

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 11 October 2012**

Present: Mr D Birrell, Mrs J Cranny, Dr G Butcher (5.40 p.m.), Mrs J Clark, Mr K Grimes, Mrs P Harwood, Mrs S Owen (Vice-Chair), Dr K Russell, Dr M Thomas (Chair), Mr C Trollope, Dr R Webster, Mr G Aldridge – Headteacher/governor (4.45 p.m.) Mr T Dolly, Dr C Ainsworth, Mrs G Phillips, Ms C Quinn, Mr A Pritchard – Associate Members

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

Apologies were received from Mr Kearney and Mr D Smith

20. **Declaration of Interest**

There were no declarations of interest.

21. It was reported that Mrs Janet Morrissey's (Staff Governor) term of office had come to an end on 30 September 2012 following eight years on the Governing Body. The Staff Governor election process was underway with nominations to be returned by Monday 15 October. Governors will be informed of the result as soon as possible.

Mrs Morrissey was thanked by the Chair for her interest and care shown in all of the decisions made by the governing body. There was a small presentation made to Mrs Morrissey who, in turn, thanked the governors.

22. The Minutes of the meeting held on 13 September 2012 were **AGREED** and signed by the Chair:

23. **Matters Arising**

Minute 7 – General Complaints Committee

The Vice Chair reported that academy schools are required to have a person on the Complaints Committee who is completely independent from the school. She had approached Joyce Kavanagh, who was known to many governors through her role (prior to her retirement) as Head of Governor Training for Sefton LA, to see if she would be interested in the post. Mrs Kavanagh agreed to be 'on call' for the panel. The governors **AGREED** to her appointment to a pool of external members.

More external members need to be appointed to ensure that the Complaints Committee can meet in a timely and efficient manner and governors were asked to consider this before the next full meeting.

Minute 8 – Appointment of Link Governors and Working Parties

At the last full meeting Mrs Clark was appointed as Link Governor for the English Faculty. After the meeting, Mrs Owen – Vice Chair - had contacted her and offered to take over the role as Mrs Clark was newly appointed to the governing body and was also Link Governor for SEN. Mrs Clark agreed. Therefore Mrs Owen is now the Link Governor for the English Faculty.

Mrs Morrissey's name was removed from the Catering Consultative Group, it was suggested that the new staff governor may like to take her place. This will be addressed at the next meeting.

A letter of thanks from Mr Cotsworth, for the gift he received from the governing body was read out to the meeting.

Mr Aldridge joined the meeting

Minute 14 – Teacher Appraisal Policy

The Headteacher circulated copies of two letters he had received from:

- (i) NUT – Trade Dispute over Teachers' Pay and Working Conditions: Ballot for Industrial Action – informing him that members will commence 'continuous action short of strike action' on 3 October 2012
- (ii) NASUWT – Notice of Escalation of Industrial Action – informing him that members will commence the 'escalated action short of strike action' on Wednesday 26 September 2012

The Headteacher also reported that members of the NASUWT within school had held a ballot regarding the Appraisal Policy and had voted to reject it as presented. Objections had been raised to one section of the policy:

Each teacher should usually, but not exclusively, expect to be observed therefore on three occasions, but possibly more if they teach across more than one Faculty.

Moreover, if additional information comes to light, which indicates that they may be experiencing difficulties reaching one or more standards, additional observations may take place.

They requested that the wording be changed to say that 'no teacher would be observed on more than three occasions under any circumstances'. The Headteacher felt that there might be circumstances when more observations would take place, i.e. as outlined above.

Talks are still continuing and the Headteacher was confident that there would be an Appraisal Policy that was acceptable to all.

