

**RANGE HIGH SCHOOL**

**Minutes of the Business Meeting of the Governors  
held on Thursday 13 September 2012**

**Present:** Mrs J Cranny, Dr G Butcher, Mrs J Clark, Mr K Grimes, Mrs P Harwood, Mr A Kearney, Mrs J Morrissey, Mrs S Owen (Vice-Chair), Dr K Russell, Mr D Smith, Dr M Thomas (Chair), Mr C Trollope, Dr R Webster, Mr G Aldridge – Headteacher/governor, Mr T Dolly, Dr C Ainsworth, Mrs G Phillips, Ms C Quinn, Mr A Pritchard – Associate Members

**Also Present:** Mrs J Gordon – Clerk to the Governors

**Apologies were received from** Mr D Birrell

Mrs Clark and Ms Quinn were welcomed to their first governors' meeting.

**1. Declaration of Interest**

There were no declarations of interest.

**2. Appointment of Parent Governor**

Mrs Julie Clark was appointed as Parent governor for the four year period ending 31 August 2016.

**3. Resignation of Community Governor**

The Clerk reported that Mr Cliff Cotsworth had resigned from the governing body with effect from 27 July 2012. His letter of resignation was shared with the governing body.

There is now one vacancy for a Community governor. Governors were asked to bring names of people they feel would be interested in serving on the governing body to the next full meeting. The Clerk will contact the 'One Stop Shop' to see if there are any suitable candidates registered on their site.

**4. Appointment of Chair for the Academic Years 2012-13 and 2013-14**

Dr Mervyn Thomas was appointed as Chair for the above academic years. Dr Thomas took the Chair and thanked governors for the support they had showed by confirming his appointment.

**5. Appointment of Vice Chair for the Academic Years 2012-13 and 2013-14**

Mrs Stella Owen was appointed as Vice Chair for the above academic years. Mrs Owen thanked the governors for her appointment. She requested that governors should consider succession planning for the post of Vice Chair for future years.

6. **Terms of Reference – 2012-13**

- The terms of reference for the following Committees remain unchanged from 2011-12 and were signed by the Chair:

Pay & Performance      Staff Pay Appeals

- The terms of reference for the following Committees had been amended and the amended versions were circulated to the governors with the Agenda:

Finance & Buildings

Further amendments were made at the meeting as follows:

- c. change 'academy' to 'school' (2 changes)
- j. new point 'authorise the write-off of bad debts of £500 or over and to receive reports from the Headteacher of those, if any, of less than £500'  
(because of this insertion all subsequent points have advanced one place)
- r. change 'produce' to 'review'

Curriculum & Staffing

Further amendments were made at the meeting as follows:

- c) remove the word 'National'
- k) change 'Approve' to 'Monitor'

The Committee will receive a report regarding students on Work Experience at the relevant time during the academic year.

Personnel (formerly Staff Dismissal)

Further amendments were made at the meeting as follows:

Membership: Three untainted governors from a pool of named governors, excluding the Headteacher and any member of staff

- a) Make decisions on disciplinary action, including dismissal, relating to the Headteacher
- b) Make decision on staff disciplinary action which may lead to dismissal
- c) The power to make decisions on staff disciplinary action, up to but not including dismissal, has been delegated to the Headteacher
- d) Make decisions on selection for redundancy

Personnel Appeals (formerly Staff Appeals)

Further amendments were made at the meeting as follows:

Membership: Three untainted governors from a pool of named governors, excluding the Headteacher and any member of staff

- b) change 'senior management team' to 'Senior Leadership Team'

The following Terms of Reference were amended at the meeting:

General Complaints

Membership: Three governors from all eligible governors. The Committee members must be governors who have had no prior involvement with the complaint. The Chair of the Committee will be appointed by the Committee. The Headteacher and Chair of Governors must not be a member of this Committee

Pupil Pastoral Support

Membership: One governor from all eligible governors

Pupil Discipline

Membership: Three untainted (i.e. have not been involved previously in any discussion or interview concerning the matter in question or know personally the parents or pupils involved) governors from all eligible governors. The Headteacher shall not be a member of this Committee.

- Terms of Reference for a new Audit Committee were circulated to governors with the Agenda.

Following a discussion the terms of reference for all of the above Committees were **AGREED** and signed by the Chair. The Clerk will amend the Terms of Reference.

7. **Composition of Committees – 2012-13**

**Curriculum & Staffing Quorum - 5**

Mr Aldridge  
Mr Birrell (Chair)  
Dr Butcher (Vice Chair)  
Mrs Clark  
Mr Grimes  
Mrs Harwood  
Mr Kearney  
Mrs Morrissey  
Mrs Owen  
Dr Russell  
Mrs Smith  
Dr Thomas  
Mr Trollope  
Dr Webster  
Mr Dolly (Associate)  
Dr Ainsworth (Associate)  
Mrs Phillips (Associate)  
Ms Quinn (Associate)

**Finance & Buildings Quorum - 5**

Mr Aldridge  
Mrs Clarke  
Mrs Cranny  
Mr Grimes  
Mr Hatton  
Mr Smith (Chair)  
Dr Thomas  
Mr Trollope (Vice Chair)  
Mr Dolly (Associate)  
Mr Pritchard (Associate)

**Pay & Performance** Quorum - 3

Mrs Owen  
Dr Russell  
Mr Smith  
Mr Trollope

**Pay Appeals** Quorum - 3

Dr Thomas  
Mr Birrell  
Mrs Clark  
Dr Webster

**General Complaints** Quorum - 3

All eligible governors

**Pupil Pastoral Support**

One from all eligible governors

**Personnel + Personnel Appeal**

(each committee – Quorum - 3 governors  
from a pool of named governors)

