

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 20 June 2013**

Present: Dr G Butcher, Dr R Chapman, Mrs J Clark, Mr K Grimes, Mrs P Harwood,
Mr A Kearney, Mrs S Owen (Vice-Chair), Mr J Rimmer, Mr D Smith,
Dr M Thomas (Chair), Dr R Webster, Mrs G Williams,
Mr G Aldridge – Headteacher/governor
Mr T Dolly, Dr C Ainsworth, Ms C Quinn, Mr G Banks, Mr A Pritchard – Associate
Members
Rachael Knowles and Daniel Knight - School Council Members

Also Present: Mrs J Gordon – Clerk to the Governors

Apologies were received from Mr Birrell, Dr Russell and Mr Trollope

A warm welcome was given to Mr Gareth Banks, Associate Member and acting Assistant Headteacher (covering for Mrs Phillips' maternity leave).

72. Declaration of Interest

There were no declarations of interest.

73. The Chair reported that Mrs Jan Cranny had resigned her position as Staff Governor with effect from 2 May 2013 due to personal reasons (the Chair read her letter to the meeting). The Chair has written to Mrs Cranny on behalf of the governing body thanking her for her contribution over the last three years.

Nominations for a new staff governor had been requested but none were received. Governors were reminded that they had increased the representation of the staff from three to four posts on Academy conversion and that Mrs Cranny was also a Member of the Academy Trust. The Headteacher had consulted with the Chair and the remaining staff governors and the following was agreed:

- email all staff to inform them that there were no nominations (already taken place)
- make a new request for nominations at the beginning of the new school year when there are new staff who may also be interested
- deal with the vacancy for a Member once the nomination / election process for staff governor has been completed
- if we fail to recruit a fourth staff governor for any reason the issue would be referred back to the governing body

74. The Minutes of the meeting held on 7 March 2013 were **AGREED** and signed by the Chair.

75. Matters Arising

Minute 67 – Chair's Feedback / Correspondence

The Chair drew the governors' attention to the next meeting of the Sefton Governors' Association which is taking place at 5.00 p.m. on 26 June 2013.

76. Report from School Council

The above report was sent to governors with the Agenda. It gave details of:

- Restructuring of School Council into House Councils has taken place with Houses being given responsibility for particular areas:
 - Blundell Happy and Healthy – want pupils to design and paint a bench for each house
 - Derby School Environment – want recycling bins for cans and bottles
 - Sefton Curriculum Enrichment - The Deputy Headteacher reported that plans to have a demonstration of Indian Cookery on the next Magnet Day (Global Citizen Day) were well underway
 - Weld Transitions – want to organise a team sports day for new pupils prior to their start at Range

The Headteacher informed the Council Members that the PTFA would be giving each House £250 towards the funding of their ideas.

- Ofsted inspectors spoke to the School Council during the recent inspection. The School Council were praised for their good manners and behaviour.

77. Report from Sixth Form

A comprehensive written report from the Head Boy/Head Girl/Deputy Head Boy/Deputy Head Girl was circulated to governors with the Agenda. This will be the last report from this particular team.

The report gave details of the following:

- Academic – Exam Attendance Conditions; UCAS forms; Magnet Day; Sixth Form Information Evening – this is the first event of its kind for external students and approximately 12-15 students from other schools attended.
- Community – Break and lunch duties
- Social – Prom – the date of the current Y13 Leavers event was wrongly shown – the correct date is Thursday 27 June.

Their report concluded with the following paragraph:

The Prefect Management team are confident that, over the academic year, the students in the Sixth Form have contributed positively to Range High School. Whilst their primary aim has been to achieve their potential to attend university, enter the world of employment or continue their studies within the Sixth Form, they have also been involved in various extra curricular activities which have benefited themselves and other students in lower years.

The governors asked that their thanks be relayed to the Head Boy/Girl team for their informative reports over the academic year.

The two School Council members left the meeting

78. The Minutes from the Finance & Buildings meeting held on 14 February 2013 (signed) were circulated to governors with the Agenda and gave details of the following:

- Responsible Officer's Report – February 2013
- Financial Monitoring Statements as at 31 January 2013
- Service Level Agreement – Security – Sefton Security Services – ACCEPTED
- Insurance
- Audit Committee
- Update on School Improvement Plan
- Accident/Incident Report
- Overnight Stays

The Minutes of the meeting held on 13 June 2013 were not available and will come before the next full meeting although one item from that meeting was discussed:

⇒ Concerns over staffing of the Sixth Form exchange trip to Germany had been expressed as only one member of staff would be on the minibus to and from the airport. Other members of staff from the exchange school would be meeting the students at the airport and accompanying them back to the airport at the end of the trip. Following the discussion at the Finance and Buildings meeting arrangements have been made to have a member of the Caretaking team drive the students and teacher to Manchester Airport and two members of the school staff will go to the airport to meet them and bring them back to school which will allow Mr Smith (who lives in Manchester) to go home from the airport instead of coming back to school.

