

RANGE HIGH SCHOOL

**Minutes of the Business Meeting of the Governors
held on Thursday 22 September 2016**

Present: Mr I Burton, Mrs M Gallen, Mrs G Gentles, Mr K Grimes, Mrs J McNeice,
Dr S Mornington, Miss C Morris, Dr M Thomas (Chair), Dr R Webster,
Mrs G Williams, Mr G Aldridge – Headteacher/governor
Mrs C Quinn – Assistant Headteacher (Wellbeing) – Associate Member

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with Apologies: Mr J Rimmer and Dr Russell

No Absences without Apologies

1. Declaration of Interest

There were no declarations of interest.

2. Appointment of Chair for the Academic Year 2016-17

One nomination (Dr Thomas) for Chair had been received by the Clerk prior to the meeting. Dr Thomas left the room whilst the appointment was discussed.

It was **AGREED UNANIMOUSLY** that Dr Thomas should be appointed as Chair for the 2016-17 academic year.

Dr Thomas returned to the meeting and took the Chair. He thanked governors for the support they had showed by confirming his appointment.

3. Appointment of Vice Chair for the Academic Year 201-17

One nomination (Mr Burton) for Vice-Chair had been received by the Clerk prior to the meeting. Mr Burton left the room whilst the appointment was discussed.

It was **AGREED UNANIMOUSLY** that Mr Burton should be appointed as Chair for the 2016-17 academic year.

Mr Burton returned to the meeting where he was congratulated on his appointment by the Chair.

4. Appointment of Community Governor

Miss Catherine Morris had come into school in July 2016 and met with the Chair, Vice-Chair, staff governors, Clerk and the Deputy Headteacher. Following this meeting their strong recommendation was that Miss Morris should be appointed as a Community Governor. The Chair gave a brief resume of Miss Morris' relevant experience.

AGREED UNANIMOUSLY

[Miss Morris joined the meeting.](#)

The Chair welcomed her to the governing body.

5. **Resignation of Community Governor**

The Chair reported that Mrs Angela Mockler had resigned from the governing body with effect from 7 September 2016 due to ill health. The Chair had taken a gift and card on behalf of the governing body to Mrs Mockler. All governors wished her a speedy recovery.

6. **Update on Governing Body Elections**

Staff Governors

The Clerk reported that only one nomination had been received (Mrs Gill Williams) and, therefore she was appointed to the governing body for a further 4-year term starting when her current term of office ends (14/10/16).

There is still one staff governor vacancy. The Chair informed, upon converting to an academy, the governing body at the time decided to increase the number of staff governors on the governing body to 4 (plus the Headteacher), to provide reassurance to staff and to ensure that staff felt that they were adequately represented. Unfortunately, since then the governing body has always been short of one staff governor because there have been either not enough nominees or no nominees.

The Chair proposed that the 4th staff governor post should be left vacant at this stage and should any member of staff express an interest in becoming a staff governor, then the post would be advertised again to all staff, giving them a chance to put their name forward.

UNANIMOUSLY AGREED

Parent Governors

Three nominations were received for 2 vacancies, therefore, the process has moved to a parental vote. The closing time/date for ballot papers to be returned is 12 noon on Monday 3 October 2016.

Governors will be informed of the result.

7. **Governing Body Vacancies**

Currently there is:

- 1 x staff governor vacancy, and
- 1 x Community governor vacancy – It was reported that there were two possible candidates:
 - i. An associate of Mrs Gentles who had expressed an interest in joining the governing body. The Chair asked Mrs Gentles to ask the gentleman to write to him outlining his experience and what skills he could bring to the governing body.
 - ii. The unsuccessful parent governor once the result of the ballot was known.

Governors **AGREED** that this would be a way forward. The Chair will report back to the next meeting.

8. **Safeguarding – Child Protection – Presentation**

A short presentation on the above was given by Ms Clair Quinn, Assistant Headteacher (Wellbeing). The presentation, which is also used to give basic child protection information for all adults working at Range High School, informed governors of what staff should do if they have any

concerns about a child or adult at school; the different categories of child abuse and the responsibilities of the school and the governing body with regard to Safeguarding.

Governors were given the opportunity to ask questions.

The Chair thanked Mr Quinn for her presentation. A Safeguarding presentation to governors will be given each year at the Business meeting with relevant updates given throughout the year.

The Clerk will email the presentation to all governors.

9. Terms of Reference – 2016-17

Copies of the 2015-16 terms of reference were sent to governors with the Agenda.

- The terms of reference for the following Committees remain unchanged from 2015-16 and were **AGREED** and signed by the Chair:

Safeguarding + Leadership	Teaching + Learning	Resources
General Complaints	Pay + Performance	Staff Pay Appeals
Pupil Pastoral Support	Personnel	Personnel Appeals

The Pupil Discipline Committee Terms of Reference was amended and **AGREED** as follows (addition highlighted in green and then signed by the Chair:

Membership: At least three untainted (i.e. have **not** been involvedetc.)

