

RANGE HIGH SCHOOL

Minutes of the Meeting of the Governors held on Thursday 2 February 2012

Present: Mr D Birrell, Mr C Cotsworth, Mrs J Cranny, Mrs P Harwood, Mr I Hatton, Mr A Kearney, Mrs J Morrissey, Mrs S Owen (Chair), Dr K Russell, Mr D Smith, Dr M Thomas (Vice-Chair), Mr C Trollope, Mr G Aldridge – Headteacher/governor
Mr T Dolly, Mrs J Lowe, Dr C Ainsworth, Mrs G Phillips, Mr A Pritchard – Associate Members
Fiona Clayton – Pupil Associate Member

Also Present: Mrs J Gordon – Clerk to the Governors

Apologies were received from Dr Butcher

The Chair welcomed Fiona Clayton (Pupil Representative) to the meeting.

10. Declaration of Interest

There were no declarations of interest.

11. The following Parent Governors were elected for the 4-year period ending 27 November 2015:

- Duncan Birrell (remains on Curriculum & Staffing Committee)
- Graham Butcher (remains on Curriculum & Staffing Committee)
- Ian Hatton (remains on Finance & Buildings Committee)
- Rob Webster (to join the Curriculum & Staffing Committee)

12. The following Staff Governor was elected for the 4-year period ending 11 December 2015:

- Andy Kearney (to join the Curriculum & Staffing Committee)

Mr Trollope left the meeting

13. Governing Body Vacancies

The Chair reported that, at present, the Governing Body has the following vacancies:

1 Academy Trust Member - When the school converted to academy status in November 2011, it was agreed that a staff governor should become a member of the academy trust. It was **AGREED** amongst the staff members that Mrs Cranny should become the staff academy trust Member. This appointment will be duly Minuted and Mrs Cranny will sign the relevant Minute at the next Meeting

Signed _____ **31 May 2012**

1 Parent Governor - as this vacancy was advertised but not filled the governing body can appoint to this post. It was **AGREED** to leave this post vacant until September when new parents could be considered

3 Co-opted Governors - the governing body can co-opt members onto the

Governing Body for a specific period or a particular Project – it was **AGREED** not to fill these vacancies at present (proposed by Mrs Morrissey and seconded by (Dr Thomas)

- 1 Community Governor - it was proposed to appoint Mr Colin Trollope to this Post. Mr Trollope had been a Local Authority governor up to the point of conversion and has given many years service to the school and the Governing Body

AGREED: unanimously to appoint Mr Trollope as a Community Governor for the 4-year period ending 1 February 2016.

Mr Trollope returned to the meeting

- 1 Member Governor - The Members (Mrs Owen, Dr Thomas, Mr Birrell, Mr Smith and Mrs Cranny) can appoint a Governor But, to date, have not done so

The Chair reported that Mr Eric Storey had been in contact and had decided to resign from the Governing Body. Mr Storey had been a governor at the school since it opened in 1975, and had been instrumental in getting a second high school in Formby. When the school converted to academy status in November 2011, the category of Local Authority governor no longer existed and Mr Storey continued as an Associate Member.

The Chair will purchase an appropriate gift to mark the considerable contribution made by Mr Storey over the years and will, along with the Headteacher, present him with the gift on behalf of the governing body.

14. The Minutes of the meeting held on 6 October 2011 (Range High as a maintained school) were agreed and signed by the Chair.

15. **Matters Arising**

Minute 23 – SIP 2011-12 Updates

Priority 3b – Wellbeing (Attendance) JL

The Headteacher reported that the school has bought the services of an Educational Welfare Office for one and a half days per week with effect from 1 January 2012 and this provision is already having a positive effect on attendance

Minute 24 – Pupil Premium Funding

This document was given out to governors who had not attended the Curriculum & Staffing meeting in December 2011. There has been no feedback so far from Frank Field MP.

Minute 25 – Policies for Ratification

Feedback from the School Council on the e-safety and anti-bullying policies was sent to governors with the Agenda. One of the concerns students had was not being able to watch YouTube videos when they had been recommended by staff, the Headteacher reported that staff can unblock individual videos so students were able to access them.

16. The Chair reported that, if governors agreed, in future draft Minutes from full governing body meetings would be sent to governors as soon as the Chair and Headteacher had approved them. This would help the staff governors in communicating with the rest of the

staff. Governors were asked, that if they noticed any small inaccuracies, e.g. typing errors etc to contact the Clerk so that they could be amended before signing. If however, any factual inaccuracies were noticed they should be brought up at the next meeting before the Minutes are signed.

AGREED

17. The Minutes of the first meeting of the Academy Trust held on 6 October 2011 were agreed and signed by the Chair. There were no matters arising.

18. Sixth Form Report

A comprehensive written report from the Head Boy/Head Girl/Deputy Head Boy/Deputy Head Girl was circulated to governors with the Agenda.

