

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 26 March 2015**

Present: Mr I Burton, Dr R Chapman, Mrs G Gentles, Mrs J McNeice, Dr S Mornington, Mr D Packard, Mr J Rimmer, Dr K Russell, 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
John Buluma and Emily Travers – School Council Representatives

Also Present: Mrs J Gordon – Clerk to the Governors

Apologies were received from Dr G Butcher, Mr K Grimes and Mr C Trollope

The Chair welcomed Mrs Gentles to the Governing Body and to her first full meeting.

44. Declaration of Interest

There were no declarations of interest.

45. The Minutes of the meeting held on 11 December 2014 were **AGREED** with the following amendment and signed by the Chair:

Minute 42 – Chair’s Feedback

The Chair had attended the Year 11 Presentation evening (not Y13).

46. Matters Arising

Minute 70 (2013-14) – Overnight Stays

The Chair has now written to Mrs McCarthy.

Minute 31 - Exchange Trips

The Headteacher reported that the German students will be arriving tomorrow for the first leg of the German Exchange.

47. Report from Sixth Form

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

- **UCAS Applications** – lots of offers being received and successful interviews undertaken
- **Prefect Meetings and Break/Lunch duties** – last official meeting takes place on 1 April 2015. It is anticipated that the agenda will include summer activities; sports day duties; leavers’ arrangements and the selection process for next year’s prefect and head student team

- **Enrichment** – Y12 students are expected to complete 25 one hour enrichment sessions. Range of activities undertaken include primary school work experience; NCS placements, charity shop work and health and well-being activities
- **Magnet Day** – Sixth form pupils will be taking part in meditation; yoga; dodgeball; rambling and 5-a-side football
- **Year 13 Prom** – will take place on 26 June at the Marriott Hotel, Liverpool

48. **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:

- **Student Council Visit** – to Parklands High School, Chorley to see how they use the Student Leadership model to aid pupil voice and how they are using the ambassador system, e.g. IT ambassadors help teachers and pupils with new software or computers
- **School Caterers** – the new catering company are meeting with the council next month to get feedback regarding their ideas. Questions have been prepared by the Council
- **Fundraising Ideas** – the Council are still keen for a football tournament to take place during the summer term involving pupils and staff; an Easter raffle could also take place
- **Rewards System** – students still feel that the present reward system needs addressing as the rewards on offer are not a sufficient incentive – again further discussions will take place this academic year.

The Chair noted that there had been no mention of the Rights Respecting Schools award and wondered how this was progressing now that level 1 had been achieved. It was reported by both the pupils and the Assistant Headteacher (Wellbeing) that practices were becoming embedded into every day school life. Work has begun towards gaining Level 2.

The students were thanked for their report and for their attendance at the meeting.

Both students left the meeting

49. The Draft Minutes from the Annual General Meeting of the Members held on 11 December 2014 were circulated to governors with the Agenda. They gave details of:

- **Background**
- **Declaration of Interest** – none
- **Current Members of the Academy Trust** – Dr Thomas, Mr Rimmer, Dr Butcher, Dr Russell and Mr Sellick
- **Articles of Association** – no change
- **Funding Agreement** – no change
- **Accounts 2013/14 and Annual Return** – received following discussion and agreement by full governing body (11/12/14). Both will now be submitted to Companies House for publication
- **Appointment of Auditors** – following a tendering exercise Moore & Smalley were appointed as the school's auditors for the period 1 January 2015 – 31 December 2017. When this contract is due for renewal the Members requested that recommendations from schools in the wider North West area were included. The Resources Director was thanked for organising and managing the tendering process.

The Minutes were AGREED and signed by the Chair with the following amendment:

Background (4th paragraph) – change 'about' to 'amount'

50. **Draft Minutes from the Safeguarding & Leadership Committee**

The above draft Minutes from the meeting held on 15 January 2015 were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2014-15 – Priorities 2a, 2b, 2c, 2d, 4a and 4b
- Overnight Stays – Drama/Music trip to London / Netball tournament in Nelson - **BOTH AGREED**

These Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 11 June 2015.