The Headteacher was asked what effect staff not accepting the Appraisal Policy would have on the school, he replied:

- not able to start Appraisal cycle for this year
- it would be difficult to demonstrate robust appraisal to an Ofsted Inspection team
- some teaching staff are not doing paid lunch duties, therefore fewer staff members are on duty, although, at present the situation was under control

24. **Report from Sixth Form**

A comprehensive written report from the new 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 – Mock exams; Study; UCAS forms; Parent Information Evening; Y13 German Energy Project – students visited various sites e.g. nuclear energy site
- Community – Y12 Community Service; Break and lunch duties
- Social – Prom

The governors asked that their thanks be relayed to the Head Boy/Girl team for their informative report.

25. Pupil Representatives

The School Council elections took place on Friday 5 October, a new Y9 pupil representative was appointed to the governing body (joining Fiona Clayton). A report will be available at the next full meeting.

26. Vacancy for Community Governor

The vacancy is still open – the Clerk reported that the ‘One Stop Shop’ had acknowledged receipt of the vacancy and would be in touch if anyone suitable put their name forward to their organisation.

The Chair thanked those governors who had returned the Skills Audit forms, he would inform them in due course of the findings.

27. The Minutes of the Finance & Buildings Committee meeting held on 20 September 2012 (unsigned) were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

Responsible Officer’s Report

- Financial Monitoring Statements as at 31 August 2012
- School Improvement Plan update – planning permission was obtained for the boundary fence but the bid for the funding was unsuccessful
- Governor Development Plan update – training course for academy governors took place on 3 October 2012 with three governors from Range attending
- Accident and Incident Report

28. The Minutes of the Curriculum & Staffing Committee meeting held on 27 September were not available for this meeting and will be presented to the next full meeting.

29. School Improvement Plan – updates

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

Priority 2a: Behaviour and Safety - Safeguarding

CQ

Leading Role	CQ / JEM / AP
Aims	<ol style="list-style-type: none"> 1. Ensure Single Central Record is complete and up to date - COMPLETE 2. Ensure all existing staff renew Safeguarding training – PARTIALLY COMPLETED 3. Review processes for Safeguarding training for new and temporary staff - STARTED 4. Update register of training for Safer Recruitment and Child Protection training – PARTIALLY COMPLETED

- The four new members of the House staff are to undertake Safeguarding Training in the near future. The Safer Recruitment certificates last for five years and the next course is on 22 November 2012 at the PDC

Priority 2b: Behaviour and Safety - Attendance and Punctuality

CQ

Leading Role	CQ / SM
Aims	<ol style="list-style-type: none"> 1. Refine current systems to develop good punctuality to school and to lessons - STARTED 2. Refine current systems to maintain high attendance with a focus on specific targets for specific groups - STARTED

- Attendance was discussed further in the Confidential Minutes

Mrs Morrissey left the meeting

Priority 2c: Behaviour and Safety – Behaviour

CQ

Leading Role	CQ / HOH
Aims	<ol style="list-style-type: none"> 1. Create a robust evidence base for the school's work in the areas of behaviour, safety, safeguarding, attendance and punctuality – PARTIALLY COMPLETED 2. Use Pupil and Parent Voice to identify specific behaviour and safety issues and obtain evaluation once addressed - STARTED 3. Embed and refine the Behaviour Management Processes begun in March 2012 to maximise positive contribution to lessons – PARTIALLY COMPLETED 4. Further improve the identification of barriers to learning and target interventions by the pastoral team - STARTED 5. Ensure any emerging site safety issues are addressed – PARTIALLY COMPLETED

- The bid for the fence (5) which was rejected will be re-submitted at a later date

Priority 2d: Behaviour and Safety - PSHE/ SMSC

CQ

Leading Role	CQ / NJ
Aims	<ol style="list-style-type: none"> 1. Ensure high quality development of pupils' social, moral, spiritual and cultural development - STARTED 2. Pursue UN Rights Respecting Schools Award - STARTED

- PSHE (Personal, Social, Health Education) has replaced SPED as an acronym throughout the school