The report gave details of the following:

- Academic
- Curriculum Enrichment
- Environment
- Litter
- Social
- UCAS & Career Planning
- Transition from Y11 to Sixth Form
- Student Voice
- Community

The governors thanked the Head Boy/Girl team for their informative report.

19. Update from Pupil Representatives

A report on the main areas which have been addressed by the School Council so far this academic year was circulated to governors with the Agenda. The report covered the following:

- Fiona Clayton (Y9) was elected to replace Laura Ronald as a pupil representative on the Governing Body.
- Changes to the pupil survey format
- Discussion of the Anti-Bullying and E-Safety policies
- Formby School Voice (FSV) representatives
- UK Youth Parliament representative

The School Council are meeting again on Monday 6 February when the pupil survey format will be discussed.

5.00 p.m. Fiona Clayton (Pupil Representative) left the meeting

20. Admissions – Jane Clark - Presentation

Jane Clark, School Admissions & Pupil Support Manager, Sefton LA, was introduced to the meeting. There followed a presentation on the Admissions procedure for Academy schools. Range High school has bought into the Local Authority's Admissions SLA which ensures that the LA will manage admissions on our behalf although the school/governors remain the responsible body. Notes from the presentation were given to governors at the meeting.

There is a statutory responsibility of an individual admissions authority (Range High School) to consult on its proposed admissions criteria. The arrangements need to be

distributed as part of an annual consultation. The consultation period is for a minimum of 8 weeks from 1 November. From 2013/14 the consultation only needs to take place if there have been any changes to arrangements.

As the governing body have to formally approve the admission arrangements for 2013 (after 1 March 2012 and before 15 April 2012) it was proposed to give delegated powers to the Curriculum & Staffing Committee to formally approve the admission arrangements for 2013 at their meeting on 8 March 2012.

Proposed: Dr Thomas
Seconded: Mr Trollope

AGREED unanimously

The Chair thanked Ms Clark for coming into school to talk to the Governing Body.

21. Link Governors (verbal reports) and Committees 2011-12

- Mr Smith, Link Governor for DT, reported that the department had concerns that DT has become 'less important' due the prominence being given by league tables to the EBAC (English Baccalaureate). Mr Smith has written to the local MP on this matter – to date he has not received a reply.
- Dr Rob Webster was appointed as the Link Governor for Maths.

The following governors were added to Committees:

Mr Trollope	-	Pay & Performance Committee
Dr Webster	-	Staff Pay Appeals Committee
Mr Hatton	-	General Complaints
Mr Smith	-	General Complaints

Link governors were reminded again to meet with their departments so that further updates could be given at the next full meeting (24 May 2012) and all governors were reminded that the school had entered into a service level agreement for governor training. Courses can be booked by individuals or through the Clerk. Training can also be accessed online using 'Modern Governor' (log onto www.moderngovernor.com and register. Ring 0845 543 6033 if there are any difficulties).

22. The Minutes from the Curriculum & Staffing Committee meetings held on 29 September 2011 (signed) and 8 December 2011 (unsigned) were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

29 September 2011

- Public Examination Results 2011
- Update of SIP 2011-12
- Parents' Evening Dates

8 December 2011

- Appointment of Chair of Committee
- Update of SIP 2011-12
- New Ofsted Framework
- Pupil Premium
- Overnight Stays

- Parents' Evening Dates
- 16-19 Bursary Policy

23. **SIP 2011-12 Updates**

The following updates were circulated to governors with the Agenda (each member of staff gave further explanation to each of the Aims):

Priority 2d: Provision – Specialist Status – GAA

Aims	1. To define provision associated with Specialist College status in light of new regulations – PARTIALLY COMPLETED
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Priority 3a: WELLBEING (Behaviour) – JL

Aims	<ol style="list-style-type: none"> 1. To introduce a consistent well-understood approach to behaviour management across all Faculties which promotes good behaviour – PARTIALLY COMPLETED 2. To use e-systems to record behaviour management processes – STARTED 3. To benchmark, analyse and report information from e-systems to SLT and Governors – PARTIALLY COMPLETED
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Priority 3b: WELLBEING (Attendance) - JL

Aims	<ol style="list-style-type: none"> 1. To maintain high rate of attendance – COMPLETED 2. To maintain low persistent absence rate - COMPLETED 3. To put in place schedule for regular collection and reporting of statistics to SLT and Governors - COMPLETED
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Priority 3c: WELLBEING (Safety) – JL

Aims	<ol style="list-style-type: none"> 1. Review safeguarding policies and practices and update - COMPLETED 2. Review arrangements for e-safety - COMPLETED 3. Review arrangements for Single Central Record – COMPLETED (see below) 4. Review staff training regarding safeguarding COMPLETED 5. Review curriculum delivery for pupils on staying safe – STARTED (new CAL SPED appointed in December 2011 and is continuing this work)
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- It was noted that the Single Central Record is up-to-date
- Dr Russell, Link governor for Safeguarding, has met, separately, with Mrs Lowe, Mr Pritchard and Mrs Gaskell (Learning Mentor) and inspected the Single Central Record

