

RANGE HIGH SCHOOL

**Minutes of the Business Meeting of the Governors
held on Thursday 21 September 2017**

Present: Mr I Burton, Mrs G Gentles, Mr K Grimes (4.40 p.m.), Mr R McGreevy,
Dr S Mornington, Miss C Morris, Mr J Rimmer, Dr K Russell,
Dr R Snowdon (5.25 p.m.), Mr P Steiger, Dr M Thomas (Chair),
Mr G Aldridge – Headteacher/governor
Mr T Dolly, Mrs G Phillips, Dr C Ainsworth, Ms C Quinn, Mr A Pritchard – Associate
Members

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with Apologies: Mrs M Gallen and Mrs J McNeice,
There were no Absences without Apologies

1. **Declaration of Interest**

There were no declarations of interest.

2. **Appointment of Chair for the Academic Year 2017-18**

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 2017-18 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 2017-18**

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 2017-18 academic year.

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

4. **Appointment of Community Governor**

Mr Kevin Grimes had indicated, to the Chair, his willingness to continue as a Community Governor for a further 4-year period. Mr Grimes was not at the meeting at this point.

It was **AGREED UNANIMOUSLY** that Mr Grimes should be re-appointed as a Community Governor for the 4-year period ending 25 September 2021.

5. **Update on Governing Body Vacancies**

Parent Governors (2 vacancies)

A requests for nominations for 2 parent governor vacancies was advertised in September – one to replace Dr Webster who reigned with effect from 31/08/17 and one which would become available early in November (Mrs McNeice’s term of office ends on 04/11/17).

One nomination was received during the timeframe for applications, therefore, Dr Richard Snowdon was appointed as Parent Governor for the 4-year period ending 17 September 2021. It was reported by the Chair, that Dr Snowdon may have a difficulty in attending meetings due to his work commitments. He is trying to re-arrange his work commitments to accommodate governor meetings and is hoping to attend later in the meeting and will talk to the Chair further regarding this matter.

In the situation when there are more vacancies than nominations the governing body can appoint a parent to the board (according to the school’s Articles of Association). Mrs Jane McNeice had expressed her intention to stand again as a parent governor but circumstances meant that her nomination form did not arrive within the timeframe. Governors discussed whether to appoint Mrs McNeice to the governing body for a further 4-year period (ending 04/11/21) and **AGREED** that they would make the appointment as her contribution to the board had been considerable and her knowledge as link governor for SEN was invaluable.

This appointment was proposed by: Mrs Gentles
and seconded by: Dr Russell

4.40 p.m. Mr Grimes arrived at the meeting (and was congratulated on his re-appointment at a Community Governor – Minute 4 above)

The Chair will send a card on behalf of the governing body to Dr Webster.

Staff Governors (2 vacancies)

A request for nominations for two staff governor vacancies resulted in only one, therefore, the following member of staff has been appointed for the 4-year period ending 14 September 2021:

- Mr Paul Povey – Head of Music

The Chair welcomed Mr Povey to the governing body.

As there was only one staff nomination, there is still one vacancy for a staff governor. The current staff governors are all members of the teaching staff; therefore the vacancy should be filled by a member of the Associate staff.

The Chair reported that there had been difficulty in recruiting members of staff to the governing body over the last few years. It was **AGREED** that all staff would be informed of the vacancy at the beginning of the next term (January 2018) and should they wish to be considered for appointment, they should inform the Clerk to the Governors – priority will be given to associate staff members, but if there are no association staff volunteers then a member of the teaching staff could apply.

Community Governor (1 vacancy)

There is currently one vacancy for a Community governor. The Chair reported that, in the past it had been brought up that the school may wish to reconstitute the governing body with a different make up of governors. This was held in abeyance whilst the Multi-Academy Trust (MAT) group were making their decisions on whether to become a MAT. Following that group's last meeting it had been decided not to enter into negotiations to become a MAT and to keep the current governing body structure.

The Chair asked the members for any names of suitable candidates for the post of Community governors to be sent to him along with contact details. He will also carry out a skills/needs analysis which will enable the governing body to identify the skills required from an individual who could then be appointed as a Community governor. It would also identify any training needs for the current governing body. It is hoped to have the skills/needs analysis completed by Christmas.

The Chair requested personal contact details from staff governors (rather than 'care of the school'). All staff governors agreed that the Clerk could send their details to the Chair.

