

RANGE HIGH SCHOOL

**Minutes of the Business Meeting of the Governors
held on Thursday 20 September 2018**

Present: Mr I Burton, Mrs M Gallen, Mr K Grimes, Mr R McGreevy, Mrs J McNeice,
Dr S Mornington, Miss C Morris, Mr J Rimmer, Dr K Russell (arrived at 5.35 p.m.),
Dr R Snowdon, Mr P Steiger, Dr M Thomas (Chair),
Mr G Aldridge – Headteacher/governor

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with Apologies: Mr P Povey

There were no Absences without Apologies

Additional Absence Mrs G Gentles

1. Declaration of Interest

There were no declarations of interest.

2. Appointment of Chair for the Academic Year 2018-19

One nomination (Dr Thomas) for Chair had been received by the Clerk prior to the meeting. Dr Thomas left the room whilst the appointment was discussed.

It was **AGREED UNANIMOUSLY** that Dr Thomas should be appointed as Chair for the 2018-19 academic year.

Dr Thomas returned to the meeting and took the Chair. He thanked governors for the support they had showed by confirming his appointment.

3. Appointment of Vice Chair for the Academic Year 2018-19

One nomination (Mr Burton) for Vice-Chair had been received by the Clerk prior to the meeting. Mr Burton left the room whilst the appointment was discussed.

It was **AGREED UNANIMOUSLY** that Mr Burton should be appointed as Vice-Chair for the 2018-19 academic year.

Mr Burton returned to the meeting where he was congratulated on his appointment by the Chair.

4. Update on Governing Body Vacancies

Parent Governors (2 vacancies) + Community Governor (1 vacancy)

The terms of office of 2 parent governors – Dr Katrin Russell and Mr Ian Burton – come to an end on 24 September 2018. Dr Russell has decided not to stand again for election.

It was **AGREED** to appoint Mr Burton to the vacant post of Community Governor for the 4-year period ending 19 September 2022. Mr Burton left the room whilst this was discussed.

Further discussions took place regarding the vacancies and are reported in the Confidential Minutes.

Staff Governors (3 vacancies)

The term of office of one staff governor – Dr Sandra Mornington – comes to an end on 24 September 2018.

It was **AGREED** to appoint Dr Mornington as a non-voting Associate Member for a 4-year period ending 23 September 2022.

Further discussions took place regarding the vacancies and are reported in the Confidential Minutes.

5. **Safeguarding – Child Protection – Presentation**

A short presentation on the above was given by Ms Clair Quinn, Assistant Headteacher (Wellbeing). The presentation, which is also used to give child protection and safeguarding information to all adults working at Range High School, informed governors of what staff should do if they have any concerns about a child or adult at school; the different categories of child abuse and the responsibilities of the school and the governing body with regard to Safeguarding.

Governors were given the opportunity to ask questions.

The Chair thanked Ms Quinn for her presentation. A Safeguarding presentation is given to governors each year at the Business meeting with relevant updates given throughout the year. Any new Governors will be given the opportunity to have a briefing with Ms Quinn following their appointment.

A copy of the Summary Safeguarding and Behaviour booklet was given to each governor.

6. **Terms of Reference – 2018-19**

Copies of the 2017-18 terms of reference were sent to governors with the Agenda.

- The terms of reference for the following Committees remain unchanged from 2017-18 and were **AGREED** and signed by the Chair:

Safeguarding + Leadership
Resources

Teaching + Learning
General Complaints

Pupil Discipline
Pupil Pastoral Support

- Personnel and Personnel Appeals both had the following wording included:
Requirements: a Clerk must take Minutes. The Clerk does not need to be the Governing Body Clerk (The Clerk cannot be a governor, an associate staff member or the Headteacher)
The Chair will be appointed by the Committee

It was **AGREED** to add the above wording to the following Committee's:

- Pay & Performance
- Staff Pay Appeals

All of the Terms of Reference documents were signed by the Chair.