10. Composition of Committees – 2016-17

SAFEGUARDING & LEADERSHIP Quorum: 5 governors	TEACHING & LEARNING Quorum: 5 governors	RESOURCES Quorum: 5 governors
Mr Aldridge	Mr Aldridge	Mr Aldridge
Mrs Gallen	Mr Burton Chair	Mr Burton Vice Chair
Mr Grimes	Mrs Gallen	Mrs Gentles
Mrs McNeice Vice Chair	Mrs Gentles	Mr Grimes
Dr Mornington	Dr Mornington	Mrs McNeice
Miss Morris	Dr Russell	Miss Morris
Mr Rimmer	Dr Thomas	Mr Rimmer Chair
Dr Russell Chair	Dr Webster Vice Chair	Dr Thomas
Dr Thomas	Mrs Williams	Mrs Williams
Dr Webster	Mr Dolly Associate	Mr Pritchard Associate
Mrs Williams	Dr Ainsworth Associate	
Ms Quinn Associate	Mrs Phillips Associate	
Mrs Phillips Associate		
PERSONNEL Quorum: 3 from pool of named governors	PERSONNEL APPEAL Quorum: 3 from pool of named governors (same pool as Personnel but different governors must be used)	PUPIL DISCIPLINE Quorum: 3 from all eligible governors
Mr Burton	Mr Burton	Mr Burton
Mrs Gallen	Mrs Gallen	Mrs Gallen

Mr Grimes	Mr Grimes	Mr Grimes
Mrs McNeice	Mrs McNeice	Mrs McNeice
Miss Morris	Miss Morris	Miss Morris
Mr Rimmer	Mr Rimmer	Mr Rimmer
Dr Russell	Dr Russell	Dr Russell
Dr Thomas	Dr Thomas	Dr Thomas
Dr Webster	Dr Webster	Dr Webster
PUPIL PASTORAL SUPPORT 1 governor	GENERAL COMPLAINTS Quorum: 3 from all eligible governors	PAY & PERFORMANCE Quorum: 3 governors
Mr Burton	Mr Burton	Miss Morris
Mrs Gallen	Mrs Gallen	Mr Rimmer
Mr Grimes	Mr Grimes	Dr Russell
Mrs McNeice	Mrs McNeice	Dr Thomas Chair
Miss Morris	Miss Morris	Mr Webster
Mr Rimmer	Mr Rimmer	
Dr Russell	Dr Russell	
Dr Thomas	Dr Thomas	
Dr Webster	Dr Webster	
STAFF PAY APPEALS Quorum: 3 governors		
Mr Burton Chair		
Mrs Gallen		
Mrs McNeice		

11. **Appointment of Link Governors**

Link Governors were appointed as follows:

FACULTY	LINK GOVERNOR	HEAD OF FACULTY
Design Technology	Dr Thomas	Mr Mace
English & Literacy	Mrs McNeice	Dr Mornington
Humanities	Dr Thomas	Mr Tees
IT & Business Studies	Dr Webster	Mrs Holloway
Maths & Numeracy	Dr Webster	Ms Ellison
Modern Foreign Languages	Mrs Gallen	Mr Mumford
PE & Expressive Arts	Mr Grimes	Mrs Fox
Science		Ms Nibhan
SEN	Mrs McNeice	Ms Alexander/Mrs Thompson
14 – 19 Education		Link - Dr Ainsworth
Safeguarding / ECM / PSHE	Dr Russell	Link - Ms Quinn
Pupil Premium	Mr Burton	Link - Mr Dolly
Website	Miss Morris	Link - Mrs Gordon

Link Governors for Science and 14-19 Education will be appointed following the appointment of the two new Parent Governors.

Governors will be informed if there are any briefings taking place in school that they would find useful and informative.

12. **Working Parties / Monitoring Groups**

Governors were appointed to the following working parties / monitoring groups:

BUDGET MONITORING	POLICIES	GOVERNOR DEVELOPMENT
Mr Aldridge	Mr Aldridge	Mrs Gordon
Mr Burton	Mrs Gordon	Mr Grimes
Mr Pritchard	Miss Morris	Mr Rimmer
Mr Rimmer	Mr Rimmer	Dr Thomas
Dr Thomas	Dr Russell	Mrs Williams
	Dr Thomas	
	Mrs Williams	
MENTORS	OFSTED INSPECTION	
Dr Russell	Mr Aldridge	
Dr Thomas	Mr Burton	
	Mr Dolly	
	Mr Rimmer	
	Dr Russell	
	Dr Thomas	

It is not anticipated that the Contracts Working Party will be required this year.

