

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 26 April 2018**

Present: Mr I Burton, Mrs M Gallen, Mr R McGreevy, Mrs J McNeice,
Dr S Mornington, Mrs C Morris, Mr P Povey, Mr J Rimmer
Dr K Russell, 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: Mrs G Gentles (sick leave)

Absences without Apologies Mr K Grimes

42. **Declaration of Interest**

There were no declarations of interest.

43. The Minutes of the meeting held on 7 December 2017 were **AGREED** and signed by the Chair.

44. **Matters Arising**

Minute 31 – School Council Report

The Headteacher reported that the Y11 Prom will be held at school this year and following consultation with the Assistant Headteacher (Pastoral), it is not anticipated that this will change for the same reasons that were given at the last meeting.

45. **Update on Governing Body Vacancies**

Staff Governor (1 vacancy)

The Chair reported that this vacancy would be kept open until the new academic year.

Community Governor (1 vacancy)

This vacancy will be advertised in due course.

The results of the skills audit have given the Chair a view on the skills required by any new Community governor.

46. **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:

- **UCAS Applications** – all students have now submitted their UCAS application forms and most have had an offer or an interview from their university options. Student Finance is open for applications; a speaker from Edge Hill University came to talk to Sixth form students about finance, accommodation etc.
- **Examination Timetables** – some exam timetables have been finalised. Y13 students will have another set of mock exams to ensure they are on track for their predicted grades.

- **Work Experience – Y12** – will take place during the first week in July. A group of Y12 students went to Spain in February for their work experience.
- **Y11 applications for Sixth Form** – taster day has taken place; lessons on new subjects and talks with current Sixth Form students took place
- **Year 13 Prom** – will take place on Friday 6 July at the Marriott Hotel in Liverpool at a cost of £37.50.

The Clerk was asked to thank the Sixth Form team and the School Council for their reports this academic year. It was noted that this would be the last report from the current Y13 students.

47. **Report from the School Council**

The report was sent to governors prior to the meeting. The report gave details of new items discussed:

- One-way system – staff to be reminded of the correct use of the on-way system
- Staff understanding of pupils being late to their lesson, particularly if the previous lesson was a distance away
- Window blinds – a request for all classes to be checked to ensure blinds are in a good working order
- Allocation of lockers – request for empty lockers to be cleaned prior to being re-allocated
- Mixed PE – discussion over whether mixed PE has a balanced curriculum

48. **Minutes from the Members AGM held on 7 December 2017**

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

There were no matters arising that were not covered in the remaining Agenda.

49. **Minutes from the Members Appointment of Auditors meeting held on 25 January 2018**

A copy of the draft Minutes were sent to governors with the Agenda. The Members **AGREED** that the Minutes were an accurate recording of the meeting. The Chair signed the Minutes. There were no matters arising.

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

Beever & Struthers were appointed as the School's Accountants for the 3-year period ending 31 December 2020.

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

The draft Minutes from the meeting held on 25 January 2018 (unsigned) were sent to governors with the Agenda for information. They gave details of:

- Appointment of Vice Chair for the remainder of the 2017/18 academic year – Dr R Snowdon
- Presentation on 4Matrix by Mrs Phillips – Assistant Headteacher (Curriculum) – [Clerk to email presentation to Committee members](#)
- Update of SIP 2017-18

The unsigned draft Minutes will be discussed fully at the next Teaching & Learning meeting on 10 May 2018.

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

The draft Minutes from the meeting held on 8 February 2018 (unsigned) were sent to governors for information. They gave details of:

- Presentation – Leadership of Safeguarding Within School - HT
- Update of SIP 2017-18
- Sefton LSCB Newsletters (November & January)

The draft Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 21 June 2018.

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

The draft Minutes from the meeting held on 1 March 2018 (unsigned) were sent to governors prior to the meeting. They gave details of:

- Internal Audit Report on Single Central Record – **this report will also go to the next S&L meeting**
- Financial Monitoring Statements and Reports –as at 31 January 2018
- Update of SIP 2017-18 – Priority 4c
- Accident/Incident report
- ESFA Investigation Reports
- Income Generation – **the Committee suggested that the new Auditors, Beever & Struthers, could look at this and report back to the next meeting. Following investigations by the Resources Director, the auditors would only look at the processes around income generation and not at ways of raising income. Therefore, another area for an internal audit report needs to be decided upon. The following were raised as possible options:**
 - i. **Governance – but again, only the structures around governance would be reported upon**
 - ii. **Business Continuity Planning – this could entail such things like what is in place if the school IT systems goes down, or there was a flood etc.**
 - iii. **GDPR compliance – the Headteacher reported that the school was on track to be compliant when the law changes in May. It was suggested that this could be an area for the next academic year when the changes have been in place for a period of time.**
 - iv. **The Headteacher suggested that Marketing be raised again with Beever & Struthers and ask if they could expand on what they would normally do or find another organisation to be able to speak to governors and/or senior staff regarding Marketing.**

AGREED – ask the Resources Director to contact Beever & Struthers regarding Marketing

The Headteacher asked Mr Steiger to come to the 1st meeting between the Internal Audit Team and school staff. Clerk to inform the Resources Director.

