

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 23 June 2016**

Present: Dr R Chapman, Mrs M Gallen, Mrs G Gentles, Mr K Grimes,
Dr Mornington, Mr J Rimmer, Dr K Russell, Dr M Thomas (Chair),
Dr R Webster, Mrs G Williams
Mr G Aldridge – Headteacher/governor
Ms C Quinn – Associate member

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with apologies Mr I Burton, Mrs J McNeice
Absences without apologies Kai Fessey Lucy Hardey – Y9 School Council Reps

57. **Declaration of Interest**

There were no declarations of interest.

58. **Governing Body Appointment**

Community governor - Mrs Angela Mockler with effect from 24 March 2016 for the 4-year period ending 23 March 2020

59. **Governing Body Vacancies**

The Clerk reported the following governing body vacancies (as at 1 September 2016):

- 1 x Community governor (see below)
- 1 x Staff governor (will be advertised at the start of the autumn term)
- 2 x Parent governor (Dr Chapman has resigned from the governing body with effect from 31 August 2016) – both posts will be advertised at the start of the autumn term

The Chair reported that he had not approached the Parish Council as he had been advised that their workload was such that they may not be able to be regular attenders at meetings or able to take on any extra responsibilities. He also reported that he had been in contact with Miss Catherine Morris, whose name had been put forward as a potential Community governor by the School Governors' One Stop Shop (SGOSS). Miss Morris is currently a manager with Lloyds banking group; her CV also ticks some of the boxes following the governing body skills analysis (completed by the Chair). The Resources Director informed the meeting that governors should be aware that Lloyds hold the school bank accounts and should Miss Morris become a member of the governing body this would have to be declared when necessary.

He felt that, on speaking with Miss Morris, she would be an asset to the governing body. A brief resume of her experience was given.

Governors **AGREED** that a meeting should take place between Miss Morris, the Chair, Vice Chair and the Headteacher or Deputy Headteacher before the end of term to discuss her possible appointment as governor, with a recommendation given to the full governing body at the Business meeting on 22 September 2016. If their recommendation is to appoint Miss Morris, she would be invited to the full meeting and join the meeting after her appointment has been discussed.

Another name was put forward by Mrs Gentles; the Chair asked for details to be emailed to him.

The Clerk informed governors that she had received a letter from SGOSS which stated that there funding was due to end and that the department would cease to exist after 31/08/16.

60. **End of Terms of Office during 2016-17**

The Clerk reported that the below named governors' terms of office will come to an end during 2016-17.

| Name | Category | End Date | |
|---------------|----------|------------|------------------------------------|
| Ruth Chapman | Parent | 27/11/2016 | Resigned with effect from 31/08/16 |
| Gill Williams | Staff | 14/10/2016 | |

61. The Minutes of the meeting held on 24 March 2016 were **AGREED** and signed by the Chair.

62. **Matters Arising**

Minute 40 – Governing Body Resignations

The Chair reported that he had taken a card and gift from the governing body to Mr Colin Trollope, who had resigned in January.

Minute 46 – Report from the School Council – Toilets

The Headteacher would like to trial locking certain sets of toilets at certain times during the day to see if that improves the situation from earlier in the year. This will not stop pupils going to the toilet or going during lesson time if they need to.

Minute 49 – Minutes from the Teaching & Learning Committee

It is anticipated that the new Link Governor protocol will be presented at the Business meeting on 22 September 2016.

Consultation with staff has started with regard to governor visits during the school day, the feedback so far has been positive.

The format of the report was also discussed by the Headteacher and Chair of Governors – the report works well for those with links with faculties but maybe not so well for those with links to areas, e.g. SEN, PPG, Safeguarding, Sixth Form etc. The conclusion was that for those with links with areas, they should report how they please, either adapting the current form or creating a free report.

Minute 55 – Travel Advice for Educational Visits

The Resources Director reported that the travel advice document which had been compiled following the events in Paris in November 2015 had been well and truly tested during the Ski trip in April (when the coach broke down on the outward journey) with staff following the advice in the document.

