

RANGE HIGH SCHOOL

**Minutes of the Business Meeting of the Governors
held on Thursday 25 September 2014**

Present: Dr G Butcher, Dr R Chapman (arrived 4.55 p.m.), Mr K Grimes, Mrs J McNeice, Mr D Packard, Dr M Thomas (Chair), Mr C Trollope (arrived 4.50 p.m.), Dr R Webster, Mr J Sellick (left 5.15 p.m.), Mrs G Williams, Mr G Aldridge – Headteacher/governor
Mr T Dolly, Dr C Ainsworth, Mrs G Phillips and Mr A Pritchard – Associate Members

Also Present: Mrs J Gordon – Clerk to the Governors
Mrs J Morrissey – Head of Blundell House

Apologies were received from Dr K Russell Mr A Kearney, Mr J Rimmer and Ms Quinn

1. **Declaration of Interest**

There were no declarations of interest.

2. **Appointment of Parent Governors**

The Clerk welcomed Mr David Packard to the governing body. He was appointed following a ballot of parents, along with Dr Katrin Russell for the 4-year period ending 23 September 2014.

3. **Appointment of Chair for the Academic Year 2014-15**

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 2014-15 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.

4. **Appointment of Vice Chair for the Academic Year 2014-15**

The Clerk reported that no nominations had been received prior to the meeting. There were no nominees at the meeting. The Chair reported that Mr Jim Rimmer, Community Governor, (who had sent his apologies for this meeting) had stated that he would be willing to become Vice Chair if no-one volunteered at the meeting.

All the governors present **AGREED UNANIMOUSLY** that Mr Rimmer should be appointed as Vice Chair for the 2014-15 academic year.

5. The Chair reported that he had received an email (dated 25 September) from Mrs Julie Clark, parent governor, stating her intention to resign from the governing body with immediate effect due to family commitments.

The Chair suggested, that as there had been three nominations for Parent Governor during the recent election (but only two vacancies), that he should approach the third nominee and ask him to serve as Parent Governor for a 4-year term.

AGREED

6. Vacancy for Community Governor

Following the resignation of Mrs Owen, there is still one vacancy for a Community Governor. The Chair has sent a 'Skills Audit' form to current governors, and once his analysis is complete, he will report back to governors when a decision will be made on this vacancy.

7. Vacancy for Staff Governor

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

The Chair reminded governors that a similar situation arose last academic year, in that case governors agreed to appoint the member of staff that had expressed an interest. He suggested that, as a precedent had been set, the interested member of staff should be approached by Chair and offered the post (for the 4-year period ending 24 September 2018).

AGREED unanimously – the Chair will contact the member of staff involved, Dr Sandra Mornington, and inform her of her appointment to the governing body for the 4-year period ending 24 September 2018.

8. Safeguarding – Child Protection – Presentation

A short presentation on the above was given by Mrs Janet Morrissey, Head of Blundell House. Mrs Morrissey is the nominated teacher for Safeguarding along with 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 at school; the different categories of child abuse.

The following documents were given to governors for information:

- Keeping children safe in education: information for all school and college staff – DfE document (published April 2014)
- Staff Code of Conduct – September 2014
- Printout of the presentation slides

Governors were given the opportunity to ask questions.

The Chair thanked Mrs Morrissey for her presentation and informed governors that 'Safeguarding / Child Protection' training for governors would be on each Business Agenda in future.

[Dr Chapman and Mr Trollope arrived during the presentation](#)

[Mrs Morrissey left the meeting at the end of the presentation](#)

9. Terms of Reference – 2014-15

Copies of the 2013-14 terms of reference were sent to governors with the Agenda.

- The terms of reference for the following Committees remain unchanged from 2013-14 and were signed by the Chair:

Safeguarding + Leadership
Pay & Performance
Pupil Discipline

Teaching + Learning
Staff Pay Appeals

General Complaints
Pupil Pastoral Support

- The terms of reference for the following Committees were **AGREED** with the following amendments:

Finance + Buildings Committee

Remove

- x. recommend to the full governing body the appointment or re-appointment of the auditors to the academy

This was removed as the Academy Trust has responsibility for appointing/re-appointing the auditors.

