

RANGE HIGH SCHOOL – FORMBY

MINUTES OF FULL GOVERNING BODY

Thursday 19th September 2019 - 4.45pm

Present : Dr M Thomas (Chair), Mr M M McGarry (Head), Mr I Burton, Mrs J McNeice, Mr R McGreevy, Miss C Morris, Mr P Povey, Mr J Rimmer, Dr R Snowden, Mr P Steiger

Apologies Mrs M Gallen, Mr K Grimes

Also Present Mr T Dolly, Dr C Ainsworth, Mrs G Phillips, Mr D Cregeen – SLT
Pauline Neilson (Clerk)
Terry Brown (Liverpool Governor Services)

A group of 6th Form students had been invited to meet Governors prior to the start of the meeting.

19/1 WELCOME ACTION

Dr Thomas welcomed Governors to the meeting and introduced Mrs Neilson as the new Clerk.

19/2 DECLARATION OF BUSINESS INTERESTS

There were no declarations of interests in relation to the agenda. Governors were reminded to complete the Annual Declaration of Interest forms.

19/3 APOLOGIES FOR ABSENCE

Apologies had been submitted and were accepted from Mrs Gallen and Mr Grimes

19/4 APPOINTMENT OF CHAIR FOR ACADEMIC YEAR 2019/20 (ITEM LED BY CLERK)

Dr Mervyn Thomas had been nominated for Chair. No other nominations had been received.

The nomination was seconded and following a vote, Dr Thomas was elected as Chair of the Governing Body for the Academic Year 2019/20.

19/5 APPOINTMENT OF VICE CHAIR FOR ACADEMIC YEAR 2019/20

Mr Ian Burton had been nominated for Vice Chair. No other nominations had been received.

The nomination was seconded and following a vote, Mr Ian Burton was elected as Vice Chair of the Governing Body for the Academic Year 2019/20.

19/6 PRESENTATION- GOVERNORHUB - T BROWN – SIL

Mr T Brown, from Liverpool Governor Services, provided a brief demonstration of the Governhub website.

Governors were impressed with the tool and asked if documents for meetings could be entered in agenda item order.

PN to ask Admin

The system could be used to record a variety of information including Governor Training Records and DBS clearance. However, it would still be advisable for school to retain hard copies of DBS clearance for audit and for entry on the SCR.

School would consider whether or not it was appropriate to allow SLT regular access to the site.

19/7 UPDATE ON GOVERNING BODY VACANCIES

Parent Governors

Two new Parent Governors, Collette Buck and Karen Owens, had been appointed and were awaiting DBS clearance. It was anticipated they would be able to attend the next FGB meeting on 5/12/19.

Their terms of office would be for 4 years from 15th September 2019. There was now a full complement of Parent Governors.

The Chair read out the brief self-nomination statements from both candidates. They were due to attend a meeting at the school on 1st October at 4.00pm.

Staff Governor

School had received 5 nominations for 3 vacancies and a ballot was due to be held the following week. Governors would be informed of the outcome, and the new Governors would be invited to attend the FGB meeting on 5/12/19.

Community Governor

It had been previously thought there was a vacancy for a Community Governor, however this had been found to be incorrect. Nominations would be held in abeyance. The skills audit would be used to identify any future Governing Body needs.

Mr McGarry said he had received expressions of interest from a very promising candidate. He asked if it was possible, they could become an Associate member. The Head and Chair agreed to discuss this.

MM and MT to discuss

19/8

BRIEF SAFEGUARDING UPDATE – David Cregeen

There was a new Policy which included updates from the KCSIE (2/9/19) and changes by Sefton Council .

There was a new Safeguarding section on the website, and electronic copies had been sent to all staff. An email address, specifically for Safeguarding, had been set up.

School was currently looking at establishing a new Safeguarding Team, using a range of people such as Learning Mentors, TAs etc.

Several people had shown interest in taking on the role of Safeguarding Officer

New templates had been developed for communication from and to school.