6. **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 basic child protection information for 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. New Governors will be given the opportunity to have a briefing with Ms Quinn following their appointment.

The Clerk requested a copy of the Summary Safeguarding booklet which would then be sent to governors.

7. **Terms of Reference – 2017-18**

Copies of the 2016-17 terms of reference were sent to governors with the Agenda.

- The terms of reference for the following Committees remain unchanged from 2016-17 and were **AGREED** and signed by the Chair:

Safeguarding + Leadership	Teaching + Learning	Pupil Discipline
General Complaints	Pay + Performance	Staff Pay Appeals
Pupil Pastoral Support	Personnel	Personnel Appeals

- Resources Committee – change 'EFA' (Education Funding Agency) throughout the document to 'ESFA' (Education & Skills Funding Agency).

This document was **AGREED** with the above change and signed by the Chair.

8. **Composition of Committees – 2017-18**

SAFEGUARDING & LEADERSHIP Quorum: 5 governors	TEACHING & LEARNING Quorum: 5 governors	RESOURCES Quorum: 5 governors
Mr Aldridge	Mr Aldridge	Mr Aldridge
Mrs Gallen	Mr Burton	Mr Burton
Mr Grimes	Mrs Gallen	Mrs Gentles
Mr McGreevy	Mrs Gentles	Mr Grimes
Mrs McNeice	Mr McGreevy	Mrs McNeice
Dr Mornington	Dr Mornington	Miss Morris
Miss Morris	Mr Povey	Mr Povey
Mr Rimmer	Dr Russell	Mr Rimmer
Dr Snowdon	Mr P Steiger	Mr Steiger
Dr Russell	Dr Thomas	Dr Thomas
Dr Thomas	Mr Dolly Associate	Mr Pritchard Associate
Ms Quinn Associate	Dr Ainsworth Associate	
	Mrs Phillips 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 Russell	Dr Russell	Dr Russell
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	Miss Morris
Mrs Gallen	Mrs Gallen	Mr Rimmer
Mr Grimes	Mr Grimes	Dr Russell
Mr McGreevy	Mr McGreevy	Dr Thomas
Mrs McNeice	Mrs McNeice	
Miss Morris	Miss Morris	
Mr Rimmer	Mr Rimmer	
Dr Russell	Dr Russell	
Dr Snowdon	Dr Snowdon	
Mr Steiger	Mr Steiger	

Dr Thomas	Dr Thomas	
STAFF PAY APPEALS		
Quorum: 3 governors		
Mr Burton		
Mrs Gallen		
Mr McGreevy		
Mrs McNeice		

The Headteacher explained how the Pupil Pastoral Committee evolved and how the school saw its remit in the future:

- There comes a point for some pupils where their disciplinary record starts to give cause for concern and their position at school becomes more and more precarious
- A Pastoral Support Plan (PSP) is written for that pupil, sometimes with input from other agencies, e.g. Educational Psychologists, CAMHS etc. so the school knows what support to put in place to keep the pupil at school
- The purpose of the PSP is two-fold:
 - To have a positive outcome
 - If there is a negative outcome for whatever reason, we can document that the relevant support has been in place but that the pupil or their family failed to meet their obligations under that plan
- In the past governors became involved in the early stages, which caused a problem because of insufficient numbers of governors able to attend meetings.
- It is anticipated that governors would not now be called in at the early stages of a PSP, but if it starts to progress and looks as though the situation is not improving then governor attendance would be requested to observe the process and to stress to the pupil and family the seriousness of the situation.

9. 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/ Mrs Brinkhuijsen
Safeguarding / ECM / PSHE	Dr Russell	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.

10. **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 Russell	Dr Thomas
	Dr Thomas	
MENTORS	CHAIRS' GROUP	CONTRACTS
Dr Russell	Mr Aldridge	Mr Aldridge
Dr Thomas	Mr Burton	Mr Pritchard
	Mr Dolly	Mr Rimmer
	Mr Rimmer	Dr Thomas
	Dr Russell	Staff member
	Dr Thomas	

The Resources Director informed governors that the Cleaning contract was due to be reviewed. It was initially awarded for 3 years plus two 1-year extensions. There is a possibility of creating a joint tender with Formby High School, which could reduce the cost to Range High School. A company called RJ3 consultants is working with both schools to put a tender together and it is hoped that the first batch of documents will be sent out shortly with a view to appointing a new contractor in time for April 2018.

