

RANGE HIGH SCHOOL**Virtual meeting of the governors' - 1 April 2020**

Present: Ian Burton, Sue Donnelly, Clare Gaskell, Jim Rimmer, Jonathan Mumford, Jackie Talbot, Paul Povey, Paul Steiger, Karen Owens, Cathy Morris, Mervyn Thomas (Chair), Richard Snowdon, Mike McGarry (Headteacher),

Also Present: David Cregeen (Associate Leader – Personal Development)
Andy Pritchard (Resources Director), Pauline Neilson (Clerk), Judith Gordon

Apologies were received from Collette Buck, Sara McCarthy, Rod McGreevy and Jane McNeice
No apologies Kevin Grimes

The Chair welcomed governors to the first virtual meeting and welcomed Clare Gaskell (Parent Governor) and Sue Donnelly (Associate Governor) to their first governors' meeting.

19/67 Declaration of Interest - none

The Minutes from the meeting held on 6 February were **AGREED** and will be signed by proxy by the Chair. (These Minutes were to be agreed and discussed at the meeting set for 19 March which was cancelled.)

There were no matters arising.

19/68 Authority to Hold Virtual Meetings

Following advice from both the DfE and the NGA governors formally **AGREED** to hold virtual meetings, which will be via the ZOOM platform, as necessary for the foreseeable future.

19/69 Audit Committee Terms of Reference / Delegation of Duties Document

The above documents were sent to governors to be discussed at the meeting scheduled for 19 March 2020 which was subsequently cancelled.

Approval for the changes to both documents was given by governors via email to the Resources Director and those decisions are recorded in these Minutes.

19/70 Capital Bids

Currently two bids in progress:

- a. Renewal of the roof over the HE / IT / Dining room areas (approx £400k)
- b. Continuing the replacement of the old metal windows with new double glazed uPVC windows (approx £300k)

The Resources Director informed the group that Cowan & Co, Architectural Consultants, have already started the tender process in order that the school could proceed quickly if the bid(s) were successful. The tenders will be fine-tuned once final figures are known.

Governors **AGREED** to authorise the Chair, Vice Chair and the Headteacher to approve/authorise the successful contractor(s) in order that work could be started as soon as possible.

19/71 SALIX Loan for LED lighting

The Resources Director reported that the school placed a bid last year to replace fluorescent lighting with LED lighting throughout the building, but was unsuccessful due to the numbers of schools applying and SALIX running out of money.

Approximately six months ago the school was contacted by SALIX asking if there was still interest in applying for the next round of bids. They were working on the principle that those schools who were unsuccessful in the first round would go to the top of the list in this round.

An email was received on 31/03/20 approving the grant application had been successful (£103k to be paid back over a 6-year period from savings made to electricity bills). The whole project has to be completed by December 2020.

Approval from Governors is required to proceed - **Governors were unanimous in their AGREEMENT to proceed with the SALIX loan.**

19/72 Monitoring how school is continuing to provide care for children who are vulnerable, children with EHCP plans, children of key workers, associated risks, issues etc.

A document outlining the procedures the school is taking was uploaded to GovernorHub and outlined the following procedures:

- Updating the DfE register on a daily basis
- Updating Sefton LA on a daily basis (if no contact has been able to be made by school staff, Sefton will take over the process)
- Contact with families of vulnerable pupils to be made at least once per week by a member of staff designated to a particular child
- If contact cannot be made, then Sefton LA (Tracy McKeating) is informed - they then arrange a follow up with home visits
- Staff rota system is in place, including Teachers/SENDCO and ASENDCO/HOH and AHOH/Teaching Assistants/Admin staff

DC has compiled, along with the LA, an update to the Safeguarding Policy which is going onto the school website later today and will be emailed out to all staff. JG will forward it to all governors.

19/73 Update on Easter Holiday Provision

Numbers of pupils using the school so far have been low - ranging from 21 on the first day, as low as 3, and on average approximately 6-8 daily. Therefore, the rota that was planned at the beginning of the school closure does not have to be as big as it is.

The Headteacher reported that five families have indicated that they may need to use school provision over the Easter Holiday. The Headteacher from Formby High School has reported similar low numbers; discussions have taken place and it has been provisionally agreed that provision over Easter will be split between both schools:

- 1st week - pupils from both Range and Formby High attend at Range High School - Range staff have volunteered to cover Monday to Thursday 6-9 April 2020
A member of the SLT will be in each day.
- 2nd week - pupils from both Range and Formby High attend at Formby High School from 14-17 April 2020 with Formby High staff in attendance

Richard Snowdon - this is definitely the right approach as we do not want to be bringing large cohorts of children together. We should also avoid using members of staff who are at a higher risk, through medical conditions, supervising children.

Q The closure of the school is going to have a knock-on effect to both GCSEs and A-levels/BTECs in 2021/2 - what can we do to ensure that the quality of the work being set is sufficient.

A MM - This is not a normal education and every child in the country is facing the same situation. We will be telling our pupils and their parents not to worry and not to panic.

There will be gaps in the service provided and we know it's not going to be normal for some time. We will also be able to see what has worked well and not so well so we can share good practice with staff. This process has started already.

When school is back up and running, we will have a transition period to get everyone back to normality as quickly as possible.

19/74 Use of School Buildings/Working from Home during the Coronavirus Shutdown

A report by the Headteacher on the above was circulated to governors via GovernorHub. The Headteacher further reported:

- As pupils numbers are lower than expected, the rota does not need to be as big as first planned
- Sixth Form block is not being used at present
- Rest of the school is open so there is plenty of space for everyone

19/75 Monitoring the wellbeing and welfare, staff and stakeholders

One of our Learning Mentors is working with TD and DC on providing information regarding wellbeing to staff/parents/pupils. Additional information has been put onto the school website to support both pupils and parents with mental health issues at this difficult time. We will start to get feedback as to what is working well.

Currently 3 out the 9 pastoral leaders are coming into school but we are keeping in close contact those that are not in. People are encouraged to work from home only when they are fit and well to do so and this is established on a weekly basis.

Staff have risen to this challenge fantastically well by sharing ideas, supporting pupils and supporting colleagues.

The Chair requested that Headteacher pass on the thanks and appreciation of governors to all staff for how they have risen to the significant challenges during this difficult period.

19/76 Skills Audit

The Chair asked governors to give feedback on this first virtual meeting so that any improvements can be made before the next one.

Signed Mervyn Thomas

Date 7 May 2020