63. **Report from the School Council**

A written report from the School Council was circulated to governors with the Agenda. It gave details of two meetings that had taken place in May and June:

May meeting

The Headteacher informed the meeting that all of the issues raised in the School Council report had been reported to the SLT and had been dealt with and reported back to the School Council.

- **Canteen**
 - Pupils gave their opinions on which foods they enjoyed and on how to improve the choice available to encourage more pupils to eat in the canteen to the Catering manager
 - Pupils wanted to be able to buy a drink or cookie without having to buy a sandwich at break. Some pupils were buying a sandwich just to get the cookie and throwing the sandwich away. Discussions have taken place with the caterers and pupils can now buy a cookie and drink at break times without purchasing a sandwich.
- **Assessments**
 - Some pupils were not happy with the amount of time it took for assessments to come back from certain departments. They felt that 2 weeks should be the maximum they should have to wait to have work returned. The Headteacher reported that this issue was localised and measures have been put in place to rectify it.
- **Toilets**
 - The School Council felt that the issue with the toilets had improved, although this could be due to the nice weather with more pupils staying outside at break and lunchtime
- **Show My Homework (SMHW)**
 - Pupils have asked for clarity regarding getting a detention for not completed homework that had not been put onto SMHW, they felt that they should not be punished if there was no reminder on SMHW.
- **Garden Spaces**
 - The question was asked if pupils could use some of the garden spaces that were currently unavailable to students. This would be difficult to manage/supervise with the current number of staff on duty. There are no CCTV cameras in these areas; also, the surveillance system is full and the cost implications of expanding it would be high.

June meeting

- **Shyria Trust**
 - Council members met with representatives from the Shyria Trust to discuss ways of raising money for projects which they are undertaking in Rwanda. This will be discussed further at the next council meeting.

64. **Minutes from the Teaching & Learning Committee**

The draft Minutes from the meetings held on 12 May 2016 (unsigned) were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2015-16

- Overnight Stays – DOE Silver Final expedition to Bassenthwaite - **AGREED**

These draft Minutes will be discussed fully at the next meeting of the Teaching & Learning Committee on 13 October 2016.

65. **Minutes from the Resources Committee**

The Minutes from the meeting held on 19 May 2016 (unsigned) were sent to governors with the Agenda for Information. They gave details of:

- Responsible Officer's Report – no recommendations resulting of testing of the accounting financial systems – **Committee agreed that the next area for review during the autumn term is Exam Fees**
- **Financial Monitoring Statements and Reports** –as at 30 April 2016 – **shows a forecast credit balance of approximately £34,260 at the end of August 2016 (0.61% of the budget)**
- **Update of SIP 2015-16** – Priority 4c – approximately £90k been awarded through Capital funding for the replacement of approximately 1/3 of windows – **Kroll Construction have been appointed as the contractor for the replacement of the windows**
- **Accident/Incident report** – 7 since last report (6 pupils and 1 member of staff)
- **Income Generation** – National Cross Country Competition to be held at the in December – possibility of some income to be generated through parking etc. Full details were given to the full governing body. Planning is well underway. Mr Pritchard thanked Mrs Mockler who volunteered to assist with the planning through gaining sponsors for the event.

66. **School Improvement Plan (SIP) 2016-17**

The above plan was circulated to governors with the Agenda. The SIP was taken in context with the Self Evaluation Statements (SES) statements (on Confidential agenda). The Headteacher explained that, before the SIP is written, the OFSTED framework for evaluating the school is mirrored through the SES statements. Governors should note that anything that warrants attention in the SES statements in order to move to (from 'Good') or remain at 'Outstanding' has been included in the SIP as something that needs to be addressed during the next academic year. Each area of the SES was taken in conjunction with its counterpart in the SIP. It was noted that overall, the school still judged itself to be 'Outstanding'.