Personnel Committee

Add

- e) hear any grievances which cannot be resolved by the Senior Leadership Team

Personnel Appeals Committee

Remove

- b) resolve any grievance which cannot be resolved by the Senior Leadership Team

5.15 p.m. Mr Sellick left the meeting

10. **Composition of Committees – 2014-15**

SAFEGUARDING & LEADERSHIP Quorum: 5 governors	TEACHING & LEARNING Quorum: 5 governors	FINANCE & BUILDINGS Quorum: 5 governors
Mr Aldridge	Mr Aldridge	Mr Aldridge
Dr Butcher	Dr Butcher Chair	Dr Chapman Vice Chair
Mr Grimes	Dr Chapman	Mr Grimes
Mrs McNeice Vice Chair	Mr Kearney	Mr Kearney
Mr Packard	Dr Russell	Mrs McNeice
Mr Rimmer	Mr Sellick	Mr Packard
Dr Russell Chair	Dr Thomas	Mr Rimmer Chair
Mr Sellick	Mr Trollope	Dr Thomas
Mr Trollope	Dr Webster Vice Chair	Mr Trollope
Dr Thomas	Mrs Williams	Mrs Williams
Dr Webster	Mr Dolly Associate	Mr Pritchard Associate
Mrs Williams	Dr Ainsworth Associate	
Ms Quinn 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
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

PUPIL PASTORAL SUPPORT 1 governor	GENERAL COMPLAINTS Quorum: 3 from all eligible governors	PAY & PERFORMANCE Quorum: 3 governors
Mr Burton	Mr Burton	Dr Chapman
Dr Butcher	Dr Butcher	Dr Russell
Dr Chapman	Dr Chapman	Dr Thomas Chair
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	

STAFF PAY APPEALS Quorum: 3 governors
Mrs McNeice
Mr Packard
Mr Rimmer Chair
Dr Webster

The two new members of the governing body- Mr Burton and Dr Mornington – will be contacted and asked which two of the three main Committees they want to join. Mr Burton will automatically join the Personnel; Personnel Appeal, Pupil Discipline; General Complaints and Pupil Pastoral Support Committees

11. **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	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 Phillips
Science	Dr Chapman	Ms Nibhan
SEN	Mrs McNeice	Ms Alexander/Mrs Thompson
14 – 19 Education	Dr Butcher	Dr Ainsworth
Safeguarding / ECM / PSHE	Dr Russell	Ms Quinn

12. **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	Dr Chapman	Mr Grimes
Mr Rimmer	Mrs Gordon	Mr Rimmer
Mr Trollope	Dr Russell	Dr Thomas
	Mr Trollope	Mrs Williams
	Dr Thomas	
MENTORS	OFSTED INSPECTION	CONTRACT GROUP
Dr Butcher	Mr Aldridge	Mr Aldridge
Dr Thomas	Dr Butcher	Dr Chapman
	Mr Dolly	Mr Pritchard
	Mr Rimmer	Mr Rimmer
	Dr Russell	Dr Thomas
	Dr Thomas	Staff Member

Mrs Williams is to liaise with other staff governors and let the Clerk know who will join the Contract Group.

13. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2014-15**

The 2013-14 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 were no amendments to the document.

AGREED: to accept the document for 2014-15; the Chair signed the document

14. **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.

15. **Code of Conduct**

The 2013-14 version of the Code of Conduct was sent to governors with the Agenda. There were no changes to the document for 2014-15. 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.

The Headteacher reported that, towards the end of last term, he had been approached, on two occasions, by the four staff governors regarding workload. On the second occasion he told the staff governors that he felt uncomfortable meeting with them as a group unless they had been authorised by the full governing to approach him regarding this issue (as outlined in the Code of Conduct).

Governors were concerned that the staff governors had approached the Headteacher as a group, and thought that workload was an issue for their union representatives to take up with the Headteacher.

The Headteacher suggested that a possible way forward was to put 'workload' onto the next two Committee meeting Agendas – thereby all governors would be involved in any discussions.

AGREED

16. The Minutes of the meeting held on 26 June 2014 were **AGREED** and signed by the Chair.

17. **Matters Arising**

Minute 59 – Rights Respecting School Award

The Headteacher reported that staff have now agreed the responses to the Articles and work is continuing towards gaining Level 1 of the award.

