

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 13 December 2012**

Present: Dr G Butcher (5.55p.m.), Dr R Chapman (5.10 p.m.), Mrs J Clark (4.40 p.m.), Mr K Grimes, Mrs P Harwood, Mrs S Owen (Vice-Chair), Dr K Russell, Dr M Thomas (Chair), Dr R Webster, Mrs G Williams (4.45 p.m.), Mr G Aldridge – Headteacher/governor
Mr T Dolly, Dr C Ainsworth, Mrs G Phillips, Ms C Quinn, Mr A Pritchard – Associate Members
Fiona Clayton and Daniel Knight - School Council Members

Also Present: Mrs J Gordon – Clerk to the Governors
Mrs J Morrissey – HOH
Mrs L Dillon – Work Related Co-ordinator
Mrs Tracey Johnson – Moore & Smalley (Accountants)

Apologies were received from Mr Birrell, Mrs Cranny, Mr Kearney and Mr D Smith

37. Declaration of Interest

There were no declarations of interest.

38. Dr Ruth Chapman and Mr Duncan Smith were appointed as Parent Governors for the 4-year period ending 27 November 2016.

39. Report from School Council

The two School Council members presented their written report, which had been circulated to governors with the Agenda. The report focussed on an Anti-Bullying conference which took place on 21 November, the Council's ideas for combatting bullying at the school and the new rewards system.

The Senior Leadership team were asked to update the issues raised by the Council:

- Extra surveillance is taking place in the Arts Theatre during the lunch period
- Anti-bullying posters have been put up in each classroom
- The rewards system is still under review although smaller rewards given throughout the year have been introduced. Discussion is still taking place regarding the end of year award. Governors will be kept informed.

Mrs Harwood, Staff Governor (Learning Mentor) asked the students to inform the Council that a drop-in session for students could be arranged. There are peer mediators already trained and willing to help.

The students were thanked for their informative report.

40. Sixth Form Report

This report, compiled by the Head Boy/Girl, Deputy Head Boy/Girl, was circulated to governors with the Agenda. The report gave details of:

- Academic (Study, UCAS Forms, Magnet Day, Sixth Form Information Evening, Y12 Parents' Evening)
- Community (Greenbank visit – to talk to Y11 students, Break and lunch duties, Derby House Fair)
- Social (Prom – which will take place on 29 June 2013)

41. **Presentation – Work Experience**

Mrs Lynne Dillon, Pupil Support Manager, gave a presentation on Work Experience for Y11 students and outlined the process to enable all Y11 students to experience a two-week work placement.

- Work placements usually take place in December
- Students can arrange their own or have them arranged by Sefton Business Partnership
- All have to be approved and ensure that the relevant insurance is in place.

Mrs Dillon was asked if much thought was given to progression of the students, i.e. university applications, she replied that although the main objective was to develop a work ethic for the students and get them used to a normal working day - punctuality, travel etc., a number of students did undertake work experience in an area where they wanted to pursue a career, although places could be limited in some cases and it was only through family members that they were able to gain access to the placement.

Mrs Dillon was thanked for her informative presentation.

Mrs Williams and Dr Chapman arrived during the presentation

The two School Council members and Mrs Dillon left the meeting after the presentation

42. The Chair welcomed Dr Chapman and Mrs Williams to their first full governing body meeting.

43. **Declaration of Interest (2)** – Dr Chapman informed the meeting that her husband was Vice Chair of Governors at Formby High School

44. **Final Annual Report and Accounts for year ended 31 August 2012**

The Headteacher introduced Mrs Tracey Johnson, from Moore and Smalley (school's firm of accountants) to the meeting. The draft versions of the above report had been discussed in length at the Finance & Buildings Committee meeting on 29 November 2012. The changes suggested at that meeting had been implemented and the final versions had been circulated to governors with the Agenda:

- (i) Reports and Financial Statements for the period ended 31 August 2012
- (ii) Financial Statements and Audit Highlights for the year ended 31 August 2012

Mrs Johnson explained that the Annual Report and Accounts have to be filed with the DfE by 31 December 2012 and have to comply with a number of regulations including:

- Companies Act
- Charities Commission
- Academies Accounting

Mrs Johnson talked the governors through each section of the document and questions were asked and answered.

It was proposed by Dr Chapman to accept the accounts as presented, seconded by Mrs Owen:

AGREED to accept the accounts for 2011/12 as presented - the Chair and Headteacher signed the documents

45. **Vacancy for Community Governor**

The Chair reported that the One Stop Shop had contacted the Clerk and given the name of a retired Headteacher who had expressed an interest in becoming a governor. He had spoken to him by telephone and noted that his interests were in Finance, Health and Safety, HR and Education. It was agreed that, following an interview with the Chair and Dr Russell, the Headteacher will offer to show him around the school before a final decision is made.

