

**RANGE HIGH SCHOOL**

**Minutes of the Meeting of the Governors  
held on Thursday 31 May 2012**

**Present:** Dr Butcher, 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, Dr M Thomas (Vice-Chair), Mr C Trollope,  
Mr G Aldridge – Headteacher/governor  
Mr T Dolly, Mrs J Lowe, Dr C Ainsworth, Mrs G Phillips (arrived 6.25 p.m.), Mr A  
Pritchard – Associate Members  
Fiona Clayton, Hannah Massey– Pupil Associate Members

**Also Present:** Mr J Downing – Assistant HOF – ICT & Business  
Mrs J Gordon – Clerk to the Governors

**Apologies were received from** Mr Birrell, Mr Hatton and Mrs Phillips

The Chair welcomed Mr Downing to the meeting.

**30. Declaration of Interest**

There were no declarations of interest.

**31.** The Minutes of the meeting held on 2 February 2012 were agreed and signed by the Chair. Mrs Cranny also signed the section in Minute 13 (Governing Body Vacancies) regarding becoming the staff academy trust member.

**32. Matters Arising**

Minute 13 Governing Body Vacancies

It was agreed that, as a current Parent Governor's term of office is due to end in November 2012, the existing vacancy would be held until the new academic year when both vacancies will be reported together.

The Headteacher reported that a special lunch had taken place to mark the retirement from the governing body of Eric Storey. All of the previous Headteachers of the school had attended along with the Head Boy, Head Girl, Chair and Vice Chair. The Head had received a number of letters from those present including Mr Storey.

Minute 21 – Link Governors

The Chair reported that there had been some confusion with the LA regarding the subscription to 'Modern Governor' for this academic year, and governors were not currently able to access the training programme.

The cost for the academic year is £99, and it was proposed to opt into this service with effect from September 2012.

**AGREED**

Governors will be able to access 'Modern Governor' by logging onto [www.moderngovernor.com](http://www.moderngovernor.com) to register (ring 0845 543 6033 if there are difficulties) after 1 September 2012.

33. **Sixth Form Report**

A comprehensive written report from the Head Boy/Head Girl/Deputy Head Boy/Deputy Head Girl was circulated to governors with the Agenda.

The report gave details of the following:

- Academic – Mock exams; Study Support; University; Sixth Form Transition Day
- Community – Library – the Chair asked that Dr Ainsworth congratulate Robert Campbell for his work at Formby Library
- Social – Prom; Head Boy/Head Girl interviews

The governors asked that their thanks be relayed to the Head Boy/Girl team for their informative report.

34. **Update from Pupil Representatives**

A report on the main areas which have been addressed by the School Council so far this academic year was circulated to governors with the Agenda. The report covered the following:

- Pupil Survey – including:
  - Three most positive aspects about life at Range:
    - Interesting lessons in most subjects
    - Helpful teachers
    - Enjoyment of extra-curricular / school trips offered
  - Three areas pupils would like school council to concentrate on:
    - Issues concerning timings of the school day
    - Uniform requests
    - Update of school equipment
- FSV Update

**The Pupil Representatives left the meeting**

35. **E-Safety Update – James Downing**

Mr Downing gave a short Powerpoint presentation to governors entitled 'Awareness raising session for Parents, Carers' and Governors.' The aims of the presentation were to:

- Understand what the risks are
- Understand what technology children are using
- Understand how to protect children

Copies of the presentation were given to governors at the meeting.

It was suggested that the presentation should be put on the school's web site, but there is an issue regarding copyright as it is published by CEOP (Child Exploitation and Online Protection Centre). Clarification on this point will be sought.

The governors thanked Mr Downing for his very informative presentation.

36. The Minutes from the Curriculum & Staffing Committee meetings held on 8 March 2012 (unsigned) were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

- Update of SIP 2011-12
- Admissions
- Diversity Equality Policy
- Target Setting
- Overnight Stays

37. The Minutes of the Finance & Buildings Committee meeting held on 9 February 2012 were sent to governors with the Agenda for their information.

