

RANGE HIGH SCHOOL

**Minutes of the Business Meeting of the Governors
held on Thursday 26 September 2013**

Present: Dr G Butcher, Mr K Grimes, Mrs P Harwood, Mr A Kearney,
Mr J Rimmer, Dr M Thomas (Chair), Mr C Trollope, Dr R Webster, Mrs G Williams,
Mr G Aldridge – Headteacher/governor
Mr T Dolly, Dr C Ainsworth, Ms C Quinn, Mr G Banks and Mr A Pritchard –
Associate Members

Also Present: Mrs J Gordon – Clerk to the Governors
Becky Sutton – Head Girl
Michael Truman – Head Boy
Shaun Pugh – Deputy Head Boy
Natasha Lyon – Deputy Head Girl
Kate Sargent – Deputy Head Girl

Apologies were received from Mr D Birrell, Dr R Chapman, Mrs J Clark, Mrs Owen and Dr K Russell

1. Declaration of Interest

There were no declarations of interest.

2. Appointment of Chair for the Academic Year 2013-14

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.

Proposed by: Mr Rimmer
Seconded by: Mrs Williams

that Dr Thomas should be appointed as Chair for the 2013-14 academic year – **AGREED UNANIMOUSLY**

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 2013-14

One nomination (Mrs Owen) for Vice Chair had been received by the Clerk prior to the meeting.

Proposed by: Mr Rimmer
Seconded by: Mrs Harwood

that Mrs Owen should be appointment as Vice Chair for the 2013-14 academic year – **AGREED UNANIMOUSLY**

The Chair gave thanks to Mrs Owen for her support over the last academic year.

4. **Appointment of Community Governor**

Mr Grimes' term of office as Community Governor officially ended on 9 September 2013. He had expressed his willingness to continue in the post if agreed by the governing body. Mr Grimes left the meeting whilst his appointment was discussed.

Proposed by: Dr Thomas
Seconded by: Mr Trollope

that Mr Grimes should be appointed as Community Governors for the four-year period ending 25 September 2017 – **AGREED UNANIMOUSLY**

Mr Grimes rejoined the meeting.

5. The Chair informed the meeting that he had received a letter, dated 16 September, from Mr Duncan Smith – Parent Governor – stating that, with regret, he had to resign from the Governing Body with immediate effect due to work commitments. His letter was read out to governors.

The process for electing a replacement Parent Governor will start shortly.

6. The Chair welcomed the new Prefect Management Team to the meeting and thanked them for coming to introduce themselves to the governing body. Dr Ainsworth explained the process of their election which included interviews, and stated that she was exceptionally proud of all of them.

Each member of the team introduced themselves and gave a brief outline of what they hoped to achieve over the next year and their hopes for their future beyond Range High.

[Following this item the Prefect Management Team left the meeting.](#)

7. **Terms of Reference – 2013-14**

- The terms of reference for the following Committees remain unchanged from 2012-13 and were signed by the Chair:

General Complaints	Pay & Performance	Staff Pay Appeals
Pupil Pastoral Support	Pupil Discipline	Personnel
Personnel Appeals		

- The terms of reference for the following Committees were new. They were discussed, AGREED and signed by the Chair:

Safeguarding & Leadership	Teaching & Learning
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- The terms of reference for the Finance & Buildings Committee were amended as follows:

- g. increase the level of delegation to the Headteacher for the day to day financial management of the school to £30,000
- h. change to 'make decisions on spending up to the value of £50,000'
- i. change to 'approve contracts up to the value of £50,000'

Following a suggestion from a governor a proviso was added - that, for this academic year, any expenditure made between the two amounts should be reported to the full governing body - **AGREED**

5.00 p.m. Dr Butcher joined the meeting

8. **Composition of Committees – 2013-14**

SAFEGUARDING & LEADERSHIP Quorum: 5 governors	TEACHING & LEARNING Quorum: 5 governors	FINANCE & BUILDINGS Quorum: 5 governors
Mr Aldridge	Mr Aldridge	Mr Aldridge
Mr Birrell Chair	Mr Birrell	Dr Butcher
Dr Butcher	Dr Butcher Chair	Dr Chapman Vice Chair
Mr Grimes	Dr Chapman	Mrs Clarke
Mrs Harwood	Mrs Clark	Mr Kearney
Mrs Owen	Mrs Harwood	Mr Grimes
Mr Rimmer	Mr Kearney	Mr Rimmer Chair
Dr Russell Vice Chair	Mrs Owen	Dr Thomas
Mr Sellick	Dr Russell	Mr Trollope
Mr Trollope	Mr Sellick	Mrs Williams
Dr Thomas	Dr Thomas	Mr Pritchard Associate
Dr Webster	Mr Trollope	
Mrs Williams	Dr Webster Vice Chair	
Ms Quinn Associate	Mrs Williams	
	Mr Dolly Associate	
	Dr Ainsworth Associate	
	Mrs Phillips Associate	
	Mr Banks 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
Dr Butcher	Dr Butcher	Dr Butcher
Mr Birrell	Mr Birrell	Mr Birrell
Dr Chapman	Dr Chapman	Dr Chapman
Mrs Clark	Mrs Clark	Mrs Clark
Mr Grimes	Mr Grimes	Mr Grimes
Mrs Owen	Mrs Owen	Mrs Owen
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