The Plan was split into three parts:

- (i) Section 1 Introduction
- (ii) Section 2 Report on Previous Year's Priorities 2015-16 (some targets will be completed during the summer term 2016) – some are included in the 2016-17 plan – this section of the plan is colour coded to allow 'at a glance' information to be noted – written explanations were given where targets had not yet been completed, some will carry forward to 2016-17 and others, that have not been completed, have been superseded by other priorities.
- (iii) Section 3 The School Improvement Plan June 2016 – July 2017 (including a glossary of terms)

The priority areas for 2016-17 are identified as follows (with the initials of the SLT member with overall responsibility):

- 1 **Achievement**
 - 1a Outcomes KS3 GP
 - 1b Outcomes KS4 GP
 - 1c Outcomes KS5 CA
 - 1d Data + Tracking GP
- 2 **Personal Development, Behaviour & Welfare (PDBW)**
 - 2a Safeguarding CQ
 - 2b Attendance CQ
 - 2c Behaviour CQ
 - 2d PHSE / SMSC CQ
- 3 **Teaching & Learning**
 - KS3 + KS4 TD
 - KS5 CA
- 4 **Leadership & Management**
 - 4a Curriculum GP
 - 4b Leadership & Management GAA
 - 4c Finance AP

Section 3 – SIP 2016-17

Governors reviewed this section of the SIP page by page, with any queries answered by the relevant member of the SLT. There were very few questions and the Chair recognised that the SIP was a very detailed document. A copy of the Aims for each of the above priorities is attached to this set of Minutes.

The following points were raised:

Priority 1c – Achievement – KS5

- Q.** You talked about using the 2016 results to identify those departments which would receive support in 2016/17. Is there a way of identifying them earlier so that the interventions could start earlier? The March DCMs could be used as an indication of those departments which could benefit from earlier intervention.
- A. CA** That data is used by the SLT link and is scrutinised with the Heads of Departments at the time the data is produced, but at that stage it is more of working with individual students that at department level.

Priority 1d – Data & Tracking

- Q.** Can governors sit in on the refresher training on Progress 8 (mentioned in #4)
- A.** Governors are welcome or the training notes can be sent out – governors did receive a presentation on this earlier in the academic year and this planned training would be more for staff to see how this affects their class.
- Q.** What are the time scales regarding purchasing investigative data products for use by classroom teachers at KS5?
- A.** The AHT (Curriculum) has seen two providers and is due to see another before the end of the summer term and it is hoped to have made a decision by the October half term.

Section 2a – 2d – Personal Development, Behaviour and Welfare

- * Section 2a – is similar to last year’s Section 2a – there were no questions regarding this section

- * Section 2b – Attendance needs to improve to at least comparable FSM schools RAISEonline 2015 (96.4%). Various methods to reduce absences were outlined in the SIP including incentives for full attendance.
- * Section 2c – support and education is given to both those who are bullied and those doing the bullying. Communication with families bullying situations also takes place.
- * Section 2d –
 - Q. Is there any merit in developing the role of Y11 pupils to support younger pupils?**
 - A. It has been discussed, in the past we have steered clear of using Y11 pupils in this role because of it being their GCSE year, but we would like to look at it again.**

 - Q. Is there a timescale for the Level 2 action plan for Rights Respecting Schools?**
 - A. This will need to be completed by Christmas 2016**

Priority 3a – Teaching & Learning – KS3 and KS4

There were no questions on this section of the SIP.

Priority 3b – Teaching & Learning – KS5

There were no questions on this section of the SIP.

Priority 4a – Leadership & Management – Curriculum

- * A decision will have to be made by the governing body as to whether to make Languages and Humanities compulsory which would then comply with the EBACC accountability measure, which is the measure the government had included in the White Paper (Education Excellence Everywhere) issued earlier this year but has not yet been finalised. The SLT will do some preparatory work on this issue and this will be discussed further at the Teaching & Learning Committee next term.

Priority 4b – Leadership & Management – Leadership & Management

There were no questions on this section of the SIP.

Priority 4c – Leadership & Management – Finance & Buildings

There were no questions on this section of the SIP.

The Headteacher thanked governors for the time spent on reviewing the SIP, he pointed out that it agreeing the school's priorities for the next academic year is one of the most important decisions that the governing body has to make.

Governors were asked to accept the SIP for 2016-17:

Proposed: Dr Russell
Seconded: Dr Chapman

AGREED UNANIMOUSLY

67. School Budget 2016-17

The Budget forecast for 2016-17 and projections for 2017-19 were sent to governors with the Agenda. The Resources Director reminded governors that there has not been a real term increase in the school's budget for seven years.