AGREED

- Presentations/talks at future meetings

The draft Minutes will be discussed fully at the next Resources Committee meeting on 17 May 2018.

53. **Management of Staffing Adjustment Policy**

A copy of the above revised policy – colour coded to show the changes that had been made – was sent to governors with the Agenda for information. This policy had been reviewed by the Headteacher, Strictly Education (School’s HR provider), school based union representatives and had been out for consultation with all members of staff; no changes apart from those already identified had been made following the consultation.

The Headteacher reported that the original policy had been TUPE’d across on conversion to academy status in 2011. Alterations to the criteria for redundancy had already been made following consultation with staff and school based union representatives and those changes had come to governors previously.

It was noted that in the revised Annex 2 and Annex 3 – Terms of Reference for both the Personnel and Personnel Appeal Committees – no mention had been made of the need to have the meeting clerked and Minutes taken. The Headteacher reported that, in the past, all meetings had been clerked and Minutes had been taken, but that the Terms of Reference would be updated to ensure this was included.

Governors accepted the policy as presented (with the above mentioned changes).

The next review of the policy will take place in February 2021 with any major changes being brought to the governors’ attention as and when they occur.

54. **Governing Body Effectiveness**

Link Reports

The following Link Reports were sent to governors prior to the meeting:

- Humanities – Mr McGreevy
- PE & Expressive Arts – Mr Grimes
- SEN – Mrs McNeice – further discussion reported in Confidential Minutes

As at previous meetings – reports to remain confidential

The Clerk reminded Link Governors that their final report of this academic year is due to be presented at the next full meeting of the governors (5 July 2018). Meetings with link partners should take place prior to 22 June to ensure the report can be sent with the Agenda.

Development Plan 2017-18

The updated plan was sent to governors with the Agenda.

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

<p>Links with Faculties and areas of school life</p> <p>TALKS/ PRESENTATIONS</p>	<ul style="list-style-type: none"> Future talks/presentations currently on each Committee Agenda 	<ul style="list-style-type: none"> To cover all areas where governors feel further involvement or more information would be helpful to their role 	<p>Following have taken place this academic year:</p> <ul style="list-style-type: none"> Safeguarding Briefing Presentation – Taylor Shaw - Caterers Structure of Leadership Group for Safeguarding – 08/02/18 (S&L) 4Matrix – 25/01/18 (T&L) <p>Planned:</p> <ul style="list-style-type: none"> UK Energy Watch (Resources 17/05/18)
<p>Ensure GB effectiveness and Accountability</p> <p>GOVERNING BODY SELF AND EXTERNAL EVALUATION / RECRUITMENT</p>	<ul style="list-style-type: none"> Governor Mark accreditation was last obtained in 2012 	<ul style="list-style-type: none"> To have an external review during 2017/18 Skills audit to take place during 2017/18 Actively seek to fill vacant Community governor position as soon as possible 	<ul style="list-style-type: none"> Skills audit forms returned to Chair Once skills audit completed aim to fill Community Governor vacancy
<p>Ensure GB effectiveness and Accountability</p> <p>GOVERNOR INVOLVMENT IN MEDIUM TERM PLANS</p>	<ul style="list-style-type: none"> Chair’s group (consisting of CoG/VC/Chairs of Committees/HT) meet termly to discuss future direction of the school 	<ul style="list-style-type: none"> To report back to governors (at full meetings) on progress made 	<ul style="list-style-type: none"> MAT group met to discuss future direction of the school. March meeting cancelled – to be rescheduled. Full governing body will be updated
<p>Ensure GB effectiveness and Accountability</p> <p>WEBSITE</p>	<ul style="list-style-type: none"> New website in operation from September 2017 Governor input has been limited in the past 	<ul style="list-style-type: none"> All governors to view the new website and feedback their views www.range-sefton.sch.uk 	<ul style="list-style-type: none"> Governor appointed at ‘Website Link’ at Business meeting Link governor liaises with school personnel
<p>Ensure GB effectiveness through development and training</p> <p>TRAINING</p>	<ul style="list-style-type: none"> Some governors attend courses and/or participate in online training Training/information given at Committee meetings Opportunity for governors to attend inset sessions if appropriate Governors’ attendance at courses is monitored Training report goes to the Business meeting in September 	<ul style="list-style-type: none"> Governors encouraged to attend training subject to sufficient funds being available 	<ul style="list-style-type: none"> Sefton Governor Training programme for the Autumn term – emailed to governors on 14/08/17 Sefton Governor Training programme for the Autumn term – emailed to governors on 15/01/18