Priority 3e: WELLBEING (Positive Contribution) - JL

Aims	<ol style="list-style-type: none"> 1. To introduce a schedule for the regular collection and reporting of the extent to which pupils make a positive contribution – PARTIALLY COMPLETED 2. To develop opportunities for positive contribution in KS3 – NOT YET STARTED 3. To further develop the Sixth Form Enrichment Programme to ensure all KS5 students are engaged in community activity – STARTED
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Priority 3f: WELLBEING (Care/Guidance/Support) - JL

Aims	<ol style="list-style-type: none"> 1. To maintain high standards of care, guidance and support - COMPLETED 2. To develop a schedule of collection and reporting of pupil and parent views regarding care, guidance and support – COMPLETED
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Priority 3g: WELLBEING (Health) - JL

Aims	<ol style="list-style-type: none"> 1. To develop a schedule for the collection and reporting of activities which promote a healthy Lifestyle – PARTIALLY COMPLETED 2. To evaluate and validate the school's work on health through accreditation for the Healthy Schools initiative – STARTED 3. To respond to DfE initiatives regarding school sports - COMPLETED
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- SPED Co-ordinator interviews have taken place – Mrs Jump appointed

Priority 3h: WELLBEING (Economic Wellbeing) - CA

Aims	<ol style="list-style-type: none"> 1. To review work related learning and careers programme to respond to developments in curriculum and funding - STARTED 2. To review preparation for HE, training and employment aspects of Sixth Form provision – COMPLETED
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- Funding for Connexions ends on 31 August 2012, schools have to provide independent advice to students – the Headteacher and Assistant Headteacher (14-19) have been attending meetings to prepare for this

Priority 4c: LEADERSHIP AND MANAGEMENT (Wellbeing) - JL

Aims	<ol style="list-style-type: none"> 1. Respond to national review of SEN provision - STARTED 2. Deliver behaviour management training as appropriate to newly appointed staff and ITT students – NOT YET STARTED
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24. Target Setting for 2013

The Assistant Headteacher (Curriculum) gave the background to target setting. There is now no statutory requirement to set targets but it was felt that the exercise is valuable.

A target of 82% 5 A*-C including English & Maths was set for the current Y10 (taking exams in May/June 2013).

A group of Headteachers are working with Michael Fletcher-Hunt to decide which targets schools should set. Other targets may be set and they will be brought to the Curriculum & Staffing Committee meeting on 8 March 2012. This will be an Agenda item for that Committee.

25. **Changes in Education Legislation**

The following papers were sent out with the Agenda (the Headteacher spoke to each report):

- Report on the new Education Act – including a new Self-Evaluation Policy
- Self-Evaluation Calendar 2011-12
- Report on the new Ofsted Framework – already discussed at the last Curriculum & Staffing meeting

The Self-Evaluation Policy was **AGREED** with the following two changes:

- (i) Add '**and Documents**' to the heading Supporting Policies
- (ii) Add 'Governor Development Plan' to the bullet point list under the heading Supporting Policies and Documents

Proposed by: Mr Cotsworth

Seconded by: Dr Russell

26. **Relationship with Unions and Professional Associations**

The Chair was in receipt of a letter from Unison regarding the transfer of staff under the TUPE process. The Chair had responded to the letter stating that Range High had entered into a Service Level Agreement with Strictly Education (as HR providers) and they would be overseeing this matter on our behalf.

The Headteacher went on to explain that the unions want a forum to communicate with the school on behalf of their members and this has been provided by Strictly Education through one of their consultants, Carolyn Cowell, on our behalf.

The governing body recognises the professional associations following the re-designation of the school to academy status.

27. **Communication from the Chair**

A list of letters, meetings attended on behalf of the governing body and documents received by the Chair was circulated to governors with the Agenda.

On 23 January the Chair attended, with the Headteacher, a meeting of the Schools' Forum. The Forum had requested that two Headteachers and two governors from academy schools should form part of the group. Mr Aldridge as Vice Chair of the Sefton Academy Group (SAG) along with the Chair of that group (the Headteacher from Chesterfield) had been accepted as the Headteacher representatives. It was suggested that the Chairs of Governors from both those schools should be the governor representatives. This would be discussed by each of the seven academy governing bodies and if agreeable to them, the Chairs (or in the case of Range High School – the Vice Chair) would become the academy governor representatives.

This was **AGREED unanimously** by the governing body. Dr Thomas would become the academy governor representative on the Schools' Forum with Mrs Owen attending if Dr Thomas was not available.

28. Dr Russell reported that she would not be able to attend the Y10 Parents' Evening on 1 March as she was on the Selection Panel for the Assistant Headteacher (Wellbeing) post. Mr Trollope volunteered to attend in her place if he was not required for the panel.