Following these arrangements, the trip was **AGREED** and the Chair signed the relevant approval form.

79. The Minutes from the Curriculum & Staffing meeting held on 21 March 2013 (unsigned) were circulated to governors with the Agenda. The Clerk will add Mr J Rimmer to the list of governors present before the next Curriculum & Staffing meeting. The Minutes gave details of:

- Update on School Improvement Plan
- Overnight Stays
- Governor Development Plan Working Party
- Pupil Premium Grant

80. **OFSTED Report**

A copy of the Ofsted report was circulated to governors with the Agenda. All governors had been aware of the result:

Overall Effectiveness	Outstanding	1
Achievement of Pupils	Outstanding	1
Quality of Teaching	Outstanding	1
Behaviour + Safety of Pupils	Outstanding	1
Leadership + Management	Outstanding	1

and had an electronic copy of the report as soon as it was available. The report has now been published on the Ofsted website and was also available via the school's own website.

The Headteacher stated that although the report reads excellently well there is still further room for improvement. The SLT were already aware of the areas of development outlined in the report and work will continue to improve these areas.

Mrs Williams, staff governor, took the opportunity to congratulate the Headteacher and SLT on the excellent report, the Chair congratulated all staff including the SLT. Those governors who had met with the inspection team – Mrs Owen, Mr Smith, Dr Russell and Mr Rimmer were thanked by the Chair.

The Headteacher wanted to thank everybody involved with the school, students, all staff in whatever capacity they worked at the school, governors and staff who had left but had contributed to the outstanding report.

Work is continuing on how best to publicise the school. It was reported that Range High School is the only school on Merseyside; one of two schools in the North West and one of only seven schools nationwide to have had five consecutive Outstanding Ofsted inspections.

The local papers Formby Champion, Formby Times and the Liverpool Echo had been contacted with a view to having an article published. Banners for outside the school gates had been displayed and both the school minibuses had had their livery updated (sponsored by New Directions – supply agency).

The Headteacher is to have a further meeting with a representative from the schools Media SLA provider (Lancashire LA) to discuss how to proceed with the publicity. Governors will be kept informed.

Governors were delighted with the report and conveyed their thanks to all staff and pupils.

81. **School Improvement Plan 2013-14**

The School Improvement Plan 2013-14 was circulated to Governors with the Agenda.

The Plan was split into three parts:

- (i) Section 1 Introduction
- (ii) Section 2 Report on Previous Year's Priorities 2012-13 (some targets will be completed during the summer term 2013) – some of which will continue through the summer term and are included in the 2013-14 plan – this section of the plan is colour coded to allow 'at a glance' information to be noted – written explanations were given where targets had not yet been completed.
- (iii) Section 3 The School Improvement Plan June 2013 – July 2014 (including a glossary of terms) (on page 26 – in Action column change 2013 to 2014).

The priority areas for 2013-14 are identified as follows (with the initials of the SLT member with overall responsibility):

- 1 **Achievement**
 - 1a Outcomes KS3 GP / GJB
 - 1b Outcomes KS4 GP / GJB

- 1c Outcomes KS5 CA
- 1d Tracking GP / GJB

- 2 **Behaviour & Safety**
 - 2a Safeguarding CQ
 - 2b Attendance & Punctuality CQ
 - 2c Behaviour CQ
 - 2d PSHE / SMSC CQ

- 3 **Teaching & Learning**
 - KS3 + KS4 TD
 - KS5 CA

- 4 **Leadership & Management**
 - 4a Curriculum GP / GJB
 - 4b Leadership & Management GAA
 - 4c Finance AP

The Headteacher went through each of the priority areas thoroughly and invited comments and questions from the governing body.

The Headteacher thanked the SLT for their help in producing the SIP. The Governors commended the comprehensive plan.

Proposed by: Dr Chapman

Seconded by: Mr Rimmer

To accept the School Improvement Plan as presented.

AGREED

82. Budget 2013-14

In a response to the Governors' Development Plan 2012/13 with regard to financial training, the Resources Director had been asked to explain the various streams of funding the school received (a briefing report was circulated at the meeting):

- Education Funding Agreement (EFA) – made up of the following:
 - School Budget Share - £4.3m approximately
 - Education Services Grant
 - Sixth Form Funding - £4.6k per pupil approximately
 - Pupil Premium
 - Insurance Premium
 - 16-19 Bursary
- Local Authority Funding
- School Generated Income

The Resources Director explained each of the elements of funding with governors giving the opportunity to ask questions.