7. **Composition of Committees – 2018-19**

SAFEGUARDING & LEADERSHIP Quorum: 5 governors	TEACHING & LEARNING Quorum: 5 governors	RESOURCES Quorum: 5 governors
Mr Aldridge	Mr Aldridge	Mr Aldridge
Mrs Gallen	Mr Burton Chair	Mr Burton Vice Chair
Mr Grimes	Mrs Gallen	Mr Grimes
Mr McGreevy	Mr McGreevy	Mrs McNeice
Mrs McNeice Vice Chair	Mr Povey	Miss Morris
Miss Morris Chair	Dr Snowdon Vice Chair	Mr Povey
Mr Rimmer	Mr P Steiger	Mr Rimmer Chair
Dr Snowdon	Dr Thomas	Mr Steiger
Dr Thomas	Mr Dolly Associate	Dr Thomas
Ms Quinn Associate	Dr Ainsworth Associate	Mr Pritchard Associate
Dr Mornington Associate	Mrs Phillips Associate	
	Dr Mornington Associate	
PERSONNEL Quorum: 3 from pool of named governors	PERSONNEL APPEAL Quorum: 3 from pool of named governors (same pool as Personnel but different governors must be used)	PUPIL DISCIPLINE Quorum: 3 from all eligible governors
Mr Burton	Mr Burton	Mr Burton
Mrs Gallen	Mrs Gallen	Mrs Gallen
Mr Grimes	Mr Grimes	Mr Grimes
Mr McGreevy	Mr McGreevy	Mr McGreevy
Mrs McNeice	Mrs McNeice	Mrs McNeice
Miss Morris	Miss Morris	Miss Morris
Mr Rimmer	Mr Rimmer	Mr Rimmer
Dr Snowdon	Dr Snowdon	Dr Snowdon
Mr Steiger	Mr Steiger	Mr Steiger
Dr Thomas	Dr Thomas	Dr Thomas
PUPIL PASTORAL SUPPORT 1 governor	GENERAL COMPLAINTS Quorum: 3 from all eligible governors	PAY & PERFORMANCE Quorum: 3 governors
Mr Burton	Mr Burton	Mr Burton
Mrs Gallen	Mrs Gallen	Miss Morris
Mr Grimes	Mr Grimes	Mr Rimmer
Mr McGreevy	Mr McGreevy	Dr Thomas Chair
Mrs McNeice	Mrs McNeice	
Miss Morris	Miss Morris	
Mr Rimmer	Mr Rimmer	
Dr Snowdon	Dr Snowdon	
Mr Steiger	Mr Steiger	
Dr Thomas	Dr Thomas	
STAFF PAY APPEALS		

Quorum: 3 governors
Mrs Gallen
Mr McGreevy
Mrs McNeice
Dr Snowdon

8. Appointment of Link Governors

Link Governors were appointed as follows:

FACULTY	LINK GOVERNOR	HEAD OF FACULTY
Design Technology	Dr Thomas	Mr Mace
English & Literacy	Mrs McNeice	Dr Mornington
Humanities	Mr McGreevy	Mr Tees
IT & Business Studies	Dr Snowdon	Mrs Holloway
Maths & Numeracy	Dr Thomas	Ms Ellison
Modern Foreign Languages	Mrs Gallen	Mr Mumford
PE & Expressive Arts	Mr Grimes	Mrs Fox
Science	Mr Rimmer	Ms Nibhan
SEN	Mrs McNeice	Ms Alexander/Mrs Thompson
14 – 19 Education	Mr Steiger	Link - Dr Ainsworth
Safeguarding / ECM / PSHE	Mr McGreevy	Link - Ms Quinn
Pupil Premium	Mr Burton	Link - Mr Dolly
Website	Mr Steiger	Link - Mrs Gordon

Governors will be informed if there are any briefings taking place in school that they would find useful and informative.

9. Working Parties / Monitoring Groups

Governors were appointed to the following working parties / monitoring groups:

BUDGET MONITORING	POLICIES	GOVERNOR DEVELOPMENT
Mr Aldridge	Mr Aldridge	Mrs Gordon
Mr Burton	Mrs Gordon	Mr Grimes
Mr Pritchard	Miss Morris	Miss Morris
Mr Rimmer	Mr Rimmer	Mr Rimmer
Dr Thomas	Dr Thomas	Dr Thomas
MENTORS	CHAIRS' GROUP	CONTRACTS
Dr Thomas	Mr Aldridge	Mr Aldridge
	Mr Burton	Mr Pritchard
	Mr Dolly	Mr Rimmer
	Miss Morris	Dr Thomas
	Mr Rimmer	Staff member
	Dr Thomas	

10. Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2018-19

The 2017-18 version of the above document was sent to governors with the Agenda. There were no changes to the document.

The levels of delegation shown on the document were the levels agreed by the governing body in 2015.

AGREED: to accept the document for 2018-19; the Chair signed the document

11. **Register of Pecuniary and Business Interests**

This form had been sent to governors with the agenda. Completed forms were handed to the Clerk at the meeting. The Clerk will ensure that all governors return a completed form.

