

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 24 March 2016**

Present: Mr I Burton, Dr R Chapman, Mrs G Gentles, Mrs J McNeice, Dr Mornington,
Mr J Rimmer, Dr M Thomas (Chair),
Mr G Aldridge – Headteacher/governor
John Buluma - Y11 School Council Rep

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with apologies Mr K Grimes, Dr K Russell, Dr R Webster, Mrs G Williams, and Kai Fessey
Absences without apologies Mrs M Gallen,
Lucy Hardey – Y9 School Council Rep
Jenny Burwood, Keiran Brooks – Y11 School Council Reps

39. **Declaration of Interest**

There were no declarations of interest.

40. **Governing Body Resignations**

The following 2 governors had tendered their resignations, both were reported to both the Safeguarding & Leadership Committee (14 January 2016) and the Teaching & Learning Committee (4 February 2016):

- Mr Colin Trollope – Community Governor – with effect from 14 January 2016
- Mr David Packard – Parent Governor – with effect from 15 January 2016 – moved to France

The Chair has not yet written to Mr Trollope on behalf of the governing body, but will do so and enclose a gift of appreciation.

41. **Governing Body Appointments**

Nominations were requested for the three Parent governor vacancies, only two were received, therefore, the following were appointed as Parent Governors for the 4-year period ending 31 January 2020:

- Mrs Michele Gallen
- Dr Rob Webster

The appointment of Dr Webster as a Parent Governor means that his term as a Co-opted governor (appointed on 10 December 2015 for one year) ended with effect from 31 January 2016.

42. **Governing Body Vacancies**

There are currently vacancies for:

- 1 Parent Governor – due to the fact that only 2 nominations were received. The Chair suggested that, as Dr Chapman's term of office as a Parent Governor ends during the

autumn term 2016, both vacancies should be advertised together giving parents of pupils new to the school the opportunity to put their names forward.

AGREED

The question was asked that, how, in light of the news that the government has revealed that parent governors will not have a place in a fully academised system, this would affect Range High School.

The Headteacher replied that although the white paper (Educational Excellence Everywhere), which announces the government's plans for schools by 2020, focuses on "fully skills-based" governance, and sets out its plans to ensure that "only the right individuals" are recruited as governors, this has not come into law yet.

The Chair and Headteacher reminded governors that the composition of the governing body of Range High School is set out in our Articles of Association. When guidelines from the DfE were issued to maintained schools to reconstitute their governing bodies to smaller, skills-led bodies, governors of Range asked the Governor Development Group to look at the constitution of our governing body to see if any changes were needed. Following their recommendation it was agreed that no changes were needed and therefore there was no requirement to reconstitute the governing body.

- 1 Staff Governor – nominations were requested but none were received. Staff governors were asked if they had knowledge of any staff members who may be interested in the post but there were not aware of anyone. It was **AGREED** to publish the vacancy again in the autumn term.
- 2 Community Governors - the Chair, Vice Chair and Headteacher had met with Angela Mockler who is a potential candidate for a Community Governor post. Mrs Mockler was introduced to the school through the School Governors One Stop Shop (SGOSS) – which is an organisation designed to help school fill governor vacancies. Mrs Mockler is a retired civil servant (DWP) and is currently a co-Chair of the Dove Trust, Formby (the Dove Trust is a charitable organisation that is responsible for the running & management of the "Dove Centre" in Formby). Following the skills audit last year, one of the areas that needed strengthening was Community Links and experience of change management, and these are areas where Mrs Mockler has considerable experience. All who have met with Mrs Mockler felt that she would be an asset to the governing body, therefore, following it was unanimously **AGREED** to appoint Mrs Mockler as a Community governor with immediate effect for the 4-year period ending 23 March 2020. The Chair will contact Mrs Mockler and the Clerk will ensure she is made aware of the remaining governing body meeting dates and start the DBS process.