23 June 2016

The forecast balance at the end of 2016-17 is £40,763. This reduces to -£36,896 at the end of 2017-18. The Headteacher responded by saying that the 2016-17 forecast balance figure could rise if some areas were to come in under budget. The budget is reviewed regularly throughout the year which gives the opportunity to revise some areas in-year. Any plans to reduce any deficit in future years will be brought to governors at the appropriate time.

The Resources Director highlighted the following:

Line 2 – Education Services Grant – this shows a decrease year on year – the government announced in the last budget that they plan to take £600 million out of education funding and this grant is part of those cuts.

Line 38 – Apprenticeship Levy (new line) – another announcement in the recent budget – from April 2017, any organisation that has a salary bill of more than £3 million pounds per annum has to pay a levy of 0.5% of their salary bill towards apprenticeships. Final details are not yet known – governors will be kept informed.

Dr Chapman thanked the SLT for their work to ensure that the school continued to have a forecast credit budget for the next academic year.

Governors were asked to accept the budget for 2016-17 and it was:

Proposed by: Dr Chapman

Seconded by: Mrs Mockler

And AGREED to accept the budget as presented

68. **Governing Body Effectiveness**

Link Governor Reports

Reports outlined issues under the some or all of the following headings:

- Attainment
- Behaviour
- Teaching & Learning
- Leadership & Management
- Other Issues

The following written reports were sent out to governors prior to the meeting:

- Sixth Form - Dr Chapman
- ICT & Business - Dr Webster
- Maths - Dr Webster
- MFL - Mrs Gallen
- PE & Exp Arts - Mr Grimes
- PPG - Mr Burton
- Safeguarding - Dr Russell

The following reports were circulated at the meeting – governors were given the opportunity to read them through:

- DT - Dr Thomas
- Humanities - Dr Thomas

The Link Governor protocol which has been in place for a number of years is still in the process of being reviewed by the Chair and Headteacher. The final version will be with governors before the first report is due in December 2016.

The discussion regarding these reports is outlined in the Confidential Minutes. As at previous meetings, the Link reports have been designated as confidential.

Development Plan 2015-16 update

| ISSUE | CURRENT | TARGET | ACTION | NOTES |
|--|--|--|---|---|
| Links with Faculties and areas of school life | <ul style="list-style-type: none"> • Appointed link governors in place • Clear guidelines on role and reporting | <ul style="list-style-type: none"> • All link governors keeping in regular contact with the school and submitting two reports a year to full meetings in December and June/July | <ul style="list-style-type: none"> • On Agenda for December and June/July full meetings • Meeting dates to be given to Clerk in advance • Reports to Clerk within two weeks of meeting | <ul style="list-style-type: none"> • Ongoing |
| Ensure GB effectiveness and Accountability | <ul style="list-style-type: none"> • Governor Mark accreditation autumn 2012 | <ul style="list-style-type: none"> • Governing Body self-evaluation | <ul style="list-style-type: none"> • Review evidence from last GM application – Autumn 2015 • Identify resources required • Apply for Governor Mark | <ul style="list-style-type: none"> • First working group meeting held – application to be submitted at the end of the summer term 2016 – governors requested to suggest items for evidence |
| | <ul style="list-style-type: none"> • GB composition last changed in 2011 • Committee structure in place for 2 full years | <ul style="list-style-type: none"> • Review composition and effectiveness of the governing body | <ul style="list-style-type: none"> • Review alternative GB structures • Make recommendations to full GB for any changes considered necessary | <ul style="list-style-type: none"> • December 2015 - Continue with current structure. Following the skills audit, identified skills to be included on Parent Governor election papers (Chair to suggest wording) |
| | <ul style="list-style-type: none"> • GB section of school's website is not reviewed | <ul style="list-style-type: none"> • Review and redesign the website as necessary to enable parents and others to know about our work | <ul style="list-style-type: none"> • Review current offering • Review what other schools do • Make recommendations to GB for any changes considered necessary | <ul style="list-style-type: none"> • Chair of Governors to review website • Clerk to keep statutory information up to date |