51. **Draft Minutes from the Teaching & Learning Committee**

The above draft Minutes from the meeting held on 5 February 2015 were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2014-15 – Priorities 1a, 1b, 1c, 1d, 3a and 3b

These Minutes will be discussed fully at the next Teaching & Learning meeting 14 May 2015. There was one recommendation to the full governing body from this meeting:

- the Deputy Headteacher requested that a Link Governor be appointed for PPG for the remainder of this academic year to provide an extra layer of accountability as in other areas of the school.

AGREED: to appoint Ian Burton as the Link Governor for PPG

The Clerk will ensure that relevant e-mail addresses are shared.

52. **Draft Minutes from the Finance and Buildings Committee**

The above draft Minutes from the meeting held on 19 March 2015 were emailed to governors prior to the meeting. They gave details of:

- **Responsible Officer's Report (Autumn Term 2014)** – recommendations and an update on previous recommendations were given
 - **Financial Monitoring Statements and Reports** – as at 28 February 2015
 - **Update of SIP 2014-15** – Priority 4c
 - **Contracts Renewal** – Recommended to full governors to appoint:
 - a) Catering – Taylor Shaw
 - b) Cleaning – Orian Services
 - c) Grounds Maintenance – Countrywide
- (See below)**
- **Service Level Agreements** – full list of all SLAs and their expiry dates – Committee **AGREED** to either renew, review or continue the SLAs outlined
 - **Accident/Incident report**
 - **Overnight Stays** – Ski trip to Austria - **AGREED**
 - **Income Generation** – nothing to report
 - **Audit Planning meeting** – 21 May 2015

These Minutes will be discussed fully at the next Finance & Buildings meeting on 21 May 2015.

There was one recommendation from this meeting which required full governing body approval:

- **Contracts Renewal** – Recommended to full governors to appoint:
 - a) Catering – Taylor Shaw

- b) Cleaning – Orian Services
- c) Grounds Maintenance - Countrywide

The full governing body were happy to accept the recommendation from the Finance & Buildings Committee that all of the above contractors be appointed for a 3-year period with the school reserving the right to extend each contract by two 1-year extensions.

Proposed by: Dr Russell
Seconded by: Dr Webster

AGREED

53. **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:

- English – Jane McNeice – 23 February 2015
- Science - Dr Chapman – March 2015
- Sixth Form – Graham Butcher – 6 March 2015

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

- Design Technology – Mervyn Thomas – 02/12/14 + 17/03/15
- MFL – David Packard – 23 March 2015

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

Development Plan 2014-15 update

For the benefit of new governors, the Chair gave the background to the Development Plan.

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.

<p>Ensure GB effectiveness and Accountability</p>	<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"> • Not yet started – GDP group meeting to take place in spring term to discuss • Not yet started • Skills Audit completed
<p>Ensure GB effectiveness though development and training</p>	<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
<p>Governors' Award</p>	<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

Skills Audit Purpose is to ensure that there are a range of appropriate skills present in the team (not the individual governor)

The audit raised the following points:

- Understanding and experience of governance – scored an average of 4 out of 5
- Vision and strategic planning – scored an average of 4 out of 5. One area in this section was Change Management – some longer serving governors had experience of this, i.e. academy conversion, it was thought that this may be a training need in the future as the governing body personnel changes
- Holding the Headteacher to account – scored an average of 4 out of 5 – no concerns in this area
- Financial Oversight – scored an average of 3 out of 5 - varied from those who felt they had little or no financial experience to those who had considerable financial experience. This is an area we may look to strengthen in the medium term
- Knowing your school and the community – scored an average of 4 out of 5 – one concern under Understanding of SEN – scored 3 (listed as an essential attributed to the full governing body) - the Chair suggested that the full governing body should be given a briefing on recent changes to legislation and how the school deals with SEN

This skills audit will be discussed in more detail by the GDP group at their next meeting. The Resources Director requested a copy of the results of the audit as this had been mentioned by the school's Responsible Officer in her autumn term report which went to the Finance & Buildings Committee on 19 March 2015.

