

RANGE HIGH SCHOOL – FORMBY

MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING

Thursday 17th September 2020- 4pm

PRESENT

Mr Mike McGarry (Head)	Mr Ian Burton	Mrs Jackie Talbot
Miss Cathy Morris	Dr Richard Snowdon	Mr Paul Povey
Ms Collette Buck	Mr Jim Rimmer	Mrs Sue Donnelly
Ms Karen Owens	Mrs Clare Gaskell	Mr Jonathan Mumford

APOLOGIES

Mr P Steiger	Mrs S McCarthy	Mrs J McNeice
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ALSO PRESENT

Mrs Pauline Neilson (Clerk)	Mr Tom Dolly (DHT)	Mrs Gayle Phillips (AHT)
Dr Carolyn Ainsworth (AHT)	Mr David Cregeen (ASL)	Mrs V Ashworth (ASL)
Mr Andy Pritchard (Res. Dir.)	Mrs J Gordon	

20/1

WELCOME

ACTION

The Headteacher welcomed Governors and explained that the Chair, Dr Mervyn Thomas, had resigned with effect from 4 September 2020.

Rod McGreevy's resigned with effect from 31/8/20.

Paul Steiger's term of office is due to end on 2/10/20 but was not able to attend this final meeting.

20/2

DECLARATION OF BUSINESS INTERESTS

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

20/3

APOLOGIES FOR ABSENCE

Apologies had been received and were accepted from Mr P Steiger, Mrs J McNeice and Mrs S McCarthy. There had been no communication from Mr K Grimes.

20/4

ELECTION OF CHAIR

Mr Jim Rimmer was nominated, and was duly elected by the Trustees as Chair of the Trustee Board. The term of office was for one year.

He thanked Dr Mervyn Thomas for his many years of service to the school. These thanks were echoed by the Head who said a suitable event to acknowledge his leaving would be held whenever possible.

20/5

ELECTION OF VICE CHAIR

Mr Ian Burton was nominated as Vice Chair and was duly elected to the position. The term of office was for one year.

20/6

BOARD OF TRUSTEES –INFORMATION/ CHANGES

Mrs Sue Donnelly (SD) had previously served as an Associate member of the board. Trustees now proposed she be appointed as a Community Trustee. SD was placed in the virtual waiting room while Trustees discussed the matter.

A Pritchard said that SD's help had been invaluable, and he personally thanked her for her support.

It was noted that whilst under normal circumstances school would not be looking for an additional Community Trustee, as long term it was looking to reduce membership of the board, it was acknowledged that SD had invaluable skills in Finance etc.

Trustees voted to accept Mrs Sue Donnelly onto the Board of Trustees as a Community Trustee (4-year term of office 16th September 2020 to September 2024.), and she re-joined the meeting.

Question: Would Dr Thomas be standing down as a Trustee and was he staying on as a member?

Answer: It was thought so, but this would need further discussion.

Members appointments would be discussed at their next meeting on 5th December 2020.

A Pritchard would amend the information and inform the EFSA of the changes.

A Pritchard

20/7

COMMITTEE TERMS OF REFERENCE

The terms of reference would remain unchanged, apart from the following amendment:

“Governor” to be changed to say “Trustee”

20/8

COMPOSITION OF COMMITTEES – full list attached as **Appendix 1**

The composition of the Committees was accepted as presented, with the amendments noted below:

Pay & Performance Committee

Mr Ian Burton moved onto Appeals and Mrs Sue Donnelly would join in his stead. Mrs Clare Gaskell was also appointed to this Committee.

Pay Committee Appeals

Mr Ian Burton to join this Committee.

Personnel

Mrs Sue Donnelly to join this Committee as a full Trustee.

Audit Committee

The committee would appoint its own Chair at the meeting.

Appointment of Link Trustees / Monitoring Groups – full list attached as **Appendix 2**

It was unsure how these positions would operate under present conditions. Mr McGarry said he had met with Heads of Faculty the previous week, and it was hoped that these sessions could take place via Zoom or via a telephone conversation. With an OFSTED visit possibly being due after Christmas, it would be valuable to show the conversations between Trustees and Heads of Faculty.