46. **Skills Audit**

The Chair presented his report on the Skills Audit questionnaire which had been completed by the majority of the governing body. The report was split into three parts:

- (i) Skills – showed a good spread over communications, listening, mediating, innovation and research
- (ii) Experience – team working came out on top, with some areas identified as needing strengthening
- (iii) Knowledge – split into Poor / Adequate / Good / Excellent – a good spread but some areas could be strengthened

One such area was knowledge of the Ofsted Inspection Process and the Chair and Vice Chair thought it would be useful to have an external trainer deliver a programme for the governors of Range High.

Mr Steve Wilson, previously the school's Improvement Partner, is able to tailor a course specific to Range High School. Governors **AGREED** that this would be a useful and informative session.

31 January 2013 is the agreed date starting at 5.00 p.m. The Clerk will let any absent governors know of the session.

47. The Minutes of the meeting held on 11 October 2012 were **AGREED** and signed by the Chair – there were no matters arising.

48. The Minutes of the Finance & Buildings Committee meeting held on 29 November 2012 (unsigned) were sent to governors with the Agenda for their information. That meeting had not been quorate, so no final decisions could be made. Recommendations were made to the full governing body.

The Minutes gave details of the following:

- Draft Annual Report and Accounts – Discussed and agreed to recommend acceptance of accounts to full governing body – **FULL GOVERNING BODY AGREED TO ACCEPT ACCOUNTS AS PRESENTED (see Minute 44 above)**
- Responsible Officer's report – November 2012 – two recommendations were made:

<p>The new Academies Handbook has made provision for schools to use their external auditor to carry out an extended programme of termly tests, in place of the Responsible Officer testing that was previously required. The programme of tests should be tailored to the specific circumstances and risk profile of the school.</p>	<p>The governors should consider whether any additional testing is required to satisfy their risk management responsibilities. If it is deemed necessary we can then agree a schedule of testing to cover any additional areas required.</p>
<p>Once the year end accounts are finalised, any audit adjustments will need to be posted to Corero and reserves balances allocated to the correct accounts carried forward.</p>	<p>Audit adjustment journals will be provided to Mr Pritchard by Moore and Smalley LLP and these can then be posted to Corero.</p>

- Statement of Internal Controls – signed by Headteacher (Accounting Officer), Chair of Governors and Chair of Finance & Buildings Committee
- Financial Monitoring Statements as at 31 October 2012
- School Contracts – Discussed and agreed to recommend extension of two years to both the Cleaning and Grounds Maintenance contracts - **FULL GOVERNING BODY AGREED TO EXTEND BOTH CONTRACTS FOR A FURTHER 2-YEAR PERIOD**
- Reserves and Investments Policy – discussed and agreed to recommend policy - **FULL GOVERNING BODY AGREED TO ACCEPT POLICY AS PRESENTED**
- Service Level Agreement – School Admissions and Pupil Support – discussed and agreed to recommend SLA - **FULL GOVERNING BODY AGREED TO ENTER INTO THE SLA – Proposed by Mrs Owen, Seconded by Dr Russell – this document was then signed by the Headteacher and Chair of Governors**
- School Improvement Plan – update
- Governor Development Plan – update
- Accident / Incident Report

49. The Minutes from the Curriculum & Staffing meeting held on 27 September 2012 (signed) were circulated to governors with the Agenda. The Minutes gave details of:

- School Improvement Plan – update
- Governing Body skills analysis – questionnaire sent to all governors
- Ofsted Inspection Group – Dr Thomas (Chair), Mrs Owen (Vice Chair), Mr Smith, Mr Birrell, Dr Butcher, Mr Aldridge, Mr Dolly
- Governor Mark – Assessment took place on 12 December – awaiting notification

The Minutes of the meeting held on 6 December 2012 will be available for the next full meeting.

50. **Standards and Achievement Policy**

This draft policy was given out to governors at the last Curriculum & Staffing meeting on 6 December 2012 (for information) and sent to those not on that Committee with the Agenda.

The policy set out the following:

- key principles behind the policy:
 - check that pupils are progressing at the rate needed to meet age-related expectations

- ensure that all pupils make the progress they are capable of, including those pupils who do not achieve national expectations
 - reveal whether certain groups of pupils are more likely to under-perform at a key stage or in a class
 - identify areas of teaching that may need improving
 - identify pupils who may have fallen behind and who need extra help to catch up alongside high quality teaching and learning
 - School Core Targets for KS4
 - Additional Targets
 - Key Stage 3 – Expected progress plus appropriate challenge
 - Key Stage 4 – Triangulation of FFT (D), expected progress, RAISEonline and national transition matrices
 - Key Stage 5 – Correlation between Level 3 Value Added and ALPs
 - The school aggregates individual pupil targets to set targets for:
 - Pupils in receipt of Pupil Premium
 - Gender
 - CLA
 - SEN Action/Action plus/Statement
 - BME
 - FSM
 - Late Admissions
 - Other vulnerable groups – as identified by the school
 - Attendance
 - Exclusions
- } **Groups**
- Details of school prompts for target setting and school self-evaluation
 - Targets will be reviewed at the start of the next academic year and may be amended in the light of a further set of attainment/progress results
 - The policy will next be reviewed in September 2013

Governors **ACCEPTED** the policy as presented.

