

RANGE HIGH SCHOOL

**Minutes from the Meeting of the Governors
held on Thursday 6 July 2017**

Present: Mr I Burton, Mrs M Gallen, Mr K Grimes, Mr R McGreevy, Dr S Mornington, Miss C Morris, Mr J Rimmer, Dr K Russell, Mr P Steiger, Dr M Thomas (Chair), Dr R Webster, Mr G Aldridge – Headteacher/governor

Also Present: Mrs J Gordon – Clerk to the Governors

Absent with apologies Mrs G Gentles, Mrs J McNeice and Mrs G Phillips

There were two absences without apologies – Y10 students

64. **Declaration of Interest**

There were no declarations of interest.

65. **Update on Governing Body Vacancies**

There are currently vacancies for:

- 1 Community governor - the Chair reported that, currently there is a working group looking at the medium term future of the school which may have an impact on the size and structure of the governing body. He is therefore, not proposing to replace the current Community Governor vacancy, and
- 2 staff governors – vacancies will be left until September 2017 when they will be advertised. It was noted that there had been major problems in the past when trying to recruit staff members to the governing body.

The Chair also reported that Dr Rob Webster – Parent Governor - would be resigning from the governing body with effect from 31 August 2017, due to work commitments. The Chair thanked Dr Webster for his commitment to the governing body over the years

66. The following two governors' terms of office are due to end during 2017/18:

- Kevin Grimes – Community Governor – 25 September 2017 – Mr Grimes is currently reviewing his position and will inform the Clerk and/or Chair during the summer holiday if he wishes to continue as a member of the governing body.
- Jane McNeice – Parent Governor – 3 November 2017 – this means there will be 2 posts advertised early in the new academic year.

67. The Minutes of the meeting held on 23 March were **AGREED** and signed by the Chair.

68. **Matters Arising**

Minute 47 – Resignation of Staff Governor

The Chair reported that he had sent a gift and card to Mrs Williams on behalf of the governing body.

Minute 60 – Chair’s Feedback - Parking

The Chair and Headteacher had responded to the letter regarding Sixth Form parking. The Headteacher reported that Sixth Form students are spoken to regarding ‘considerate parking.’

69. Report from the School Council

A written report was sent to governors with the Agenda.

The report gave an update of items that were raised in the last report:

- Water Fountains – restricted due to piping issues. The possibility of more portable water refilling stations will be looking into by the HT and Resources Director
- Better Bins – pupils assured that the bins currently in place are the biggest available
- Cookie Limitation – pupils informed that, as a Healthy School, the cookie limit could not be increased. School Council accepted this.
- Afternoon Tutor – the HT explained the point of afternoon tutor and suggested an alternative. School Council agreed that the current afternoon tutor was fine.
- Break Detention – The HT agreed that certain things should be dealt with differently in regards to sanction and this will be looked at by the HT and AHT (Pastoral) for next year.
- School Day – the School Council agreed that the current length of the school day was fine.
- Wet Break – School Council agreed that pupil behaviour had improved due to the increased presence of SLT in the different areas.
- Upkeep of Building – The HT will look at the areas highlighted by the School Council
- Toilets – School Council agreed that the toilets were in a much better condition and that the current system is working well.

Further Issues Raised

- Unable to hear the bell outside – the quality of the outdoor sounders will be checked.
- Access to field – HT clarified that any student is allowed on the field if they are playing a ball game. This will be re-iterated with duty staff.
- One way system – some students queried the fact that members of staff did not always follow the one-way system. The HT informed them that there was sometimes a good reason for this and staff should follow the one way system unless there was a good professional reason not to.
- Taking off blazers in class – staff are clear on when pupils can remove blazers in class but the HT will repeat his instruction.
- Fans – HT will look into providing fans for certain classrooms (within the limit of the school’s finances).
- Passes – the number of passes given to some pupils was queried by some students. The Headteacher responded that no-one is given a pass unless they have a good reason.

70. Draft Minutes from the Teaching & Learning Committee

The draft Minutes (unsigned) from the meeting held on 11 May were sent to governors with the Agenda for information. They gave details of:

- Progress 8 – presentation – AHT (Curriculum)
- Update of SIP 2016-17
- Overnight Stays
- Possible presentations/talks at future meetings

The draft Minutes will be discussed fully at the next Teaching & Learning meeting on 19 October 2017.

