

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 25 June 2015**

Present: Mr I Burton, Dr R Chapman, Mr K Grimes, Dr S Mornington, Mr D Packard, Mr J Rimmer, Mr J Sellick, Dr M Thomas (Chair), Dr R Webster, Mrs G Williams, Mr G Aldridge – Headteacher/governor
Mr T Dolly, Dr C Ainsworth, Ms C Quinn, Mrs G Phillips and Mr A Pritchard – Associate Members

Also Present: Mrs J Gordon – Clerk to the Governors

Apologies were received from Mrs J McNeice, Dr K Russell, Mr C Trollope and Emily Travers (Pupil)

61. **Declaration of Interest**

There were no declarations of interest.

62. **Vacancy for Community Governor**

It was noted that there was still a vacancy for a Community governor. In the 2015-16 Governors Development Plan (which will be discussed later in the meeting) it is proposed to review the governing body structure. Therefore, it was thought sensible to continue with the vacancy until that review had been completed.

Dr Mervyn Thomas' term of office as a Community Governor is due to come to an end on 31 August 2015. He had expressed his willingness to continue as a governor for the 4-year period ending 31 August 2019.

Dr Thomas left the meeting in order that the rest of the governing body could discuss his re-appointment.

Governors felt that the governing body would benefit from Dr Thomas' appointment and **AGREED unanimously that he should be re-appointed.**

Dr Thomas re-joined the meeting and was informed that his term of office had been extended to 31 August 2019.

Dr Thomas thanked the governors for the appointment.

63. The Minutes of the meeting held on 26 March 2015 were **AGREED** and signed by the Chair.

64. **Matters Arising**

Minute 53 – Governing Body Effectiveness – Skills Audit

A talk to governors on the recent changes to legislation and how the school deals with SEN will take place during the next academic year.

65. **Report from Sixth Form**

A written report from the Sixth Form prefect team was circulated to governors with the Agenda. It gave details of:

- **University** – all of Y12 attended University of Liverpool’s UCAS Fayre on 10 June – universities from across the country are represented
- **Prefect Team** – Application forms for next year’s prefect team have been distributed. Prefect training will take place in the penultimate week of the school year
- **Head Students** – Applications are currently being received and will have to give a speech to their year group. The Sixth Form leadership team will make a final decision by the end of the school year
- **Enrichment** – Some Y12 students are preparing to take part in their final DoE expedition
DW Fitness personal trainers will be delivering a health and well-being session
- **Transition Day** – Next year’s Y12 will be attending their transition day on 29 June – the day comprises of taster lessons, enrichment talks and presentations from each HOF about transferrable skills. Additionally, pupils will be able to collect reading lists and pre-course assignments
- **Year 13 Prom** – will take place on 26 June at the Marriott Hotel, Liverpool

66. **Report from the School Council**

A written report from the Y10 School Council representatives was circulated to governors with the Agenda. It gave details of:

- **School Caterers** – have met with the School Council to review the school canteen experience so far. On the whole the experience has been positive with just a few teething problems
- **Behaviour** – some members of the School Council met with Mr Fletcher-Hunt in May. Pupils reported that school was a positive environment where pupils feel safe and would know who to speak to if there were any concerns. Behaviour in lessons and detentions were also discussed and it was felt that behaviour in some lessons was still an issue and that lunchtime detentions do not always make an impact. [The Headteacher responded – lunchtime detentions are not always reported to parents but it had been noted that some pupils were getting more than one detention in the same week for similar offences, e.g. homework, behaviour etc. Ways are being sought to routinely inform parents if their child gets more than one detention in the week. Heads of House are very good at picking up which children are getting detentions and dealing with them in an appropriate way. At a recent Parent Panel parents were reporting back that their children thought that, in general, behaviour was good, and that if pupils had a warning in class \(name on board\) then the behaviour improved and they were not put into detention. After school detentions still take place for those pupils whose behaviour or conduct warrants it, or if they miss a lunch time detention. Parents are always informed if their child has to stay for an after-school detention.](#)
- **Y6 Transition Days** – the School Council thought that Transition Days for Y6 pupils resulted in a good experience with pupils having the opportunity to meet their tutors, some teachers and were able to engage in team building

67. **School Improvement Plan (SIP) 2015-16**

The above plan was circulated to governors with the Agenda. The SIP should be taken in context with the Self Evaluation Statements (SES) statements (which are due to be discussed in the Confidential part of the meeting). Governors should note that anything that warrants attention in the SES statements has been included in the SIP as something that needs to be addressed during the next academic year.