With regards to the second Community governor vacancy:

- The Chair had been given the names of two local authority councillors who could possibly be approached. This would cause an issue as, under our Articles of Association, only 20% of the governing body (3 people) can have an association with a Local Authority, and currently there are already 2 members of the governing body with such an association. The Chair noted that should a parent be appointed following the elections in the autumn term who also has an association with a local authority it could cause a problem.
- A church minister was also mentioned
- It was suggested that a member of Formby Parish Council could be approached, as they are elected by the people of Formby and would have the interests of the

Formby community at the top of their list. Concerns were raised over the workload of councillors and, therefore their ability to commit beyond meetings, i.e. supporting roles, links etc. may be limited.

Following a discussion, it was **AGREED** that the Chair will approach Formby Parish Council and ask them if any of their members would be interested in joining the governing body as a Community governor, letting them know when our meetings are held and, ideally, if they could be available for other activities which may take place during the day. The opportunity for an interview before appointment could be available. Governors will be kept informed.

43. The Minutes of the meeting held on 10 December 2015 were **AGREED** and signed by the Chair.

44. **Matters Arising**

Minute 37 – Trust Members

The 3 new Trust members signed the Minutes of the meeting held on 10 December acknowledging their appointment to the Trust:

- i. Ian Burton
- ii. Ruth Chapman
- iii. Gill Gentles

45. **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 Applications** – students are now confirming their firm and insurance offers – **Dr Chapman asked if there were any Y13 students who wanted to go to university but had not yet received an offer. The Clerk will get the information from AHT (14-19 Education) and email the details.**
- **Mock Examination Week** – begins on 28 March – many subjects have completed their respective courses and students are now practicing past papers in readiness for the summer exams
- **Enrichment** – some students are assisting with lower year group sports teams
- **Year 13 Prom** – will take place on 26 June 2016 at the Marriott Hotel, Liverpool
- **Physics Trip** – January 2016 to CERN in Geneva, students visited the large hadron collider, UN buildings and also participated in team-building exercises
- **Work Experience** – Y12 work experience (one week) will take place in June – students source their own placements
- **Citizenship** – Y13 students have had financial advice in preparation for university. Y12 students have been shown the alternatives to going to university, e.g. apprenticeships
- **Sports** – U18 netball team won the County Championships to become Merseyside Champions; the U14 team were runners up

46. **Report from the School Council**

A written report from the Y11 School Council representatives was circulated to governors with the Agenda. It gave details of:

- **Toilets** – discussion had taken place on how to improve hygiene and safety without compromising privacy. Various solutions were put forward by the council and these are being considered. The PTFA has donated £4k towards improving the toilets. A visit was made to St Michael's school in Crosby, as they had recently refurbished their toilets (at a total cost of £80k). Their refurbishment involved some unisex toilets with open communal areas; removing the door from the corridor to the toilet area; retaining a privacy wall; floor to ceiling cubicles – all of this would deter pupils 'socialising' in the toilet area.

The Headteacher outlined some of the proposals being made:

