

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 12 July 2012**

Present: Mr D Birrell, Mr C Cotsworth, Mrs J Cranny, Mrs P Harwood,
Mr A Kearney, Mrs J Morrissey, Mrs S Owen (Chair), Dr K Russell,
Mr D Smith (arrived 4.55 p.m.), Dr M Thomas (Vice-Chair), Dr R Webster
Mr G Aldridge – Headteacher/governor
Mr T Dolly, Mrs J Lowe, Dr C Ainsworth, Mrs G Phillips, Mr A Pritchard – Associate
Members

Also Present: Mrs J Gordon – Clerk to the Governors
Mrs N Jump – SPED Co-ordinator
Emma Martin - Head Girl
Mark Rodmell - Head Boy
Holly Lambert - Deputy Head Girl
Andrew Wright - Deputy Head Boy

Apologies were received from Dr Butcher, Mr Grimes and Mr Hatton

The Chair welcomed the new Head Girl/Boy, Deputy Head Girl/Boy to the meeting.

49. **Declaration of Interest**

There were no declarations of interest.

50. The Minutes of the meeting held on 31 May 2012 were agreed with the following two amendments and signed by the Chair

- (i) Dr Rob Webster was present at the meeting
- (ii) The overnight stay to Schwandorf, Bavaria was agreed at the meeting and the relevant form was signed by the Chair

51. **Matters Arising**

Minute 13 Governing Body Vacancies

The Chair reported that since the last meeting, when it had been agreed to leave the parent governor vacancy until November 2012, she had been approached by a parent (Julie Clark) of a student in the Sixth Form, Mrs Clark also has two children joining the school in Y7 in September. Mrs Clark is currently on the governing body of St Luke's CE Primary (Chair of the Finance Committee and a member of the Pay Committee), but is due to leave when her children leave the school. The governing body of Range High can appoint a parent governor because, at the last election, fewer candidates applied than there were vacancies.

The governors considered appointing Mrs Clark to the governing body of Range High as a Parent governor and, following a full discussion, it was unanimously:

AGREED: to appoint Mrs Clark to the governing body for the four-year term, 1 September 2012 – 31 August 2016. The Chair will contact Mrs Clark to inform her of the governing body's decision and the Clerk will ensure the CRB check is completed.

Minute 42 – Governing Body Effectiveness

The GovernorMark application form has been submitted – now awaiting the appointment of an assessor.

Mrs Nadine Jump – SPED Co-ordinator - joined the meeting for the next three items.

52. Policies for Ratification

The following documents had been reviewed since Mrs Jump took up her appointment in December and the revised draft policies were sent to governors with the Agenda:

- (i) PSHE Policy
- (ii) Sex and Relationship Education Policy (SRE)
- (iii) Drug Education Policy

PSHE Policy

- Dr Katrin Russell agreed to become the Link Governor for PSHE

SRE Policy

- The right of parents/carers to withdraw their children from SRE lessons will be included in the pack given to parents/carers of students when they first start at Range High

Drug Education Policy

- Question from a Governor - Does the policy cover all visitors to the school?

The Headteacher will check whether other policies cover visitors to the school, if there are gaps the Drug Education Policy will be amended

Following a full discussion it was unanimously:

AGREED: to accept the above documents as presented (with the proviso above)

53. Healthy Schools

The school is following Sefton's 'The Healthy School Approach' model and a document outlining the details was given to governors at the meeting. It was reported that the school has instructed the caterers, Sodexo, to continue to meet the Food in School nutrition requirements, following the announcement that academies do not have to follow the same standards.

54. Unicef UK

Mrs Jump reported that the school was in the early stages of applying for Unicef's 'Rights Respecting Schools' Award (RRSA). A leaflet outlining the details was circulated at the meeting.

The RRSA:

recognises achievement in putting the Convention of the Rights of the Child at the heart of a school's planning, policies, practice and ethos. By taking these steps a school community helps improve well-being and develop every child's

talents and abilities to their potential. A rights-respecting school not only teaches about child rights but also models rights and respect in all its relationships; between teachers/adults and pupils, between adults, and between pupils.

The Chair thanked Mrs Jump for her attendance at the meeting.

Mrs Jump left the meeting

55. Update from Pupil Representatives

A report on the main areas which have been addressed by the School Council this academic year was circulated to governors with the Agenda. This year the Council has been involved with the following:

- Changes made to the School Survey format
- Pupil survey of the whole school
- Council members elected onto the UK Youth Parliament
- Council members have hosted Formby primary schools to produce a pod-cast
- Dune defence work with National Trust
- Contributed to ideas for new SPED programme

56. Sixth Form Team

The leaders of the new prefect management team for September 2012 were introduced to the governors:

Head Boy	Mark Rodmell
Head Girl	Emma Martin
Assistant Head Boy	Andrew Wright
Assistant Head Girl	Holly Lambert

Each of the above spoke about what they hoped to achieve during their term of office.

The Chair thanked them for coming to the meeting.

The prefect management team left the meeting

57. The Minutes from the Curriculum & Staffing Committee meetings held on 21 June 2012 (unsigned) were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

- Update of SIP 2011-12
- Overnight Stays
- Sefton Governors' Association

58. The Minutes of the Finance & Buildings Committee meeting held on 24 May 2012 (signed) and 28 June 2012 (unsigned) were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

24 May 2012

- Responsible Officer’s Report
 - Financial Monitoring Statements as at 30 April 2012
 - Service Level Agreements:
 - SIMS Support for Academy Schools
 - Management of Buildings / Maintenance Services
 - Active Workforce
 - Governor Support & Training
 - Sefton Music Service
 - Health & Safety (including general Health & Safety Services and Education Visits Advisory Service)
- All of the above SLA’s were accepted by the Committee**
- End of Year Audit
 - Catering Contract
 - Accident and Incident Report
 - Overnight Stays

28 June 2012

- Financial Monitoring Statements as at 31 May 2012
- Payroll – Agreed to recommend ‘Strictly Education’ as payroll providers to the full governing body

Mr Pritchard had contacted at least 10 schools who currently use Strictly Education as their payroll providers, and had been informed by all of them that they were satisfied with the provision given.

