

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 27 March 2014**

Present: Dr G Butcher, Dr R Chapman, Mr K Grimes, Mrs P Harwood, Mr A Kearney, Mrs J McNeice, Mrs S Owen, Dr K Russell, Dr M Thomas (Chair), Mr C Trollope (5.15 p.m.), Dr R Webster (4.40 p.m.), Mrs G Williams, Mr G Aldridge – Headteacher/governor, Mr T Dolly, Dr C Ainsworth (5.50 p.m.), Mrs G Phillips, Ms C Quinn (4.45 p.m.) and Mr A Pritchard – Associate Members
Sadie Clulo and Ellis Whittingham – Pupil members

Also Present: Mrs J Gordon – Clerk to the Governors
Mr S Martin – Head of Sefton House

Apologies were received from Mrs Clark, Mr Rimmer and Mr Sellick

The two new School Council Members were welcomed to their first governing body meeting.

38. Declaration of Interest

There were no declarations of interest.

39. The Minutes of the meeting held on 12 December 2013 were **AGREED** and signed by the Chair – there were no matters arising

40. Report from Sixth Form

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

- Academic – UCAS – majority of students have chosen their firm and insurance university offers
Academic – exam attendance conditions start in early May
- Community – all break and lunch duties for Sixth form students have been cancelled so all students can use the lunch period to revise or to attend revision classes
- Social – Y13 prom is on 27 June at the Liverpool Marriott Hotel

41. 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:

- Concerns raised through Magnet Day activities, i.e. conditions of the student toilets – the Resources Director reported that the new toilet roll holders will be installed over the Spring Break. Quotes have just been received in school for the repairs. Fewer incidents had been reported and this was down to awareness assemblies and pressure from the School Council
- RRSA progress
- Formby Voice – focus on parking around the school

Both Sadie Clulo and Ellis Whittingham left the meeting

42. Exclusion Appeals Training

The Headteacher welcomed Mr Martin, Head of Sefton House to the meeting, the other Heads of House were unavailable to attend but Mr Martin will disseminate the training to them at their next meeting.

The purpose of this training/PowerPoint presentation was:

- To make governors aware and understand the school's practice and the law regarding exclusions
- To inform Governors that they may be required to form a panel if a parent/carer contests an exclusion
- To know that a parent/carer has the right appeal to an Independent Review Panel (IRP) if they are not satisfied with the Governors' decision

Each governor had received a copy of the DfE's 'Exclusion from maintained schools, Academies and pupil referral units in England' guide and also a copy of the presentation slides for future reference.

Q. Who supports the parents during an exclusion appeal panel?

A. Parents can seek advice from the Citizen's Advice Bureau, Parent Partnership or legal advice (at parent/carer's expense)

The Headteacher reported that Range High School already has measures in place if students are in danger of being excluded, i.e. Pastoral Support Panel (when the student, parent/carer/governor/HoH have fortnightly review meetings).

Q. What is the normal length of time a panel would be involved with a student?

A. It could be anything up to two years depending on the progress of the student

Behaviour & Discipline Policy

A copy of the above draft policy was circulated to governors with the Agenda. This policy will come back to the full governing body at their Business meeting in September 2014, after a few typos have been corrected.

43. Draft Minutes from the Annual General Meeting of the Members

The above draft Minutes from the meeting held on 12 December 2013 were sent to governors with the Agenda. As the next scheduled meeting of the Members is not due to take place for some time it was decided to Agree and Sign the Minutes at this meeting. The Minutes were agreed and signed by the Chair.

The Minutes gave details of:

- Background to Range High School's Academy Trust
- Appointment of 3 new members to the Trust: Dr Graham Butcher (Parent Governor); Mr Jim Rimmer (Community Governor) and Mr Jonathan Sellick (Staff Governor)

It was noted that Mr Duncan Birrell who resigned as a Parent Governor in January was also a member of the Trust and therefore his position as a Member of the Academy Trust also came to an end. Dr Katrin Russell (Chair of the Safeguarding & Leadership Committee) was appointed as a Member of the Academy Trust.

