

**RANGE HIGH SCHOOL**

**Minutes from the Meeting of the Governors  
held on Thursday 10 December 2015**

**Present:** Mr I Burton, Dr R Chapman, Mrs G Gentles, Mr K Grimes,  
Mrs J McNeice, Dr Mornington, Mr J Rimmer, Dr K Russell,  
Dr M Thomas (Chair), Mr C Trollope, Dr R Webster, Mrs G Williams,  
Mr G Aldridge – Headteacher/governor  
Dr C Ainsworth and Mr A Pritchard – Associate Members  
Kai Fessey – Y9 School Council Rep

**Also Present:** Mrs J Gordon – Clerk to the Governors

**Absent with apologies** Mr D Packard, Mr J Sellick  
John Buluma, Jenny Burwood and Keiran Brooks – Y11 School Council Reps  
Lucy Hardey – Y9 School Council Rep

**There were no absences without apologies**

The Chair welcomed Kai to his first Governing Body meeting.

**21. Declaration of Interest**

There were no declarations of interest.

**22. Governing Body Vacancies**

The Chair had received a letter dated 10 December 2015 from Mr Jonathan Sellick (Staff governor) stating his intention to resign from the governing body with immediate effect due to childcare issues.

This means that there are currently vacancies for:

- 2 parent governors (Dr Butcher and Dr Webster's terms of office ended on 27 November 2015)
- 1 community governor
- 1 staff governor

The Chair reported that the Governor Development Group had met on 19 November and part of their remit was to review the composition of the governing body prior to requesting nominations to fill the vacancies. All maintained schools have to review the composition of their governing bodies with a view to becoming more 'skills led', and it was thought prudent to review Range High's governing body.

It was felt by the group that the range of skills of current governors was wide and varied, some although areas could be strengthened; e.g. change management, community links. The group's consensus was that, should the governing body be reduced in size the workload on the remaining governors would increase and, therefore, the composition of the governing body should remain the same, i.e.:

- 7 parent governors
- 5 community governors

- 1 headteacher governor
- 4 staff governors

**AGREED**

As Dr Webster's term of office as a parent governor ended on 27 November 2015, and new parent governors would not be in place until the next full meeting (March 2016), it was proposed to co-opt him to the governing body with full voting rights for 1 year (to 9 December 2016). [Dr Webster withdrew from the meeting whilst this appointment was discussed.](#)

Governors **AGREED** unanimously to the co-option (with full voting rights) of Dr Webster for 1 year. [Dr Webster returned to the meeting.](#) Dr Webster will also be eligible to put his name forward as a Parent Governor in the forthcoming elections.

Governors **AGREED** to the following process for filling the current vacancies:

- Request for nominations for Parent Governors will go out in January 2016 – with a view to the new governors in place for the next full meeting (24 March 2016)
- Request for nominations for Staff Governor will go out in January 2016 – again with the new governor in place for the next full meeting
- The Community governor vacancy will remain vacant until after the Parent Governors' election in case there is a suitable candidate who was not elected as a parent governor.

[Q. Can parents be appointed as Community governors?](#)

[A. Current parents and parents of pupils who have left are eligible to stand. Current staff members, pupils and elected members of the LA are not eligible.](#)

- A request for parent nominations from people with particular skills will be put into the initial letter (Chair to suggest wording). Governors were keen not to put off any potential nominees so this will be kept low key.

The Chair will write to Mr Sellick and to Dr Butcher to thank them for their service to the governing body.

23. The Minutes of the meeting held on 24 September 2015 were **AGREED** and signed by the Chair. There were no matters arising.

24. **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** – a large proportion of students are attend University open days. Deadline for UCAS application is 15 January 2016
- **Mock Examination Week** – begins on 14 December
- **Sixth Form Information Evening** – held on 19 November 2015
- **Year 11 Presentation Evening** - took place on 12 November 2015 – many current Y12 students attended. Guest speaker was Very Reverend Dr Pete Wilcox of Liverpool Anglican Cathedral
- **Enrichment** – has started for Y12 students
- **Year 13 Prom** – will take place on 26 June 2016 at the Marriott Hotel, Liverpool
- **Christmas Jumper Day** – 11 December 2015 - participants pay £1 – all proceeds to go to charity
- **Physics Trip** – January 2016 - changed from Paris to CERN, Geneva

25. **Report from the School Council**

A written report from the Y11 School Council representatives was circulated to governors with the Agenda. It gave details of:

- **Charity collection** – clothing, shoes, tents etc. were collected for refugees fleeing from the conflict in Syria
- **Football Tournament** – for Y7 and Y8 pupils – charity collection = £75.40 which was donated to UNICEF

**Kai Fessey left the meeting**

26. **Presentation: Extended Project Qualification (EPQ)**

Dr Carolyn Ainsworth gave a short presentation on the EPQ which is an additional qualification that pupils can take in Y12 or in Y13. It helps students to develop the skills needed for Sixth Form and university study. It is also recognised and valued by universities and is sometimes included in university offers.