The possibility of generating income, through lettings etc, was discussed fully at the last Finance and Buildings meeting on 13 June 2013. It was suggested that a group of governors should look at ways of generating further income for the school. After discussion, it was agreed that the Clerk should email all governors to ask if they had any ideas for generating income for the school. Further discussion will take place via email.

Mr Rimmer, Community Governor, had recently attended an induction course for new governors run by the LA and had been given a booklet entitled 'Making Sense of School Finance – The governors' role in school finance'. A copy was given to the Clerk who will make enquiries to obtain extra copies.

Budget 2013-14

The Budget forecast for 2013-16 was given to governors at the meeting. The forecast budget showed a deficit in 2015-16, but planning is in place and will continue to reduce this deficit.

Q. Would we still be showing a deficit if we had remained a maintained school?

A. There has been a reduction in income; this has affected all schools regardless of their designation, e.g. maintained, academy etc. We would still be showing a decline and, in addition, starting from a lower base point.

The forecast balance at the end of 2013-14 is £203,014, which is 3.45% of the formula funding.

At this moment in time, the school is projecting that 60% of Y11 students will stay on to complete their Sixth Form studies at Range High.

Governors were asked to accept the budget and it was:

Proposed by: Mr Smith
Seconded by: Mrs Owen

And AGREED to accept the budget as presented

83. **Governing Body Effectiveness**

Link Governor Reports

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

(i) Design Technology	Duncan Smith
(ii) English	Stella Owen
(iii) Modern Foreign Languages	Graham Butcher
(iv) Safeguarding etc	Katrin Russell
(v) Science	Duncan Smith
(vi) PE + Expressive Arts	Kevin Grimes

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

Development Plan 2012-13 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"> • On each full governing body Agenda (except for Business meeting) • Link Governor proformas agreed at meeting held on 31/05/12 • Guidelines updated and accepted
Ensure GB effectiveness	<ul style="list-style-type: none"> • Governor Mark - Reaccreditation (autumn 2012) 	<ul style="list-style-type: none"> • GovernorMark achieved December 2012
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"> • Records being kept for reporting to Business meeting in September 2013 (to include complaints received by the Headteacher / Chair / Panel - ONGOING) • Complaints Procedure updated and reviewed by Policy Working Party – ratified by full governors on 11/10/12
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
Efficient Committee Structure	<ul style="list-style-type: none"> • Ensure structure is effective and efficient (spring 2013) 	<ul style="list-style-type: none"> • Structure to be reviewed – 20/06/13

Committee Structure – following a discussion it was **AGREED** to increase the Committee Structure to three (from two) with governors becoming members of at least two:

- Teaching and Learning
- Safeguarding and Leadership
- Finance and Buildings (including Audit)

- Each Committee will meet at least once per term.
- Terms of Reference for the new Committees will be discussed and agreed at the Business meeting
- Committee meetings will begin at 5.00 p.m.
- Full Governors meetings will continue to start their meetings at 4.30 p.m.

Proposed by: Mrs Owen
Seconded by: Dr Chapman

Governors Development Plan (GDP) 2013-14

Two Aims were identified for the 2013-14 GDP:

- To improve the effectiveness of the Governing Body to hold the school to account
- To support the SLT to raise standards

Six targets to help achieve these aims had been identified by the GDP working party. Following a discussion it was **AGREED** to accept the GDP 2013-14 as presented.

Proposed by: Dr Thomas
Seconded by: Mr Rimmer

84. Capital Programme

A report outlining the background and the tendering process was sent to governors with the Agenda. This item had been discussed fully at the Finance & Buildings meeting held on 13 June 2013 but required approval from the full governing body. The recommendation from that Committee was to AGREE to the following:

- i. The contract costs for both projects
 - ⇒ Science Lab Refurbishment x 4 labs - £348,641
 - ⇒ Fencing – Safeguarding Works - £121,543
- ii The appointment of Krol Corlett Construction
- iii The appointment of KLICK furniture

Both the Chair of Governors and the Chair of the Finance & Buildings Committee had met with the project managers and architects and had been convinced that the process for awarding the tenders as above was in order and the right actions had been proposed. Following the Finance & Buildings Committee meeting preliminary work started on the project. If the full governing body failed to accept the recommendation from that Committee or had concerns, the preparatory works, e.g. on the organisational side by the contractors, could be halted without incurring major expenditure, but by allowing that work to commence, completion by the start of the new academic year is possible.