- Removing the outer doors (from the corridor) to certain toilet blocks (3 boys and 2 girls sets of toilets)
 - Having universal locks put on all of the other toilet areas (with all teachers given a key) – all toilet areas would be unlocked during breaks and lunch but during lessons pupils would have to ask for the key from the teacher
 - The cost of removing the 5 doors and putting locks on all of the other sets of toilets is £4k
 - Pupils have been asked to make their views known through the House Council system which will filter through to the School Council who are meeting with the Headteacher next week, after which decisions will be made
- **Wet Lunch breaks** – problems with classrooms being left in an unusable state after a wet lunch break, e.g. food on the floor and pupils not feeling comfortable going into certain classrooms, were discussed. Most School Council members thought that pupils should go to their own tutor room as this would be the most effective way to ensure classrooms were left in a useable state. Currently pupils are separated in zones by year group which allows for socialising within a year group but outside the tutor group. This will be discussed further at the next School Council meeting.
 - **From a staff governor's perspective – the zoning system works well, it's much easier to know where a pupil should be rather than finding out where the tutor room is, but as strong staff presence is required during wet breaks**
 - **The Headteacher responded that teachers can't be directed to work over their lunch break, so the supervision of the site is based on paid volunteers. Pupils have to take some responsibility, i.e. only eating food in designated areas, picking up and disposing of their own litter, returning the classroom to a usable state for the next lesson etc. He urged the pupil representatives to go back to pupils to say that some of the responsibility has to be with the pupils who use the rooms – they will be ready for pupils to learn in at P4 if they are left in a usable condition.**
 - **Show My Homework (SMHW)** – 2 issues were raised by the Council:
 - Not all homework was put onto SMHW
 - Pupils were not always told they had homework in class but it was put on SMHW, the Council felt that this was unfair and could cause confusion
 - **Rewards System** – it was felt by the Council that this system was insufficient and more incentives were needed to encourage pupils to behave in class, e.g. better rewards and trips out
 - **Registration** – Currently pupils are registered in their tutor groups in the morning and afternoon. The Council suggested that registration take place at the start of period 4 (1st lesson after lunch) this would give pupils a little more time at lunch when they sometimes feel they are being rushed to eat. The Headteacher will discuss this further with AHT (Pastoral) and the Heads of House.

This meeting is the last one that Y11 students will attend – John Buluma was thanked by the governing body for his report and for his attendance at the meetings.

The Student Council member left the meeting

47. The Minutes from the Annual General Meeting of the Members, held on 10 December 2015 were **AGREED** and signed by the Chair after the following amendment:

- Minute 2 – Change ‘Mr Ian Burton (Parent Governor and Chair of the Resources Committee)’ to ‘Mr Ian Burton (Parent Governor and Vice Chair of Governors)’

The Minutes gave details of:

- Background to the Academy Trust
- Current Members of the Academy Trust
- Articles of Association – no changes required
- Funding Agreement – no changes since conversion to Academy Status in November 2011
- Account 2014/15 & Annual Return – received by the Members; they will be submitted to Companies House for publication
- Auditors – currently Moore & Smalley (appointed until December 2017)

There were no matters arising.

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

The draft Minutes from the meetings held on 14 January 2016 (unsigned) were sent to governors for information. They gave details of:

- Resignation of Colin Trollope and David Packard from the governing body
- Update of SIP 2014-15
- Overnight Stays
 - 4 DoE trips – **ALL AGREED**
 - Itinerary for DoE Gold trip to Lima, Peru – circulated for information

These draft Minutes will be discussed and signed at the next meeting of the Safeguarding & Leadership Committee on 16 June 2016 (governors were reminded that this was a change of date for this meeting).

49. **Minutes from the Teaching & Learning Committee**

The draft Minutes from the meetings held on 4 February 2016 (unsigned) were sent to governors with the Agenda for information. They gave details of:

- Presentation by Michael Fletcher-Hunt (LINCS) on ‘Governors and their Responsibilities under the new OFSTED framework’ – **all governors were invited to attend.**
Governor visits during the school day were discussed – see end of these Minutes for proposed action.
- Presentation by Gayle Phillips (Assistant Headteacher – Curriculum) on Progress Data - **all governors were invited to attend**
- Update of SIP 2015-16
- Overnight Stays – Netball tour to Marbella; Football tour to PSV Eindhoven – both **AGREED**
- Link Governor for MFL required – **Clerk reported that Michele Gallen has agreed to be the MFL Link governor – the HOF has been informed and contact details exchanged**

These draft Minutes will be discussed fully at the next meeting of the Teaching & Learning Committee on 12 May 2016.

50. **Minutes from the Resources Committee**

The Minutes from the meeting held on 17 March 2016 were not available for this meeting. Once completed, they will be sent to all governors for information and discussed further at the next meeting of the Resources Committee on 19 May 2016.

51. **Briefing on the Education & Adoption Act 2016**

A summary sheet (from The Key) entitled 'The Education and Adoption Bill: what it means for schools' was circulated to governors at the meeting.