AGREED: to endorse the decision of the Finance & Buildings Committee to appoint Strictly Education as payroll providers with effect from 1 November 2012.

- Service Level Agreement – Communication Support for Academies – Lancashire County Council – **AGREED** to accept the ‘pay as you go’ option of this SLA, subject to queries to be made by Mr Pritchard.

Queries raised by the Finance & Buildings Committee were answered and the full governing body **AGREED** to accept the ‘pay as you go’ option.

- Best Value Statement
- End of Year Audit
- Overnight Stays
- Workstation Order
- Capital Bids
- Disposal of Assets

59. **SIP 2011-12 Updates**

The following updates were circulated to governors with the Agenda – Mrs Lowe gave further explanation to each of the Aims:

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 – COMPLETED 2. To use e-systems to record behaviour management processes – COMPLETED 3. To benchmark, analyse and report information from e-systems to SLT and Governors – PARTIALLY COMPLETED
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- Benchmarks to be decided at the beginning of next term by the Headteacher and new Assistant Headteacher (Wellbeing)

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 –COMPLETED 2. To evaluate and validate the school’s work on health through accreditation for the Healthy Schools initiative – ONGOING 3. To respond to DfE initiatives regarding school sports - COMPLETED
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Priority 4c: LEADERSHIP AND MANAGEMENT (Wellbeing) - JL

Aims	<ol style="list-style-type: none"> 1. Respond to national review of SEN provision - ONGOING 2. Deliver behaviour management training as appropriate to newly appointed staff and ITT students – ONGOING
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The following Aims had previously been reported as Completed:

- Priority 2d: PROVISION (Specialist Status) GAA
- Priority 3b: WELLBEING (Attendance) JL
- Priority 3c: WELLBEING (Safety) JL
- Priority 3e: WELLBEING (Positive Contribution) JL
- Priority 3f: WELLBEING (Care/Guidance/Support) JL
- Priority 3h: WELLBEING (Economic Wellbeing) CA

60. Performance Management

The draft Teacher Appraisal Policy was circulated to governors at the meeting. The Headteacher reported that new standards come into force on 1 September 2012; therefore the policy has to be updated to reflect the changes (including a name change from Performance Management to Appraisal). The original document had been drawn up following consultation with both Teacher and Headteacher unions.

The Headteacher had:

- drafted a working document for Range High School
- spoken to school based union representatives
- sent the document to all teaching staff for consultation
- requested that 1st round of questions be submitted by the end of term
- allocated time of the 2nd Inset Day in September (4th) to further discuss this issue

12 July 2012

The final document will come before the Business meeting on 13 September 2012.

61. Governing Body Effectiveness

The following reports were sent to governors with the Agenda:

Link Governor Reports

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| ▪ CPD Courses | Judith Gordon |
| ▪ CPD | Stella Owen |
| ▪ Design Technology | Duncan Smith |
| ▪ Humanities | Mervyn Thomas |
| ▪ Modern Foreign Languages | Graham Butcher |
| ▪ Safeguarding/Behaviour/Pastoral Care/Wellbeing | Katrin Russell |
| ▪ Science | Mervyn Thomas |
| ▪ Special Educational Needs | Mervyn Thomas |

The following report was circulated at the meeting:

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| ▪ PE & Expressive Arts | Kevin Grimes |
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It had been agreed at the meeting held on July 2011 that any future Link Reports would be marked as Confidential due to individuals being named; therefore the reports attached to this item are Confidential.

Governors were reminded to inform the Clerk if they had attended any training courses.

62. Dates of Meetings 2012-13

A list of the meeting dates for 2012-13 was sent to governors with Agenda for governors' information.

63. 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.

The correspondence was passed to the Vice Chair and governors were invited to take any item of correspondence that was of interest to them. Mrs Harwood was given the papers relating to the National Parent Teacher Association.

64. Overnight Stays

Dates	To	Reason	Mode of Transport	# of Pupils	# of Staff	Staff Member i/c
27/09/12 - 29/09/12	Keswick Lake District	Duke of Edinburgh (Silver award)	Minibus	19 Y13	4	SRu
04/10/12 - 06/10/12	Patterdale	Blundell / Derby House Trip	Coach	50 (approx) Y7-11	5 / 6	GB / JEM

Both of the above visits were approved and the Chair signed the appropriate forms.

65. **Awards Evening**

Governors were reminded of the Awards Evening for KS3 students which will take place on 18 July 2012.

66. **Dates of next meetings**

Full Governors - 13 September 2012 – Business Meeting

Curriculum & Staffing - 27 September 2012

Finance & Buildings - 20 September 2012

Pay & Performance - 15 November 2012

67. The Chair presented a gift to Mrs Lowe (Assistant Headteacher – Wellbeing) on her retirement.

68. Mrs Owen, who had announced at a previous meeting that she was standing down as Chair in September, was presented with a gift and vouchers from the governing body. Mrs Owen has been Chair for ten years.

Signed _____

Date 13 September 2012