

**MINUTES OF THE BOARD OF TRUSTEES - ONLINE ZOOM MEETING**

22nd September 2022 – 4.00pm

**PRESENT**

|                      |                          |                  |                     |
|----------------------|--------------------------|------------------|---------------------|
| Steph Donbavand      | Sue Donnelly             | Clare Gaskell    | Jackie Gladden      |
| Mike McGarry (Head)  | Harriet Michael-Phillips | Catherine Morris | Karen Owens         |
| Jim Rimmer (Chair)   | Richard Snowdon          |                  |                     |
| Gayle Phillips (DHT) | Julie McGugan (AHT)      | Chris Tees (AHT) | Andy Pritchard (RD) |

**APOLOGIES**

Judith Gordon

**ALSO PRESENT**

Pauline Neilson (Clerk)  
Eniola Taiwo and Mathew Senior (Head students)

**22/1 WELCOME****ACTION**

The Chair welcomed everyone to the meeting and introduced Eniola Taiwo and Mathew Senior (Head Students). Both students were already actively fulfilling their duties and had spoken at Open Evening the previous night.

They would be invited to the December Trustee meeting, when they would be able to meet the Trustees in person. Eniola and Mathew left the meeting at this point.

Trustees welcomed Chris Tees and Julie McGugan, the new SLT members.

Invite  
Head  
Boy/Girl  
to  
December  
meeting

**22/2 DECLARATION OF BUSINESS INTERESTS**

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

**22/3 APPOINTMENT OF CHAIR**

Trustees voted to accept James Rimmer as Chair of Trustees for a further year.

**22/4 APPOINTMENT OF VICE CHAIR**

Trustees accepted Karen Owens as Vice Chair of Trustees for the forthcoming year.

**22/5 COMMITTEE TERMS OF REFERENCE 2022/23**

The Terms had not changed from the previous year and were accepted for a further year.

**22/6 COMPOSITION OF COMMITTEES**

A full list could be viewed on Governorhub.

**Pay Appeals Committee** -Karen Owens would remain on the Committee and Harriet Michael-Phillips would join it.

**Audit Committee** – R Snowdon agreed to join this Committee.

**Strategic group** – Karen Owens would join this group.

There had been plans to have a separate marketing group, but it had now been decided this would be subsumed into the Strategic group.

Clare Gaskell would be the **link Trustee for Pupil Premium**.

**22/7 DELEGATION OF DUTIES AND RESPONSIBILITIES FROM THE GOVERNING BOARD TO HEADTEACHER**

These were unchanged and Trustees accepted the document for the coming year.

**22/8 REGISTER OF PECUNIARY INTERESTS**

Trustees were asked to complete the Register of Pecuniary Interests declaration and email their returns to Judith as soon as possible.

**22/9 TRUSTEE CODE OF CONDUCT – 2020/2023**

Trustees accepted the Code of Conduct as it was unchanged from the previous year. The Chair would sign the document when he next visited school.

[Chair to sign doc](#)

**22/10 TRUSTEE ATTENDANCE – 21/22**

Details had been provided for information. Trustee attendance had been excellent during the past year.

**22/11 TRUSTEE TRAINING RECORD**

Trustees were reminded to let Judith know if they attended any training so that the record could be updated.

**22/12 MINUTES FROM THE MEETING OF 7<sup>TH</sup> JULY 2022**

**Accuracy**

Trustees accepted the minutes as a true and accurate record.

**Matters Arising**

Ian Burton had reached the end of his term of office and had now agreed to be nominated as a member. This would be discussed in more detail at the AGM in December.

[Put on AGM agenda](#)

Trustees thanked him for his service and wished him well for the future.

## 22/13 KPI REPORT- GP

Chris Tees would be taking on this responsibility; he was working alongside Gayle at the present time.

The progress 8 information was still changing as due to remarks etc.. The methodology had changed over the last 2 years, and the parameters were still somewhat unknown to determine an accurate picture of progress scores- particularly at KS4.

More reliable data would be available in October when data was validated. It would be republished in January when it became National data. Caution was urged over the current figures, as the true picture was not yet accurately known relating to progress.

With this in mind, the focus was on attainment. The exams had been the first formal exams for 2-3 years, and results had been outstanding.

Gayle highlighted some of the key data from the detailed report, giving brief comments where appropriate. The following comments were noted:

- KS4 and KS5 results had been excellent
- Dr Ainsworth's work with the 6<sup>th</sup> form had been particularly notable
- P8 -data was being updated as extra schools logged on to the system
- Staff assessment throughout the year had been very good.
- Maths/ English 85% - very strong
- Baccalaureate - gone very well – numbers considerably up.
- P4, 5 and 6 - group focus - School still had some issues with boys, SEND, and disadvantaged.
- P8- attainment broken down into subjects
- English Literature/Lang was highlighted.
- Some new courses e.g. Dance
- Computer Science – now an option subject – 95% of the grades 9-7 – excellent.
- There were 102 students in the 6th form at the moment.