The summary sheet focused on (for academies):

- i. Coasting Schools (although the term 'Coasting' has not been precisely defined)
- ii. The strengthening of the position of Regional School Commissioners (RSC) – this is the person to whom academies in their region are responsible. The North West RSC is Vicky Beer who is a former Headteacher of a secondary school in Trafford.

The Headteacher went on to outline some of the information in the government's white paper entitled 'Educational Excellence Everywhere' (a link for which will be sent to all governors so they can read the document for themselves -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508447/Educational_Excellence_Everywhere.pdf):

- Single convertor academies can remain as single academies and do not have to become part of a Multi Academy Trust (MAT)
- It makes mention of Teaching Schools as being another way the system is self-improving

It is expected that this white paper will be discussed again in the future.

52. **Governing Body Effectiveness**

Link Governor Reports - only reports from Link Governors who had not submitted them to the December 2015 meeting were requested

Reports outlined issues under the some or all of the following headings:

- Attainment
- Behaviour
- Teaching & Learning
- Leadership & Management
- Other Issues

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

- SEN – Jane McNeice – 27 November 2015 – the meeting was held to discuss the impact of new SEN Code of Practice in the year since it was first introduced.

The following written report was circulated at the meeting; governors were given the opportunity to read it through:

- PE & Expressive Arts – Kevin Grimes + Gayle Phillips (Acting HOF) - report covered the autumn and spring terms. The newly appointed Head of Faculty, Edwina Fox, is due to return to school after the Easter holiday, following her period of maternity leave.

The Link Governor protocol, which has been in place for a number of years, will be reviewed by the Chair and Headteacher in the first instance, to ensure that it is fit for purpose and include information on reports to ensure consistency across the faculties. This will then be brought to the full governing body for implementation during the 2016-17 academic year.

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

The second round of reports should be available for the final full meeting of the academic year (23 June 2016).

Link Governor – MFL

Mrs Michele Gallen was appointed as Link Governor for MFL for the remainder of this academic year.

Development Plan 2015-16 update

ISSUE	CURRENT	TARGET	ACTION	NOTES
Links with Faculties and areas of school life	<ul style="list-style-type: none"> • Appointed link governors in place • Clear guidelines on role and reporting 	<ul style="list-style-type: none"> • All link governors keeping in regular contact with the school and submitting two reports a year to full meetings in December and June/July 	<ul style="list-style-type: none"> • On Agenda for December and June/July full meetings • Meeting dates to be given to Clerk in advance • Reports to Clerk within two weeks of meeting 	<ul style="list-style-type: none"> • Ongoing
Ensure GB effectiveness and Accountability	<ul style="list-style-type: none"> • Governor Mark accreditation autumn 2012 	<ul style="list-style-type: none"> • Governing Body self-evaluation 	<ul style="list-style-type: none"> • Review evidence from last GM application – Autumn 2015 • Identify resources required • Apply for Governor Mark 	<ul style="list-style-type: none"> • First working group meeting held – application to be submitted at the end of the summer term 2016 – governors requested to suggest items for evidence
	<ul style="list-style-type: none"> • GB composition last changed in 2011 • Committee structure in place for 2 full years 	<ul style="list-style-type: none"> • Review composition and effectiveness of the governing body 	<ul style="list-style-type: none"> • Review alternative GB structures • Make recommendations to full GB for any changes considered necessary 	<ul style="list-style-type: none"> • December 2015 - Continue with current structure. Following the skills audit, identified skills to be included on Parent Governor election papers (Chair to suggest wording)

