

**MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING****24 June 2021 – 4.00pm****PRESENT**

Collette Buck	Ian Burton	Sue Donnelly
Clare Gaskell	Kevin Grimes	Mike McGarry (Headteacher)
Cathy Morris	Jonathan Mumford	Karen Owens
Paul Povey	Jim Rimmer (Chair)	Richard Snowdon

**APOLOGIES**

Sara McCarthy	Jane McNeice	Jackie Talbot
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**ALSO PRESENT**

Tom Dolly - DHT (TD)	Gayle Phillips - AHT (GP)	Carolyn Ainsworth – AHT (CA)
Vicky Ashworth - AL (VJA)	David Cregeen - AL (DC)	Andy Pritchard - Res. Dir. (AP)
Pauline Neilson (Clerk)		

**20/76 WELCOME ACTION**

The Chair welcomed all to the meeting.

**20/77 DECLARATION OF BUSINESS INTERESTS**

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

**20/78 MINUTES FROM THE MEETING OF 29<sup>th</sup> March 2021****Accuracy**

Trustees agreed the minutes as a true and accurate record subject to the following changes:

- Matters Arising - Marketing – to say - “Group suspended for the time being largely due to the Covid situation.”
- 20/72- add- “Additional time was being allocated to PHSE in Yrs 7,8, 9 & 10.
- EFSA should read ESFA.

**20/79 MATTERS ARISING**

None

**20/80 DRAFT MINUTES FROM THE AUDIT COMMITTEE – 15/6/21**

Trustees thanked Clare Gaskell for the minutes that were agreed as a true and accurate record.

**20/81 HEADTEACHERS REPORT (incorporating Behaviour Report)**

This had been circulated prior to the meeting and was taken as read with the following items highlighted:

**COVID-19**

It had been hoped to be able to open up all areas of the school during the last 3 weeks of the term and a new timetable and re - rooming plan had been agreed. However, following discussions at the Secondary Heads' meeting, it had been acknowledged that infection rates were increasing due to the new Delta variant. School had therefore opened up some specialist areas, but had postponed the full re-opening until the last 2 weeks of term, subject to re-assessment.

Testing was still continuing at home and school had received its last batch of tests. New supplies could be ordered if required. The DfE had asked that schools continue with testing for the time being.

School had had 2 positive lateral flow tests that had gone on to test positive after a PCR test, so the system was proving effective.

**Catch up plans**

There were numerous initiatives taking place across the school and an overview was available on GovernorHub. Extra funding is expected next year but schools are still waiting for confirmation of this.

Mr Dolly described some of the activities and the Pupil Premium catch up strategy.

School had received £73k to date and all activities had been matched to EFF good practices, using the recommended 3-tier approach. The initiatives also include work with social, emotional and behaviour needs and the funding had been used for resources, staffing etc.

**Teacher Assessment Grades**

There had been a lot of very intense work by staff on assessment. The process was highly prescribed and has added to staff workload and stress levels, however, staff had been brilliant and had risen to the challenge.

All grades had been submitted by 18<sup>th</sup> June, and school had now been asked to provide samples for a number of subjects.

GP and CA had been leading on the task, and Mr McGarry thanked them and all the staff for their hard work.

School was confident that the grades submitted would be accepted.

## RANGE HIGH SCHOOL

The KPI documentation (**highly confidential**) had been updated to include the TAG global data. Some of this information would be shared by GP later in the meeting.

It was felt that grade inflation would be evident in all establishments, but that it was important that schools recorded the sound educational reasons behind this.

**Q:** How did school know if its assessments were easier or harder than other schools?

**A:** Colleagues have been meeting regularly and had a good understanding of the grades etc. They have also been using exemplar materials and have carried out internal moderation within departments.

Dr Snowdon said he was reassured to hear the data was consistent with previous years and that the grades appeared to be similar and accurate. The process seemed very fair, and he thanked all staff for all their additional work.

### **Finance**

There had been a link meeting with the ESFA earlier that day. The meeting had been very positive and school had been complimented for the way it presented its budget and accompanying information. Further details would be given by AP later in the meeting.

### **Numbers**

Y7 - currently about 182 – still to be confirmed  
6th Form – approximately 152/153

Attendance at the transition events had been very good.