PUPIL PASTORAL SUPPORT 1 governor	GENERAL COMPLAINTS Quorum: 3 from all eligible governors	PAY & PERFORMANCE Quorum: 3 governors
Dr Butcher	Dr Butcher	Mrs Owen
Mr Birrell	Mr Birrell	Mr Rimmer
Dr Chapman	Dr Chapman	Dr Russell
Mrs Clark	Mrs Clark	Mr Trollope
Mr Grimes	Mr Grimes	
Mrs Owen	Mrs Owen	
Mr Rimmer	Mr Rimmer	
Dr Russell	Dr Russell	
Dr Thomas	Dr Thomas	
Mr Trollope	Mr Trollope	
Dr Webster	Dr Webster	
STAFF PAY APPEALS Quorum: 3 governors		
Dr Thomas		
Mr Birrell		
Mrs Clark		
Dr Webster		

9. **Appointment of Link Governors**

Link Governors were appointed as follows:

FACULTY	LINK GOVERNOR	HEAD OF FACULTY
Design Technology	Dr Chapman	Mr Mace
English & Literacy	Mrs Owen	Dr Mornington-Abrathat
Humanities	Dr Thomas	Mr Tees
IT & Business Studies	Dr Webster	Mrs Cranny
Maths & Numeracy	Dr Webster	Ms Ellison
Modern Foreign Languages	Dr Butcher	Mrs Edwards
PE & Expressive Arts	Mr Grimes	Mr Banks
Science	Dr Thomas	Ms Nibhan
SEN	Mrs Clark	Ms Alexander/Mrs McGregor
14 – 19 Education	Dr Butcher	Dr Ainsworth
Safeguarding / ECM / PSHE	Dr Russell	Ms Quinn

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 Pritchard	Mrs Gordon	Mr Grimes
Mr Rimmer	Mrs Owen	Mrs Owen
Mr Trollope	Dr Russell	Dr Thomas
	Mr Trollope	
	Dr Thomas	
MENTORS	OFSTED INSPECTION	
Dr Butcher	Mr Aldridge	
Mrs Harwood	Mr Birrell	
Mrs Owen	Dr Butcher	
Dr Thomas	Mr Dolly	
	Mrs Owen	
	Dr Thomas	

11. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2013-14**

The 2012-13 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.

One amendment was made to the document as follows:

Expenditure

Change the value under 'Authorising Expenditure/Issuing Orders from £20,000 to £30,000.

AGREED: to accept the document with the above amendment for 2013-14; 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 2012-13 version of the Code of Conduct was sent to governors with the Agenda. There were no changes to the document for 2013-14. 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. The Minutes of the meeting held on 20 June 2013 were **AGREED** and signed by the Chair.

15. **Matters Arising**

Minute 73 – Staff Governor Vacancy

The Chair reported that nominations for a new staff governor had been requested at the start of the term, and again, none were received. A member of the teaching staff did contact the Clerk to express an interest after the closing date.

Governors discussed the situation and were concerned that a third invitation to staff might still not produce any volunteers, and that the delay would mean that staff, particularly teaching staff would remain underrepresented.

The Chair suggested that, subject to governors approval, the interested member of staff should be approached by Chair and offered the post (for the 4-year period ending 25 September 2017).

Proposed: Mr Trollope
Seconded: Mrs Williams

AGREED unanimously – the Chair will contact the member of staff involved and report back to governors.

Minute 80 – Ofsted Report - Marketing

- The Headteacher, Dr Thomas and Dr Chapman had met with a representative from the schools Media SLA provider (Lancashire LA) to discuss the marketing strategy for the school.
- The school prospectus has been re-drafted to which there has been an overwhelmingly positive response.
- The next area for review is the school's website.
- A member of the administration team has been given responsibility for publicity.

[It was suggested that, as planning permission has been given for a number of new homes in the area, prospectuses could be put into show homes.](#)

Minute 82 – Budget 2013-14 – School Generated Income

This item will be on all future Finance & Buildings Committee agendas.

Minute 84 – Capital Programme

The Resources Director gave a brief update:

- Four Science labs now complete
- Due to the overall cost coming in lower than first anticipated he had been able to replace the flooring and lighting in all Science corridors
- Fencing and Safeguarding area at the front of school are now complete
- Electronic gates will be fully operational shortly

A full report will be given to the Finance & Buildings Committee at their next meeting (21 November 2013).

Minute 85 – Admissions 2014-15

The Headteacher has been informed by the LA of a change that has to be made to the school's admission criteria for 2015.