5.25 p.m. Dr Snowdon joined the meeting and was welcomed by the Chair and all governors introduced themselves.

Dr Snowdon informed governors that, whilst his employer was very supportive of his becoming a governor, he was not able to swap his work obligations completely from a Thursday afternoon. Because of this, he is hoping to be able to attend full meetings and the meetings of one of the 3 main Committees. The rest of the governing body were in agreement that this would be acceptable.

Dr Snowdon volunteered to go onto the Safeguarding & Leadership Committee and, following the Link Governor role being explained, volunteered to become the Link governor for IT & Business faculty.

11. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2017-18**

The 2016-17 version of the above document was sent to governors with the Agenda. The only changes to the document were:

- Changed 'EFA' to 'ESFA' (throughout 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 2017-18; the Chair signed the document

12. **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.

13. **Code of Conduct**

The 2016-17 version of the Code of Conduct was sent to governors with the Agenda. There were no changes to the document for 2017-18 and governors accepted the standards that are outlined in the document. Therefore, 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.

14. **Governor Attendance 2016-17**

Details of governor attendance at full and Committee meeting for 2016-17 was circulated to governors with the Agenda. This information is published on the school website. The Chair was pleased to note that attendance at Committee meetings had improved from 2015-16.

15. **Governor Training Record 2016-17**

Details of governor training for the academic year 2016-17 were circulated to governors with the Agenda.

Governors were reminded that 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.

The Clerk reminded governors that, as a school, we are 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.

16. The Minutes of the meeting held on 6 July 2017 were **AGREED** and signed by the Chair. The SIP priorities for 2017/18 have been attached as an appendix to the Minutes.

17. **Matters Arising**

Minute 69 – School Council Report

The Headteacher reported that the issues raised at the last meeting had been investigated by the SLT.

The Resources Director confirmed that Taylor Shaw (caterers) will be attending the next Resources Committee meeting (16/11/17).

18. **Policies/Documents for Ratification**

Policies 1-6 had been reviewed by the Policy Group on 10 July 2017 and had been sent by email to all governors, with any changes highlighted, during the summer holiday			
	POLICY	ACCEPTED	FOR INFO
1	Safeguarding	✓	
2	SEN	✓	
3	Reporting in the Public Interest (Whistleblowing)	✓	
4	Staff Grievance	✓	
5	Anti-Fraud & Anti-Corruption	✓	
6	Retention Schedule	✓	
Policies 7-11 had been reviewed by the Headteacher and were sent to governors, with any changes highlighted, with the Agenda			
	POLICY / PLAN	ACCEPTED	FOR INFO
7	Accessibility Plan		✓
8	Staff Code of Conduct		✓
9	Critical Incident Plan. Copies of this document are held by all of the SLT at their home addresses		✓
10	16-19 Bursary		✓
11	Health & Safety	✓	

Q. MT (Accessibility Plan) What happens when there are multiple wheelchair users going on a trip?

A. AP We have to hire in specialist transport as the minibus can only take one wheelchair. A member of staff accompanies the pupil and we try to accommodate a friend of the pupil as well.

Q. MT (Critical Incident Plan) Does the Critical Incident Plan cover incidents that occur off-site?

A. HT This plan covers anything that we consider to be a Critical Incident, on or off-site.

Q. MT (Health & Safety) Are there any plans to replace Mrs Gunby as the trained First Aider?

A. AP The intention is that the new Senior Cover Supervisor will go on a First Aid course in the near future.

Q. RS (Health & Safety) Do we have a defibrillator in school, and if so, it is available to the wider community?

A. AP We do have a defibrillator (kept in the school nurse's office); staff are trained annually on its use. We have been approached by the ambulance service and asked if we would be prepared to make it available to the local community, to which we agreed. We are waiting for them to come back to us as it requires a secure box being fitted on the wall on the outside of the school which has a code lock (which would be given by the ambulance service when contacted by a member of the public).