The Chair gave an update to the Skills Audit section of the development Plan:

- Results showed a diverse range of skills and experiences
- The following areas were identified as ‘needing to strengthen in the medium term’, either by recruitment or training:
 - Promoting community cohesion
 - School sector risk management including managing conflicts of interest and loyalty – it was noted that governors may have experience of another sector (not school) risk management which could be transferred across – the question was very specific
 - School Sector HR policies and processes – governors may have experience outside the school sector and we have professional advisers (Strictly Education)
 - Inspection and oversight in the school sector – difficult to get experience in this area unless individuals have been through the process of an Ofsted Inspection
 - Experience of reviewing governance structure – range of answers as some had been on the governing body when the school converted to an academy in 2011

Overview – good range of experiences and expertise but could be strengthened by appointment of a Community Governor or training in the areas outlined above. The Chair would like to have all responses (4 still outstanding) by the time of the next full meeting when he will address this item again.

It was noted that the survey did not include Marketing – the Chair reported that the survey form had been produced by the National Governors’ Association. Marketing skills will be borne in mind when appointing the next Community governor.

55. **Overnight Approval Forms**

Dates	To	Stage	Transport	# Pupils	Year(s)	# Staff	Staff i/c
13-15 April 18	Winmarleigh Hall	Science Workshops	Coach/Minibus	75	Y7, 8 + 9	8	NN
21-22 April 18	Waddecar	Bronze final	Coach/Minibus	25	Y10	4	NW / GAA
12-13 May 18	Waddecar	Bronze final	Coach/Minibus	28	Y10	4	NW / GAA
19-20 May 18	Waddow Hall	Bronze final	Coach/Minibus	26	Y10	4	NW / GAA
23-24 June 18	Waddow Hall	Bronze final	Coach/Minibus	15	Y10	4	NW / GAA
20-23 October 18	Sorrento, Italy	Geography visit	Coach/Plane	43	Y11+Y12	4	KHU / CTE
03-05 March 19	Disneyland, Paris	Media visit	Eurostar	30	Y10-Y13	3	JCW

Details of the 2 shaded trips had been sent to the Chair and Chairs of all the Committees on 13 March 2018 for approval as they were taking place prior to this meeting. Approval was given.

Approval was given for the remaining 3 DOE trips and the Italy and Paris trips; the Chair signed the appropriate forms.

56. **Calendar of Events – Summer Term 2018**

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

It was reported that the Spring Concert has been moved to 10 May, this is the same date as the next Teaching & Learning Committee meeting. Governors are welcome to attend.

57. **Chair's Feedback**

The Chair has attended (since the last meeting held on 7 December 2017):

- Fortnightly meetings with the Headteacher
- 12/12/17 – Carol Service – noted that it was less well attended than in the past
- 25/01/18 – Auditor selection interviews
- 26/02/18 – attended Staff Awareness meeting
- 06/03/18 – Coastal Teaching School Alliance meeting

He had received only one piece of correspondence:

- Request from a local residents group to remind pupils/parents/carers not to park on pavements and to display a poster produced by Merseyside Police and others to that effect – **this has been done.**

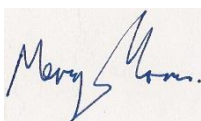
58. **Q. MG What time are the school telephones switched to day service?**

A. The telephones are switched over to day service at 8.15 a.m. and put back onto night service at 4.30 p.m. If they have been left on night service after 8.15 a.m. it is likely to have been an oversight.

The Clerk will mention it to the Office Manager

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

Teaching & Learning	-	10 May 2018	5.00 p.m.
Resources	-	17 May 2018	5.00 p.m.
Safeguarding & Leadership	-	21 June 2018	5.00 p.m.
Full governors	-	5 July 2018	4.30 p.m.



Signed _____

Date 5 July 2018

Meeting ended at 5.50 p.m.

Matters for Referral / Further Discussion/Action

Minute 46 + 47 – Sixth Form Report and School Council Report

- Clerk to thank both the Sixth Form Team and the School Council for their reports during this academic year

Minute 52 – Minutes from the Resources Committee meeting – 1 March 2018

- Resources Director to contact auditors Beever & Struthers regarding an Internal Audit Report on Marketing
- Mr Steiger to be invited to the first meeting – Clerk to inform the Resources Director

Minute 53 – Management of Staffing Adjustments

- Terms of Reference for the Personnel and Personnel Appeal Committees to be amended to include that a Clerk must take Minutes of the meeting

Minute 54 – Skills Audit

- Chair to review 4 outstanding skills audit forms and update at next full meeting (5 July 2018)