51. **School Targets 2013**

The following overall aspirational targets for 2013 were sent out with the Agenda and **ACCEPTED** by the governors:

KS3		Y7	Y8	Y9
% L5+	Maths	94	97	97
% L6+	Maths	91	90	90
% L7+	Maths	66	50	55
% L5+	English	96	95	95
% L6+	English	93	90	90
% L7+	English	69	60	55

KS4	Y10	Y11
% 5+ A*-C EM	82	89
% 5+ A*-C	90	93
% 5+ A*-E	95	100
% A*-A	40	45
Exp prog ENG	82	94
4L prog ENG	63	64
Exp prog MATHS	92	92
4L prog MATHS	58	60

KS5	Y12	Y13
% A*-B	65	60
% A*-E	100	100

The targets were broken down further into subjects for KS4 and KS5 and those more detailed targets were also sent to governors with the Agenda.

52. **Changes to SLT Structure**

A copy of the revised SLT structure (from January 2013) was sent to governors with the Agenda.

There was one further change noted at the meeting:

- Move Tracking + Intervention (KS 3+4) from Learning Development to Curriculum & Standards

ACCEPTED

53. **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, with governors given the opportunity to ask questions):

Priority 2a: Behaviour and Safety - Safeguarding **CQ**

Leading Role	CQ / JEM / AP
Aims	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 next Safer Recruitment course is taking place at the school on 17 January 2013, governors were asked to contact the Clerk if they wanted to attend.

Priority 2b: Behaviour and Safety - Attendance and Punctuality **CQ**

Leading Role	CQ / SM
Aims	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

- Repeat offenders targeted by AHOH / HOH / and EWO (when needed)
- Attendance panels have taken place this term

Mrs Morrissey left the meeting

Priority 2c: Behaviour and Safety – Behaviour **CQ**

Leading Role	CQ / HOH
Aims	1. Use Pupil and Parent Voice to identify specific behaviour and safety issues and obtain evaluation once addressed – PARTIALLY COMPLETED 2. Create a robust evidence base for the school’s work in the areas of behaviour, safety, safeguarding, attendance and punctuality – 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

- (2) Parents are recruited onto Parent Panels through surveys (when asked for interest)
- (5) The bid for the fence which was rejected will be re-submitted - school has used a firm, Cowan and Co - Chartered Architects – to prepare and submit the bid. Results will be known at the end of March/beginning of April

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

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

- (3) Evaluations on the Magnet Day held on 29 November are taking place
- (6) RaiseONLINE was published on 10 December – analysis will continue. Governors will be sent a copy as soon as possible.
- (6) The Headteacher offered to discuss the EBACC with governors if they needed further information

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

- (4) The Headteacher is meeting with CAL for PSHE and Community Cohesion Co-ordinator to move this aim forward

54. **Freedom of Information Scheme**

An updated version of the above scheme was circulated to governors with the Agenda. The proposed scheme had been prepared and approved by the Information Commissioner and personalised to Range High School. Responsibility for this scheme remains with the Headteacher.

Proposed to accept scheme as presented: Dr Webster
Seconded: Mrs Owen

AGREED

55. **Teaching and Learning Policy**

This policy was discussed in detail at the Curriculum & Staffing meeting on 6 December 2012 and it was the recommendation of that Committee that the policy should be accepted as presented. Governors thanked the Deputy Headteacher for a comprehensive policy.

Proposed to accept policy as presented: Dr Russell
Seconded: Dr Thomas

AGREED

56. **Governing Body Effectiveness**

Link Governor Reports

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

Stella Owen - English
Katrin Russell - Safeguarding / Child Protection / Pastoral Care / Attendance / Behaviour

Thanks were given to Dr Russell who had been in school to audit procedures within her Link area.

The following report was given to governors at the meeting:

Graham Butcher - MFL

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

The next full meeting is on 7 March. Reports for that meeting should be with the Clerk by 25 February 2013.

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 ASSESSMENT TOOK PLACE ON 12 DECEMBER – AWAITING RESULT
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

57. Chair's Feedback / Correspondence

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

18/10/12 Schools Forum
Meeting with Headteacher
Parents' Evening

31/10/12 Pastoral Support Panel

01/11/12 Year 11 Presentation Evening

06/11/12 Meeting with Headteacher

14/11/12 Audit Committee meeting

15/11/12 Sixth Form Open Evening

20/11/12 Meeting with Headteacher

21/11/12 Chairs' Development Programme – NCSL Course

29/11/12 Governors – Finance & Building Committee

04/12/12 Meeting with Headteacher

05/12/12 Attended Staff meeting

06/12/12 Governors – Curriculum & Staffing Committee

11/12/12 Carol Service – Holy Trinity Church

12/12/12 Governor Mark Assessment meeting

In addition, two pieces of correspondence had been received:

- Letter of resignation – mentioned in staffing report – part two meeting
- Letter re proposed minor upgrade to mobile phone base station of the farmers field (adjacent to school) on behalf of Vodaphone

58. Date and times of next meetings

Full governors - 7 March 2013
Finance & Buildings - 14 February 2013
Curriculum and Staffing - 21 March 2013

Signed  _____

Date 7 March 2013