Priority 4a: Leadership & Management – Curriculum

GP

Leading Role	GP
Aims	<ol style="list-style-type: none"> 1. Ensure all curriculum plans are full and take account of changes to specification and assessment models - STARTED 2. Review school assessment calendar to ensure it supports pupil development towards successful linear specifications – PARTIALLY COMPLETED 3. Review Magnet Day provision to ensure it supports improvement in achievement and social moral spiritual and cultural development – PARTIALLY COMPLETED 4. Review the curriculum model for the delivery of SPED and Careers in the light of recent statutory changes – NOT YET STARTED 5. Review fast track provision to ensure best value and maximum achievement in the curriculum model – PARTIALLY COMPLETED 6. Monitor KS4 pathways to ensure they are the most suitable for the prior attainment profile of each year group – PARTIALLY COMPLETED 7. Support and quality assure the transition from OCR Nationals to GCSE IT in KS4 – PARTIALLY COMPLETED

- Mrs Phillips thanked Mrs Jump (PSHE Co-ordinator) for her contribution to the recent Magnet Day
- Mrs Phillips and the Headteacher are meeting to review the curriculum for 2013-14
- The number of students opting for both Humanities and Languages in 2012 is pleasing

Priority 4b: Leadership and Management – L&M

GAA

Leading Role	GAA, TD, NJ
Aims	<ol style="list-style-type: none"> 1. Improve use of progress data by all HOFs and CALs – PARTIALLY COMPLETED 2. Introduce updated Curriculum Area Review Policy (see Teaching and Learning section) – PARTIALLY COMPLETED 3. Introduce new Performance Management system – PARTIALLY COMPLETED 4. Evaluate development of pupils’ social, moral, spiritual and cultural development - STARTED 5. Evaluate and develop SLT – HOF QA process – PARTIALLY COMPLETED 6. Review Careers’ Programme at all three Key Stages – PARTIALLY COMPLETED

30. **Policies**

As the governing body spends an increasing amount of time reviewing policies it was proposed by the Policy Working Party that responsibility for some of the policies should be delegated to the Headteacher with Governors being informed of any major changes.

AGREED

(i) The following policies were reviewed by the Policy Working Party on 20 September 2012. It was proposed that the responsibility for these polices should remain with the governing body and not be delegated to the Headteacher.

- Safeguarding – reviewed annually
- Governors’ Allowances – reviewed every 3 years
- Discipline Policy & Procedure (Staff) – reviewed every 3 years

- Grievance Policy & Procedure – reviewed every 3 years
- Behaviour and Discipline (Pupils) – reviewed every 3 years
- Complaints Policy & Procedure – reviewed every 3 years – **Information for parents will be placed on the school website and publicised in various communications to parents.**

AGREED

A summary of any changes made to the above policies was circulated to governors with the Agenda.

Following a full discussion the **Governors AGREED to all the proposed changes**

- (ii) The following policies were also reviewed by the Policy Working Party on 20 September 2012. It was proposed that the responsibility for these policies should be delegated to the Headteacher with any major changes being reported to the governing body:
- Critical Incident Plan – reviewed annually
 - 16-19 Bursary – reviewed annually

A summary of the changes made to the above policies was circulated to governors with the Agenda:

AGREED: to accept the policy/plan as presented and that responsibility for the policy/plan should be delegated to the Headteacher. Major changes will be reported to governors as and when they occur.

- (iii) A Medicines Policy was circulated to governors with the Agenda. This is a new policy and it was proposed to delegate responsibility for the Medicines Policy to the Headteacher. The Medicines Policy was reviewed by the Policy Working Party on 20 September 2012. This policy will be reviewed every 3 years.

AGREED: to delegate responsibility for it to the Headteacher. Major changes to the policy will be reported to governors as and when they occur. The policy was accepted with the following change:

P1 –Parents take out the bottom bullet point (repeated) ‘Ensure that the child is well enough to attend school’

- (iv) The Charging Policy was also reviewed by the Policies Working Party and no changes were made. It was proposed to delegate responsibility for this policy to the Headteacher. This policy will be reviewed every 3 years.