Following the presentation, Dr Ainsworth asked that if any of the governors were interested in becoming an EPQ supervisor, either now or in the future, they should get in touch with her giving the areas that they might be able to support students in, students would then be matched with the most suitable supervisor. Dr Ainsworth will let governors know when presentations by students are taking place so they could come and see whether or not it would be something they would like to be involved in. The Chair of Governors had been an EPQ supervisor during the last academic year and was willing to be involved again.

Dr Ainsworth was thanked for her presentation. The Clerk has a copy of the PowerPoint presentation.

**Dr Ainsworth left the meeting**

27. **Final Financial Statements & Audit Highlights for year ending 31/08/15**  
**Report to Management for year ending 31/08/15**  
**Final Reports and Financial Statements for year ending 31/08/15**

All of the above reports had been reviewed and discussed extensively by the Finance & Buildings Committee at their meeting on 19 November 2015 (copies of the draft Minutes of that meeting were given to governors). Their recommendation to full governors was to approve the accounts as presented. There had been no further amendments since that meeting. The audit adjustments have been entered into the system and the books balance. It was noted that there were no concerns raised by the Auditors or any recommendations to improve processes.

Proposed to accept above reports: Dr Chapman  
Seconded: Mrs McNeice

The reports were signed by the Headteacher and Chair and will be forwarded to the school accountants, Moore and Smalley for signing before submission to the EFA and Companies House (to be published on their website) by 31 December 2015; they also need to be published on the school's website.

**Mr Pritchard left the meeting**

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

The Minutes from the meetings held on 11 June 2015 (signed) and 8 October 2015 (draft - unsigned) were sent to governors for information. They gave details of:

11 June 2015

- Sixth Form – September 2015
- Update of SIP 2014-15
- Attendance Policy
- Overnight Stays – 6 DoE trips – **ALL AGREED**

8 October 2015

- SEN Presentation – SENCO and Associate SENCO on SEN provision at Range High School
- UPDATE of SIP 2015-16
- Admissions Criteria 2017 – no changes were proposed to the admissions criteria for 2016
- Prevent Duty – paper circulated on the school's duty under the Counter Terrorism and Security Act 2015. **Governors will be invited to staff training on Prevent Duty in the autumn term.**
- Policies
  - Staff Discipline Policy and Capability Policy - currently out for consultation with staff
  - Safer Recruitment Policy - **recommended to full governors for ratification**
  - Critical Incident Plan (appendix) - **AGREED**
- Overnight Stays – Science Paris trip and German Exchange 2016 trip - **both AGREED**

The unsigned draft Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 14 January 2016.

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

The Minutes from the meetings held on 14 May 2015 (signed) and 15 October 2015 (draft - unsigned) were sent to governors with the Agenda for information. They gave details of:

14 May 2015

- Update of SIP 2014-15
- Overnight Stays – 2 DoE trips – German Exchange 2015 – **ALL AGREED**

15 October 2015

- Update of SIP 2015-16 - **Request for a short training session on Data Training to be given at a future meeting** – to Teaching & Learning Committee with all governors invited to attend training session
- **Request for a presentation on the Extended Project Qualification to be made to full governors**
- Overnight Stays – DoE Gold – Peru - July/August 2016 – dates now finalised - **AGREED**

The unsigned draft Minutes will be discussed fully at the next Teaching & Learning meeting on 4 February 2016.

