

**RANGE HIGH SCHOOL**

**Minutes of the Business Meeting of the Governors  
held on Thursday 24 September 2015**

**Present:** Mr I Burton, Dr G Butcher, Dr R Chapman, Mrs G Gentles, Mr K Grimes,  
Mrs J McNeice, Dr S Mornington, Mr D Packard, Mr J Rimmer, Dr K Russell,  
Dr M Thomas (Chair), Mr C Trollope, Dr R Webster, Mrs G Williams,  
Mr G Aldridge – Headteacher/governor

**Also Present:** Mrs J Gordon – Clerk to the Governors  
Mr D Cregeen – Head of Weld House (HOH with responsibility for Safeguarding)

**Absent with Apologies:** None  
**Absent without Apologies:** Mr J Sellick

**1. Declaration of Interest**

There were no declarations of interest.

**2. Appointment of Chair for the Academic Year 2015-16**

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 2015-16 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 2015-16**

The Clerk reported that no nominations had been received prior to the meeting. Mr Jim Rimmer was willing to continue as Vice Chair if no-one else came forward. Mr Ian Burton stated his willingness to become Vice Chair for this academic year. Mr Rimmer was content to withdraw his nomination.

Mr Burton left the room whilst the appointment was discussed.

All the governors present **AGREED UNANIMOUSLY** that Mr Burton should be appointed as Vice Chair for the 2015-16 academic year.

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

Dr Thomas thanked Mr Rimmer for his support during his term of office as Vice Chair for the 2014-15 academic year.

**4. Vacancy for Community Governor**

There is still one vacancy for a Community Governor. The governors who form the Governor Development Plan group are looking at the future composition of the Governing Body this

academic year and will report their findings to the full governing body. It was AGREED that the vacancy would be kept open at this time. The Governors Development Plan for 2015/16 (which was agreed at the meeting held on 25 June 2015).

The Clerk reported that another Community governor’s (Mr Trollope) term of office comes to an end during this academic year (01/02/16).

A request for nominations for Parent Governor is due to go out to parents on 23 October, there will be 2 vacancies due to end of terms of office – Dr Butcher and Dr Webster. Dr Webster stated his intention to put his name forward for a further 4-year term. Dr Butcher is ineligible to stand as Parent Governor as he no longer has children at the school. Dr Butcher will contact the Chair of Governors before his term ends to discuss his future involvement with the governing body.

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

A short presentation on the above was given by Ms Clair Quinn, Assistant Headteacher (Wellbeing). Ms Quinn introduced Mr David Cregeen, Head of Weld House as the newly nominated teacher for Safeguarding, replacing Mrs Morrissey. 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 at school; the different categories of child abuse.

Governors were given the opportunity to ask questions.

The Chair thanked Mr Quinn for her presentation. A Safeguarding presentation to governors will be given each year at the Business meeting with relevant updates given throughout the year.

6. **Terms of Reference – 2015-16**

Copies of the 2014-15 terms of reference were sent to governors with the Agenda.

- The terms of reference for the following Committees remain unchanged from 2014-15 and were signed by the Chair:

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

- The terms of reference for the following Committee were **AGREED** with the following amendment:

Finance + Buildings Committee

**Now renamed the Resources Committee**, terms of reference remain the same.

7. **Composition of Committees – 2015-16**

SAFEGUARDING & LEADERSHIP <span style="color: blue;">Quorum: 5 governors</span>	TEACHING & LEARNING <span style="color: blue;">Quorum: 5 governors</span>	RESOURCES <span style="color: blue;">Quorum: 5 governors</span>
Mr Aldridge	Mr Aldridge	Mr Aldridge
Dr Butcher	Mr Burton	Mr Burton <span style="color: red;">Vice Chair</span>
Mr Grimes	Dr Butcher	Dr Chapman
Mrs McNeice <span style="color: red;">Vice Chair</span>	Dr Chapman <span style="color: red;">Chair</span>	Mr Grimes

Dr Mornington	Dr Mornington	Mrs McNeice
Mr Packard	Dr Russell	Mr Packard
Mr Rimmer	Mr Sellick	Mr Rimmer <b>Chair</b>
Dr Russell <b>Chair</b>	Dr Thomas	Dr Thomas
Mr Sellick	Mr Trollope	Mr Trollope
Mr Trollope	Dr Webster <b>Vice Chair</b>	Mrs Williams
Dr Thomas	Mrs Williams	Mr Pritchard <b>Associate</b>
Dr Webster	Mr Dolly <b>Associate</b>	
Mrs Williams	Dr Ainsworth <b>Associate</b>	
Ms Quinn <b>Associate</b>	Mrs Phillips <b>Associate</b>	
Mrs Phillips <b>Associate</b>		