He suggested that the Safeguarding and Leadership Committee should discuss/agree this item, which will be reported in the Minutes of that Committee.

AGREED

16. Draft Minutes from the Members AGM

The draft Minutes from the Members AGM meeting held on 4 July 2013 were sent to governors with the Agenda and sent to all governors for information.

The next AGM is taking place after the full governors meeting on 12 December 2013 and all governors are welcome to attend.

17. Draft Minutes from the Curriculum & Staffing meeting

The draft Minutes were sent to governors for information and to decide which Committee would receive them for approval and signing.

It was **AGREED** that the Minutes (including Confidential) should go to the first Teaching & Learning Committee meeting on 17 October 2013.

18. Pay Policy

A copy of the draft Pay Policy, including Appendixes, was sent to governors with the Agenda.

The Headteacher reported that, school teachers' pay is governed by the School Teachers' Pay and Conditions Document which is published annually. The first part of the document, containing the regulations regarding pay and conditions, has been published. Changes in this document necessitated a revision of the school's Pay Policy. The new regulations do not come into force until 1 October 2014, so all decisions made by the Pay and Performance Committee in November will be made according to existing regulations. Governing Bodies need to have a new policy in place for 1 October 2013 in order that all staff entering a 12 month appraisal period are clear on what basis decisions will be made regarding pay at the end of that 12 month period.

The second part of the School Teachers' Pay and Conditions Document (not yet published), shows the cash values of pay for teachers in England and Wales.

A copy of the draft Pay Policy (including Appendixes) was given to every member of staff on 17 July 2013 with a consultation period ending on 20 September 2013.

School union representatives were contacted to ask for comments; two replied that they had no comment on the Policy and one had not responded.

Following a discussion it was proposed to accept the Pay Policy as presented:

Proposed by: Dr Thomas
Seconded by: Mr Rimmer

AGREED

19. Teaching School

This item had been previously discussed at the last full meeting of the governing body on 20 June 2013 and again at the Curriculum & Staffing Committee meeting on 4 July 2013. A consultation period for staff had been extended in order that a staff meeting could take place on 25 September 2013.

The following papers were circulated for this item:

- Headteacher's response to questions / comments submitted by staff – sent with Agenda
- Notes from the staff meeting held on 25 September – circulated at meeting

Following the staff meeting, the Headteacher had contacted each of the three school based union representatives to see if there had been any comments from their members. Two representatives had not received any comments from their members and the third representative did not respond to the email.

The Headteacher outlined the following:

- Regarding workload / capacity – only those members of staff who want to be involved will be
- Appropriate remuneration will be given to those involved
- Additional release time will be given
- No teacher would be disadvantaged if they did not want to take part

The following questions were asked by governors:

Q What percentage of lessons would be affected by teachers being involved in Teaching Schools?

A Possibly three individuals @ 2 hours per week

Q What would happen if it all went wrong?

A If the school does not retain its 'Outstanding' Ofsted rating, or if we fail to deliver on our commitments, then Teaching School status can be revoked at the end of the year's cycle.

Q Schools in Formby may not be able to give ITT students a full range of experiences – how could we ensure that ITT student received the full range of experiences?

A. The Formby alliance would look to another area's alliance to broker placements that would ensure that ITT students received the best possible, and full, training.

Other points raised:

- *The consultation period has been very short and it seems rushed* – the Headteacher acknowledged that the consultation period has been relatively short; this was due to the

school only becoming eligible to apply to become a Teaching School after the Ofsted Inspection in May. This is also the last round of applications, after October there will be no opportunity to apply to become a Teaching School. A decision has to be made tonight as to whether to submit an application to become a Teaching School.

- *Staff governor* – the majority of staff are ‘happy’ or ‘fairly happy’ with the idea of becoming a teaching school
- *Staff governor* – read out an email that had been sent to her on behalf of a group of teaching staff giving their support for the application to become a teaching school, stating that they felt becoming a Teaching school represents an opportunity to further enhance the quality of teaching and learning at Range; be part of a pro-active educational environment; to work at the centre of a new network and will help with career progression
- *Staff governor* – we want to accurately report both the positives and concerns, and there are still some concerns amongst some staff regarding workload

Following the full discussion it was:

Proposed by: Mr Rimmer
Seconded by: Mrs Williams

That the school should proceed with an application to become a Teaching School:

For: 7
Against: 0
Abstain: 2

The Headteacher will go ahead with the application.

20. The Headteacher reported that the recent Open Evening held on 18 September had been a success with plenty of very positive feedback. A number of parents have made individual appointments to look around the school.

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

Full governors	-	12 December 2013	4.30 p.m.
Safeguarding & Leadership	-	30 January 2014	5.00 p.m.
Teaching & Learning	-	13 February 2014	5.00 p.m.
Finance & Buildings	-	13 March 2014	5.00 p.m.

Signed _____

Date 12 December 2013