The full Governing Body **AGREED** to the recommendation of the Finance & Buildings Committee in respect of points

- i Proposed by: Mr Smith
Seconded by: Dr Butcher
- ii Proposed by: Dr Thomas
Seconded by: Mr Smith
- iii Proposed by: Mr Rimmer
Seconded by: Dr Chapman

The contractors will now establish an on-site base during the week commencing 24 June 2013.

85. Admissions 2014-15

The LA has issued the 'Proposed Inter-Authority Co-ordinated Scheme for Admissions to High Schools 2014-15' and a copy of scheme was sent to governors with the Agenda. The scheme set out the Admissions criteria for when there are more applications than places available. Range High School, as an academy, is its own Admissions Authority but has entered into a SLA the Local Authority to apply the admissions criteria on behalf of Range High School in order to allocate places. The Admissions Criteria for 2014-15 is:

Criteria 1: A 'looked after child' or a child who was previously looked after and ceased to be so because they were adopted, (or became subject to an adoption, residence, or special guardianship order).

Children we have identified as needing specialist facilities that go beyond expected reasonable adjustments will be given priority for this school if it is the nearest school with suitable resources. This would usually be a child with a physical difficulty or reduced mobility e.g. a wheelchair user. The LA will require details from parents, supported by medical evidence in order to assess each application depending on circumstances.

- Criteria 2:** Children with a sibling still attending the school at the time of admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.⁽¹⁾
- Criteria 3:** Children who, at the start of the Spring Term 2014, are on the rolls of Woodlands Primary School and St Luke’s Church of England Primary School, Formby
- Criteria 4:** Children who, at the start of the Spring Term 2014, are on the rolls of other primary schools in Formby.
- Criteria 5:** **Distance** - Other requests that the name the school as a preference, with priority for admission given to children in order of proximity of their home to school, as shown below.⁽¹⁾

⁽¹⁾ If it is not possible to allocate places for all applications within this criterion then priority will be given to those living closest to the school measured by the shortest walking distance from the child’s home. In every case the LA will measure from the property’s address point, to the nearest school gate (using recognised routes known to the Authority at the time of measurement).

The School’s admission number remains at 196.

AGREED to accept the Admissions Criteria for 2014-15 as outlined above

Proposed by: Dr Chapman

Seconded by: Dr Butcher

86. **Teaching School**

A leaflet produced by the National College for Teaching and Leadership on teaching schools was sent to governors with the Agenda for information. The Headteacher outlined briefly the salient points of teaching schools.

- Teaching schools are outstanding schools with a strong track record of supporting other schools.
- The deadline for the final round of applications from schools to become teaching schools is 15 October 2013 with a decision by central government in March 2014 and a start date of September 2014.
- Teaching schools are normally designated for a four-year period
- For the first two years of designation the school would only be committed to providing what we currently provide, e.g. Forthright, LiNCS, teacher training partnerships with universities etc.
- Approval from governors is required to express an interest in becoming a teaching school

Question from a staff governor – Is there going to be the potential for increased pressure on staff? The Headteacher replied that, at this stage an active investigation will take place to research the pros and cons of becoming a teaching school and the results of that investigation will be brought back to governors to discuss fully (at the Curriculum & Staffing meeting on 4 July 2013). The expression of interest required from the school is non-binding.

87. Chair's Feedback / Correspondence

The Chair, Dr Thomas, gave a verbal report on each of the meetings/courses he had attended since the last full meeting on 7 March 2013 which included:

- Fortnightly meetings with the Headteacher
- Ofsted Working Group
- Forthright – including a cluster conference with students taking part in a science and independent learning project - £10,000 has been given to Forthright schools, Range bought a telescope and eight globes with their share
- Schools Forum

He had also received a number of items of correspondence, including:

- Escalation of industrial action to strike of 27 June 2013 (from the NASUWT and NUT)
- Congratulations letter from Colin Pettigrew, Director of Young People & Families (Sefton)

The Clerk was given the list (governors are welcome to request any item of written correspondence from the Chair).

The Chair had also written, on behalf of the governing body, to the members of the SLT and the Education Welfare Officer and LiNCS advisor following the Ofsted inspection.

88. The Chair reported that, at the Business meeting in September 2012, the Chair and Vice Chair were appointed for a two-year period. Following a review of the Articles of Association it was noticed that the Chair and Vice Chair should be appointed annually unless the Articles are altered. The Clerk will write to governors during the summer holiday inviting nominations for the posts.

The members will discuss the Articles at their AGM, which will take place after the Curriculum & Staffing meeting on 4 July 2013.

89. Date and times of next meetings

Full governors	-	TBA
Finance & Buildings	-	TBA
Teaching & Learning	-	TBA
Safeguarding & Leadership	-	TBA

Signed _____

Date 26 September 2013