

RANGE HIGH SCHOOL – FORMBY**MINUTES OF FULL GOVERNING BODY- ON LINE ZOOM MEETING**Thursday 25th May 2020- 1.30pm**PRESENT**

Ian Burton	Sue Donnelly	Kevin Grimes (late)
Mike McGarry (Head)	Sara McCarthy	Jane McNeice
Catherine Morris	Jonathan Mumford	Karen Owens
Jim Rimmer	Richard Snowdon	Paul Steiger
Jackie Talbot	Mervyn Thomas	

ALSO PRESENT

Carolyn Ainsworth (AHT)	Tom Dolly (DHT)	Gayle Phillips (AHT)
Vicky Ashworth (ASL)	David Cregeen (ASL)	Andy Pritchard (RD)
Pauline Neilson (Clerk)	Judith Gordon	

APOLOGIES

Apologies had been sent and were accepted from Rod McGreevy, and Collette Buck.

No apologies were received from Paul Povey

19/77 WELCOME/ ACCEPTANCE OF VIRTUAL MEETING ACTION

Dr Thomas welcomed all Governors.

19/78 DECLARATION OF BUSINESS INTERESTS

There were no declarations of interests in relation to the agenda.

19/79 MINUTES FROM THE MEETING HELD 7th May 2020 (virtual meeting)**Accuracy**

Governors agreed the minutes of 7th May 2020 as a true and accurate record, subject to the following amendments:

S Donnelly had been omitted from the list of participants.

Matters Arising

P6 – Draft content – newsletter – done.

P5 - Safeguarding – Webinar Covid 19 – D Creegan had updated the information on the school website

The meeting had not been quorate- those present agreed the minutes as a true and accurate record.

Terms of Office

Cathy Morris's term of office is due to end on 29th September 2020. Cathy confirmed she would be willing to stand for re-election as Community Governor. Governors agreed to re-appoint her for a 4-year period with effect from the date her current term of office ends.

Two other Governors' terms come to an end on 2 October 2020 – Mr McGreevy and Mr Steiger.

Mr Steiger will be unable to stand for re-election, as both of his children had now left the school.

The Chair agreed to contact Mr McGreevy to find out if he would like to stand for re-election.

19/80

HEADTEACHER REPORT

A detailed report had been previously circulated, and was taken as read with the following items highlighted:

Coronavirus

Frequent notifications and updates had been distributed. The report included details on Risk Assessments, meetings etc.

Pupils

Some Yr. 10 and Yr. 12 pupils had returned, but ,under DFE guidance, school was only allowed to accommodate 25% of pupils in school at any one time,

Blundell House (Year 10) had attended lessons in Maths, English, Science, Humanities and some PE. They also had access to their Option subjects.

Attendance had been about 95%, and pupils seemed pleased to have returned.

Year 12- Attendance was almost 100% for the 2 slots that had been offered the previous week. All Yr. 12 had been offered 1:1 session and Yr. 10 had participated in some Google hangout sessions.

Staff had been very positive; no concerns had been raised about the site or PPE availability, and social distancing was working well.

Facilities

Large parts of the school had been redecorated and parental contributions will be used for work on the gardens. However, some parts of the school were looking very tired, other areas had not been touched for 16 years.

Mr McGarry thanked the two site managers who had worked very hard to complete many of the jobs.

He also thanked the staff for all the hard work that had taken place to complete the risk assessments and the phased re-opening.

EFSA – covered in detail under Finance agenda item.

Pastoral Structure

The consultation had started but had been paused due to the current pandemic situation.

Some consultation would be completed as soon as possible, and it was hoped the new system would be in place for January subject to the outcome of the consultation.

Staffing

A full list of staffing changes had been posted on Governor hub.

It was noted that the Admin Manager was leaving at the end of July. The Head thanked her for her invaluable work, and wished her well for the future.

Question: In relation to the Exams/ Office manager retiring, school had appointed an Office Manager, what about Exams?

Answer: The Assistant Exams Officer had been promoted to take on the work of the Exams Office. Her contract had been changed to accommodate additional hours, and it had been decided tht it was better to split the jobs. Each person would be supporting the other.

It was hoped that all would be back to normal by September. OFSTED could be returning any time in the period up to Christmas, so school needed to be working towards removal of the RI judgement.

Newsletter/Community

Governors were urged to send any contributions as soon as possible. All

Governors reported that other schools had recently received their 4th successive RI judgement. It may be Range would pick up some of their pupils, particularly into the 6th Form.

Question: Were there any savings in relation to the secondment to Edge Hill?