| | | | | |
|---|---|---|--|---|
| <p>Ensure GB effectiveness though development and training</p> | <ul style="list-style-type: none"> Some governors attend courses. Subscribe to Modern Governor on-line training programme | <ul style="list-style-type: none"> Governors to attend Inset sessions if training appropriate to governors is being given Investigate other sources for training/information etc. Monitor governor attendance at courses | <ul style="list-style-type: none"> Review content of Inset training for governor relevance Record governor training Report training record to governors at Business meeting (Autumn term) | <ul style="list-style-type: none"> Governors' invited to 'Prevent' training (02/12/15) + Literacy training (12/02/16) Further training planned (Data training – T+L 04/02/15) |
|---|---|---|--|---|

- The Chair reminded governors, particularly Chairs of Committees, to review the Minutes of their meetings alongside the GovernorMark application form (which was sent out in December) to see if any sections could be used as evidence for GovernorMark. It was noted by the Chair that it will prove difficult to put in an application for GovernorMark at this stage. It will be kept under review.
- The Chair has reviewed other schools websites – he will write a Chair's Welcome in time for September. The school website section of the GDP has been carried forward to 2016-17.

Development Plan 2016-17

| | | |
|--|--|---|
| <p>Leading Role</p> | <p>Governor Development Plan monitoring group</p> | |
| <p>Aims</p> | <ul style="list-style-type: none"> To improve the effectiveness of the Governing Body to hold the school to account To support the SLT to raise standards To raise awareness amongst the school community of the governing body and the work that they do | |
| <p>Success Criteria</p> | <ul style="list-style-type: none"> Governors continue to be closely involved in school improvement and evidence challenge All governors involved in the life of the school Improved communication with parents/carers through the website | |
| <p>ISSUE</p> | <p>CURRENT</p> | <p>TARGET</p> |
| <p>Links with Faculties and areas of school life LINK GOVERNORS</p> | <ul style="list-style-type: none"> Appointed link governors in place Clear guidelines on role and reporting | <ul style="list-style-type: none"> All link governors keeping in regular contact with the school and submitting two reports a year to governors meetings in Dec and Jun/July Review Link Governor Protocol |
| <p>Links with Faculties and areas of school life TALKS/PRESENTATIONS</p> | <ul style="list-style-type: none"> Talks/Presentations given to governors on an ad hoc basis | <ul style="list-style-type: none"> Plan talks/presentations throughout the academic year tailoring to Committees or full meetings |
| <p>Ensure GB effectiveness and Accountability GOVERNING BODY SELF OR EXTERNAL EVALUATION</p> | <ul style="list-style-type: none"> Governor Mark accreditation autumn 2012 | <ul style="list-style-type: none"> Governing Body self-evaluation Identify resources required Apply for Governor Mark Investigate possibilities of a more local self-review Check meeting cycle is still fit for purpose |

| | | |
|---|---|---|
| <p>Ensure GB effectiveness and Accountability</p> <p>GOVERNOR INVOLVEMENT IN DEVISING 5-YEAR PLAN</p> | <ul style="list-style-type: none"> N/A | <ul style="list-style-type: none"> Working group to include COG / VCOG / Chairs of Committees / HT |
| <p>Ensure GB effectiveness and Accountability</p> <p>WEBSITE</p> | <ul style="list-style-type: none"> Current offering has been reviewed by the COG COG has reviewed what other schools do Recommendations to GB for any changes considered necessary (to full meeting June 2016) | <ul style="list-style-type: none"> Appoint a Link Governor to review Governors Section of website regularly throughout the year Chair to write a 'Welcome' statement Implement recommendations once agreed |
| <p>Ensure GB effectiveness through development and training</p> <p>TRAINING + INDUCTION</p> | <ul style="list-style-type: none"> Some Governors attend courses Governors attend inset sessions if training appropriate to governors is being given Governors' attendance at courses is monitored Training is reported to full governors at Business meeting | <ul style="list-style-type: none"> Governors new to governance to attend an Induction Course (through the LA) Standardise Pen Pictures in Induction Pack (possible proforma) |