The Minutes gave details of the following:

- Mr Trollope was appointed as Vice Chair of the Committee for the remainder of the 2011-12 academic year
- Budget – November 2011 to August 2012 + 2012/13
- Responsible Officer’s Report – Accountants (Moore & Smalley) conducted a systems review which included Income; Expenditure; Salaries and other areas of control
- Audited School Fund Accounts
- Financial Monitoring Statements as at 31 January 2012
- Update of SIP 2011-12 – Priority 4d
- Budget Control Procedures
- Depreciation Policy
- Finance Procedures Manual
- Financial Management and Governance Evaluation (FMGE) – new standard for Academies
- Accident and Incident Report

38. The Minutes of the Finance & Buildings Committee meeting held on 24 May 2012 had not been finalised in time for this meeting and will be reported the next full meeting (12 July).

39. **SIP 2011-12 Updates**

The following updates were circulated to governors with the Agenda (each member of staff gave further explanation to each of the Aims):

**Priority 2d: Provision – Specialist Status – GAA**

<b>Aims</b>	1. To define provision associated with Specialist College status in light of new regulations – <b>COMPLETED</b>
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**Priority 3a: WELLBEING (Behaviour) – JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To introduce a consistent well-understood approach to behaviour management across all Faculties which promotes good behaviour – <b>COMPLETED</b></li> <li>2. To use e-systems to record behaviour management processes – <b>COMPLETED</b></li> <li>3. To benchmark, analyse and report information from e-systems to SLT and Governors – <b>PARTIALLY COMPLETED</b></li> </ol>
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- Benchmarks to be decided at the beginning of next term

**Priority 3b: WELLBEING (Attendance) - JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To maintain high rate of attendance – <b>COMPLETED</b></li> <li>2. To maintain low persistent absence rate - <b>COMPLETED</b></li> <li>3. To put in place schedule for regular collection and reporting of statistics to SLT and Governors - <b>COMPLETED</b></li> </ol>
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**Priority 3c: WELLBEING (Safety) – JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. Review safeguarding policies and practices and update - <b>COMPLETED</b></li> <li>2. Review arrangements for e-safety - <b>COMPLETED</b></li> <li>3. Review arrangements for Single Central Record – <b>COMPLETED (see below)</b></li> <li>4. Review staff training regarding safeguarding <b>COMPLETED</b></li> <li>5. Review curriculum delivery for pupils on staying safe – <b>COMPLETED</b></li> </ol>
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- It was again noted that the Single Central Record is up-to-date

**Priority 3e: WELLBEING (Positive Contribution) - JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To introduce a schedule for the regular collection and reporting of the extent to which pupils make a positive contribution –<b>COMPLETED</b></li> <li>2. To develop opportunities for positive contribution in KS3 – <b>COMPLETED</b></li> <li>3. To further develop the Sixth Form Enrichment Programme to ensure all KS5 students are engaged in community activity – <b>COMPLETED</b></li> </ol>
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**Priority 3f: WELLBEING (Care/Guidance/Support) - JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To maintain high standards of care, guidance and support - <b>COMPLETED</b></li> <li>2. To develop a schedule of collection and reporting of pupil and parent views regarding care, guidance and support – <b>COMPLETED</b></li> </ol>
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**Priority 3g: WELLBEING (Health) - JL**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To develop a schedule for the collection and reporting of activities which promote a healthy Lifestyle –<b>COMPLETED</b></li> <li>2. To evaluate and validate the school’s work on health through accreditation for the Healthy Schools initiative – <b>STARTED</b></li> <li>3. To respond to DfE initiatives regarding school sports - <b>COMPLETED</b></li> </ol>
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**Priority 3h: WELLBEING (Economic Wellbeing) - CA**