Answer: There was potential to make some savings, but school would need an acting Head of PE. School had already received 26 applications, some from NQTs, so the appointment was expected to be made lower down the pay scale. School would also need to support the replacement CAL.

Governors thanked the Head for his comprehensive report.

Governors commented on the DFE advice to only accommodate 25% of pupils, and asked if parents were aware of this. Mr McGarry agreed to send out further information. MMc

19/81

SAFEGUARDING - D CREGEEN

Keeping Children Safe in Education (KCSIE)

The document was currently in draft format and included advice from the LA on Mental Health, Sex exploitation, etc. Following any feedback, it was hoped it would be updated by mid-July, ready for implementation in September.

S175 Audit

The draft had been completed and forwarded to R McGreevy and the Chair the previous week. There had been some minor changes, and information on radicalisation had since been added to the VLE and the school website.

Attendance

Work was moving forward. It had been suggested that attendance could be improved if Governor Panels were used – this would need volunteers from the FGB.

Governors asked how the panels would work, and J Rimmer explained how these had operated when he had been involved. It was agreed that panels did appear to result in increased attendance and were a good support mechanism.

Mr McGarry reminded Governors that attendance had been a focus for OFSTED, so it was important to develop a new attendance strategy. Holiday requests would be an important focus. School was buying in more time from the Attendance Office in Sefton, and additional home visits would be made. The new strategy would be

shared with the school community, and school would highlight that the current situation was not good enough. School was also planning to introduce more rewards for good attendance.

Governors went on to discuss the issues in more detail, sharing their experiences.

LAC

The modified PEP had now been distributed. The laptops for vulnerable children were now in school and were awaiting distribution.

Kim Singleton had done an excellent job with multiagency etc.

School Health

The inoculations for Year 9 should have been completed, school was trying to arrange these before the end of term with Public Health in Sefton.

School Development Day – Year 10

School had delivered the materials on line using video and other resources on wellbeing. Feedback had been positive and the materials had been put on the school website.

School had sent out an on line survey on Health and Wellbeing, and had analysed the responses. If additional support had been requested, contact had been made and issues discussed on a 1:1 basis.

The D of E Co-ordinator had obtained some funding, and so had contacted the ambassadors to invite applications for the 10 places for anti-bullying sessions.

School was looking at providing mental health training for all staff; the National College was providing excellent resources and information.

Any Governors whose Safer Recruitment training certification had expired could refresh it through the National College. Mr McGarry asked if interested governors would contact Judith Gordon in advance, so she could make sure they had the right login details.

Students identified as vulnerable since Covid had been offered places, and on average 12-14 students a day had accepted this offer.

Just before lockdown, 3 student reps had attended the Sefton Youth Crime Conference, and had since been interviewed on Radio Merseyside; they had given an excellent account.

SEND

2 pupils had returned, and personal timetables were being looked at for September. All vulnerable Year 10 pupils had been offered places; one had taken up the offer.

The SENCO consultant had emailed the school with updates on a regular basis.

Applications had been made for High Needs Funding as appropriate.

Passports had been updated.

EHCP and SEN registered pupils had received calls from staff, and had been offered differentiated work.

Dr Snowdon said it was pleasing to see the support being given to SEND pupils at the more vulnerable end of the spectrum, but what was being done for the SEND pupils not on EHCP?

Answer: The cohort was being contacted on a regular basis; school was working with the feedback from parents, and had been providing help when needed. Pupils had been offered the opportunity to come into school, but this offer had not always been taken up. It had not been possible to do zoom lessons and school had contacted parents that had raised concerns, to explain the situation. School did not have the infrastructure for this, but was hoping to arrange more on line learning and voice over video was being considered. The materials could be accessed in students' own time, students could pause/stop/go and go back if unsure, and could also contact the teacher for further advice.

There was a lot of misinformation around, but school had received a number of emails thanking staff for their continuing work, ninety percent of responses had been very positive. Where individual concerns had been raised, school had responded.

Form tutors had doing wellbeing checks on pupils, and subject teachers were monitoring the involvement and engagement of students. They were also contacting any that were falling behind. The Pastoral Team were following up where appropriate. Modified timetables and focus on core subjects were being considered.

Statistics

LAC - 3 – 1 had been removed from the previous figure of 4

Child Protection – 2

Children in Need -4

Complimentary Education - 7

19/82

ASSESSMENT – REPORT - QUALITY ASSURANCE

School had followed the guidance from the exam boards, and used transition matrices to explore the National levels. Information had since been received indicating that the majority of schools had given grades that were too high, results may be adjusted.

The Governors discussed this issue further.