The following was agreed:

Safeguarding - Had been Rod McGreevy. He would be replaced by Collette Buck

Maths & Numeracy - Clare Gaskell

Humanities - Karen Owens

14-19 Education - Sue Donnelly

Development Plan Group – Dr Snowdon

Website –Mr J Rimmer and Mr P Povey offered to assist the Head.

Mentors - Mr Rimmer and Mr Burton. If any Trustee felt they needed support or information about the Trustee role, they were encouraged to contact either of the above.

20/9

DELEGATION OF DUTIES AND RESPONSIBILITIES FROM THE TRUSTEES TO THE HEADTEACHER.

This document had been updated in March 2020. There had been no major changes since.

Trustees accepted the Delegations document subject to the following amendment:

Typographic error- “delegated to” needed changing to “delegated from”

Question: Dr Snowden queried the matter of “appropriate insurance cover”.

Answer: Mr Prichard explained in some detail that the arrangements in place for Insurance were very comprehensive. If Trustees were to go outside these arrangements, they would need to provide satisfactory justification for the change.

He gave an example of the excellent service when the school had needed to cancel the ski trip. School had received full refunds within 4 weeks.

The Iceland, water sports, and History trips had all been re-imbursed. School was very happy with the insurance and Mr Snowden said he was reassured to receive the information.

It was decided that this would be discussed in more detail at the Audit Committee meeting.

It was noted that “Governing Board” needed to change to say, “Academy Trust Board”.

20/10

TRUSTEE CODE OF CONDUCT 20/21

Trustees were asked to return signed copies of their acceptance of the code to Judith as soon as possible

All

20/11

REGISTER OF BUSINESS INTERESTS

Trustees were urged to complete and return copies as soon as possible

All

20/12

TRUSTEE ATTENDANCE 19/20

It was noted that attendance had been very good over the past year. The information was noted on the school website.

20/13

TRUSTEE TRAINING

There had been little training over the last few months. Trustees were asked to inform Mrs Gordon of any work-related training they had completed, so the records could be updated.

The Safer Recruitment Training could be accessed online with the NSPCC – Trustees could reclaim any costs from the school.

The National College was also offering alternative Safer Recruitment training. Mrs Gordon agreed to send the link to Governors.

Mrs Gordon

20/14

MINUTES FROM THE MEETING – 25th June 2020 – virtual meeting

Accuracy

Trustees agreed the minutes as a true and accurate record with the following amendments:

Date needed correcting from 25th May to 25th June

Clare Gaskell's name to be added to list of attendees.

They would be signed (virtually) on behalf of the Governing Body.

20/15

Matters Arising

Yr. 10-12 pupils-This matter had been dealt with

OFSTED Training

This had been discussed before the Summer break and it had now been decided that it would be better if this were arranged towards the end of this term.

It was suggested that it may take place via zoom or a possible socially distanced meeting, at a date to be arranged.

Mr Dolly pointed out there were a couple of excellent National College videos showing the OFSTED Framework and a view of what to expect from a return learning visit. A Prichard explained this further – log in details could be provided.

It was agreed that the school training would include examples of likely questions for Trustees.

Mrs Gordon will forward the link to the National College website.

20/16

MINUTES OF THE AUDIT COMMITTEE - 24/6/20

The minutes were agreed as a true and accurate record.

20/17

HEADTEACHER'S REPORT

Mr McGarry began by thanking Dr Mervyn Thomas for his support and said an event to celebrate his leaving would be held as soon as circumstances allowed. Mervyn had asked that his best wishes be passed to all members of the Board. If Trustees had any suggestions about how to mark Mervyn's retirement, they were asked to contact Judith.

Mr McGarry also thanked Rod McGreevy and Paul Steiger for their valuable contributions to the work of the Board and support of the school.

School re-opening

Multiple updates had been received and sent out with the situation changing on a daily basis. Sefton LA has contacted schools today and was now pushing the use of face coverings, more due to the local

situation. They were not compulsory but use was encouraged according to an individual's preference.

Dr Snowdon's advice was sought on this matter. He said he would be inclined to follow National guidance and stick to targeted use, especially in areas of higher student density.