<b>Aims</b>	<ol style="list-style-type: none"> <li>1. To review work related learning and careers programme to respond to developments in curriculum and funding – <b>COMPLETED</b></li> <li>2. To review preparation for HE, training and employment aspects of Sixth Form provision – <b>COMPLETED</b></li> </ol>
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**Priority 4c: LEADERSHIP AND MANAGEMENT (Wellbeing) - JL**

<b>Aims</b>	1. Respond to national review of SEN provision - <b>STARTED</b> 2. Deliver behaviour management training as appropriate to newly appointed staff and ITT students – <b>STARTED</b>
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- Work is ongoing for both these aims

**40. Policies / Procedure / Manual for Ratification**

The following documents had been to the Finance & Buildings Committee on 9 February 2012 for discussion and approval and were sent to governors with the Agenda:

- (i) Budget Control Procedure
- (ii) Depreciation Policy
- (iii) Finance Procedures Manual

The Finance & Buildings Committee had recommended acceptance of all of the above documents to the full governing body. Any changes requested by the Committee had been implemented.

**AGREED: to accept the above documents as presented**

The following document had been presented to the Curriculum & Staffing Committee on 8 March 2012 for discussion and approval and was sent to governors with the Agenda:

- (i) Diversity Equality Policy

The Committee recommended adoption of the policy with the changes outlined in the Curriculum & Staffing Minutes. The changes had been implemented.

**AGREED: to accept the Diversity Equality Policy as presented**

**41. School Improvement Plan (SIP) 2012-13**

It was agreed to take this item and Item 5 (SEF) on the Confidential Agenda together. (This item will also appear in the Confidential Minutes.)

The SIP for 2012-13 has changed in its format to fall in line with the new Ofsted Inspection guidelines and priorities for the SIP originate from the SEF.

The School Improvement Plan 2012-13 was circulated to Governors prior to the meeting.

The Plan was broken down into the following sections:

- (i) Introduction
- (ii) Report on Previous Year's Priorities 2011-12 (some targets will be completed during the summer term 2012)
- (iii) The School Improvement Plan April 2012 – July 2013
- (iv) Glossary of Terms

The priority areas for 2012-13 are identified as follows (with the initials of the SLT member with overall responsibility):

- 1      **Achievement**
  - 1a Outcomes KS3                      TD
  - 1b Outcomes KS4                      TD
  - 1c Outcomes KS5                      CA
  
- 2      **Behaviour & Safety**
  - 2a Safeguarding                      CQ
  - 2b Attendance & Punctuality        CQ
  - 2c Behaviour                          CQ
  - 2d SPED / SMSC                      CQ
  
- 3      **Teaching & Learning**
  - KS3 + KS4                              TD
  - KS5                                      CA
  
- 4      **Leadership & Management**
  - 4a Curriculum                          GP
  - 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; he felt that the SIP will ensure that the focus of staff is on the areas that Ofsted will cover. He informed the meeting that staff are working very hard and this SIP will ensure that they also work smartly. The Governors commended the comprehensive plan.

**AGREED:           to accept the School Improvement Plan for 2012-13 as presented (proposed by Mr Cotsworth and seconded by Mr Smith)**

7.00 p.m. Mr Grimes left the meeting

#### 42.      **Governing Body Effectiveness**

The following documents were sent to governors with the Agenda:

- (i)      Governor Mark application form – Governors were asked to email the Clerk if they had any further suggestions for the Impact Statement. It is hoped to submit the application after the half term holiday
  
- (ii)     Governor Development Plan 2011-12 – Review – The majority of the targets have been completed as far as is possible
  
- (iii)    Governor Development Plan 2012-13 – a further 8 targets were identified for the next academic year. Following discussion the 2012-13 Development Plan was **AGREED**
  
- (iv)     Link Governor Guidelines + proformas – new guidelines had been produced along with a proforma report for governors to complete for each visit made to their Link Faculty / Area. The revised guidelines had been to Heads of Faculties and e-mailed to governors and no changes were suggested. **Governors AGREED to accept the new guidelines**, but, if they felt after reviewing them further changes were required, they should bring their suggestions to the Business meeting next academic year.