13. **Delegation of Duties and Responsibilities from Governing Body to Headteacher – 2016-17**

The 2015-16 version of the above document was sent to governors with the Agenda. The only changes to the document were:

Change 'Finance & Buildings Committee' to 'Resources Committee (throughout the document).
The levels of delegation shown on the document were the levels agreed by the governing body when reviewing the document last year.

AGREED: to accept the document for 2016-17; the Chair signed the document

14. **Register of Pecuniary and Business Interests**

This form had been sent to governors with the agenda. Completed forms were handed to the Clerk at the meeting. The Clerk will ensure that all governors return a completed form.

15. **Code of Conduct**

The 2015-16 version of the Code of Conduct was sent to governors with the Agenda. There were no changes to the document for 2016-17 and governors accepted the standards that are outlined in the document. Therefore, it was:

AGREED: to accept the Code of Conduct as presented. The Chair signed the declaration on behalf of the full governing body. The Clerk will ensure that any governors not present are made aware that the code has been adopted.

16. **Governor Attendance 2015-16**

Details of governor attendance at full and Committee meeting for 2015-16 was circulated to governors with the Agenda. This information is published on the school website.

17. **Governor Training Record 2015-16**

Details of governor training for the academic year 2015-16 were circulated to governors with the Agenda.

Governors were reminded that training undertaken in governors' own workplace may be appropriate to the governance of the school and to let the Clerk know if this was the case, e.g. safeguarding etc.

The Clerk reminded governors that, as a school, we are members of the National Governors Association, and once governors have registered they will receive regular newsletter with up-to-date information. The website address is www.membership@nga.org.uk.

18. The Minutes of the meeting held on 23 June 2016 were **AGREED** and signed by the Chair. The SIP priorities for 2016/17 were attached as an appendix to the Minutes.

19. **Matters Arising**

Minute 49 – Minutes from Teaching & Learning Committee – Governor Protocol

The Headteacher reported that there were a couple of areas of disagreement over governors visiting the school during the school day. Further discussion is required and it is hoped to have the final document available at the next full meeting ((8 December 2016). In the meantime, the current Governor Protocol remains in place.

Minute 63 – Report from the School Council – Toilets

The Headteacher reported that he had now designated certain blocks of toilets that are open all day, with the others open during break, lunch and after school. Pupils who require the toilet during lessons should go to blocks that are open. In emergencies, the teacher can give a key to a nearer block should it be required. The Headteacher has not yet met with the School Council to hear their views on the new system but he was not aware of any incidents so far this term.

The Chair reported that the boys' toilets in the Sixth Form smelled very unpleasant on the recent Open Evening. This will be investigated.

Minute 67 – School Budget 2016-17

The Headteacher reported that the Sixth Form recruitment was forecasted correctly. The number of pupils in Y7 who attract Pupil Premium Grant (PPG) funding was being investigated, there appear to more than in previous years and therefore, extra income will come into the school.

20. **Policies/Documents for Ratification**

All of the following policies had been reviewed by the Policy Group on 20 July 2016 and had been sent by email to all governors, with any changes highlighted, during the summer holiday.

	POLICY	ACCEPTED
1	Safeguarding	✓
2	SEN (including the Accessibility Plan	✓
3	Reporting in the Public Interest (Whistleblowing)	✓
4	Staff Code of Conduct (hard copy to all governors) – changes required to Staff List + Detention Codes – Clerk to inform relevant responsible person. P17 – an inclusion was suggested that SLT also reserve the right to look at staff documents (as well as emails) if they have reasonable suspicion that the system has been misused, or a safeguarding issue has arisen. Q. MT - In the interests of openness and transparency, would the new Governor Protocol for visiting school/faculties, when it has been agreed, be a part of this document? A. HT - Not every document would end up in the Staff Code of Conduct but all staff will be made aware of the new Governor Protocol	✓ with changes as mentioned
5	Critical Incident Plan – Dr Webster suggested that a practice critical incident takes place – present a scenario and see how the plan operates in practice. Copies of this document are held by all of the SLT at their home addresses	✓
The following policy was reviewed by the Governor Development Plan Group in May 2016 and sent to the full governing body with the Agenda		
1	Complaints Procedure	✓

It was reported that the new Complaints Procedure was taken from a model procedure produced by the National Governors Association, which recommended the removal of one level of investigation (by the Chair of Governors), moving straight from an investigation by the Headteacher / Senior Leadership Team Member to an investigation by the Complaints Panel made of three eligible governors.

It was suggested that, as the working group or governor development plan group had reviewed and discussed each policy in detail, the full governing body should accept all of the above policies as presented (copies of any or all of the policies could be printed for governors should they want their own copy):

AGREED to accept the policies as presented (with the changes made to the Staff Code of Conduct Staff List and Detention Codes before it sent out again)

The Headteacher thanked the Policy Working Group, the Governor Development Plan group and the Clerk for the time and effort they had put into reviewing the policies.