Safeguarding had been discussed at SLT and it had been agreed to incorporate important details and contact information on the rear of identity badges.

There had already been Safeguarding Assemblies for Year 7-10 and the Year 11 assembly was to be held as soon as possible.

School had visited Formby High School to look at their CPOMS system and had been very impressed. "Safeguard my School" software was also being considered.

It had been suggested that there be a Head of Behaviour on the restructured team, but this was still under consideration. It was acknowledged that the Team had not been big enough in the past.

The Chair applauded the decision to put important information on the back of badges.

Governors thanked DC for his presentation and he left the meeting at this point.

Safeguarding Briefing 2nd October – Mr McGarry asked if Governors would like to attend the full session or if they would they prefer a slot incorporated into the next Governing Body meeting. The Chair said he would prefer to do both.

Any Governors wishing to attend the full meeting should contact Judith as soon as possible.

An abridged briefing would also be incorporated into the FGB on 5/12/19.

19/9 COMMITTEE TERMS OF REFERENCE FOR 2019/20

The Terms of Reference had been put onto Governorhub and were now agreed by the Governing Body and signed by the Chair.

19/10 COMPOSITION OF COMMITTEES 2019/20

Governors had previously agreed to incorporate Resources etc into the main Governing Body meetings.

However, there would still be a need for the following Committees:

- ❖ Pay & Performance
- ❖ Personnel
- ❖ Personnel Appeal
- ❖ Staff Pay
- ❖ Staff Pay Appeals
- ❖ General Complaints
- ❖ Pupil Discipline
- ❖ Pupil Pastoral Support

Governors agreed the membership of all the Committees should remain the same as 2018/9.

School would also need an Audit Committee, as this matter had previously been dealt with as part of the Resources Committee. Governors with financial experience/ understanding were invited to volunteer.

The following membership was agreed

- Ian Burton
- Jim Rimmer
- Catherine Morris
- Dr Thomas ** discuss at December Mtg

19/11 APPOINTMENT OF LINK GOVERNORS/ MONITORING GROUPS – 2019/20

Governors examined the list. All Link Governors agreed to remain the same, apart from the following changes:

SLT Website	P Steiger
Careers	C Morris
SEN	Dr Snowden to replace J McNeice
English	J Mc Neice to remain

19/12 APPOINTMENT OF MONITORING GROUPS

Mr McGarry said staff had been given details of the Link Governors, and the Policy and Protocols agreed in July had now gone to Heads of Faculty etc.

The information had been generally well received. It had been emphasised that the exercise was NOT about lesson observation – conversations were ongoing. Staff had been tasked with identifying dates when it would be convenient to meet with Governors. There had been some initial talk about consulting Unions, but the Head had arranged a meeting to discuss relationships next week. Staff had also received the NGA document.

Mentors were agreed as

J Rimmer
M Thomas
I Burton

The Chair agreed to pass the details on to any absentee Governors.

19/13 DELEGATION OF DUTIES & RESPONSIBILITIES FROM GOVERNING BODY TO HEADTEACHER

There had been some slight changes which were highlighted by the Chair. Finance/ Personnel/ budget issues would now be dealt with in FGB meetings.

Governors accepted the document and it was signed by the Chair.

19/14 REGISTRATION OF PECUNIARY INTERESTS

Governors were reminded to complete the form and return it to school as soon as possible. A number of declarations were completed and handed to the Clerk.

19/15 GOVERNORS' CODE OF CONDUCT 2019/20

The Chair had previously signed this on behalf of all Governors. It had now been agreed that All Governors should to confirm receipt. The list was circulated and signed by all present.

19/16 GOVERNORS ATTENDANCE 2018/19

Details had been included on Governorhub and were now noted. It was accepted that there had been difficulties with Governor attendance in the past because it had been necessary to re-arrange a number of meetings at short notice, it was anticipated that attendance would improve now there were fewer meetings.