The Chair reminded governors that training was available, through the LA. The Clerk will contact the Training Unit to request a copy of their training programme for the summer term which will then be forwarded to all governors.

54. Admissions 2016

The Headteacher gave the background to the proposed admissions criteria for 2016 and a copy of the proposed criteria was sent to governors with the Agenda. They included the new Criteria 4:

Children of staff where the member of staff has been employed at the school for two or more years at the time at which the admission application for the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.⁽¹⁾ Parents/cares must identify this on their application form. Details will be validated by the school.

As an academy Range High School can determine its own admissions although we have a SLA with the LA Admissions Department. As such they are responsible for all the statutory arrangements involving admissions. Governors had agreed the proposed criteria for 2016 at their meeting on 27 March 2014. Following that meeting the LA undertook the required consultation for adjusting the arrangements. The Clerk had been informed that no objections were received by the LA. The governing body need to finally agree the Admissions Criteria and publish them on the school's website by 1 May 2015. The LA will include them in the admissions booklet which will be on Sefton's website (www.sefton.gov.uk) in September 2015.

Proposed by: Dr Chapman

Seconded by: Mr Rimmer

AGREED

The Headteacher reported that Year 7 is full for September 2015 (196 pupils). There are also a number of students on the waiting list, some of which may go to appeal.

55. Pupil Premium Grant (PPG)

A full written report on this item went to the Teaching & Learning Committee on 5 February 2015. Copies of the report were circulated to all governors not on that Committee for information.

The Deputy Headteacher gave an update on PPG since that meeting:

- Raised awareness with staff through a Pupil Premium report which will be published twice-annually
- Report will include techniques/strategies for improved learning for PPG pupils
- PEG groups have focussed on PPG pupils this half term
- PEG group staff will be reporting back at their next meeting on techniques/strategies they have used

56. Calendar of Events – summer term

As a result of the Governor Development Plan 2014-15, a calendar of events taking place at the school during the summer term 2015 was sent to governors with the Agenda. The Clerk drew the governors' attention to the Joint Schools Concert on 31 March and the KS3 Awards Evening on 16 July.

57. **Overnight Stays**

Dates	To	Reason	# Pupils	Transport	Person i/c
10/06/15 - 12/06/15	Yorkshire Dales	DoE Silver (final)	18 Y12	Minibus x 2	PZM
27/06/15 - 29/06/15	Sedburgh / Yorkshire Dales	DoE Silver (practice)	20 Y11	Minibus x 2	PZM
15/07/15 - 29/07/15	Morocco	DoE Silver – Project Work	7 Y11 + Y13	Minibus / Plane	PZM + Outlook Expeditions

The shaded trip (to Morocco) had been approved by governors at their meeting in October 2014, but more detail in the form of an itinerary was sent to governors with the Agenda. This trip has taken place once before, again organised by Outlook Expeditions.

The Chair signed the appropriate Approval Forms for all 3 trips.

58. **Chair's Feedback**

Correspondence

- o Invitation from National STEM Centre to use their triple sciences support programme – website looks – passed to RC as Link Governor for Science

Meetings

- o Fortnightly meetings with Chair – Chair of Finance also attended one of these meetings
- o Staffing Reduction Awareness meeting
- o Schools Forum
- o Pay & Performance Committee meeting
- o Headteacher's Performance Management meeting

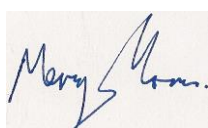
59. The Clerk requested two volunteers for Pupil Panels, which, it was hoped, would take place either in the last week of the spring term or the first week of the summer term. Governors who have children in the same years as the pupils involved were not eligible to volunteer.

Dr Chapman and Dr Russell volunteered. The Clerk will pass their details to the relevant Head of House who will arrange a mutually convenient time and date.

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

Full governors	-	25 June 2015 (Budget/SIP)	4.30 p.m.
Teaching & Learning	-	14 May 2015	5.00 p.m.
Finance & Buildings	-	21 May 2015	5.00 p.m.
Safeguarding & Leadership	-	11 June 2015	5.00 p.m.

Signed _____



Date _____

25 June 2015