- Articles of Association – still relevant for this academic year

- Funding Agreement – this has not changed since conversion
- Accounts 2012/13 and Annual Return – Members received the accounts – they will now be submitted for publication to Companies House
- Appointment of Auditors – Moore & Smalley have been appointed as the school's accountants for 2013/14. Auditors for 2014/15 and beyond will be reviewed during the Autumn term. Members agreed to ask the Resources Director to draw up a suitable shortlist of accountants to be discussed by the Members at their next annual meeting (December 2014)
- Companies House – Academy Responsibilities – short report from the Resources Director outlining the responsibilities of the Academy Trust with regard to Companies House

The next meeting of the Members will take place in December 2014 (date to be arranged).

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

The above draft Minutes from the meeting held on 30 January 2014 were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2013-14 – Priorities 2a; 2b; 2c; 2d; 4a and 4b
- Curriculum Proposals – new progress measure being introduced in 2015-16 but has an effect on the curriculum offered from 2014-15 academic year – will change from 5 or more A*-C grades at GCSE including English and Maths to Progress 8, which will demonstrate whether pupils have performed better than expected at the end of KS4 considering their starting point. KS2 results will be used to predict likely grades across eight subjects at the end of SK4. There will also be a second measure Attainment 8; this indicator will show the school's average grade across the same suite of eight subjects.
- Leadership Report
- Pupil Attendance & Punctuality Policy – new policy for governors' information
- Exclusion Appeals Training – to take place at next full meeting (27 March 2014)
- Congratulatory letter from Minister of State for Schools – Range High School is in the top 100 of non-selective secondary school due to the percentage of pupils achieving 5 or more A*-C grade GCSEs in 2013

These Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 22 May 2014.

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

The above draft Minutes from the meeting held on 13 February 2014 were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2013-14 – Priorities 1c; 1d; 3a and 3b
- Overnight Stays - mainly DoE expeditions

These Minutes will be discussed fully at the next Teaching & Learning meeting on 5 June 2014 2014.

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

The draft Minutes from the meeting held on 13 March 2014 were not available for the meeting. They will be discussed fully at the next meeting of the Finance and Buildings Committee on 12 June 2014 and will come to the next full meeting on 26 June 2014.

47. **Proposed Admissions Criteria for 2016 onwards**

At the last meeting of the Safeguarding & Leadership Committee, governors had agreed, following a consultation with staff and discussion at the meeting, to recommend acceptance of the proposal to insert a new criteria into the Admission Criteria for 2016 onwards:

- 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. Parents/carers must identify this on their application form. Details will be validated by the school.

The addition of this criterion would mirror the current admissions policy of another local high school.

Proposed to accept the new criteria: Dr Chapman

Seconded: Mrs Williams

AGREED UNANIMOUSLY

48. **Governing Body Effectiveness**

Link Governor Reports

The following written reports were sent out to governors with the Agenda:

Design Technology - Dr Chapman

- Coursework timetable changed to start and finish times so coursework is completed earlier
- Funding obtained to purchase a Laser Cutter – should be installed for the next academic year

English - Mrs Owen (date of visit: 24/01/14)

- Y11 students sat their GCSE English in November 2013. Students can resit but first results are the published ones

PE & Expressive Arts – Mr Grimes (date of visit: 13/03/14)

- CARP observations have almost been completed
- Artstar winners will be invited to participate in the Formby Live Music Festival in the summer

Safeguarding - Dr Russell (date of visit: 19/01/14)

- Education Social Worker has had her hours increased (extra half day) to support pupil engagement, attendance etc
- Annual statutory Safeguarding Audit is currently being completed
- New Code of Practice comes into effect in September 2014
- Next meeting 08/05/14

SEN – Mrs McNeice (date of visit: 12/12/13)

- Accompanied on visit by Chair of Governors (former SEN link)
- SEN register is in process of being updated

The following written report was circulated at the meeting although it had been emailed to governors prior to the meeting:

MFL - Dr Butcher (date of visit: 11 March 2014)

- It is hoped to be able to offer three languages at AS level next academic year

As at previous meetings, the full Link reports have been designated as confidential

