

**RANGE HIGH SCHOOL**

**Minutes from the Meeting of the Governors  
held on Thursday 12 December 2013**

**Present:** Dr G Butcher (4.50 p.m.), Dr R Chapman, Mrs J Clark, Mr K Grimes, Mrs P Harwood, Mr A Kearney, Mrs J McNeice, Mrs S Owen, Mr J Rimmer, Dr K Russell, Mr J Sellick, Dr M Thomas (Chair), Mr C Trollope, Dr R Webster (4.45 p.m.), Mrs G Williams, Mr G Aldridge – Headteacher/governor  
Mr T Dolly, Dr C Ainsworth, Ms C Quinn, Mr G Banks (4.55 p.m.) and Mr A Pritchard – Associate Members

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

**Apologies were received from** Mr D Birrell

**22. Declaration of Interest**

There were no declarations of interest.

23. Jonathan Sellick, Assistant Head of Faculty – English, was appointed as Staff Governor for the 4-year period ending 25 September 2017.

24. Jane McNeice was appointed as Parent Governor for the 4-year period ending 3 November 2017.

The Chair welcomed both Mr Sellick and Mrs McNeice to their first full meeting of the governing body.

25. The Minutes of the meeting held on 26 September 2013 were **AGREED** and signed by the Chair.

**26. Matters Arising**

Minute 9 – Appointment of Link Governors

The Chair reported that Mrs McNeice had taken over the Link Governor post from Mrs Clark. The Chair had joined her in her first meeting with the Assistant SENCO, Ms Alexander.

Minute 10 – Working Parties / Monitoring Groups

There was a request for further volunteers for the Governor Development Group who are responsible for drawing up the Governor Development Plan and monitoring and reporting its progress. Mrs Clarke agreed to join the group.

Minute 19 – Teaching School

The school has received notification that the application to become a Teaching School has been received. An assessment will take place during the spring term but no exact date has been given; nor has the form of the assessment been divulged. The Headteacher will inform governors when he has more information.

**27. 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 – 2 students have interviews for the Oxbridge universities (6 students applied)
- Study – Y13 students who are on target can now study at home during their study periods if they wish
- Magnet Day – Y13 students attended two sessions (i) literacy for life (ii) ways to improve note taking; Y12 students attended (i) careers session (ii) ‘Driving Safety’ session
- Sixth Form Information Evening – Head Boy and Head Girl team gave a short presentation to prospective students and their parents outlining the opportunities and their experiences whilst at Range High School.
- Community – break and lunch duty rota is now fully operational
- Prom – the Y13 prom will take place on 27 June at the Marriott Hotel, Liverpool

Dr Ainsworth reported that two students had recently received ‘Pure Potential’ awards at a ceremony which took place in London. Pure Potential promotes opportunities for more able students in state schools. There was an article in the local paper regarding their awards.

**28. 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:

- House Council – each house has been given a sum of money from the PTFA and an area to concentrate on, i.e. Blundell – Community; Derby – Enrichment; Sefton – Environment; Weld – Happy and Healthy. Various projects have been suggested and decisions on which ones will go forward will be made in the coming weeks.
- Visit to RAF barracks, Aintree
- Bully Busters – update of work taking place in school and also a visit to the PDC to meet with students from other schools to share experiences and how to deal with various issues

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

The above draft Minutes from the meeting held on 3 October 2013 were sent to governors with the Agenda for information. They gave details of:

- Bullybusters – update
- Rights Respecting Schools Award – Level 1 – information
- Update of SIP 2013-14 – Priorities 2a; 2b; 2c; 2d; 4a and 4b
- Admissions – September 2015 – following advice from Sefton LA – change criterion #4 to “Children, who at the start of the Spring Term 2015, are living in Formby, Hightown and Ince Blundell.”
- Assessment Policy
- Parents’ Evenings 2013-14 – request for volunteers to attend as governor representative

These Minutes will be discussed fully at the next Safeguarding & Leadership meeting on 30 January 2014.