Mr McGarry said there were a range of opinions in schools and staff had been fantastic at adapting to different situations. By and large the children had been good and were sticking to the zones etc.

Mr Rimmer asked for his and the Trustees thanks to be passed on to staff for coping so well with the current situation.

There were currently 5 zones in school and details had been included in the Risk Assessment and were shown on the school website.

Buildings

The bid for windows and doors had come through and Trustees thanked Andy for all his hard work with this matter. The roof bid had been unsuccessful and the school was planning on resubmitting. All the old doors and windows were to be replaced.

Thanks, were also given to the caretaking staff for all the redecoration in school during the lockdown.

Question: When was work to commence?

Answer: School had asked the company to confirm the figures for windows etc, but the problem was in trying to schedule the work around the "bubbles," as it was not possible to move the children. There was a 10-week lead in, so it may be possible to commence in February 21 with a provisional completion date for August 2021.

Question: would the report be sent to Trustees for approval?

Answer: yes, as soon as it was available.

160 new computers had been installed.

Covid-19

School could be faced with sending large numbers of children home. A number of people had been tested, but there had been no confirmed cases as yet.

One member of staff had received a positive test, but they had not been on site since 3rd September, so no further action had been needed.

Staff were preparing resources for when they might be required.

Cameras and speakers had been installed in school to enable online lessons etc.

Mr Dolly explained that school had been allocated DFE laptops and he had talked to staff about adaptations to the curriculum.

Catchup

The Heads of Faculty were reporting back to the Head about the situation and explaining their plans for moving forward. A triage system had been put in place for setting cover work etc. The Attendance officer would ring home after the pupil had been missing for 48 hours and work would be set accordingly.

School was planning staff training, and processes had been put in place for identifying gaps. Some training was available on Sefton Google Training.

Staff were making use of the National College on line resources and were using the National tutor programme. The Oak Academy was also being used more.

Mr Snowden commented that some really useful work had been done, and it was pleasing to see contingency plans in place.

School expected to see increases in general sickness and it was sometimes difficult to know if absences were Covid-related or not. Mr McGarry said he was currently fielding some questions from parents, but most children seemed to be learning and enjoying school.

Assessed Grades

This had proved to be a huge task over the summer and Mr McGarry thanked all the staff involved. A number of conversations had taken place, and staff had been able to provide impressive rationale for arriving at the grades.

A number of students had failed to get the top grades initially and it had been a difficult few week but, in the end, no one had been too adversely affected.

PAN

To be discussed in the confidential minutes.

Pastoral system

School had temporarily moved to the Head of Year system and this appeared to be going well. The consultation on a permanent move to this system would be relaunched as soon as possible.

OFSTED

It looked like the potential one-day visit would be going ahead. It was not expected that Trustees would need to be involved.

Staffing

There was a summary of the updates in the meeting pack

Open Evening

It would not be possible to do Open Evening this year, but school had bought in the services of an external film company and was working on a virtual tour. Details of this could be found on the website.

Some individual tours would be made available, and could be signed up for on the website.

The Prospectus had been updated and the calendar sent out.

20/18

FINANCE

Since October of last year, school had been working on the cash flow situation and support from the EFSA had been agreed, dependant on monitoring etc.

When budgeting, an assumption had been made on an increase per pupil funding and school had been prudent with its forecasting, planning to have school out of deficit by 21/22. However, with the situation with Covid things had changed.

The most recent funding had been granted at £5150 per pupil instead of the figure assumed of £5550.00. School had tried to contact the EFSA and had since met with the Regional Commissioner's Rep. to discuss the matter. An EFSA meeting had been arranged to look at the budget again and to explore the possibility of curriculum savings. A visit was expected in the next couple of weeks.

Mr McGarry said school had already been looking at all possibilities and would make the Audit Committee aware of any developments. The change in budgeted funding had a huge impact on an already very lean budget, and some hard decisions would need to be made. (please see Confidential minutes for more details).

Mr Pritchard said a number of schools had been left in a similar position. The EFSA had been supportive and school had always been open and honest and had kept them well informed at every stage.

Question: When would school be in a position to rework the forecasts?