Governor Development Plan (GDP) 2013-14 update

| ISSUE | CURRENT | TARGET | |
|--|---|--|---|
| 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 keep in regular contact with the school and submitting three reports a year | <ul style="list-style-type: none"> On each Agenda Governors reminded to send reports to Clerk prior to Agenda going out |
| Ensure GB effectiveness | <ul style="list-style-type: none"> Governor Mark - Reaccreditation autumn 2012 (Area for development) | <ul style="list-style-type: none"> Challenge and accountability more clearly represented in Minutes of meetings | <ul style="list-style-type: none"> Chair reviews draft Minutes prior to them being sent to all governors Challenge highlighted in blue |
| Ensure GB effectiveness | <ul style="list-style-type: none"> Governor Mark - Reaccreditation autumn 2012 (Area for development) | <ul style="list-style-type: none"> Strengthen use of occasional external reports provided directly to governors from qualified educational professional providers | <ul style="list-style-type: none"> Draft Audit report goes to F&B Committee Draft RO reports now sent to Chair of F&B Committee as same time as received by school No external school improvement reports at present |
| Ensure GB effectiveness | <ul style="list-style-type: none"> Governor Mark - Reaccreditation autumn 2012 (Area for development) | <ul style="list-style-type: none"> More business in published rather than confidential Minutes | <ul style="list-style-type: none"> Ongoing |
| Efficient Committee Structure | <ul style="list-style-type: none"> Two main Committees with terms of reference | <ul style="list-style-type: none"> Move to a Committee structure aligned to the Ofsted areas of inspection | <ul style="list-style-type: none"> New Committees in place in September 2013 – terms of reference reviewed and amended as necessary Terms of Reference for each Committee reference the areas to address Committee structure matches the Ofsted Evaluation Framework |
| Accountability to the school community | <ul style="list-style-type: none"> Complaints Procedure | <ul style="list-style-type: none"> Annual report for the academic year to September business meeting | <ul style="list-style-type: none"> Statistical analysis of complaints received by Headteacher / Chair / Complaints Panel all reported to Business meeting in September 2013 Procedure to be reviewed |

- External Reports – A LINC's quality report on the school's SEF will be available soon and be brought to the next meeting
- Complaints Procedure – the GDP group will review the Complaints Procedure before the end of the summer term and bring the updated version to the Business meeting 2014-15

49. **Data Protection Policy**

A copy of the new Data Protection Policy was sent to governors for information. Responsibility for this policy has been delegated to the Headteacher. There were no queries regarding this policy.

50. **Teaching School – update**

Governors had already been informed via email that the school’s bid to become a Teaching School had been unsuccessful. The reason given was a lack of extended school to school support with evidence of impact. The Headteacher stated that the SLT were aware of this shortcoming when the bid was written and during the assessment. The rest of the bid was rated positively. The DFE have said since the submission of our bid that it wants to enlarge teaching school provision and may open further rounds in the future, but no specifics are forthcoming. It would be for the Governors to decide and approve any future bid.

51. **Chair’s Feedback**

The Chair has attended:

- Fortnightly meetings with the Headteacher
- School Forum
- Head of Maths Interview – as part of panel
- RAISEonline - course
- Performance Related Pay - course
- Improving Financial Efficiencies in Schools - course

The Chair stated his intention to contact all governors via email and ask them to complete another Skills Analysis questionnaire (the last one was sent to governors approximately two years ago and there had been a number of changes to the governing body since then).

52. **Overnight Stay**

| Depart | Return | Venue | Reason | Mode of Transport | Pupil Numbers | Teacher in Charge |
|---------------|---------------|-----------------|-----------------|--------------------------|----------------------|--------------------------|
| 17/06/14 | 24/06/14 | Plomeur, France | French Exchange | Minibus / plane / coach | 12 (Y9) | GAA |

AGREED: The Chair signed the approval form

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

| | | | |
|---------------------------|---|--------------|-----------|
| Full governors | - | 26 June 2014 | 4.30 p.m. |
| Safeguarding & Leadership | - | 22 May 2014 | 5.00 p.m. |
| Teaching & Learning | - | 5 June 2014 | 5.00 p.m. |
| Finance & Buildings | - | 12 June 2014 | 5.00 p.m. |

Signed _____

Date 26 June 2014