Governors were asked to share their written reports with HOFs before submitting them to the Clerk. The Clerk will email the new proforma to all governors.

(v) Link Governors – written report – The Chair had used one of the new proformas when she visited the school on 14 May to attend a meeting regarding the Outstanding Classrooms Project. Her report outlined the following:

- background to the project
- future opportunities
- key attributes in addition to those of a Mainscale Teacher
- specific tasks in addition to those of a Mainscale Teacher
- Qualifications

Link Governor – Verbal Reports

**Humanities – Mervyn Thomas** – Dr Thomas reported that he had been a member of the panel interviewing for HOF – Humanities

**Science – Mervyn Thomas** – some concerns regarding large class sizes in some science labs – still waiting to hear if the Capital Bid to refurbish 4 science labs has been successful.

43. **School Budget 2012-13**

It was agreed to take this item and Item 8 (Admissions) on the Confidential Agenda together. (This item will also appear in the Confidential Minutes.)

The proposed budget for 2012-13 was circulated to governors with the Agenda. Forecast budgets for the financial years 2013-14 and 2015-14 were also outlined although it was recognised that, as in previous years, it is difficult to predict future years' budget with total accuracy, the latter years should only be used as a management tool.

The budget for 2012-13 was presented as follows:

	<b>2012-13</b>
<b>Total Income</b>	£6,149,170
<b>Expenditure</b>	£5,853,322
<b>Balance at end of year</b>	£295,849

It was noted that all of the following have an effect on the income stream:

- Intake in Y7
- Less money per pupil in Sixth Form
- Staffing changes

Following a full discussion it was:

**AGREED: to accept the budget for 2012-13 as presented (proposed by Dr Thomas and seconded by Mr Smith)**

44. **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.

All of the correspondence was passed to the Vice Chair and governors were invited to take any item of correspondence that was of interest to them.

45. Mrs Owen informed the meeting that she had decided to stand down as Chair of Governors and therefore would not put her name forward for Chair for the next academic year. Mrs Owen will remain on the governing body and would stand as Vice Chair if required. Dr Thomas has indicated that he would put his name forward for the position of Chair.

The Clerk reminded governors that she would be writing to governors during the summer holiday to invite nominations for Chair and Vice Chair for the 2012-13 and 2013-14 academic years. Nominations need to be made, in writing, prior to the Agenda for the Business meeting (held in September) being sent out.

46. **Overnight Stays**

Dates	To	Reason	Mode of Transport	# of Pupils	# of Staff	Staff Member i/c
19/06/12 - 26/06/12	Ploemeur Brittany France	French Exchange	Bus / Plane	13 (Y9)	2	AM
02/07/12 - 03/07/12	Waddecar	Duke of Edinburgh Bronze expedition	Minibus	13 (Y10)	TBA	NW
05/07/12 - 06/07/12	Waddecar	Duke of Edinburgh Bronze expedition	Coach	30 (Y10)	TBA	NW
09/07/12 - 10/07/12	Waddow	Duke of Edinburgh Bronze expedition	Minibus	11 (Y10)	TBA	NW
10/07/12 - 17/07/12	Regensburg Bavaria Germany	German Exchange	Bus / Plane / Train	21 (Y9+10)	2	JME / SBK
12/07/12 - 13/07/12	Waddow	Duke of Edinburgh Bronze expedition	Coach	33 (Y10)	TBA	NW
22/06/12 - 23/06/12	Waddecar	Duke of Edinburgh Bronze expedition	Coach	33 (Y10)	TBA	NW

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

47. One of the parent governors asked about the security of ParentMail after a message with an attachment was incorrectly sent out to parents. The Headteacher replied that all documents are now password protected and if it should happen that an incorrect document is attached to the ParentMail parents would be unable to open it.



48. **Dates of next meetings**

Full Governors	-	12 July 2012
Curriculum & Staffing	-	21 June 2012
Finance & Buildings	-	28 June 2012

**Signed** \_\_\_\_\_

**Date** 12 July 2012