

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 7 March 2019**

Present: Mr I Burton, Mr K Grimes (4.40 p.m.), 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
Dr S Mornington – Associate Member

Also present: Mrs J Gordon – Clerk to the Governors

Other absence: Mrs G Gentles

Apologies were received from Mrs M Gallen, Mr R McGreevy,

There were no absences without apologies

29. **Declaration of Interest**

There were no declarations of interest.

30. The Minutes of the meeting held on 6 December 2018 were **AGREED** and signed by the Chair.

31. **Matters Arising**

Minute 67 2017/18 – Governor Development Plan

The Clerk sent a revised list of School Council dates to the Chair of Governors

Minute 27 – Overnight Stays

Three members of staff went on the CERN, Geneva trip

32. **Minutes of the Teaching & Learning Committee meetings held on 04/10/18 (signed) and 24/01/19 (draft)**

The above Minutes were sent to governors prior to the meeting for information and gave details of the following:

04/10/18:

- Careers Strategy - presentation
- Update of SIP 2018-19
- Overnight Stays
- Information on GSCE courses

24/01/19:

- Update of SIP 2018-19 – some sections of the 2018-19 SIP had been superseded by the draft Post Ofsted Action Plan
- Overnight Stays

33. **Minutes of the Safeguarding & Leadership Committee meetings held on 11/10/18 (signed) and 07/02/19 (draft)**

The above Minutes were sent to governors prior to the meeting for information and gave details of the following:

04/10/18:

- Mental Health Presentation
- Update of SIP 2018-19
- Admission Criteria for 2020-21 – stayed the same as 2019-20
- Sefton LSCN Newsletters/7-minute briefings/Useful links
- Policy Information:
 - General Data Protection Regulation (GDPR) Policy
 - GDPR – Data Breach
 - GDPR – CCTV

Recommended that the above policies go the next full meeting for ratification. **AGREED all polices and responsibility for all three was delegated to the Headteacher.**

- Link Governor for Careers – not appointed

07/02/19

- Update of SIP 2018-19 – some sections of the 2018-19 SIP had been superseded by the draft Post Ofsted Action Plan
- Sefton LSCN Newsletters/7-minute briefings
- Overnight Stays
- Link Governor for Careers – not appointed

34. **Minutes from the AGM held on 6 December 2018**

A copy of the draft Minutes were sent to governors with the Agenda.

They gave details of the following:

- Background to the academy trust
- Current members of the trust
- Appointment of Miss Cathy Morris to the trust – **Miss Morris signed the relevant declaration in the Minutes**
- Minutes from the AGM 2017/18
- Minutes from the meeting held to appoint the Auditors for a 3-year period ending 31 December 2020. Resources Director was asked to keep a log on the performance of the auditors, Beever and Struthers, so, when the contract is due for renewal, notes will be available for referral.
- Articles of Association – remain unchanged
- Funding Agreement – remains unchanged
- Accounts 2017-18 and Annual Return – accepted by members of the trust. Accounts will be submitted to the ESFA and Companies House by 31 December 2018, and published on the school's website

The Members **AGREED** that the Minutes were an accurate recording of the meeting. The Chair signed the Minutes.

A copy of the signed Minutes will be put onto the school's website.

35. **Link Governor – Careers**

It was **AGREED** that the appointment of a Link Governor for Careers should be delayed until after the Review of Governance is complete.

36. Policies for Review

The following policies had all been to a committee with the recommendation that the full governing body should accept them. A decision as to whether responsibility for the policies remains with the governing body or is delegated to the Headteacher was made as follows:

Title of policy	Committee	Delegated to HT
Careers Education & Guidance	T&L 4 October 2019	Yes
General Data Protection Regulation (GDPR)	S&L 11 October 2019	Yes
GDPR – CCTV	S&L 11 October 2019	Yes
GDPR – Data Breach	S&L 11 October 2019	Yes

The governing body ACCEPTED all of the above policies

The Headteacher was asked to check whether the Y12 work experience week should be included in the policy.

It was reported that the Resources Committee accepted the Anti-Fraud and Anti-Corruption Policy on 28 February 2019. The Auditors had recommended one change to the policy:

- A policy should be drafted and approved in respect of the giving of gifts by the Trust
This is now in place and a ‘Gifts Register’ has been created.

37. Parents’ Evenings

Following on from an earlier meeting when it was agreed to re-introduce governors’ attendance at Parents’ Evenings, the Clerk reported that the final two of this academic year are on the following dates and volunteers to attend are required:

- 14 March 2019 - Y10 - Mervyn Thomas
- 28 March 2019 - Y8 - Cathy Morris

38. Overnight Stays

Depart	Return	Venue	Reason	Transport	#: Pupils	Year	#: Staff	Staff i/c
02/07/19	09/07/19	Neutraubling, Bavaria, Germany	German Exchange	Plane/Coach/Train	13	Y9	2	AM

- Approval was given for the above trip subject to the trip being entered on the Evolve system. The Clerk confirmed that the Evolve process had been started – the Chair signed the relevant form.

39. Staff Absences/Cover

The Chair reported that he had received correspondence from a parent regarding supply cover in Science. The parent felt that the cover was poor quality and was having an adverse effect on their child in their external exam year.

The Headteacher reported that there had been two long-term absences in Science since September 2018. STEM subjects are incredibly difficult areas to get good quality teachers who are not currently working in schools. Where an absence affects an exam class the timetable has been re-jigged to

enable our own subject specific teachers to take the class, but this is not possible if those teachers are also teaching exam classes at the same time. The parent concerned has also been into school and spoken to the HOF – Science and the Deputy Headteacher to raise their concerns. Custom and practice in most schools is that a subject specialist would be called in on the fourth day of absence. We have assured this parent that we would try to get a subject specialist on the second day of absence in Science.

40. The Clerk reminded governors to email her if they wanted tickets for the school’s production of Sister Act.

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

Teaching & Learning	-	9 May 2019	5.00 p.m.
Safeguarding & Leadership	-	27 June 2019	5.00 p.m.
Resources	-	16 May 2019	5.00 p.m.
Full governors	-	4 July 2019	4.30 p.m.

Signed Ian Burton

Date 4 July 2019

Matters for Referral / Further Discussion/Action

Minute 36 – Policies for Review – Careers Education & Guidance

- The Headteacher was asked to check whether the Y12 work experience week should be included in the policy.