AGREED: to accept the view of the Policies Working Party that the Charging Policy was fit for purpose and to delegate responsibility for it to the Headteacher. Major changes to the policy will be reported to governors as and when they occur.

31. **Governing Body Effectiveness**

Link Governor Reports

Reports from the following Link Governors were circulated to governors with the Agenda:

Stella Owen - English Duncan Smith - Design Technology

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

Other governors had recently met or were meeting in the near future and reports would be available for the next meeting.

Development Plan update

ISSUE	CURRENT	TARGET
Links with Faculties and areas of school life	<ul style="list-style-type: none"> • More consistent and effective working practices achieved • Termly reports to full governors in common format (summer 2012) 	<ul style="list-style-type: none"> • Termly agenda item – COMPLETED • Adoption of agenda / reporting proformas – COMPLETED • Revised guidelines – COMPLETED
Ensure GB effectiveness	<ul style="list-style-type: none"> • Governor Mark - Reaccreditation (autumn 2012) 	<ul style="list-style-type: none"> • Monitoring group to submit application form – FORM SUBMITTED – AWAITING ASSESSMENT
Accountability to the school community	<ul style="list-style-type: none"> • Annual report for academic year to July meeting (summer 2013) 	<ul style="list-style-type: none"> • Statistical analysis of complaints received by Chair – WILL BE REPORTED IN JUNE 2013 • Statistical analysis of complaints heard by complaints panel - COMPLETED
Governor Handbook	<ul style="list-style-type: none"> • Review content (spring 2013) 	<ul style="list-style-type: none"> • Policy Working Party plus recently appointed governors to review and revise – COMPLETED
Efficient Committee Structure	<ul style="list-style-type: none"> • Ensure structure is effective and efficient (spring 2013) 	<ul style="list-style-type: none"> • Review structure – following training on the new Ofsted Framework, the Chair/Headteacher may want to change the Committee structure – this will be discussed further

32. **Chair's Feedback / Correspondence**

A list of documents received by the previous Chair was circulated to governors with the Agenda.

The current Chair, Dr Thomas, gave a verbal report on each of the meetings he had attended:

19/09/12	Range Open Evening
20/09/12	Policy Working Party
20/09/12	Admissions Committee
24/09/12	Briefing re Schools Finance (Sefton LA)
25/09/12	Sefton Chairs' Briefing
26/09/12	Meeting with Headteacher
27/09/12	Presentation – The Governors Role in Ofsted
03/10/12	Finance Training Course

11 October 2012

09/10/12 Meeting with Headteacher
 10/10/12 Ofsted Working Group

In addition, the Chair reported that an ‘advertorial’ was due to appear in the Champion Newspaper in the Southport and Ormskirk area outlining the school’s successful examination results and excellent sporting achievements.

33. Overnight Stays

Dates	To	Reason	Transport	Students	Staff
14/10/12 – 15/10/12	Waddecar	Duke of Edinburgh - Bronze	Coach	30 Y11	Expedition run by Award Solutions
12/02/13 -	Barcelona, Spain	Improve GCSE students fluency in Spanish	Coach / plane	20-30 Y 9-11 Spanish groups	Ms Hannah Smye de Bajana

The Headteacher reported that both Mr Kaye and Mrs Wilson were no longer running the Duke of Edinburgh Award Scheme within school. It is hoped to have someone in place for the next round of expeditions (April 2013). The Chair will write to both Mr Kaye and Mrs Wilson on behalf of the governing body thanking them for their success in making Range High School the biggest DoE centre in Sefton.

34. The Clerk informed governors that she would be e-mailing them to ask for volunteers to sit on Pupil Behaviour Panels.

35. The governors Christmas meal will take place after the next full meeting on 13 December 2012 at Café d’Art.

36. Date and times of next meetings

Full governors - 13 December 2012
 Finance & Buildings - 29 November 2012
 Curriculum and Staffing - 6 December 2012
 Pay - 15 November 2012 (time tba)

Signed _____

Date 13 December 2012