30. **Minutes from the Finance and Buildings Committee**

The Minutes from the meeting held on 21 May 2015 (signed) were sent to governors with the Agenda for information. The unsigned draft Minutes were circulated at the meeting. They gave details of:

21 May 2015

- Responsible Officer's Report (Spring Term)
- Financial Monitoring Statements and Reports – as at 30 April 2015
- Update of SIP 2014-15
- Contracts Renewal – all new contractors performing well
- Service Level Agreements – Careers Advice / Work Experience and HR Advice
- School Insurance – AGREED to enter into the RPA scheme with effect from 1 November 2015 and for the Resources Director to source overseas trip insurance not insured through agent arrangements
- Income Generation
- Accident and Incident Report

19 November 2015

- Draft Final Financial statements & Audit Highlights for year ending 31/08/15 } RECOMMENDED  
Report to Management for year ending 31/08/15 } APPROVAL TO  
Final Reports and Financial Statements for year ending 31/08/15 } FULL GOVS
- Responsible Officer's Report – from 26 August 2015
- Financial Monitoring Statements and Reports – outturn 2014-15 and as at 31 October 2015
- Statement of Internal Controls (including Risk Assessment) - **SIGNED**
- Update of SIP 2015-16 – Priority 4c
- Letter from the EFA
- Accident/Incident report
- Income Generation
- Overnight Stays – DoE Gold – proposed trip to Malawi – July 2017 – **AGREED PROVISIONALLY – FURTHER DETAILS REQUIRED**
- Science Paris trip – **AGREED to change trip from Paris to CERN, Geneva** – further details to full governors in December

The draft Minutes will be discussed fully at the next Finance & Buildings meeting on 17 March 2016.

31. **Policies**

The following policies had been reviewed by Strictly Education (HR providers) and the Safeguarding & Leadership Committee at their meeting on 8 October 2015:

- Staff Discipline (all staff)
- Capability (teaching staff)

The recommendation from the Safeguarding & Leadership Committee was that the full governing body should accept the policies following consultation with the school's union representatives and the relevant staff body.

The Headteacher reported that the period of consultation had closed with no recommendations for any changes to the policies.

The Safer Recruitment Policy had also been reviewed by Strictly Education and the Safeguarding and Leadership Committee and their recommendation was that the full governing body should accept the policy as presented.

It was proposed to accept all three policies as presented by:

Proposed: Mr Rimmer  
Seconded: Dr Russell

**AGREED**

The Headteacher reported that he had taken the opportunity whilst consulting with staff over the Staff Discipline and Capability policies, to review the redundancy criteria. It is considered good practice to review redundancy criteria at a time when the school is not looking to make any redundancies. Currently the criteria for teaching staff have been reviewed and the school-based union representatives agreed, after one or two clarifications, to the criteria as presented to them.

Work is currently progressing on the redundancy criteria for associate staff; therefore this has not yet been out for consultation. The Headteacher suggested that both sets of criteria should go to the Resources Committee in March for governors to review.

**AGREED**

## 32. **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 – 24 November 2015
- MFL – David Packard – 24 November 2015
- Safeguarding – Katrin Russell – 8 October 2015
- Sixth form – Ruth Chapman – 17 November 2015

The following written reports were either emailed to governors prior to the meeting or presented at the meeting (hard copies were distributed to governors):

- Design Technology – Mervyn Thomas – 19 November 2015
- Humanities – Mervyn Thomas – 20 November 2015
- Pupil Premium Grant (PPG) – 27 November 2015
- Science – Ruth Chapman – 17 November 2015

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

The Chair asked that those Link governors who had not submitted reports for this meeting should do so for the next full meeting (24 March 2016).

SEN meeting has taken place but the report has not yet been finalised.

The second round of reports should be available for the final full meeting of the academic year (23 June 2016).

The Headteacher reported that the SLT are currently writing a self-evaluation report for the Sixth Form to have it quality assured by LINC. One of the items in the Ofsted Framework is about governor understanding of the working of the school. He noted that when CA has been setting up the QA of the Sixth Form and that the Link Governor has interrogated specifically Sixth Form issues and knows about them and that other Link Governors know about their particular faculties is a particularly strong feature of this governing body.

Development Plan 2015-16 update

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

<p><b>Ensure GB effectiveness though development and training</b></p>	<ul style="list-style-type: none"> <li>Some governors attend courses.</li> <li>Subscribe to Modern Governor on-line training programme</li> </ul>	<ul style="list-style-type: none"> <li>Governors to attend Inset sessions if training appropriate to governors is being given</li> <li>Investigate other sources for training/information etc</li> <li>Monitor governor attendance at courses</li> </ul>	<ul style="list-style-type: none"> <li>Review content of Inset training for governor relevance</li> <li>Record governor training</li> <li>Report training record to governors at Business meeting (Autumn term 2016)</li> </ul>	<ul style="list-style-type: none"> <li>Governors' invited to 'Prevent' training (02/12/15)</li> <li>Further training planned (Data training – T+L 04/02/15)</li> </ul>
---	---	--	---	--

Governor Mark - It was suggested that the Chairs of each Committee could check the Minutes of their meetings with the application form for Governor Mark and suggest which sections of the Minutes could be used for evidence within the application. A hard copy of the application form was enclosed with the Agenda.