### **Behaviour**

The effects of continuing to operate in zones and bubbles were beginning to be felt and was contributing to some low-level disruption.

Mr McGarry referred to the recent fight in Year 8 that had been reported in the Liverpool Echo and followed up by OFSTED. The LA had been very supportive of the school's Safeguarding processes and had recorded no concerns whatsoever in its report. This report was shared with trustees on GovernorHub.

Trustees discussed this matter and expressed their concerns about the effect on the school's reputation. Mr Grimes said there were still some discussions appearing on the Formby Bubble and asked if the school needed to respond in an official manner to address some of the perceptions.

Mr McGarry said school was keeping a very close eye on the situation and had been very careful to follow the advice and guidance from the Press

Office (Lancashire County Council – pay as you go SLA) and had used the prescribed comments given. There was a very fine balancing act, and it was agreed that it would be best not to respond to the comments on Formby Bubble, although school has asked if some of the comments could be taken down.

Following the incident, school had held a number of assemblies and workshops with Yr. 8, and had been working on citizenship and behaving in a responsible manner, all of which have had some impact.

All the families of pupils who had taken footage had been contacted in order to deal with the wider impact of the situation. School would continue to monitor the situation and follow any advice from the Press Association.

Any good activities in school will be highlighted. There had been a number of positive comments from a number of visitors such as the vaccination team etc. The Head invited Trustees to visit the school at any time

#### **VJA - Report – Behaviour.**

The report highlighted the following issues:

- Behaviour was still a key focus.
- Tutor groups continued in zones and there would be a new Head of Year for September.
- Detentions were down and school continued with Class Charts. Class Charts had proved to be a very effective tool for identifying hotspots and for the tracking of individual pupils
- There had been one permanent exclusion that had been dealt with very swiftly.
- Some pupils were on managed moves to other schools and there was one pupil on a managed move into Range High.
- School had signed up for the DFE Behaviour Hub pilot and was working with a school from Darlington. An action plan has been developed but the network meeting has been postponed due to Covid. Many of the initiatives had already begun.
- Most of the schools in the hub seemed to be experiencing similar issues and it was useful to have another set of eyes to add perspective and reflect the positivity of the situation.
- There would be a push on “back to basics” (uniform, organisation, equipment etc.) before the end of term. It had sometimes been difficult to enforce these during the last few months; especially as pupils are allowed to wear their PE kit to school on the day, they have PE lessons.

#### **Attendance**

This had been severely affected by Covid but was otherwise not too bad when measured against National averages.

School was working through a number of strategies with persistent absentees. Two fines had been sent out for persistent absenteeism, strategies had been identified, and interventions put in place.

**Q. Richard Snowdon:** The overall attendance was 93%, but PP pupils in Year 10, particularly in terms 4 and 5, seemed to be lower. This was different than before the second lockdown. Was there any reason for this?

**A:** Some pupils in Yr. 10 had significant mental health concerns; school was seeking external agency support.

The Trustees went on to discuss this issue in some detail.

### **Staffing**

The SENCO was settling in well.

The SLT would be taking part in an away weekend in the 6<sup>th</sup> form centre this weekend. The agenda would focus on Ofsted preparation, the updated Development Plan, the school self-evaluation statement and strategies to re-focus on many of the basics for the new year. Also focus on key CPD requirements to ensure that quality first teaching is at the heart of everything that we do.

Staff appointments and updates were outlined in the Staffing Report.

### **OFSTED**

There are to be no full inspections until September, but school was steadily working towards getting back to a 'Good' judgement. The feedback from parents had been very positive.

Trustees thanked the Head for his comprehensive report.

## **20/82 SEND/Safeguarding**

The report was taken as read.

67 Pupils had been interviewed and reported feeling happy and safe.

The Safeguarding report from the LA had been very complimentary and supportive.

School had taken on board the OFSTED report on Social Abuse and was, at this time, working on issues relating to this. Meetings will be taking place to review the PHSE curriculum to ensure it covered all aspects of the report, and the Sexual Abuse icon is now displayed on all Class charts.

Pupil Voice is taken very seriously, and an anonymous reporting system is to be set up alongside Survey Monkey and the "Hope not Hate" workshops.