21. **Governors' Award**

Anonymised details of five nominations for 2015/16 academic year award were sent to governors with the Agenda. (The particulars of the nominees and the reasons they were nominated are Confidential).

Governors asked for guidance from the members of staff present as to which student would benefit most from receiving the award as all were felt to be worthy winners, and their comments were taken into account. After much discussion, an eventual winner was chosen and will receive a trophy and gift voucher.

Governors felt very strongly that all of the nominees were worthy of recognition and asked that the other nominees also received a gift voucher.

AGREED

22. Calendar of Events – Autumn Term 2016

A calendar of events taking place at the school during the autumn term was sent to governors with the Agenda.

Two further events were added to the calendar:

- i. ESAA regional cross country final – Wednesday 5 October 2016
- ii. ESAA national cross country final – Saturday 3 December 2016

Miss Morris also volunteered to help at the National Final of the ESAA Cross Country Trophy which is taking place on 3 December 2016. The Clerk will pass her details to the Resources Director.

Two governors volunteered to be the governor representative at Parents’ Evenings:

- Y13 – 20 October 2016 - Ian Burton
- Y12 – 3 November 2016 - Mervyn Thomas

23. Overnight Stays

Depart	Return	Venue	Reason	Transport	#: Pupils	Year	#: Staff	Staff i/c
24/09/2016	26/09/2016	Lake District	Silver DoE - Practice	Minibus x 2	14	Y12	2	PS
30/09/2016	03/10/2016	Yorkshire Dales	Gold DoE - Practice	Minibus x 2	20	Y12 + Y13	3	PS
14/10/2016	16/10/2016	Patterdale Hall	Derby/Blundell Houses	Coach	35-50	Y7-13	4	IC

	COG signed sheet on 08/09/16
	Emailed to COG + VCOG + CHAIRS OF COMMITTEES - 05/07/16
	Emailed to COG + VCOG + CHAIRS OF COMMITTEES - 30/06/16

24. The Link Governor for PE & Expressive Arts informed governors that the winner of the Artstar Competition (which is taking place on 27 September) will perform at Café d’Art in Formby and that there will be a pupil art display in the Wayfarers Arcade between 13-21 October 2016.

25. The Headteacher reported that Range High School now has its own Twitter account. The idea is to publicise events to the community outside of the school. The Clerk will email the details out to governors.

Q. CM Is the school happy for governors to be on other forms of Social Media, e.g. Facebook?

A. HT We would give governors the same advice that we give to staff and that is that staff are judicious about what they put onto social media and that they only ‘friend’ students at the school if they are a member of their family etc.

26. The Chair reported that in addition to his regular meetings with the Headteacher, he had:

- Been interviewed with regard to the Teaching & Learning quality assurance visit (the report will be discussed at the next Teaching & Learning Committee meeting)
- Attended the Open Evening on 21 September 2016 (for prospective Y7 students) – staff felt that it was as busy as it had been in previous years

27. The Headteacher reported that he had been informed that Formby High School have increased their Pupil Admission Number (PAN) by 25 with effect from September 2017.

The deadline for applications for September 2017 Y7 admissions is the end of October. The Headteacher will have a nominal figure, usually by the middle of November, although this figure could change before the school is informed in January of the numbers (not names) coming to the school in September 2017. Parents are informed of the school their child has been allocated to in April 2017. Admissions will be discussed further at future meetings.

28. The Chair read out a letter he had received from Dr Ruth Chapman who resigned from the governing body with effect from 31 August 2016, thanking governors for the gift she received.

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

Full governors	-	8 December 2016	4.30 p.m.
Teaching & Learning	-	6 October 2016	5.00 p.m.
Safeguarding & Leadership	-	13 October 2016	5.00 p.m.
Resources	-	17 November 2016	5.00 p.m.



Signed _____

Date 8 December 2016

Matters for Referral / Further Discussion

- [Minute 7](#) – Governing Body Vacancies - Chair to report back to next full meeting regarding Community governor vacancy
- [Minute 8](#) – Safeguarding Presentation – Clerk to email presentation to all governors
- [Minute 11](#) – Link Governors – Science and 14-19 Education Link Governors still to be appointed
- [Minute 15](#) – Clerk to inform any new governor or governors not present at this meeting that the 2016-17 Code of Conduct has been accepted
- [Minute 20](#) - Policies/Documents for Ratification – Staff Code of Conduct – add blue highlighted text to Code of Conduct
- [Minute 20](#) – Policies/Documents for Ratification – Critical Incident Plan – consider the possibility of having a practice ‘critical incident’