19/17 GOVERNOR TRAINING RECORD 2018/19

Governors were asked to notify the school of any training attended, so that Judith Gordon could continue to update the records.

19/18

MINUTES FROM THE MEETING HELD 4TH JULY 2019

Accuracy

The minutes from meeting on 4th July 2019 were agreed as a true record.

Matters Arising

Item 50 – School had started to review the SDP so the items will be added.

The information on appeals had been given.

PAN 196 -Twenty of the original applications had now gone to independent schools

Current Year 7 189

It was noted that the budget had been based on 196, so current numbers were disappointing. Mr McGarry said he would look into how Sefton managed the Appeals process.

19/19

MINUTES FROM THE LAST 3 COMMITTEE MEETINGS

1. Resources 16/5/19

The minutes were agreed as an accurate record.

Matters Arising

35 - Lettings charges to be reviewed for new academic year

37 - Governors invited to meeting on 27th June

2. T & L 9/4/19

The minutes were agreed as an accurate record.

Matters Arising

SIP work ongoing – updating in progress along with action planning

3. S & L 27/6/19

The minutes were agreed as an accurate record

Matters Arising

Presentation planned on the new OFSTED framework

19/20

HEADTEACHER'S REPORT (INCLUDING KEY PERFORMANCE INDICATORS)

The report had been previously circulated and was taken as read with the following items highlighted:

- There was a huge amount of work to be done, and a number of conversations would be needed.
- The three big areas of focus had been identified.
- Letters had been sent out to all staff and parents.

Pastoral Structure

There followed a discussion about the House system, and the possibility of changing from the present system to a Head of Year system.

Mr McGarry said the old system had included a lot of duplications and things had also slipped through gaps. There were discussions to be had, but the old system did not really fulfil the need. There seemed to be positive support for the change from SLT and Middle Leaders.

The decision was whether or not to change the system from January (maybe difficulties with older students?) or leave it until the current Year 11 had left, then implement the new system in the half term before the summer break, ready to launch in September.

There would need to be a 28-day consultation with staff. It was proposed that a model be sent to Governors then wider staff for the consultation. The change would be cost-neutral.

Mr McGarry's suggestions for the new model were explained and discussed briefly.

Dr Snowden raised the issue of continuity through from Year 7-8 and also urged consideration of families.

Mr McGarry felt a new model would lend itself to Curriculum changes within the new OFSTED framework.

It was agreed that the Head would send out draft proposals.

SEN

The Head expressed concerns over the lack of resourcing of SEN and needs not being addressed.

Governors discussed the issues in some depth

Draft model
to be sent out
for
consultation

HEAD

The SEN Consultant has done some valuable work, but this was an expensive model to sustain. The school needed a full time SENCO in the long term. The Consultant contract had commenced in May 2018 and was for 2 days per week.

She had said she was happy to work with and mentor a more permanent member of staff, however there were currently no staff in school interested in the role; maybe new staff would be willing to take this on board.

6th Form

The Head thanked Caroline for the work she had done to date, however numbers were down in spite of all the hard work. The A level results had been great and it was acknowledged that school needed a stronger marketing strategy.

The Governors discussed the reasons for the reduction in numbers, and some explanations were put forward. It would appear that the majority of pupils leaving went to Runshaw, a purpose built 6th Form College.

The 6th Form Open Evening was due shortly. The Chair suggested reviewing marketing prior to this. The last Open evening had been very good, there had been excellent feedback, and it was disappointing that the eventual numbers had not reflected this.

It was noted that work needed to be done to raise expectations throughout the school that children would stay for the full 7 years and were not expected to “opt out” from the 6th form.

It was agreed that there had been a downward trend for some years, before OFSTED. The Head said that if the Financial situation was not turned around and a better offer sorted, school could regrettably be faced with non-viability of the 6th form,

The following other issues had been covered in the report:

- Exam Results
- Staffing
- OFSTED
- Governor visits
- Parental forum
- Website
- Open Evening
- Parental concerns

Key Performance Indicators

The Head drew attention to the KPI document which provided contextual information on key areas of the school. This was a working document; some of the pages were highlighted and data details given.