71. **Draft Minutes from the Resources Committee**

The draft Minutes (unsigned) from the meeting held on 18 May 2017 were circulated to governors at the meeting. They gave details of:

- Presentation – Teaching School – DHT and Resources Director
- Responsible Officer’s Report – spring term 2017 – Review of Single Central Record (this report also went to the Safeguarding & Leadership Committee meeting on 22 June 2017)
- Financial Monitoring Statements and Reports –as at 30 April 2017
- Update of SIP 2016-17 – Priority 4c
- Lettings Policy / Charge – Amended Policy **ACCEPTED**. Lettings Charge to remain at £30 per hour. It was **AGREED** to review the Lettings Charge Annually.
- Accident/Incident report – year to date
- Possible talks/presentations to future Resources meetings – **Taylor Shaw (Caterers) will be invited to the first meeting of the Committee in the new academic year (16 November 2017)**
- Overnight Stays
- Income Generation
- Update on the Duke of Edinburgh Award

The draft Minutes will be discussed fully at the next Resources Committee meeting on 16 November 2017.

72. **School Improvement Plan (SIP) 2017-18 – (the full SIP report will be added to these Minutes as Appendix 1)**

The above plan was circulated to governors with the Agenda. The SIP was taken in context with the Self Evaluation Statements (SES) statements (on the Confidential agenda). The Headteacher explained that, before the SIP is written, the OFSTED framework for evaluating the school is mirrored through the SES statements. Governors should note that anything that warrants attention in the SES statements in order to move to (from ‘Good’) or remain at ‘Outstanding’ has been included in the SIP as something that needs to be addressed during the next academic year. Each area of the SES was taken in conjunction with its counterpart in the SIP. It was noted that overall, the school still judged itself to be ‘Outstanding’.

The Plan was split into three parts:

- (i) Section 1 Introduction
- (ii) Section 2 Report on Previous Year’s Priorities 2016-17 (some targets will be completed during the summer term 2017) – some are included in the 2017-18 plan – this section of the plan is colour coded to allow ‘at a glance’ information to be noted – written explanations were given where targets had not yet been completed, some will carry forward to 2017-18 and others, that have not been completed, have been superseded by other priorities.
 - Q. MT In Priority 2d 2 – ‘consider enrichment requirements for graduation’ was not started, was there a reason for this?**
 - A. HT We felt that it was an idea too far in some ways, saying to our Y13 pupils that they could not graduate from the Sixth Form unless they had completed x, y and z was not feasible. Work will still continue but not in this very structured way.**

- (iii) Section 3 The School Improvement Plan July 2017 – July 2018 (including a glossary of terms)

The priority areas for 2017-18 are identified as follows (with the initials of the SLT member with overall responsibility):

- 1 **Achievement**
 - 1a Outcomes KS3 GP
 - 1b Outcomes KS4 GP
 - 1c Outcomes KS5 CA
- 2 **Personal Development, Behaviour & Welfare (PDBW)**
 - 2a Safeguarding CQ
 - 2b Attendance CQ
 - 2c Behaviour CQ
 - 2d PSHE / SMSC CQ
- 3 **Teaching & Learning**
 - KS3 + KS4 TD
 - KS5 CA
- 4 **Leadership & Management**
 - 4a Curriculum & Tracking GP
 - 4b Leadership & Management GAA
 - 4c Finance AP

Section 3 – SIP 2017-18

Governors reviewed this section of the SIP page by page, with any queries answered by the relevant member of the SLT. There were very few questions and the Chair recognised that the SIP was a very detailed document.

The following points were raised:

Priorities 1a – 1c – Achievement

- * Priorities 1a+1b – targets will be set in each of the areas outlined and will come to the governors at the December meeting.
- * Priority 1c – KS5 - The Headteacher reported that support will be focused on one, two or three areas of the curriculum rather than being too general. The SLT will then spend more time on the areas identified. Also, as the budget situation continues to look difficult, we are looking at more joint delivery of courses with Formby High School. This will mean we can still offer a variety of courses at lesser cost.

Priorities 2a – 2d – Personal Development, Behaviour and Welfare

- * Priority 2a – is similar to last year’s Section 2a – also includes British Values and Prevent
- * Priority 2b – Attendance – work will continue next academic year to bring the number of absences down
- * Priority 2c – Behaviour – a number of changes to the Behaviour procedures have taken place and a review meeting with all staff is taking place next week.
- * Priority 2d – SMSC – Looking at ways to be more pro-active to support pupils who declare themselves to be anxious and having mental health problems.