<b>PERSONNEL</b> <b>Quorum: 3 from pool of named governors</b>	<b>PERSONNEL APPEAL</b> <b>Quorum: 3 from pool of named governors (same pool as Personnel but different governors must be used)</b>	<b>PUPIL DISCIPLINE</b> <b>Quorum: 3 from all eligible governors</b>
Mr Burton	Mr Burton	Mr Burton
Dr Butcher	Dr Butcher	Dr Butcher
Dr Chapman	Dr Chapman	Dr Chapman
Mr Grimes	Mr Grimes	Mr Grimes
Mrs McNeice	Mrs McNeice	Mrs McNeice
Mr Packard	Mr Packard	Mr Packard
Mr Rimmer	Mr Rimmer	Mr Rimmer
Dr Russell	Dr Russell	Dr Russell
Dr Thomas	Dr Thomas	Dr Thomas
Mr Trollope	Mr Trollope	Mr Trollope
Dr Webster	Dr Webster	Dr Webster

<b>PUPIL PASTORAL SUPPORT</b> <b>1 governor</b>	<b>GENERAL COMPLAINTS</b> <b>Quorum: 3 from all eligible governors</b>	<b>PAY &amp; PERFORMANCE</b> <b>Quorum: 3 governors</b>
Mr Burton	Mr Burton	Dr Chapman
Dr Butcher	Dr Butcher	Dr Russell
Dr Chapman	Dr Chapman	Dr Thomas <b>Chair</b>
Mr Grimes	Mr Grimes	Mr Trollope
Mrs McNeice	Mrs McNeice	
Mr Packard	Mr Packard	
Mr Rimmer	Mr Rimmer	
Dr Russell	Dr Russell	
Dr Thomas	Dr Thomas	
Mr Trollope	Mr Trollope	
Dr Webster	Dr Webster	

<b>STAFF PAY APPEALS</b> <b>Quorum: 3 governors</b>
Mr Burton <b>Chair</b>
Mrs McNeice
Mr Packard
Mr Rimmer
Dr Webster

**8. Appointment of Link Governors**

Link Governors were appointed as follows:

<b>FACULTY</b>	<b>LINK GOVERNOR</b>	<b>HEAD OF FACULTY</b>
Design Technology	Dr Thomas	Mr Mace
English & Literacy	Mrs McNeice	Dr Mornington
Humanities	Dr Thomas	Mr Tees
IT & Business Studies	Dr Webster	Mrs Holloway
Maths & Numeracy	Dr Webster	Ms Ellison
Modern Foreign Languages	Mr Packard	Mr Mumford
PE & Expressive Arts	Mr Grimes	Mrs Fox
Science	Dr Chapman	Ms Nibhan
SEN	Mrs McNeice	Ms Alexander/Mrs Thompson
14 – 19 Education	Dr Chapman	Dr Ainsworth
Safeguarding / ECM / PSHE	Dr Russell	Ms Quinn
Pupil Premium	Mr Burton	Mr Dolly

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:

<b>BUDGET MONITORING</b>	<b>POLICIES</b>	<b>GOVERNOR DEVELOPMENT</b>
Mr Aldridge	Mr Aldridge	Mrs Gordon
Mr Pritchard	Dr Chapman	Mr Grimes
Mr Rimmer	Mrs Gordon	Mr Rimmer
Mr Trollope	Mr Rimmer	Dr Thomas
	Dr Russell	Mrs Williams
	Mr Trollope	
	Dr Thomas	
	Mrs Williams	
<b>MENTORS</b>	<b>OFSTED INSPECTION</b>	
Dr Russell	Mr Aldridge	
Dr Thomas	Mr Burton	
	Dr Chapman	
	Mr Dolly	
	Mr Rimmer	
	Dr Russell	
	Dr Thomas	

It is not anticipated that the Contracts Working Party will be required this year.

The Headteacher reported that 'Outstanding' schools are exempt from routine inspections unless there is a cause for concern or standards drop.

One governor reported that he was aware of a primary school that had not received a good report due to lack of training of governors.

The Chair stated that governor training was one of the 'Aims' of the 2015-16 Governor Development Plan was training and encouraged governors to attend relevant training if they possibly could. Suggestions for governor training included:

- Buying in training, which could be a cheaper alternative to individual governors attending courses
- Cascading – governors who attend courses could give a short presentation to the relevant Committee or full governing body
- Training in governors own workplace could be relevant to governance and should be recorded

The Clerk reminded governors that, as a school, we are members of the National Governors Association, and once governors have registered they will receive regular newsletter with up-to-date information. The website address is [www.membership@nga.org.uk](http://www.membership@nga.org.uk).

10. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2015-16**

The 2014-15 version of the above document 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 last year.

There was one recommended change to the document:

- P4 Income - change from 'over £500' to '£500 and over' - **AGREED**

**AGREED: to accept the document for 2015-16; 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 2014-15 version of the Code of Conduct was sent to governors with the Agenda. There were no changes to the document for 2015-16 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.**

13. The Minutes of the meeting held on 25 June 2015 were **AGREED** and signed by the Chair.

14. **Matters Arising**

Minute 53 – Governing Body Effectiveness – Skills Audit

A talk by the Schools SENCO – Michelle Thompson – on how the school deals with SEN, changes to the Code of Conduct and recent SEN legislation will take place at the next Safeguarding & Leadership meeting (8 October 2015).

Minute 68 – School Budget 2015-16

The letter recognising and understanding the hard work that has taken place to ensure that the achievement of pupils continues to be of a high standard had been sent to all staff last term.