Answer: This depended on the outcome of the proposed Away Day and any outcomes decided on. It was expected that some figures could be brought to the Audit Committee meeting in November.

School has drawn down some of the cashflow promised, but not all. Repayments were being discussed.

Question: Could the current budget be adjusted to make savings? Or to clawback expenditure plans?

Answer: School has updated salaries and already made some savings but all budget lines were very tight. There may be some savings from the LED lights from October onwards and school was looking at any other suggestions.

There had been additional costs for Covid-related issues especially supply costs. School was keeping a detailed log of all this expenditure.

20/19

POLICY / DOCUMENTS FOR RATIFICATION

The following policies were ratified by Trustees:

- **Whistleblowing** – unchanged and adopted by Trustees
- **Safeguarding** – this was an LA Policy and incorporated any Keeping Children Safe in Education changes released in early September. There had been some changes relating to Sex exploitation and mental health. All school-based additions had been marked in green.

An extended Safeguarding Audit was due in November; Mr Cregeen and Collette Buck would meet prior to this.

Trustees were asked to view the Policy and to contact Mrs Gordon with any comments within one week. The Policy would then be put on the school website.

- **SEND Policy** – No changes other than minor name changes. Trustees approved the Policy subject to the amendment pointed out by Dr Snowden (re adequate progress -P5 – next steps).

20/20

GOVERNOR AWARD FOR 2019-20

Nothing to report. The deadline for returning information is 18th September. Trustees would be emailed with details of the nominees as soon as they are available.

20/21

CALENDAR OF EVENTS

Most events were in limbo but the Yr. 7 disco was going ahead as all children were in the same bubble.

20/22

AOB

Mr McGarry thanked Trustees for their time and continuing support, which was much appreciated. The exam results had been very good, and there were real signs of growth in the 6th form.

20/23

DATE AND TIMES OF FUTURE MEETINGS

- **Pay & Performance** - November 2020 – date and time TBA
- **Full Board of Trustees** - 3rd December 2020– details to be decided

Members AGM 3rd December 2020

Meeting closed at 6.00 p.m.



Signed Chair

Date

3 December 2020

GOVERNORS' COMMITTEES - 2020-21

PAY + PERFORMANCE Quorum: 3 governors	STAFF PAY APPEALS Quorum: 3 governors	PERSONNEL Quorum: 3 governors from pool of named governors	PERSONNEL APPEAL Quorum: 3 governors from pool of named governors	GENERAL COMPLAINTS Quorum: 3 governors from all eligible governors	PUPIL DISCIPLINE Quorum: 3 governors from all eligible governors
Sue Donnelly Clare Gaskell Cathy Morris Jim Rimmer	Ian Burton Jane McNeice Karen Owens Richard Snowdon	Collette Buck Ian Burton Sue Donnelly Clare Gaskell Kevin Grimes Jane McNeice Cathy Morris Karen Owens Jim Rimmer Richard Snowdon	(same pool as Personnel but different governors must be used) 3	3	(same pool as Personnel)
			AUDIT Quorum: 2 governors	PUPIL PASTORAL SUPPORT 1 governor from all eligible governors	
4 governors	4 governors	3	Ian Burton Cathy Morris Clare Gaskell Sue Donnelly Jim Rimmer (non voting) 4 + 1 non voting	(same pool as Personnel) at least 1	3 - untainted gov

LINKS GOVERNORS - 2020-21		DEVELOPMENT PLAN GROUP
14-19 Education	Sue Donnelly	Kevin Grimes
Careers	Cathy Morris	Cathy Morris
Design Technology	Karen Owens	Jim Rimmer
English & Literacy	Jane McNeice	Judith Gordon
Humanities	Karen Owens	Richard Snowdon
IT & Business Studies	Richard Snowdon	
Maths & Numeracy	Clare Gaskell	
MFL	Collette Buck	
PE & Expressive Arts	Kevin Grimes	
Science	Jim Rimmer	
SEND	Richard Snowdon	MENTORS
SAFEGUARDING / ATTENDANCE / PSHE	Collette Buck	Ian Burton
PPG	Ian Burton	
Website	MM / PP / Jim Rimmer	
Governors' Award	Paul Povey	