**AGREED**

Governing Body Composition – the Chair asked that if any governor knew of good prospective governors (Community) to let him have names

Website – if any governors have ideas on how the governors section of the website could be improved, they should let the Chair know

**Dr Chapman left the meeting**

**33. Parents' Evenings**

The following governors volunteered to be present at Parents' Evenings:

- Y7 21 January 2016 Mr Trollope
- Y11 28 January 2016 Dr Thomas
- Y9 11 February 2016 Mr Burton
- Y8 25 February 2016 Dr Russell
- Y10 10 March 2016 Mr Rimmer

**34. Calendar of Events – spring term**

As a result of the Governor Development Plan 2014-15, a calendar of events taking place at the school during the spring term 2016 was sent to governors with the Agenda.

**35. Overnight Stays**

Dates	To	Reason	Transport	# Pupils	# Staff	Staff member i/c
24/01/16 - 27/01/16	CERN, Geneva (Replacement trip for Paris)	Visit the Hadron Collider	Plane	23 Y10 + Y12	3	NN (HOF – Science)
26/02/16 - 28/02/16	Platts Farm North Wales	Training expo for Peru 2016	Minibus	11 Y11	2 + Outlook Expeditions leader	PZM (DoE Co-ordinator)

The trip to CERN, Geneva replaces the trip to Paris which was cancelled after the terrorist attacks in November. The itinerary was given to the Chair who shared it with governors.

Governors **AGREED** to the trips and the Chair signed the appropriate Approval Forms



36. **Chair's Feedback**

The Chair has attended (since 24 September 2015):

- Fortnightly meetings with the Headteacher
- 28/09/15 - Schools' Forum
- 03/11/15 - Prevent Training
- 12/11/15 - Y 11 Presentation Evening
- 19/11/15 – Sixth Form Open Evening
- 27/11/15 – Ofsted Inspection Group – Chairs of Committees plus CoG and VCoG – **requested training/updating for governors on Changes to Governor Responsibilities in the new Ofsted framework.**
- 02/12/15 – School's Prevent Training
- 08/12/15 – School Carol Service – congratulations to the Headteacher, staff and students were given for a really enjoyable Carol Service
- Correspondence – Resignation letter from Mr Sellick

37. **Trust Members**

Following the resignation of Mr Sellick (Staff governor); the end of the term of office of Dr Butcher (Parent Governor) and the fact that Mr Rimmer is no longer Vice Chair of Governors, there are three vacancies for Trust Members. In the past the Trust Board has been made up of:

- Chair of Governors
- Vice Chair of Governors
- Chairs of each of the 3 main Committees (Safeguarding & Leadership, Teaching & Learning, Resources)
- One staff member

Currently the Trust members are:

- Dr Thomas – Chair of Governors
- Dr Russell – Chair of Safeguarding & Leadership Committee
- Mr Rimmer – Chair of Resources Committee (last year Mr Rimmer was also Vice Chair of Governors)

It was AGREED that:

- Mr Burton should join the Trust (as Vice Chair of Governors)
- Dr Chapman should join the Trust (as Chair of the Teaching & Learning Committee)
- Mrs Gentles should join the Trust (as a staff governor)

In accordance with the Articles of Association the above appointments were duly Minuted and the above persons will sign the relevant Minute at the next meeting (24 March 2016)

**Signed \_\_\_\_\_ (Ian Burton) 24 March 2016**

**Signed \_\_\_\_\_ (Ruth Chapman) 24 March 2016**

**Signed \_\_\_\_\_ (Gill Gentles) 24 March 2016**

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

Full governors	-	24 March 2016	4.30 p.m.
Safeguarding & Leadership	-	14 January 2016	5.00 p.m.
Teaching & Learning	-	4 February 2016	5.00 p.m.
Finance & Buildings	-	17 March 2016	5.00 p.m.

Signed \_\_\_\_\_

Date **24 March 2016** \_\_\_\_\_

**Matters referred to Committees:**

**Minute 31**      **Redundancy Criteria for both Teaching and Associate staff to Resources Committee  
17/03/16**

**Minute 36**      **requested training/updating for governors on Changes to Governor Responsibilities in  
the new Ofsted framework**