12. **Code of Conduct**

The proposed 2018-19 Code of Conduct was sent to governors with the Agenda. Changes were highlighted. Following a discussion, it was:

AGREED: to accept the Code of Conduct as presented. The Chair signed the declaration on behalf of the full governing body. The Clerk will ensure that any governors not present are made aware that the code has been adopted.

The Chair reported that, on a recent course, it was observed that it was good practice for governors to sign to say that they had received a copy of the Code of Conduct and had read and understood it. The Clerk will bring a signing sheet to the next full meeting for governors to sign.

13. **Governor Attendance 2017-18**

Details of governor attendance at full and Committee meeting for 2017-18 was circulated to governors with the Agenda. This information is published on the school website.

14. **Governor Training Record 2017-18**

Details of governor training for the academic year 2017-18 were circulated to governors with the Agenda.

There was one amendment:

Dr Richard Snowden – 14 March 2018 - A Sensible Approach to Risk Management – Sefton LA – **Course was cancelled by Sefton LA.**

Governors were reminded of the following:

- training undertaken in governors' own workplace may be appropriate to the governance of the school and to let the Clerk know if this was the case, e.g. safeguarding, prevent etc.
- as a school, we are Gold members of the National Governors Association, and once governors have registered they will receive access to a regular newsletter with up-to-date information. The website address is www.membership@nga.org.uk.

15. The Minutes of the meeting held on 5 July 2018 were **AGREED** and signed by the Chair. The SIP priorities for 2017/18 were attached as an appendix to the Minutes.

16. **Matters Arising**

Minute 65 – SIP – Section 1

The information regarding additional SEN register pupils will be included under ‘Groups #4’ in future.

Minute 65 – SIP – Section 3

This will come to the first Resources meeting (15 November 2018)

Minute 67 – Governors’ Development Plan 2018-19

Elections for the School Council are taking place on 21 September. The Clerk will contact KHu regarding the School Council meetings next week.

Minute 70 – Overnight Stays

The Chair reported that he had reviewed the Risk Assessment for the proposed venues for the bronze award expeditions and found them to be in order.

Minute 71 – Talks/Presentations

The Clerk reminded governors that a talk on the new Careers Strategy will take place at the T&L Committee meeting on 4 October 2018. All are welcome to attend.

The Headteacher suggested that a talk on promoting positive mental health for both children and adults should be the next topic for the Safeguarding & Leadership meeting (11 October 2018). A presentation was given to staff at the beginning of term about how the school would progress this subject. This was **AGREED**, again all governors are welcome to attend the presentation.

Dr Russell joined the meeting

17. Strategic Vision

The following points were noted during the discussion:

- Concerns had been raised previously that although there was a general understanding what the strategic vision was for the school, it had not been articulated or written down.
- The strategic vision should be articulated and include who had contributed to it and how it sits with what decisions are made in the future
- The Headteacher and SLT could put together a discussion document for governors
- What would be the involvement of governors – would it be just to approve something that the SLT had put forward? Or would it be to say ‘as my role as a governor I would like to make this a part of our strategic vision?’
- Some work has already been done and could be used as a starting point
- How specific would we want it to be, i.e. in 3 years’ time we will be; or in the future we want everything to be like this....
- The Headteacher suggested that the SLT can provide a starting point, but mentioned that governors should also work out what specific contributions they can make to the process

It was **AGREED** that the MAT group will look at the document provided by the SLT as a starting point with an update given at a future full meeting. All governors were asked to give some thought to this item which will add to a future discussion.

18. **Policies/Documents for Ratification**

Policies 1-5 had been reviewed by the Policy Group on 6 July 2018 and had been sent by email to all governors, with any changes highlighted			
	POLICY	ACCEPTED	FOR INFO
1	Safeguarding	✓	
2	SEN	✓	
3	Reporting in the Public Interest (Whistleblowing)	✓	
4	Reserves & Investment	✓	
5	Behaviour & Discipline (pupils)		✓
Policies 6-7 had been reviewed by the Headteacher and were sent to governors, with any changes highlighted, with the Agenda			
	POLICY / PLAN	ACCEPTED	FOR INFO
6	Staff Code of Conduct	✓	
7	Governors' Allowances	✓	
Policy 8 will be reviewed by the Headteacher and Resources Director and come to the next full governors' meeting			
8	Critical Incident Plan		

Safeguarding Policy - the Headteacher reported that since the Policy Group reviewed the Safeguarding Policy, Sefton LA have done a similar exercise and sent their revised policy out to all schools (including academies). He would like to check Sefton's policy against Range High's to ensure that all information that should be included has been included. Governors will be informed if any further changes are made.