The Head thanked Collette for attending the meetings to discuss the issues and for the report on Governorhub.

**20/83 SEND REPORT – DAVID CREGEEN**

There were enhanced transitions for Yr. 7 and school is currently looking at the students in the dropped option group.

All information should be on SIMS by the end of June.

Trustees thanked DC for his report.

**20/84 KPI REPORT – GAYLE PHILLIPS (Confidential Paper)**

GP outlined some of the confidential information in the report, saying she was pleased with the rigour of all the assessments. They appeared to be in line with last years and were a credit to all staff. It was noted that the information in the report has not been finalised and could be subject to change.

The 3 priorities were highlighted and a number of statistics for KS4 and 5 were noted.

There was a child on an EHCP in KS4 showing very low figures, but school had offered extensive support and was working closely with the family.

Mr Rimmer thanked the staff for all their hard work and for the detailed report.

**20/85 FINANCE**

Budget 21/22

Details of the budget and 5-year budget plans had been discussed in detail by the Audit Committee.

The following details were noted:

- School was working within the deficit reduction plan developed the previous year.
- The ESFA had been in touch and were happy with the projections.
- School still needed to pay back the £110,00k via 2 repayments of £55k from October onwards, but would not need any other funding at the present time. Once the monies had been paid off, there would be less involvement from ESFA.

**Pupil numbers** (conservative estimate at time of writing)

**Year 7** - 176

**6<sup>th</sup> Form** - there had been a large number of applications and school was hopeful that this would relate to at least 120 joining Y12. School could staff all the needs of the returners.

The Trustees **APPROVED** the budget recommended by the Audit Committee.

#### **20/86 COMPOSITION OF THE GOVERNING BODY**

A paper had been previously circulated outlining the background to recent discussions regarding the size of the current board of Trustees with a view to reducing the number on the Board. Trustees **AGREED** that a smaller board is likely to be more cohesive and dynamic. Trustees in the various categories would not be replaced when their term of office ends until the Board matched the AGREED composition of:

- 4 Parent Trustees
- 4 Community Trustees
- 2 Staff Trustees
- Headteacher

There is no need for an alteration to the Articles of Association with regard to the above changes.

Dr Snowdon's term of office was due to end before the next meeting and he was willing and eligible to stand again as a Parent Trustee. It was suggested that, at the end of his current term of office, he should be co-opted onto the Board until the outcome of the elections was known. Dr Snowdon left the meeting whilst Trustees discussed this option.

Trustees **AGREED** to Dr Snowdon's appointment as outlined above. Dr Snowdon re-joined the meeting and was informed of the decision.

#### **20/87 TRUSTEE DEVELOPMENT PLAN**

The 2020/21 TDP had nearly been completed. Some initiatives have been affected by Covid, e.g. Marketing. Some priorities have been carried forward to the 2021/22 TDP.

The 2021/22 TDP was accepted by the Trustees.

#### **20/88 LINK TRUSTEE REPORTS**

There had been reports from

- Pupil Premium
- Safeguarding
- MFL
- 6th Form

It was recognised that there had been some problems with Trustees arranging meetings, but thanks were offered for those who had produced reports.

#### **20/89 NOTES FROM THE OFSTED GROUP**

These had been previously circulated.

**RANGE HIGH SCHOOL**

The next meeting would be held 8/7/21 – agenda to be agreed.

**20/90 POLICIES**

The Following Policies had been reviewed by the Audit Committee and were accepted by Trustees:

- Accountancy – new policy – **ACCEPTED** – subject to an annual review
- Competitive Tendering – new policy – **ACCEPTED** – subject to a 3-yearly review
- Whistleblowing - updated following information from the Key and Forbes Solicitors – reflects current legislation – **ACCEPTED** – subject to a 3-yearly review

**20/91 MEETING DATES**

It was agreed that Trustees would continue with six full meetings (one each half term) for the next academic year. There was a brief discussion on how these should be held and it was agreed to meetings would return to Face-to-Face dependant on the Covid situation. Meetings would also start at 4.00pm

**20/92 AOB**

None

**Meeting closed 18.40pm**

Confidential Items - See separate minutes



Signed Chair: \_\_\_\_\_

Date 23 September 2021