Minute 64 – School Budget 2014-15

The Headteacher reported that representatives from SASH had met with the local MP regarding funding for 2015 and beyond. Changes, to be introduced in 2015-16, to pension and NI contributions mean an increased charge with no increase in funding. The response from the MP was cool, with suggestions that the funding gap in the NHS is taking more funds and austerity is here to stay.

A Merseyside wide group (Sefton, Liverpool, Knowsley, Wirral, St Helens) will meet and respond to the Education Secretary.

Minute 67 – KS3 History Curriculum

The Headteacher confirmed that the Head of History had decided not to go ahead with the disapplication of the History curriculum for KS3 (governors had been informed by email).

The department was now in the process of embedding the new curriculum.

Minute 70 – Overnight Stays

The Headteacher stated that the work done by the Duke of Edinburgh Award co-ordinator, Ms Pat McCarthy was 'spectacular'.

A number of expeditions have already taken place this term, the last ones are due out early in October and will resume again in the summer term. It was suggested that the Chair write, on behalf of the governing body, to Ms McCarthy expressing their gratitude to her for her continuing work with the award. The Headteacher will give guidance as to the content of the letter.

AGREED

18. **Policies for Ratification**

The following policies had been reviewed by the Policy Group on 17 July 2014:

- Behaviour and Discipline Policy

Proposed to accept policy as presented	Dr Thomas
Seconded	Mr Trollope

ACCEPTED

- Child Protection Policy – part of a suite of policies that make up the Safeguarding Policy

Proposed to accept policy as presented	Mrs McNeice
Seconded	Dr Thomas

ACCEPTED

It was suggested that governors Disclosure and Barring System (DBS) certificate should last for 4 years (to coincide with their term of office). Currently DBS certificates are renewed after 3 years. All governors present **AGREED** to this change. Any governor appointed from this term will be subject to a renewal when/if their term of office is extended.

19. **Calendar of Events – Autumn Term 2014**

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.

There was one change to the diary:

- Sixth Form Information Evening – changed from 20 November 2014 to **Wednesday 19 November 2014**

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

- | | | |
|-------------------------|---|------------|
| ▪ Y13 – 23 October 2014 | - | Dr Butcher |
| ▪ Y7 – 27 November 2014 | - | Dr Webster |

20. **Overnight Stays**

Details of the following overnight stays were sent to governors with the Agenda. Further details of the New York trip will be seen by governors when available.

03/10/14 - 05/10/14	Patterdale Hall Glenridding Cumbria	Outdoor activity centre	Coach	24 (Y7 + Y10)	JEM + 2 Range Staff
16/02/15 - 17/02/15	London	Media + English Trip to BBC / Theatre / Harry Potter Studio Tour	Train	20 Y12 + Y13	JW + 2 Range Staff
25 or 26/10/15 - 30/10/14	New York	Media + Photography Trip	Plane	20 Y12 + Y13	JW + 1–2 Range Staff

Governors **AGREED** to the above trips with the proviso that more details of the New York trip were made available to them nearer the time.

21. **Chair’s Feedback**

Chair had attended:

- Fortnightly meetings with the Headteacher – suggested that Chairs of Committees should attend one per half term
- Schools’ Forum – 30 June 2014
- KS3 Awards evening – 17 July 2014
- Eric Storey’s funeral – 14 August 2014 (former governor and Chair at Range High School)
- GCSE Results Day – 21 August 2014

22. The Headteacher informed the governing body that a Y11 pupil (last academic year) had died during the summer holiday. He had attended Range High School for 5 years and had taken his GCSEs in the summer. He had been poorly for some time and his condition had deteriorated after he had left the school. Members of his tutor group, teaching and associate staff had attended his funeral along with the Headteacher.

23. The Clerk reminded governors that Performance Related Pay training will take place on Thursday 23 October from 5.00 p.m. – 7.00 p.m. This course is of particular interest to those on the Pay + Performance Committee and the Staff Pay Appeals Committee but all governors are welcome

24. A flyer for the Governor resource ‘The Key for Governors’ was included with the Agenda. Governors were asked to trial the resource and let the Clerk know whether they would use it if it was bought by the school.

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

Full governors	-	11 December 2014	4.30 p.m.
Safeguarding & Leadership	-	9 October 2014	5.00 p.m.
Teaching & Learning	-	16 October 2014	5.00 p.m.
Finance & Buildings	-	20 November 2014	5.00 p.m.

Signed _____

Date **11 December 2014**