The 2016-17 Governor Development Plan for 2016-17 was proposed and accepted:

Proposed by: Dr Thomas
Seconded by: Mr Rimmer

69. **Teaching School** (standing agenda item)

The Headteacher reported that we are coming to the end of the first year of the Teaching School Alliance (with Meols Cop High). Focus has been given to the following 3 areas:

- Initial Teacher Training – which Range High leads on and has had approximately 30 ITT students across the alliance
- School to school support – Range and Meols Cop are involved in supported other schools in different ways
- Staff Training

A written evaluation on how the funding has been spent and what we have achieved has to be submitted to the Teaching School Council by the end of June 2016. The Headteacher will bring this evaluation to the first meeting of the Safeguarding & Leadership Committee in the new academic year.

70. **Meeting Dates 2016-17**

A list of the 2016-17 meeting dates – full and all Committees – was circulated to governors with the Agenda for information.

71. **Governors' Award for 2015/16 Academic Year**

The Clerk asked for a staff governor volunteer to co-ordinate the Governors' Award (details of nominees to be brought to the Business meeting on 22 September 2016) – Dr Mornington volunteered.

72. **Chair's Feedback**

The Chair has attended (since 24 March 2016):

- Fortnightly meetings with the Headteacher
- Coastal Teaching School Alliance meeting in April
- Attending meeting at Meols Cop with Trainee teachers
- Attended the funeral of a former pupil of the school

73. **Overnight Stays**

| Dates | To | Reason | Transport | # Pupils | # Staff | Years | Staff i/c |
|---------------------------|-----|-----------------------|-----------|----------|---------|---------|-----------|
| 15/09/16 - 16/09/16 | TBD | DOE Diamond Challenge | Coach | 10 (tbc) | 6 | Y7 + Y8 | JPy |

2016 marks the Diamond Anniversary of the Duke of Edinburgh's Award and one of the TAs is making plans for pupils in Y7 and Y8 to participate in a special Diamond Challenge which will prepare them for the Bronze Duke of Edinburgh award which they can start in Y9. The venue has yet to be decided as visits will have to be made to check the suitability for wheelchair users. Each pupil taking the Diamond Challenge has to fund-raise £60.

The Resources Director has spoken with Mrs Payton (organiser) and is satisfied that all is in hand for the trip to go ahead. The Resources Director will email the final details, including the destination, to the Chair of Governors.

Governors agreed to the trip and the Chair signed the relevant form with the proviso that the Resources Director receives all relevant information.

74. The Chair thanked Dr Chapman, who was attending her last meeting as a governor (Dr Chapman has tendered her resignation with effect from 31 August 2016), for her extremely valued contribution over her four years as a governor and he wished her well for the future. Dr Chapman was presented with a gift from the governors.

75. **Policy Working Group**

The Headteacher would like the Policy Working Group to meet before the end of term to review those policies which are due for renewal. The Clerk will email out to the group to fix a date.

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

| | | | |
|---------------------------------|---|-------------------|-----------|
| Full governors | - | 22 September 2016 | 4.30 p.m. |
| Teaching & Learning | - | 6 October 2016 | 5.00 p.m. |
| Safeguarding & Leadership | - | 13 October 2016 | 5.00 p.m. |
| Resources | - | 17 November 2016 | 5.00 p.m. |
| Governor Development Plan group | - | TBA | |

Matters requiring further action / discussion:

Minute 66 – SIP 2016-17 – Priority 4a - EBACC

- Teaching & Learning Committee to discuss whether pupils should have to take a language and a humanity subject at GCSE level.

Minute 68 – Governor Development Plan

- Chair to provide a 'Chair's Welcome' letter for the website

Minute 68 – Link Governor Protocol

- To be available to governors before the first report is due in December 2016

Minute 71 - Governors' Award

- Nominations for the 2015/16 academic year to come to the full governors – 22 September 2016

Minute 73

- Resources Director to email CoG with the destination of the Diamond Challenge expedition

Minute 76 – Policy Working Group

- Clerk to contact members of the group to arrange a meeting prior to the end of term