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

The above draft Minutes from the meeting held on 17 October 2013 were sent to governors with the Agenda for information. They gave details of:

- Update of SIP 2013-14 – Priorities 1c; 1d; 3a and 3b
- Parents' Evenings 2013-14 – request for volunteers to attend as governor representative

These Minutes will be discussed fully at the next Teaching & Learning meeting on 13 February 2014.

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

The above draft Minutes from the meeting held on 21 November were given to governors for information at the meeting. They gave details of:

- Draft Final Financial statements & Audit Highlights for year ending 31/08/13
- Report to Management for year ending 31/08/13
- Final Reports and Financial Statements for year ending 31/08/13
- Responsible Officer's Report – from 26 September 2013
- Financial Monitoring Statements and Reports – outturn 2012-13 and as at 31 October 2013
- Investment Options
- Update of SIP 2013-14 – Priority 4c
- Buildings Report – Capital Investment – presentation showing new Science labs; external fencing and landscaping to front of the school
- Statement of Internal Controls
- Value for Money statement
- Pensions – auto enrolment
- Accident/Incident report
- Income Generation
- Overnight Stays
- Governors' Award 2013

These Minutes will be discussed fully at the next Finance & Buildings meeting on 13 March 2014.

**32. Final Financial Statements & Audit Highlights for year ending 31/08/13**  
**Report to Management for year ending 31/08/13**  
**Final Reports and Financial Statements for year ending 31/08/13**

All of the above reports had been reviewed and discussed by the Finance & Buildings Committee at their meeting on 21 November. No amendments had been made since that meeting. It was noted that there were no concerns raised by the Auditors.

Proposed to accept above reports: Dr Chapman  
Seconded: Dr Russell

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 2013.

33. **Governing Body Effectiveness**

Link Governor Reports

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

Design Technology - Dr Chapman

- 80% of students achieved their expected grade or higher at GCE level
- Majority of students gained 1 or 2 levels above their expected grade at GCSE
- No significant behaviour problems
- Lunchtime club run by staff and older students
- Wish list – Laser Cutter / 3D printer

English - Mrs Owen

- 87% of students achieved A\*-C at GCSE in 2013
- 34% achieved A\*-A (national = 14.2%)
- New GCSE curriculum for 2016 (current Y8 students)
- Most lessons observed by Ofsted were ‘outstanding’

Safeguarding - Dr Russell

- Single Central Record (SCR) examined and found to be up to date and which allows for quick and efficient data checks and searches
- Notes on meeting with Pastoral Care Team

Science - Mr Smith (this meeting took place last term before external exams took place)

- New Head of Faculty appointed – Ms Nadia Nibhan
- Four newly refurbished Science Labs

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

Sixth Form - Dr Butcher

- No major behaviour concerns
- Attendance is satisfactory
- Separate Heads of Y12 and Y13

As at previous meetings, the Link reports have been designated as confidential. (Also reported in Confidential Minutes.)

Development Plan 2013-14 update

ISSUE	CURRENT	TARGET	
<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 keep in regular contact with the school and submitting three reports a year</li> </ul>	<ul style="list-style-type: none"> <li>• On each Agenda</li> <li>• Governors reminded to send reports to Clerk prior to Agenda going out</li> </ul>
<b>Ensure GB effectiveness</b>	<ul style="list-style-type: none"> <li>• Governor Mark - Reaccreditation autumn 2012 (Area for development)</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge and accountability more clearly represented in Minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Chair reviews draft Minutes prior to them being sent to all governors</li> <li>• Challenge highlighted in blue</li> </ul>