For the benefit of new governors the Resources Director explained what the 16-19 Bursary is:

- Confidential scheme is open to pupils in Sixth Form whose family finances may be a bar to them fully accessing the opportunities on offer, e.g. trips relating to their course, text books required, university visits (including overnight accommodation if required)

- To qualify family income has to be less than £30k per annum, and evidence is required to support this
- Can, on occasion and under very special circumstances, e.g. pupil being removed from the family home, be given to support a pupil whose family income exceeds £30k
- The grant has to be returned at the end of the academic year to the EFSA if it has not been used
- There are 3 tiers of funding:
 - Tier 1 – for students classed as ‘vulnerable’ – payment of £400 per term on condition that their attendance is satisfactory and they keep up with their studies. This money does not come out of the grant but a separate application is made.
 - Tier 2 – Less than £30k family income
 - Tier 3 – One-off special cases

It was suggested that, as the working group or governor development plan group had reviewed and discussed each policy in detail, the full governing body should accept all of the above policies as presented (copies of any or all of the policies could be printed for governors should they want their own copy):

AGREED to accept the policies as presented

19. Governor Development Plan 2017-18

This plan was sent to governors with the Agenda. It had been drawn up by the Governor Development Group. The following targets were in the plan:

- Improve communication by using the termly ‘Within Range’ to inform parents of the work of the governing body
- Future talks/presentations – to cover all areas where governors feel further involvement or more information would be helpful to their role
- External review of the governing body – subject to sufficient funds being available
- Skills audit to take place 2017-18
- Actively seek to fill vacant Community governor position
- Governor involvement in medium term plans – to meet termly and report back to full governors on progress made
- Website – governors to feedback their views on new website www.range.sefton.sch.uk
- Training – governors encouraged to attend training subject to sufficient funds being available

AGREED TO ACCEPT THE PLAN FOR 2017-18 AS PRESENTED

20. Governors’ Award

Anonymised details of two nominations for 2016/17 academic year award were sent to governors with the Agenda. (The particulars of the nominees and the reasons they were nominated are Confidential). For the benefit of new governors 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.

Governors asked for guidance from the members of staff present as to which student would benefit most from receiving the award as all were felt to be worthy winners, and their comments were taken into account. Further information was given at the meeting regarding Candidate 1 which was read out to governors. After much discussion, an eventual winner was chosen and will receive a trophy and gift voucher.

Governors felt very strongly that the other nominee was worthy of recognition and asked that s/he should also receive a gift voucher.

A request was made that, in future, an equal amount of information is given for each candidate. It was explained that the pupil's Head of House submits the information to the staff governor with responsibility for collecting information and inevitably some candidates will have done more and therefore there will be more information available to governors than other candidates.

AGREED

21. **Calendar of Events – Autumn Term 2017**

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

The Headteacher reported that the numbers attending the Open Evening seemed to be similar to last year. He had received a number of very complimentary emails today praising the students who acted as tour guides. Over 400 school prospectus' were given out.

Q. PS Was there any change to the format of the Open Evening from last year?

A. HT The reason for the Open Evening is to put on show the things that go on in school, so different areas are highlighted by the departments, for example, information regarding the proposed new dance studio. The talk to parents is changed each year depending on what I feel what is important to convey.

22. **Overnight Stays**

Depart	Return	Venue	Reason	Transport	#: Pupils	Year	#: Staff	Staff i/c
28/10/17	29/10/17	Waddow Hall	DOE – Bronze	Coach/mini bus	54	Y10	9	MHu
13/10/17	15/10/17	Patterdale Hall	Team building	Coach	45	Y7-Y11	4	IC

AGREED

The Chair signed both of the approval forms

23. **Extended Project Qualification**

Dr Ainsworth, Assistant Headteacher (14-19 Education), requested volunteers to mentor students who have entered for the above qualification. She thanked governors for the support they gave to students last year and hoped that governors would, again, volunteer to become a mentor. There is a higher number than last year (6—70 students) registered to take the qualification which is the equivalent to half an A-level.

Dr Ainsworth will email all governors with details about the Extended Project, and will meet with individual governors to explain further if required.

24. Date and times of next meetings

Full governors	-	7 December 2017	4.30 p.m.
Safeguarding & Leadership	-	12 October 2017	5.00 p.m.
Teaching & Learning	-	19 October 2017	5.00 p.m.
Resources	-	16 November 2017	5.00 p.m.

Signed _____ Date 7 December 2017

Matters for Referral / Further Discussion

- **Minute 5** – Update on Governing Body Vacancies
 - Nominations for staff governor to be requested in January 2018
 - Chair to conduct a skills/needs analysis (completed before Christmas)
 - Governors requested to submit names and contact details of prospective Community governors to Chair
- **Minute 6** – Safeguarding Presentation
Copy of Summary Safeguarding booklet to be sent to governors
- **Minute 13** – Code of Conduct
Clerk to inform absent governors that Code of Conduct has been accepted and signed