Priorities 3a – 3b – Teaching & Learning – KS3 and KS4, KS5

- * Priority 3b – T&L – KS5

Q. RW Is there any way of showing that the introduction of the E-portfolio for Years 12 and 13 has or will be useful?

A. CA Governors will remember that we have been involved in a pilot scheme this year with the E-portfolio, the first group has provided feedback and the second group is still to do so. We will be looking to see if the E-portfolio is an effective way of collating and disseminating information.

Priority 4a – Leadership & Management

There were no questions on this section of the SIP.

Priority 4b – Leadership & Management – Leadership & Management

A new item in this section is Aim 8 – to provide leadership development and succession planning opportunities within the school's resources.

Priority 4c – Leadership & Management – Finance & Buildings

There are two new aims to this section of the SIP (in addition to previous aims regarding budget savings and capital bids):

- (i) Review deployment of TAs to ensure maximum educational value
- (ii) Work with the Headteacher to ensure the school is marketed effectively

Q. PS There is the ongoing situation of the school having small reserves, is there not an argument for sitting down and having ideas for how to raise money for the school.

A. KG This was touched on in my link meeting with the HOF PEEXP. There is money out there and it there are professional fundraisers who can be employed to bid for it. Formby High School has secured 50% of the funding for a 3G pitch from the Football Association.

A. HT We can certainly commit to doing some research of fundraising. With regards to the proposed sports facilities at Formby High School, the following has happened since it came to our attention:

- The Parish Council has been contacted and asked for a meeting to take place with the Headteacher and Chair of Governors – the Chair asked governors that if they had any thoughts on points that should be raised, they should be emailed to the Headteacher
- It is correct that some of the funding secured by Formby High is through outside organisations and that funding could also be available to Range High School.
- The consultation document produced by the Parish Council is asking Formby residents if they would be prepared to pay a rate precept that would enable the rest of the costs to be covered
- Sefton Council are also involved in the negotiations and we are questioning the transparency of how it has got to this stage without consultation with others who may have wanted to be considered when public money is at stake

Mr Steiger made the following points:

- There are options open to the school - marketing is one of them and that has started to be addressed with the new website
- Finance – it's not just about cost management it should also be about income generation and if you are going to have a school improvement plan then income generation should be part of it. The Chair noted that a meeting of the MAT group was taking place next week and that Income Generation could be discussed at that time.

On an unrelated point Dr Russell raised the printing of an article in the local paper which showed a breakdown of lessons being taken by unqualified teachers, e.g. by Cover Supervisors, in secondary schools in the Formby and Southport area. Dr Russell wondered if this would be discussed further at Committee level or if a response had been given to the paper.

The Headteacher replied that neither he nor most of the other Headteachers had responded. He went on to explain reasons why Cover Supervisors would be used if a teacher was absent:

- Enrichment activities – a teacher may be out of school for full day(s) when taking groups out of school for various reasons, e.g. Science group to CERN, Geneva; subject specific trips, e.g. RE visit to a Mosque, History trips to Speke Hall etc.; various sporting activities. For these trips to take place means that the teacher cannot be in front of a class on that day.
- When that teacher cannot be with their class the Headteacher feels that it is better to have someone who knows the pupils and the school's way of working - the school based Cover Supervisors take on this role. They are used for short term, one day absences.
- It is not the case that bringing someone in from a supply agency, who is a qualified teacher, for short term absences means that what they deliver is better.
- We have not said to staff that only certain number of trips/activities can take place on the same day as that could stop some very good things from happening.
- When filling in the Freedom of Information request from the newspaper, the statistics was inaccurate as it included the cover by a qualified subject specific supply teacher for a member of staff who is currently on long term sickness absence.
- He did not feel that it would be useful to engage with the newspaper at this point in time, but he will mention it in a newsletter to parents.

Governors were asked to accept the SIP for 2017-18:

Proposed: Dr Webster
Seconded: Dr Russell

AGREED UNANIMOUSLY

73. **School Budget 2018-18**

The Budget forecast for 2017-18 and projections for 2018-20 were sent to governors with the Agenda.

The forecast balance at the end of 2017/18 is £11,456. This reduces to -£83,533 at the end of 2018-19. The 2017-18 forecast balance figure could rise if some areas were to come in under budget. The budget is reviewed regularly throughout the year which gives the opportunity to revise some areas in-year. Any plans to reduce any deficit in future years will be brought to governors at the appropriate time.