<p><b>Ensure GB effectiveness</b></p>	<ul style="list-style-type: none"> <li>• Governor Mark - Reaccreditation autumn 2012 (Area for development)</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen use of occasional external reports provided directly to governors from qualified educational professional providers</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Audit report goes to F&amp;B Committee</li> <li>• Draft RO reports now sent to Chair of F&amp;B Committee as same time as received by school</li> <li>• No external school improvement reports at present</li> </ul>
<p><b>Ensure GB effectiveness</b></p>	<ul style="list-style-type: none"> <li>• Governor Mark - Reaccreditation autumn 2012 (Area for development)</li> </ul>	<ul style="list-style-type: none"> <li>• More business in published rather than confidential Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<p><b>Efficient Committee Structure</b></p>	<ul style="list-style-type: none"> <li>• Two main Committees with terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Move to a Committee structure aligned to the Ofsted areas of inspection</li> </ul>	<ul style="list-style-type: none"> <li>• New Committees in place in September 2013 – terms of reference reviewed and amended as necessary</li> <li>• Terms of Reference for each Committee reference the areas to address</li> <li>• Committee structure matches the Ofsted Evaluation Framework</li> </ul>
<p><b>Accountability to the school community</b></p>	<ul style="list-style-type: none"> <li>• Complaints Procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report for the academic year to September business meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical analysis of complaints received by Headteacher / Chair / Complaints Panel all reported to Business meeting in September 2013</li> <li>• Procedure to be reviewed</li> </ul>

#### 34. Duke of Edinburgh Award Scheme - update

This item was first discussed at the Teaching & Learning Committee meeting held on 17 October 2013.

Background: DoE expeditions were taking place wholly in school time in order to reduce the backlog due, in part to the resignation of the previous DoE co-ordinator, (normally they take place either Friday/Saturday or Sunday/Monday). Students are marked as being on an 'Educational Activity' so they are not disadvantaged with regards to their absence record. As staff currently volunteer to accompany students on DoE expeditions, problems may arise if they were to take place solely over the weekend.

The Headteacher had produced a report regarding the DoE Award scheme and this was sent to governors with the Agenda.

- New Co-ordinator appointed – Ms Pat McCarthy

- New Staged programme to be introduced:
  - ⇒ Current Y9 introduced to the award this year and given the opportunity to complete the Bronze award in Y10 and begin the Silver award
  - ⇒ Complete Silver in Y11 or by the beginning of Y12
  - ⇒ Complete Gold in Y13 (applicants have until their 25<sup>th</sup> birthday to complete the award process)
- Expeditions
  - ⇒ Bronze expeditions – 2 days – where possible they will take place over the weekend but not enough weekends to fit them all in; weather also affects whether an expedition runs
  - ⇒ Silver expeditions – 3 days – will always result in school time being lost
  - ⇒ Gold expeditions – 4 days – as above

The report outlined the dates for Y10 Bronze expeditions (all take place after the external exams in June 2014); GCSE priorities mean that current Y11 students are unlikely to start their Silver award this academic year, therefore they will be offered the Silver award in Y12 and the Gold in Y13; 15 Sixth form students have expressed an interest in completed their Gold award – an expedition is planned – Saturday 05/04/-14 – Tuesday 08/04/14.

An information evening for parents of students expressing an interest in starting the DoE award has been planned for Wednesday 26 March. Parents will receive information nearer the time.

It was suggested by a governor that a letter should be sent to parents of students in Y10 outlining the new arrangements. **AGREED**

35. **Chair's Feedback**

The Chair has attended:

- Fortnightly meetings with the Headteacher
- Schools' Forum
- Sixth Form Open Evening

36. The final Parents' Evening – Y8 on 13 March 2014 – is on the same night as the next Finance & Buildings Committee meeting. Should any parent/carer wish to speak to a governor one will be available from the meeting.

37. The Sefton Shining Stars Awards, organised by Sefton CVS, recognise and celebrate the achievements of Sefton's children and young people aged from 6-16. Two of the school's pupils were awarded 'Personality' awards at the recent ceremony.

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

Full governors	-	27 March 2014	4.30 p.m.
Safeguarding & Leadership	-	30 January 2014	5.00 p.m.
Teaching & Learning	-	13 February 2014	5.00 p.m.
Finance & Buildings	-	13 March 2014	5.00 p.m.

Signed \_\_\_\_\_

Date 27 March 2014