The Plan was split into three parts:

- (i) Section 1 Introduction
- (ii) Section 2 Report on Previous Year's Priorities 2014-15 (some targets will be completed during the summer term 2015) – some are included in the 2015-16 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 2015-16 and others, that have not been completed, have been superseded by other priorities.
- (iii) Section 3 The School Improvement Plan June 2015 – July 2016 (including a glossary of terms)

The priority areas for 2015-16 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 **Behaviour & Safety**
 - 2a Safeguarding CQ
 - 2b Attendance & Punctuality 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

Q. In Section 2 (Report of Previous Year's Priorities) Priority 3a5 – 'Test bed' classrooms – this section is not carrying forward to 2015-16 – is this due to financial constraints?

A. In terms of furniture or IT then it is a case of financial constraints, but other areas, e.g. seating arrangements, development of teaching and learning and experimentation are still very much a part of the plan and should money become available, then those other areas could be developed.

It was noted that governors would not want to see these areas go undeveloped due to the lack of funds. It was suggested that the PTFA (Dune Rangers) could possibly help. The Headteacher agreed although he did say that the PTFA were likely to have many requests this year and they would not be able to support every one of them.

The Headteacher also stated that over 74% of the school's budget went on staff salaries, and that he had prioritised having quality teaching staff in the classroom and he is confident that this is the best thing he can do for the children of Range High School.

Section 3 – SIP 2015-16

The SIP was reviewed page by page. The Headteacher reported that, due to the new specifications for KS4 and KS5 next year, emphasis will be on re-planning the curriculum.

Governors reviewed the SIP page by page, with any queries answered by members of the SLT. There were very few questions and the Chair recognised that the SIP was a very detailed document and there appeared to be little need to ask for any part of the document to be further explained.

Acronyms not included in glossary:

- SMHW - Show My Homework – homework set digitally which can be accessed by pupils and Parents/Carers – expected to 'go live' in September
- DIRT - Dedicated Improvement and Reflection Time
- GLH - Guided Learning Hours – the number of hours the exam board say the school should be using to deliver the course

Priority 4c1a – Cash flow will become a major area for close monitoring during the next financial year

Priority 4c2a – Q. **When would we receive the funding from the October census if we put in a business plan to the EFA?**

A. **The EFA could not commit as to how much we would get or when it would come through although previously it has been 50% of the funding we would have received and it was paid in around February/March time.**

The Headteacher warned that governors will have to bear in mind throughout the next academic year is that the people who are working to and at the SIP are doing so with bigger classes, fewer co-workers in terms of capacity, with the same if not greater pressures of accountability from national government and the pressure of our reputation and maintaining it. Staff will do their utmost to maintain standards for the pupils, but will be aware that their budgets have been cut and there is little in reserve.

68. **School Budget 2015-16**

The Budget forecast for 2015-16 and projections for 2016-18 were sent to governors with the Agenda.

The forecast balance at the end of 2015-16 is £1,816, which is 0.0003% of the formula funding. This rises to £34,958 (0.006%) at the end of 2016-17. The Headteacher responded by saying that the 2015-16 figure could rise if some areas were to come in under budget.

Governors were very aware of the situation regarding the budget early on in the academic year, and commended the team (including those governors on the Personnel Committee) on being able, under very difficult circumstances, to turn around a deficit budget.

The governors felt strongly that all staff should be made aware of the support they have from the governing body especially over the last year when it has been a worrying time for all. The Headteacher reported that despite everything that has happened this year, the trend in our results is upward and that the professionalism of the staff was incredible.