The Resources Director highlighted the following:

Line 2 – Education Services Grant – it is not known at this stage if a new National Funding Formula will be implemented; the Resources Director has erred on the side of caution and included the impact of the new formula in the 2018/19 and 2019/20 figures.

Governors were asked to accept the budget for 2017-18 and it was:

Proposed by: Mr I Burton
Seconded by: Miss C Morris

And AGREED to accept the budget as presented

74. **Governing Body Effectiveness**

Link Governor Reports

Reports outlined issues under the some or all of the following headings:

- Attainment
- Behaviour
- Teaching & Learning
- Leadership & Management
- Other Issues

The following written reports were sent out to governors with the Agenda:

- Pupil Premium Grant – Ian Burton – 16 June 2017
- Safeguarding – Katrin Russell – 25 May 2017
- Sixth Form – Paul Steiger – 16 May 2017
- Modern Foreign Languages – Michele Gallen – 20 June 2017
- Science – Jim Rimmer – 15 June 2017

The following written reports were either emailed to governors prior to the meeting or presented at the meeting (hard copies were distributed to governors):

- PE & Expressive Arts – Kevin Grimes – 3 July 2017
- Design Technology – Mervyn Thomas – 27 June 2017
- SEN – Jane McNeice – 3 July 2017

The Chair reported that he had also met with the HOF – Humanities but the report was not available for this meeting.

He was delighted to report that the Iceland trip was going ahead with mainly current Y10 & Y12 pupils which could lead to more pupils taking Geology at A-level

As at previous meetings, the Link reports have been designated as confidential.

There was no further discussion of the Link Governor reports.

Development Plan 2016-17 update

ISSUE	CURRENT	TARGET	ACTION
<p>Links with Faculties and areas of school life</p> <p>LINK GOVERNORS</p>	<ul style="list-style-type: none"> • Appointed link governors in place • Clear guidelines on role and reporting 	<ul style="list-style-type: none"> • All link governors keeping in regular contact with the school and submitting two reports a year to governors meetings in Dec and Jun/July • Review Link Governor Protocol 	<p>31/10/16 Governors reminded of need for reports for December meeting</p> <p>23/03/17 Governors reminded of need for reports for meeting on 6 July 2017</p> <p>Existing protocol in use until further notice.</p> <p>An extra page added to the Link Governors report to identify evidence of creativity and/or arts inside and outside the classroom including teaching and learning; extra-curricular activities – this will provide the evidence required for the ArtsMark application. This should be used from now on. Clerk to email revised form to all governors.</p>

<p>Links with Faculties and areas of school life</p> <p>TALKS/ PRESENTATIONS</p>	<ul style="list-style-type: none"> Talks/Presentations given to governors on an ad hoc basis 	<ul style="list-style-type: none"> Plan talks/presentations throughout the academic year tailoring to Committees or full meetings 	<p>Following talks/presentations already taken place:</p> <ul style="list-style-type: none"> Safeguarding / E-safety Attendance Progress 8 Teaching School Duke of Edinburgh Award Scheme Literacy and Oracy Policies <p>Talks / presentations will continue next academic year.</p>
<p>Ensure GB effectiveness and Accountability</p> <p>GOVERNING BODY SELF OR EXTERNAL EVALUATION</p>	<ul style="list-style-type: none"> Governor Mark accreditation autumn 2012 	<ul style="list-style-type: none"> Governing Body self-evaluation Identify resources required Apply for Governor Mark Investigate possibilities of a more local self-review Check meeting cycle is still fit for purpose 	<p>The preferred option was to have an external review rather than applying for Governor Mark.</p> <p>Clerk identified costs and possible external reviewers. Cost = £1700 approximately – felt that this should be put on hold until decisions regarding the composition of the governing body were made.</p> <p style="text-align: right;">AGREED</p>
<p>Ensure GB effectiveness and Accountability</p> <p>GOVERNOR INVOLVMENT IN DEVISING 5-YEAR PLAN</p>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Working group to include COG / VCOG / Chairs of Committees / HT 	<p>Working group formed at Business meeting</p> <p>1st meeting held on 16 March 2017 2nd Meeting planned for 10 July 2017</p>
<p>Ensure GB effectiveness and Accountability</p> <p>WEBSITE</p>	<ul style="list-style-type: none"> Current offering has been reviewed by the COG COG has review what other schools do Recommendations to GB for any changes considered necessary (to full meeting June 2016) 	<ul style="list-style-type: none"> Appoint a Link Governor to review Governors Section of website regularly throughout the year Chair to write a 'Welcome' statement Implement recommendations once agreed 	<p>Link Governor appointed at Business meeting. Website is in the process of being updated and should be up and running for September 2017. Letter now on website</p>