Conversations had taken place over target setting and Governors should have confidence in this process for the future.

The Head asked if the information was presented in the format Governors preferred. Dr Snowden said he had only received the data two days before, and had not had time to check it in any detail. It was agreed this information would be distributed at least one week in advance of the meetings in the future

Mr Dolly Head pointed out that he had only received minutes from the previous meeting that day, and asked if these could be distributed earlier.

The Chair raised some questions about the progress of pupils with middle prior attainment. This was discussed, and it was acknowledged that it had already been flagged up. School was still working to narrow the gap each year. It was hoped that this year it would be -0.2%. This would then be above average, and would move the school up into the next quartile.

Staffing

School had spent £100k on supply agencies last year, and this was very concerning. It had been raised with staff at the staff meeting

Open Evening

This had been very successful with upwards of 380 families attending. There had been very positive feedback. The Chair commented on the excellent speech from the new Head.

Behaviour

The Head said he may need Governor support as there was a possibility of an Exclusion Panel.

A Governor made a comment about the room the Governors were meeting in. It is the first room that parents and visitors to the school see as it is next to reception, but it is very uninviting and inspiring. It was noted that the room was in transition and was being repurposed. Mr McGarry agreed that there had obviously been some capital underinvestment in the past.

19/21

UPDATE ON PUPIL PREMIUM

A detailed report had been provided and was noted by Governors. It was pointed out that there was a correction – Year 10 should read Year 11.

The Pupil Premium Plan needed to be re-written, based on the recent review showing impact of strategies, what had been done about

tracking and intervention, etc. It was noted that there was a handout on the reverse of the report for Governor information.

19/22 GOVERNOR DEVELOPMENT PLAN

The Report was noted. The Chair highlighted the importance of the Governors' Skills Audit which was available on SurveyMonkey. Governors were asked to complete this as soon as possible.

**19/23 POLICY / DOCUMENTS FOR RATIFICATION
SAFEGUARDING/ SEN/ WHISTLEBLOWING/ COMPLAINTS**

Safeguarding Policy - This was larger than in the past, as it had been found to be in need of major updating. School had worked with Sefton to produce the new policy.

A number of typing and minor queries were raised. It was agreed that Dr Snowdon would meet with some staff to work on the wording in part of the report.

The Policy would be checked and then amended.

Governors accepted the Policy, subject to these minor adjustments being made.

Proposed J McNeice, Seconded P Povey.

Whistleblowing Policy

As there were no changes, this Policy was accepted by the FGB.

Complaints Policy

The Policy had been reviewed and was now based on advice from The Key and had been approved by Forbes Solicitors.

Governors accepted the Complaints Policy.

A number of policies had been delegated to the Head and had been updated (list available). The Chair asked that these be listed on Governorhub.

19/24 GOVERNOR AWARD- PP

Mr Povey outlined details of the candidates and they were discussed briefly by Governors

The Head asked why there were only five candidates. It was explained that the award was usually given to a pupil after overcoming adversity and was intended for a pupil who would not normally receive an award, but had contributed to the life of the school.

Award Ceremonies

The Head said it was no longer good use of time to have two award ceremonies, one for Year 11, and another for Year 13 as numbers had declined at both events.

Governors agreed to amalgamate the 2 ceremonies and moved the date to 16th December.

19/25 Calendar of Events Autumn Term 2019

A Governor was needed for the Year 12 Parents Evening. Cathy agreed to attend. The Head said he was looking at changing the current appointments system.

6th Form Information Evening – 21st November.
The Chair encouraged Governors to attend.

19/26 AOB


Dates and Times of Future Meetings

Pay & Performance	November 2019 TBA
Full Governing Body	December 5 th 2019
Members AGM	December 5 th

CONFIDENTIAL AGENDA- see separate minutes

Meeting closed 7.30pm

Signed Chair



Date

5 December 2019