It was **AGREED** that the Headteacher and staff governors should draft a letter, which would be signed by the Chair on behalf of the full governing body, and sent to each member of staff recognising and understanding the work everyone has done, especially under difficult circumstances this year, to ensure that pupils' achievements continue to be of a high standard.

Governors were asked to accept the budget for 2015-16 and it was:

Proposed by: Mr Packard
Seconded by: Mr Rimmer

And AGREED to accept the budget as presented

69. **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 with the Agenda:

- Safeguarding/Child Protection – Katrin Russell – 8 + 14 May 2015
- ICT & Business – Rob Webster – 01/05/15
- Maths – Rob Webster – 01/05/15
- Pupil Premium Grant (PPG) – Ian Burton – 22/05/15

The following reports were emailed to governors prior to the meeting (hard copies were available at the meeting):

- Science – Ruth Chapman
- MFL – David Packard – 23/06/15

Dr Thomas reported that he had recently met with the DT and Humanities HOF but had not yet written the reports.

As at previous meetings, the Link reports have been designated as confidential and are reported in the Confidential Minutes.

Development Plan 2014-15 update

ISSUE	CURRENT	TARGET	ACTION	MONITORING
Links with Faculties and areas of school life	<ul style="list-style-type: none"> Appointed link governors in place with clear guidelines on role and reporting Limited involvement with school events 	<ul style="list-style-type: none"> All link governors keeping in regular contact with the school and submitting three reports a year (termly) Governor presence at all school events, e.g. presentation evenings/productions/concerts etc (2014-15 academic year) 	<ul style="list-style-type: none"> Reports to Clerk within two weeks of meeting Calendar of events – Agenda item (full governors) 	<ul style="list-style-type: none"> All governors reminded at S&L, T&L and F&B meetings Calendar for autumn + spring terms given out at meetings on 25/09/14 + 11/12/14. Summer term calendar given out at 26 March meeting.
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 (summer 2015) 	<ul style="list-style-type: none"> Decide on self-evaluation tool Begin the process Instigate an audit of skills and needs 	<ul style="list-style-type: none"> Working party decided on Governor Mark Process to start in Autumn term Skills Audit completed
Ensure GB effectiveness though development and training	<ul style="list-style-type: none"> Some governors attend courses. Chair attending Chairs support programme Subscribe to Modern Governor on-line training programme 	<ul style="list-style-type: none"> All pay committee and appeals committee members to receive training (autumn 2014) Joint event with SLT (SPRING 2015) Investigate other sources for training / information etc 	<ul style="list-style-type: none"> Organise school based Pay and Pay appeals training for all governors (before end of October 2014) Investigate costs of using The Key (for Governors) and having a trial period 	<ul style="list-style-type: none"> Training took place in October – 7 governors + Clerk attended £525 per annum – for free trial log onto schoolgovernors.thekeysupport.com Click on 'Try for free'. Fill in the short registration form, including your school's postcode which is: L37 2YN NO FEEDBACK
Governors' Award	<ul style="list-style-type: none"> Clerk asks Ass Head for nominations GB makes decision 	<ul style="list-style-type: none"> Governors' more proactive in the process (appoint co-ordinator in summer term 2014) 	<ul style="list-style-type: none"> Nominated governor to coordinate 	<ul style="list-style-type: none"> Jon Sellick appointed as co-ordinator in summer term. Recipient chosen

Governors Development Plan (GDP) 2015-16

Two Aims were identified for the 2015-16 GDP (BOTH CARRIED FORWARD FROM 2014-15):

- To improve the effectiveness of the Governing Body to hold the school to account
- To support the SLT to raise standards

Four targets to help achieve these aims had been identified by the GDP working party:

- i. Link governors to provide 2 written reports (December and June/July) to the full governing body
- ii. Governing Body self- evaluation – start the process to collect evidence for Governor Mark in the autumn term 2015 and apply at the end of the academic year giving time for the Clerk to compile and categorise the evidence. This will continue to be reviewed by the Governor Development Group. Governors were asked to flag up any issue / report that they felt would be useful in the application process as and when they received them rather than trawling back through documents at the point when the application is to be submitted. The Clerk will send out the grid from the application form to all governors in September so they are aware of the kinds of evidence required.
- iii. Review composition and effectiveness of the governing body – time is appropriate to review the governing body. The working group will discuss and bring any recommendations to the full governing body.
- iv. Review and redesign the governors’ area on the school website
- v. Attendance at training courses – Chair emphasised that governors should keep up to date with current legislation and this could be through training. Financial restrictions will apply but there is some money put aside for training. Courses should be booked through the Clerk so that a financial check can be kept and updated. The Chair suggested that if a training session was being provided for school staff and it was an appropriate subject for governors that they should be invited to attend. Governors were reminded to let the Clerk know if they attended any work-based training that may be relevant to the governing body, e.g. safeguarding etc.

It was suggested that governors who did attend a course could cascade the information to others at the next appropriate meeting.

It was AGREED to insert a target number of training courses – 1-2 – that each governor should attend in any one academic year.

The Chair noted that attendance at governors’ meetings has fallen over the last couple of years with attendance as follows:

84% Full meetings
79% Finance & Buildings
76% Teaching & Learning
66% Safeguarding & Leadership

Governors were reminded that if they cannot attend they should give their apologies (with a reason for not attending) in advance of the meeting. Governor attendance is included in the Annual Report with a copy going to Company’s House for publication on their website.

Attendance will be monitored by the Chair over the next academic year.

One of the governors reported that some governing bodies record Apologies for Absence and Apologies Not-Received.

Following a discussion it was AGREED that, from September Apologies not received (including names) would also be recorded in the Minutes

Following a discussion it was **AGREED** to accept the GDP 2015-16 with the above inclusion.

70. **Meeting Dates 2015-16**

A list of the 2015-16 meeting dates – full and all Committees – was circulated to governors with the Agenda for information.

71. **New Government Reforms**

A copy of the press release entitled ‘New reforms to raise standards and improve behaviour’ published on 16 June 2015 was sent to governors with the Agenda for information.

72. **Chair’s Feedback**

Meetings

- Fortnightly meetings with Headteacher
- Acted as a mentor for a pupil undertaking the Extended Project qualification
- Inter-school Music evening
- Interview for Head of House (Blundell)
- Interview for Head of Faculty (PE & Expressive Arts)
- Personnel and Personnel Appeal Committee meetings
- Attended a Pamper evening organised by Dune Rangers

73. **Overnight Stay**

Dates	To	Reason	# Pupils	Transport	Person i/c
15/02/16 - 16/02/16	London Theatre / Harry Potter Studio / Tour of the BBC	English – performance drama Media - gain an understanding of TV + Radio Industry	20 Y12 + Y13	Train / Coach	JCW

The Chair signed the appropriate Approval Form for the trip.

74. **Policy Working Group**

The Headteacher asked for volunteers to join him and the Clerk in reviewing those policies which are subject to an annual review and those which are due for their 3-yearly review. They will meet before the end of this academic year

The following governors volunteered:

Dr Thomas Mr Rimmer Mr Packard Mrs Williams Mr Webster

The suggestion of conference calls to review the policies was made. The Headteacher agreed that the school needed to investigate this further.

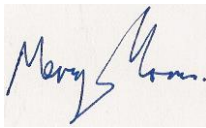
75. Mr Grimes commented that the Formby Annual Music Festival was taking place shortly. In the past the winners of the Arts Star competition have taken part, although this has not happened for a couple of years. Many students from the school still take part through other organisations and it was hoped that, in future, the school could be involved with the festival.

25 June 2015

76. KS3 Awards date has changed to 9 July 2015 – all governors are welcome to attend.

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

Full governors	-	24 September 2015 (Business Meeting)	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.
Pay & Performance	-	November 2015 (date and time tba)	



Signed _____

Date 24 September 2015

For future meetings:

- **HT to organise talk on recent SEN legislation and how school deals with SEN**