Following the presentation, RS commented on High attainers and this subject was discussed briefly.

**Q:** Were the targets for 21/22 aspirational?

**A:** Yes – they were meant to drive performance and were adjusted from year to year.

**Q:** How many of the 6<sup>th</sup> form were resitting GCSE?

**A:** 2-3 in Yr. 13.

**Q:** Could a training session on data be arranged for Trustees?

**A:** Chris and Gayle would arrange this.

Training session to be arranged

There were still some anomalies due to Covid effects, but support was being given including the use of Accelerated Reading.

### **New KPIs – 22/23**

Currently the information only showed targets for Yr. 11 and 13.

Trustees commended everyone for their hard work and asked for their congratulations to be passed to all staff.

### **22/14 HEADTEACHER'S REPORT**

The report had been previously circulated; the following items were now highlighted:

School current focus – **ready, respectful, safe and standards.**

The **6<sup>th</sup> form team** was working very hard. Current numbers 102. School had budgeted for 110, but when school figures were taken globally, this did not cause any real overall budget concerns. A number of students had recently returned from KGV.

**Q:** When was the Census?

**A:** October 6th

School had opened a **book of condolence for the Queen** but there had not been a large number of signatures.

**Open Evening** – this had been very busy – 350 packs had been given out.

There had been a lot of **refurbishment** across the school, with decorating, new furniture, new digital screens etc.. The Head thanked Andy and the Team for all their hard work.

**SEF/ SDP** – These had now been agreed and would be discussed in more detail at the first OFSTED group in the second half of the term (date to be arranged).

**Exam Results** – excellent/ 43% A\*-A at A level.

There were still some issues with gender, disadvantaged etc. but work continued.

**Curriculum** – Staff were looking at some further new courses.

**NOR:** 1114

**Buildings** – the roofing bid was ongoing.

**MM** said he had met with the SIP/RSC office to discuss various issues.

**Covid** – numbers were low at the moment

**Deep Dives** – These had been very labour intensive, so school would use a much lighter touch version, focussing on the 5 key areas as outlined in the report.

### **MAT**

There had been no real progress. There had been conversations with Crosby schools. Schools in Maghull and Southport were under consideration. If none of the schools wanted to come on board, Range will need to consider joining an existing MAT.

**Admissions 24/25** - The PAN reduction - to 168) from September 2023 had been agreed

Trustees accepted the Headteachers Report and thanked him for the information given.

### **22/15 FINANCE REPORT- A PRITCHARD**

School had expected a surplus of £59k but this was still to be confirmed by Auditors who would be in school next week.

There had been a number of changes to budget figures including Teachers Pay Award and there were still concerns over energy costs.

The **NI rise** may be scrapped.

**Capital** – school was hoping to get the bid for roofing/ fire safety. The survey on the roof had been completed; bids to be submitted by December.

**Q:** Would cash flow still be “comfortable “?

**A:** This was unknown at the moment. The pay award had added £60-65k to costs and school still had no idea what help there may be towards energy costs. It was thought there may still be a surplus this year, but the following year was uncertain.

**Q:** Had there been any progress on the catering/ cleaning contract?

**A:** Yes, there had been a number of initial interests and the specifications had been agreed. The deadline was Monday 26<sup>th</sup> September for returns. The consultants were currently doing much of the groundwork.

### **22/16 LINK REPORTS – 21/22**

Trustees thanked Karen for her report on DT.

### **22/17 POLICIES**

Copies had been made available; Trustees accepted the following Policies:

**Safeguarding** – changes highlighted and a presentation was shared to screen.

Safeguarding training had already taken place for the team on 14/9/22.

There had been pupil assemblies in the week commencing 19/9/22.

#### **Changes to KCSIE 2022**

- More emphasis on disclosures
- More details on abuse- esp. domestic abuse.
- Terminology changed – Child on child abuse replaced Peer on peer abuse
- Some groups had been rebranded.

All changes had been highlighted.

Trustees accepted the Policy and noted the changes outlined.

**Attendance Policy** – Headteacher responsibility- for information only. Trustees accepted the Policy.

#### **22/18 TRUSTEE AWARD**

In the past Trustees had been given a list of prospective students from which to choose. The process had been very cumbersome and it had now been suggested that it would be simpler if staff made the decision. The award would then be made from the Trustees.

Trustees confirmed this new process.

#### **22/19 CALENDAR OF EVENTS**

Provided for information. Parents' evening would continue on line for the present time.

#### **22/20 AOB**

None.

#### **22/21 DATE AND TIMES OF FUTURE MEETINGS**

- Pay & Performance – November
- Full Trustees – 8<sup>th</sup> December followed by the AGM. It was hoped that this would take place face to face.

**Meeting closed 17.50pm**



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

Date: \_\_\_\_\_ 8 December 2022