Minute 69 – Governing Body Effectiveness

As previously reported in the Governor Development Plan 2015-16, the Governor Mark accreditation would be applied for at the end of this academic year. Evidence in support of the application will be collected throughout the year. Governors were asked to highlight any report or other evidence that they thought would be useful in the application. The Clerk will send the Governor Mark application form to all governors for their information.

15. **Policies for Ratification**

All of the following policies had been reviewed by the Policy Group on 9 July 2015 and had been sent by email to all governors during the summer holiday along with a summary sheet of all of the changes and a list outlining which policies had been delegated to the Headteacher and which remained the responsibility of the governing body:

	<b>POLICY</b>	<b>AGREED</b>
1	Behaviour & Discipline	✓
2	Charging	✓
3	Critical Incident Plan - <a href="#">Appendix will go to S+L on 8 October</a>	✓
4	Depreciation	✓
5	Drug Education	✓
6	Equality	✓
7	Governors' Allowances	✓
8	Personal Health & Social Education	✓
9	Publication Scheme (Freedom of Information)	✓
10	Reporting in the Public Interest (Whistleblowing)	✓
11	Reserves & Investment	✓
12	Safeguarding	✓
13	Sex & Relationships	✓
14	Special Educational Needs	✓
15	Taking, Storing & Using Images of Children	✓
16	Teacher Appraisal	✓
17	Teaching & Learning	✓

It was suggested that, as the working 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):

Proposed by: Mr Packard  
Seconded by: Dr Webster

**AGREED to accept the policies as presented**

The following draft policies will go to the Safeguarding & Leadership Committee meeting on 8 October and, at the same time, go out for consultation to staff. Once the consultation period has ended they will go to full governors for ratification:

- Capability
- Staff Discipline

The Critical Incident Plan Appendix (relating to the the IT Hardware, servers etc) has now been updated and will go to the Safeguarding & Leadership Committee for review.

The Headteacher thanked the Policy Working Group and the Clerk for the time and effort they had put into reviewing the policies.

#### 16. Teaching School

The Headteacher reported that now that Range High School has joint teaching school status with Meols Cop High school, we are also part of an alliance that includes Birkdale, Greenbank, Christ the King and Stanley High Schools and KGV College. In order to make decisions on behalf of the alliance and in particular to monitor spending of the £60k grant that was received when status was granted, a governing board of the teaching school alliance was formed. The board will include the Headteachers of each of the schools plus one governor from Meols Cop and one from Range High School.

The Chair of Governors, Dr Thomas, stated that he would welcome the opportunity to serve on this new board. Governors were more than happy for the Chair to join the Teaching School board.

#### 17. Calendar of Events – Autumn Term 2015

As a result of the Governor Development Plan 2014-15, a calendar of events taking place at the school during the autumn term was sent to governors with the Agenda.

Two governors volunteered to be the governor representative at Parents’ Evenings:

- Y13 – 22 October 2015 - Dr Rob Webster
- Y12 – 5 November 2015 - Dr Ruth Chapman

There was one change of date – the Y13 Presentation Evening is taking place on 16 December 2015.

#### 18. Overnight Stays

Details of the following overnight stay were sent to governors with the Agenda.

09/10/15 - 11/10/15	Patterdale Hall Glenridding Cumbria	Outdoor activity centre (Team + Confidence building)	Coach	30 (Y7 - Y13)	IC + 2 Range Staff
27/09/15 - 29/09/15	Silver Practice DoE	Sedburgh	Minibus x 2	20 (Y12) <b>(changed from 15)</b>	3 <b>(changed from 4)</b>
02/10/15 - 03/10/15	Bronze Final DoE	Waddecar	Coach/Car/ Minibus	19 (Y11) <b>(changed from 40 Y10)</b>	3 <b>(changed from 5)</b>

Questions were asked regarding having a member of staff, extra to the driver, in the minibus. The Headteacher explained that the buses went on the trip in convoy so there were 3 members of staff for 2 minibuses - should any incident occur both buses would stop and all members of staff would deal with the situation. As the pupils were Y12 it was felt that this was an appropriate solution.

Governors **AGREED** to the above trip and noted the changes and the Chair signed the appropriate form.

19. **GCSE and A Level results**

A Level results A\*-B have continued to climb – which, using that indicator, we are still the best provider of A-level education in Sefton, apart from Merchant Taylors.

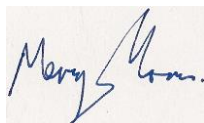
GCSE – Best entry – 82% - A\*-C including English + Maths

First entry – A\*-C including English + Maths - final figures not yet know because of remarks etc. – but we are expecting to them to be amongst the highest in Sefton if not the highest.

Governors were extremely pleased and congratulated the whole school community on the excellent results as both Key Stages.

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

Full governors	-	10 December 2015	4.30 p.m.
Safeguarding & Leadership	-	8 October 2015	5.00 p.m.
Teaching & Learning	-	15 October 2015	5.00 p.m.
Finance & Buildings	-	19 November 2015	5.00 p.m.



Signed \_\_\_\_\_

Date 10 December 2015