He also reported that he is aware that three Sefton schools have had Ofsted inspections since the beginning of the new academic year, and Safeguarding documentation has been a priority.

SEN policy - was accepted but a meeting has been planned (Headteacher, SENCO, Assistant SENCO and Dr Snowdon) to discuss possible development of the policy in the future.

Behaviour & Discipline Policy – it is good practice to 'periodically' update this policy and alert the stakeholders. A letter is being sent to families (tomorrow) about some of the changes to the policy so that it is absolutely clear on what basis decisions are made when the need to exclude a pupil arises.

Staff Code of Conduct – it was AGREED that responsibility for this document should, in future, be delegated to the Headteacher.

The Clerk informed governors that a new suite of policies had been introduced covering GDPR, including CCTV, Data Breaches. This suite of policies also includes the existing Taking and Using Images policy. Governors **AGREED** that responsibility for these policies should be delegated to the Headteacher.

19. **Governors' Award**

Anonymised details of four nominations for 2017/18 academic year award were sent to governors with the Agenda. (The particulars of the nominees and the reasons they were nominated are Confidential). The Chair explained the criteria for the award:

- The award will not be for academic achievement but will seek to recognise personal or social attributes displayed by the pupil.
- The citation will be deliberately flexible so the award may be made for something different each year. For example, we may seek to recognise a pupil who has made a significant contribution to the life of the school, or one who has triumphed over adversity, or done something for the good of the community locally or nationally.

Dr Mornington explained the rationale of the format of the report:

- Concerns had been raised last year regarding the fact that, for some students, more information, given by the Heads of House, had been available. This year an approximate equal amount of information was laid out in bullet points for governors to review and discuss.

After much discussion, an eventual winner was chosen and will receive a trophy and gift voucher.

20. **Calendar of Events – Autumn Term 2018**

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

Open Evening – the Chair attended the previous evening's Open Evening (for current Y5 and Y6 pupils) and found it to be very impressive and very well attended

The Headteacher reported:

- Open Evening seemed busier than in previous years
- More school prospectus' were given out than in the previous 3-4 years
- All four Headteacher talks were full
- A large number of people from Crosby were in attendance at the Open Evening
- The new dance studio had been well publicised prior to the Open Evening (it had its formal opening this evening with the press and Emily Fletcher of the Star Dance Academy in attendance). The studio has now been named the 'Gill Burns Dance Studio' in recognition of Gill's contribution to the school and to dance during her time at Range
- The Star Dance Academy has booked the dance studio for a number of hours each week and Emily Fletcher was also in attendance at the Open Evening
- There were lots of positive comments about the pupils who were acting as guides

Governors were invited to go down to the PE area and have a look at the new studio.

Carol Concert – all governors are welcome to attend

21. **Overnight Stays**

The form for the Patterdale trip had been sent to governors with the Agenda. Details of the London trip were given to governors at the meeting.

Depart	Return	Venue	Reason	Transport	#: Pupils	Year	#: Staff	Staff i/c
12/10/18	14/10/18	Patterdale Hall	Team building	Coach	35-50	Y7-Y13	4	IC

07/02/19	08/02/19	London	Drama – Theatre/Tate Art Gallery/Harry Potter Studios	Coach	40	Y10-Y13	4	AG
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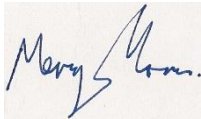
AGREED

The Chair signed both of the approval forms

22. The Clerk reminded governors that the first Link report of this academic year is required for the next full meeting of the governing body (6 December 2018) and that contact should be made with their Link partner to organise a meeting. Reports should be with the Clerk by 26 November at the latest.

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

Full governors	-	6 December 2018	4.30 p.m.
Teaching & Learning	-	4 October 2018	5.00 p.m.
Safeguarding & Leadership	-	11 October 2018	5.00 p.m.
Resources	-	15 November 2018	5.00 p.m.



Signed _____

Date 6 December 2018

Matters for Referral / Further Discussion

2017-18 - Minute 65 – SIP – Section 3

- This will come to the first Resources meeting (15 November 2018)

2017-18 -Minute 67 – Governors’ Development Plan 2018-19

- Elections for the School Council are taking place on 21 September. The Clerk will contact KHu regarding the School Council meetings week commencing 24/09/18.

Minute 12 – Code of Conduct

- Clerk to bring a signing sheet to next full meeting (06/12/18)

Minute 17 – Strategic Vision

- MAT group to look at and discuss document prepared by the SLT