Dr Butcher  
Mr Birrell  
Mr Grimes  
Mr Hatton  
Dr Russell  
Mr Smith  
Dr Thomas  
Dr Webster

**Audit** Quorum - 3

(Headteacher / Resources Director and Chair of  
Finance + Buildings also attend meetings)

Mrs Cranny  
Mr Grimes  
Mr Hatton  
Mrs Morrissey

**Pupil Discipline** Quorum – 3

All eligible governors

**8. Appointment of Link Governors and Working Parties – 2012-13**

The following governors were appointed:

CPD	Mrs Owen		
Safeguarding/ECM/PSHE	Dr Russell	Attendance	Dr Russell
Forthright	Dr Thomas		

Links with Faculties

6 <sup>th</sup> Form	Dr Butcher
Design Technology	Mr Smith
English & Literacy	Mrs Clark
Humanities	Dr Thomas
IT & Business Studies	Dr Webster
Maths & Numeracy	Dr Webster
Modern Foreign Languages	Dr Butcher
PE & Expressive Arts	Mr Grimes
Science	Mr Smith
SEN	Mrs Clark

Working Parties 2012-13

**Budget Monitoring**

Mr Aldridge  
Mr Pritchard  
Mr Smith  
Mr Trollope

**Governor Development Group**

Mrs Gordon  
Mr Grimes  
Mrs Owen  
Dr Thomas

**Catering Consultative Group**

Mr Grimes  
Mrs Morrissey  
Pupil Associate Members

**Policies**

Mr Aldridge  
Mrs Gordon  
Mrs Owen  
Dr Russell  
Dr Thomas  
Mr Trollope

**Mentors**

Dr Butcher  
Mrs Harwood  
Mrs Owen  
Dr Thomas

9. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2012-13**

A new version of the above document (tailored to academies) was sent to governors with the Agenda. The levels of delegation shown on the document were the levels agreed by the governing body when reviewing the document in previous years.

One amendment was made to the document as follows:

Income

Add under 'Define levels of Delegation' Under £500 - to be delegated to the Headteacher – Headteacher to report termly to the Finance & Buildings Committee  
Over £500 - delegated to the Finance & Buildings Committee

**AGREED: to accept the document with the above amendment for 2012-13; the Chair signed the document**

10. **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,

11. **Code of Conduct**

A revised Code of Conduct for 2012-13, based on the NGA's Code of Conduct for Academy Schools and Browne Jacobson's (school solicitors) Code of Conduct had been tailored to Range High School. This new version was sent to governors with the Agenda.

**AGREED: to accept the new 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.**

6.10 p.m. Mrs Harwood left the meeting

12. The Minutes of the meeting held on 12 July 2012 were **AGREED** with the following amendment and signed by the Chair:

Minute 51 (Matters Arising)

Change - Mrs Julie Clark is currently on the governing body of St Luke's CE Primary (Chair of the Finance Committee and a member of the Pay Committee) to (Chair of the Curriculum Committee and a member of the Pay Committee).

13. **Matters Arising**

Minute 52 - Policies for Ratification – Drug Education Policy

Insert the following bullet point into the section entitled '**Safety within school and school premises**':

- If there is any suspicion that an external visitor to the school has brought illegal substances onto the premises the matter should be reported to the Headteacher immediately. He/she will make a determination if there sufficient evidence that a criminal act has been committed and deal with it accordingly. Otherwise he/she will take all reasonable action to determine the facts and act appropriately.

14. **Teacher Appraisal Policy**

The above draft policy had been circulated to governors with the Agenda.

The Headteacher explained the background to the policy – previous regulations on managing teacher performance have been revoked and new regulations have been introduced (2012 School Staffing (England) (Amendment) Regulations) and they came into force on 1 September 2012.

Range High School's policy is made up of three parts

- (i) Appraisal Policy
- (ii) An observation protocol
- (iii) Management Guide

Only parts (i) and (ii) were presented to the governors as the Management Guide still has to be agreed with the professional associations. It was noted that staff had raised concerns over certain aspects of the Management Guide. Meetings and discussions are taking place to come to an agreement over the Management Guide.

The Headteacher proposed that the Policy, as presented should be agreed and further discussions will take place with the professional associations regarding the Management Guide. The Guide will then be brought to the next full governors' meeting.

**AGREED: to accept the Appraisal Policy as presented – Proposed by Dr Russell and seconded by Mrs Owen**

15. **Governor Attendance**

Details of Governor attendance at meetings during the 2011-12 academic year were circulated to governors with the Agenda.

There was one amendment to the form:

Colin Trollope (Community Governor) statistics for attendance were added in to the report.

16. **Parents' Evening Dates**

Volunteers were requested to attend Parents' Evenings throughout 2012-13. The following governors agreed:

Y13	18 October 2012	Dr Thomas
Y12	29 November 2012	Mr Trollope

Further volunteers will be requested at both the Finance & Buildings and Curriculum & Staffing meetings.

17. **Governor Training**

- The Governors Role in the New Ofsted Framework either 9.30 – 11.30 a.m. or 1-3 p.m. 27/09/12 at the PDC
- Financial Reporting for Governors 5-7 p.m. – 03/10/12 at Formby High School
- Modern Governor can now be accessed by going to [www.moderngovernor.com](http://www.moderngovernor.com) and setting up an account

Governors were requested to let the Clerk know if they are attending either of the above courses.

18. Dune Rangers (PTA Association) are holding a 'ladies pamper evening' on Friday 5 October, tickets cost £5.

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

Full governors	-	11 October 2012
Finance & Buildings	-	20 September 2012
Curriculum and Staffing	-	27 September 2012
Pay	-	15 November 2012 (time tba)

Signed \_\_\_\_\_

Date 11 October 2012