</li> <li>• Training/information given at Committee meetings</li> <li>• Opportunity for governors to attend inset sessions if appropriate</li> <li>• Governors’ attendance at courses is monitored</li> <li>• Training report goes to the Business meeting in September</li> </ul>	<ul style="list-style-type: none"> <li>• Governors encouraged to attend training subject to sufficient funds being available</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sefton Governor Training programme for the Autumn term – emailed to governors on 14/08/17</li> </ul>

The Clerk reminded governors that the school was a Gold member of the National Governors' Association and should be receiving an email from them shortly which will give details of how they can access the information.

### 39. **Calendar of Events – Spring Term 2018**

A calendar of events taking place at the school during the spring term was sent to governors with the Agenda, with a reminder of those taking place in December. Certain events were marked 'governors welcome' and those wishing to attend should contact the Clerk.

The Chair will attend the Carol Service on 12 December and carry out the reading.

### 40. **Chair's Feedback**

The Chair has attended (since 21 September 2017):

- Fortnightly meetings with the Headteacher
- 28/09/17 – attended with the Headteacher a meeting with Formby Sports Clubs representatives regarding the proposed joint venture between Formby High School and the Parish Council for sports facilities at Formby High School
  - Parish Council refused to meet with the above group
  - On the Parish Council Agenda (December 2017 meeting), there is an item on the Agenda which states:

**To approve a donation of £25,000 for the Formby High School community sports project. This is part of a £50,000 contribution; the second £25,000 will be allocated in the 2018/19 budget.**

This seems to be a change from their previous stance; their plan seemed to be to raise the Council Tax precept in order pay the half funding that Formby High School would require. The wording has now been changed to making a donation, and the sum(s) involved is not even a quarter of what would be needed. There is expected to be further representation at the Parish Council meeting in December to try to ascertain further details.

**PS The Parish Council have written out to all the sports groups in Formby and asked that if they wanted to know their strategy they should contact the Parish Council when it would be explained to them individually.**

**GAA The Chair and I have asked to meet our Parish Councillor, she has said that she would like to bring someone from Sefton Council along (who is currently on leave). We wanted to meet her as soon as possible so said we should meet anyway, but, to date, she has not replied. Following the result of the Parish Council meeting in later this month it may be time for me to write to parents again letting them know how this issue has progressed to date.**

- October 2017 - Meeting at Meols Cop High School with ITT students – Teaching School Alliance
- 10/10/17 – Board meeting of the Teaching School Alliance
- 9/11/16 - Y11 Presentation Evening – Keynote speaker – Mr Peter Pritchard

He had received only one piece of correspondence:

- A letter informing him that the ATL and NUT unions had joined together

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

Teaching & Learning	-	25 January 2018	5.00 p.m.
Safeguarding & Leadership	-	8 February 2018	5.00 p.m.
Resources	-	1 March 2018	5.00 p.m.
Full governors	-	15 March 2018	4.30 p.m.



Signed \_\_\_\_\_

Date 26 April 2018

**Matters for Referral / Further Discussion/Action**

**Minute 31** - School Council Report

- The Headteacher will raise the venue of the Y11 Prom with the Assistant Headteacher (Pastoral)

**Minute 38** – Governing Body Effectiveness

- Three Link reports to come to the next full meeting:
  - Humanities
  - PE & Expressive Arts
  - SEN
- Clerk to send SEN presentation to Dr Snowdon
- Governors to send their completed Skills Audit forms to the Clerk ([jg@range.sefton.sch.uk](mailto:jg@range.sefton.sch.uk))