	<ul style="list-style-type: none"> • GB section of school's website is not reviewed 	<ul style="list-style-type: none"> • Review and redesign the website as necessary to enable parents and others to know about our work 	<ul style="list-style-type: none"> • Review current offering • Review what other schools do • Make recommendations to GB for any changes considered necessary 	<ul style="list-style-type: none"> • Chair of Governors to review website • Clerk to keep statutory information up to date
Ensure GB effectiveness though development and training	<ul style="list-style-type: none"> • Some governors attend courses. • Subscribe to Modern Governor on-line training programme 	<ul style="list-style-type: none"> • Governors to attend Inset sessions if training appropriate to governors is being given • Investigate other sources for training/information etc. • Monitor governor attendance at courses 	<ul style="list-style-type: none"> • Review content of Inset training for governor relevance • Record governor training • Report training record to governors at Business meeting (Autumn term) 	<ul style="list-style-type: none"> • Governors' invited to 'Prevent' training (02/12/15) + Literacy training (12/02/16) • Further training planned (Data training – T+L 04/02/15)

- The Clerk will arrange the next meeting of the Governor Development Group which will take place after the Easter holiday.
- It was suggested that Dr Webster could be involved in the review of the governors section of the school website. **Chair to contact RW**
- The Clerk will make enquiries regarding governors and ParentMail and email them with details of how to access the system.
- The Clerk reminded governors, particularly Chairs of Committees, to review the Minutes of their meetings alongside the GovernorMark application form (which was sent out in December) to see if any sections could be used as evidence for GovernorMark

53. **Calendar of Events – summer term**

As a result of the Governor Development Plan 2014-15, a calendar of events taking place at the school during the summer term 2016 was sent to governors with the Agenda.

The Spring Concert is taking place on 29 March – all governors are welcome and should contact the Clerk if they require tickets.

54. **Chair's Feedback**

The Chair has attended (since 10 December 2015):

- Fortnightly meetings with the Headteacher
- January – Teaching School Alliance Board Meeting (representatives from Range, Stanley High, Meols Cop High, Christ the King High and Birkdale High) – **The Chair of Governors asked that 'Teaching School' be put onto each full meeting Agenda so governors were able to monitor and keep up-to-date with Teaching School activities**
- January – RAISEonline training at Greenbank High School
- January – Financial Management in Schools training at Greenbank High School
- February – Schools Forum
- February – Training Day – attended the session on Literacy
- March – Humanities – Bring, Show and Share – staff from Range and Greenbank discussed the techniques that have been successful in engaging pupils in lessons. This type of event has also taken place with the Science, Maths and English faculties.

55. **Travel Advice for Educational Visits**

Governors on the Resources Committee were made aware of this document at their meeting on 17 March when it was agreed that it would be discussed by the full governing body at this meeting

The Headteacher and Resources Director had compiled a Travel Advice for Educational Visits document (for use should a major incident occur whilst the trip is in progress) which outlines what group leaders should prepare both before and during the trip. This includes that staff should consider setting up a blog so that information can be relayed back to families in real time. Blogs will appear on the school's homepage on the website – www.range.sefton.sch.uk which can be accessed with a password.

This document was used as a trial for the Science trip and will be used again for the Ski trip in April. Some of the school mobile phones have been upgraded to allow for internet access for updating the blog.

The document was circulated to governors at the meeting. It gave details on what staff should do:

- Before the trip's departure
- In the event of a major incident
- Following a major incident

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

Full governors	-	23 June 2016	4.30 p.m.
Teaching & Learning	-	12 May 2016	5.00 p.m.
Resources	-	19 May 2016	5.00 p.m.
Safeguarding & Leadership	-	16 June 2016	5.00 p.m. please note change of date
Governor Development Plan group	-	TBA	

Signed _____

Date **23 June 2016** _____

Matters requiring further action / discussion:

Minute 49 - T + L Committee Minutes – Governor Visits during the school day

- The Headteacher will speak to all HOF regarding governor visits during the school day to agree the basis for the visits.
- The Headteacher will write to all staff with the model protocol and ask for their views
- Staff governors to sign the letter
- Link governors will be informed of the new protocol prior to the next full meeting in June when they should submit their last report for this academic year

Minute 51 – Governor Development Plan

Clerk to contact Office Manger re governors receiving ParentMail