Current Provision

A report had been previously circulated. The following information was highlighted:

- The engagement of students had been very encouraging, 90% of students were completing work set.
- 5 out of the 7 Chrome books received had been distributed to Year 10 and no Yr. 10 pupils were without internet access. School was now looking at provision for those having to share devices.
- Drop-in sessions were being well attended.
- The best way forward was through blended learning. Staff had shared best practice with virtual classrooms, podcasts, videos, vocabulary tests, and quizzes via Kahoot all being used.

The Chair said he was very impressed by the volume of work being produced and by the professionalism of staff, he asked for his thanks to be passed on.

Dr Snowdon supported this view and said the styles used were very encouraging, and lots of good examples had been seen.

Question: What proportion had used the new methods and how many had used standard delivery?

Answer: This was mixed as there had been a broad spectrum of delivery.

19/83

FINANCE (A PRITCHARD)

Item 12- The Finance update had been discussed in detail by the Audit Committee: the minutes had been circulated

Update EFSA – details of this were included in the Audit Committee minutes.

19/84

BUDGET

The EFSA was happy that the school was planning to move out of deficit in the next 3 years, This was considered a step in the right direction and it was agreed this was a very conservative budget.

The budget included all pay awards, movement up the pay spine etc. and was based on past mean figures.

Pupil numbers were fluid and future budgets assumed that money from the government would be increased to £5500.00 per pupil in the academic year 2021/22.

Question: Did the additional funding for FSM in the summer holidays affect the budget?

Answer: No – the vouchers did not affect the school budget, but school needed to continue to pay the caterers (approximately £100.00 per day).

The budget for next year included a predicted deficit of £133,000.

Question: Was the £50k for building maintenance and £26k CPD realistic?

Answer: As realistic as possible, they would be increased if funding found.

Mr McGarry explained that he had challenged staff earlier in the year about the supply budget, and things had started to improve, with fewer cases of absence noted from September to December.

Question: The Financial Handbook stated there should be no deficit budget, would it not be better if the EFSA confirmed in writing that they were happy with the budget, that they accepted it, and were aware of the issues?

Answer: Mr Pritchard said he would be happy to send an email to the EFSA and seek this information. The cash support was based on reducing the deficit. **Governors agreed to accept the budget subject to receiving this information from the EFSA.** An emergency meeting could be convened to adjust the figures if required. Mr Pritchard would share the EFSA response with governors as soon as it was received.

19/85

GOVERNORS' DEVELOPMENT PLAN

Most issues had been dealt with, but a couple had been carried forward. The document would now be called the "Trustee Development Plan".

- There was a need to consider the size of the Governing Body, as it was currently quite large. It was recommended this should consist of about 9-10 members.
- There was a need to move the Members to be people independent of the Governing Body

Meeting Structure

It was **AGREED** that the current system would continue next academic year with a focus on Teaching & Learning and Leadership & Management at alternate meetings.

Governor visits

No visits had been possible during to the pandemic. The Chair had attempted a link governor meeting via Zoom and would re-contact TM to organise.

Marketing

Karen Owens had agreed to sit on this group.

Training and Development

This group had previously met and identified training needs from the skills audit. Ways to deliver this training were being explored.

Link Reports

Governors were urged to forward any reports to Judith or make contact with their link teachers

It was hoped that the training on OFSTED could go head via zoom before the end of term. This could be recorded and be available for later access.

Having discussed this, Governors agreed to defer this matter until September, in case there were any changes to OFSTED in the meantime.

Governors accepted the Development Plan as offered.

19/86

POLICY / DOCUMENTS FOR RATIFICATION

Lettings Policy – Governors had agreed the fees at the audit Committee

Child Protection (addendum)

Governors discussed this, and it was noted that the email address needed correcting and that the locality had the wrong telephone number.

There was also some clarity required over pupils attending other schools – it was agreed a sentence would be added.

Question: How did school ensure safeguarding if pupils were not in PRU but were still on the school books?

Answer: L Dillon was in constant contact and recorded all attendees and conducted Risk Assessments every half term.

The Policy was approved, subject to these changes.

Pupil Behaviour (Covid Addendum)

This was self-explanatory and was based on National guidance.

Governors approved this Policy.

Question (R Snowdon): How will these issues be communicated to parents?

Answer: They will be in the Risk Assessments and the phased re-opening plan. School would send it out and update the school website.

Governors approved this Policy.

Lone Worker Policy

This was new and based on National guidance. It was agreed that governors would delegate review of this policy to the Headteacher.

Governors approved this Policy.

19/87**AOB**

None

Signed Chair _____

Date 17 September 2020