<p>Ensure GB effectiveness through development and training</p> <p>TRAINING + INDUCTION</p>	<ul style="list-style-type: none"> • Some Governors attend courses • Governors attend inset sessions if training appropriate to governors is being given • Governors' attendance at courses is monitored • Training is reported to full governors at Business meeting 	<ul style="list-style-type: none"> • Governors new to governance to attend an Induction Course (through the LA) • Standardise Pen Pictures in Induction Pack (possible proforma) 	<p>Clerk to inform governors when next Induction course takes place (summer term 2017) – induction sheet discussed at full meeting (Dec 16). Summer term training provided by Sefton LA sent to all governors on 18/04/17.</p> <p>Draft proforma to full governors on 23/03/17 - AGREED – was sent to all governors prior to 06/07/17 meeting for completion and in place by September 2017.</p> <p>National Governors Association membership upgraded from Silver to Gold – all governors will receive bi-monthly magazines. All governors can log on to website: www.nga.org.uk</p>
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A meeting of the Development Plan group will take place prior to the Business meeting in September to draw up the 2017/18 plan. The Clerk will email all governors with the date and those who would like to be a part of the group can come along to the meeting.

75. Meeting Dates 2017-18

A list of the 2017-18 meeting dates – full and all Committees – was circulated to governors at the meeting for information.

76. Governors' Award for 2016/17 Academic Year

Dr Mornington volunteered to co-ordinate the Governors' Award (details of nominees to be brought to the Business meeting on 21 September 2017). The Clerk will send the criteria to Dr Mornington.

77. Governor Pen Picture

The blank proforma was sent to governors with the Agenda with a request to return them to the Clerk at this meeting. They will form part of the information given to new governors on appointment.

78. Possible presentations / talks at future full/Committee meetings

The following areas were suggested:

- Rights Respecting Schools – Stage 2 – Full governing body
- Fundraising – Full governing body – possible external presenter
- Mental Health / Wellbeing – Safeguarding & Leadership

79. Chair's Feedback

The Chair has attended (since 23 March 2017):

- Fortnightly meetings with the Headteacher (in person or on FaceTime)

80. The Clerk informed the governors that she would be writing to them in the summer holiday to request nominations for the positions of Chair and Vice Chair for the 2017/18 academic year. Governors should self-nominate in writing and state which post they are applying for.

81. **Overnight Stays**

Depart	Return	Venue	Reason	Transport	#: Pupils	#: Staff	Staff i/c
14/09/2017	17/09/2017	Yorkshire Dales	Gold DoE – practice	Minibus	8 Y13	2	NW
22/09/2017	24/09/2017	Howgills, Cumbria	Silver DoE – practice	Minibus / Coach	20 Y12 + 13	4	NW
30/09/2017	01/10/17	Waddow Hall, Clitheroe	Bronze DoE	Minibus and Coach	46 Y10	8	MHu
05/10/2017	08/10/17	Snowdonia	Gold DoE – Final	Minibus	8 Y13	2	NW
13/10/2017	15/10/2017	Derbyshire	Silver DoE – Final	Minibus / Coach	20 Y12 + 13	4	NW

The above trips were **AGREED** and the relevant forms signed by the Chair.

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

Full governors	-	21 September 2017	4.30 p.m.
Safeguarding & Leadership	-	12 October 2017	5.00 p.m.
Teaching & Learning	-	19 October 2017	5.00 p.m.
Resources	-	16 November 2017	5.00 p.m.

Signed _____

Date 21 September 2017

Meeting ended at: 6.20 p.m.

Matters referred to Committees / for further discussion/action:

Minute 69 – School Council meeting

- HT and Resources Director to look into the possibility of more portable water re-filling stations around school
- HT and AHT will review sanctions for the next academic year
- HT to look into the areas School Council had highlighted for improvement
- The quality of the outdoor bell sounders to be checked
- HT to re-iterate to staff conditions on when pupils can remove blazers in the classroom
- HT to look into providing fans for certain classrooms

Minute 70 – Minutes from the Resources Committee

- Taylor Shaw (caterers) to be invited to the first meeting of the Committee (16/11/17)