

RANGE HIGH SCHOOL

**Minutes of the Meeting of the Governors
held on Thursday 4 July 2019**

Present: Mr I Burton (Chair), Mrs M Gallen, Mr K Grimes (5.00 p.m.),
Miss C Morris (4.50 p.m.), Mr J Rimmer, Dr R Snowdon,
Mr G Aldridge – Headteacher/governor
Mr T Dolly, Mrs G Phillips, Dr C Ainsworth, Ms C Quinn, Dr S Mornington, Mr A
Pritchard – Associate Members

Also present: Mr M McGarry – Headteacher Designate
Mrs V Ashworth – HOH – Blundell (Associate Leader – Behaviour from 01/09/19)
Mrs J Gordon – Clerk to the Governors

Apologies were received from Mr R McGreevy, Mrs J McNeice, Mr P Povey, Mr P Steiger, Dr M Thomas
There were no absences without apologies

42. Declaration of Interest

There were no declarations of interest.

43. Update on Governing Body Vacancies

At the review of governance meeting the constitution of the governing body was discussed and it was **AGREED** to keep the constitution as outlined in the Articles of Association:

- 7 Parent Governors
- 5 Community Governors
- 1 Headteacher Governor
- 4 Staff Governors

There are vacancies in the following categories:

- Parent Governors x 2
- Staff Governors x 3

Therefore, elections for both Staff and Parent Governors will take place early in the autumn term.

Governors were encouraged to complete the Skills Survey (on Survey Monkey) as soon as possible.

44. The Minutes of the meeting held on 7 March 2019 were discussed but could not be signed at this point as the meeting was not quorate.

45. Matters Arising

Minute 36 – Policies for Review – Careers Education & Guidance

The Headteacher reported that Y12 work experience week would be included in the above policy/guidance.

Following the arrival of Miss Morris and Mr Grimes the meeting was quorate

46. The term of office of Dr Thomas (Chair of Governors) currently ends on 31 August 2019. Dr Thomas expressed that he was willing to stand for a further term. Dr Thomas left the meeting whilst his appointment was discussed.

Proposed to appoint Dr Thomas for a further 4-year term ending 31 August 2023.

Proposed by Mr Burton

Seconded by Miss Morris

It was unanimously **AGREED** that Dr Thomas should be appointed for a further 4-year term.

The Clerk reported that Mrs Gallen's term of office as a Parent Governor ends on 31 January 2020.

47. Following the agreement of governors the Minutes of the meeting held on 7 March 2019 were signed by the Chair. There was no further discussion.

48. **Draft Minutes of the Teaching & Learning Committee meeting held on 9 May 2019**

The above Minutes were sent to governors prior to the meeting for information and gave details of the following:

- Update of SIP 2018-19
- Overnight Stays

49. **Draft Minutes of the Resources Committee meeting held on 16 May 2019**

The above Minutes were sent to governors prior to the meeting for information and gave details of the following:

- Financial Monitoring Statements and Reports – as at 30 April 2019
- Update of SIP 2018-19 - **the Resources Director informed governors that the ESFA had responded and have accepted a change to the funding for the sports hall roof (it was originally entered on the application form by Cowan & Co as a 'loan application' and not a 'grant application'). The full grant has now been confirmed and work on the roof will begin on 22 July 2019.**
- Accident & Incident Report
- ESFA Investigation Reports
- Letting Charges
- Income Generation
- Talks/Presentations at future meetings – New Ofsted Framework presentation by the Headteacher at the Safeguarding & Leadership meeting on 27 June – all welcome to attend

50. **School Improvement Plan (SIP) 2019-20**

A copy of the SIP was sent to governors prior to the meeting. 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 new 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 from 'Requires Improvement' to 'Good' (or from 'Good' to 'Outstanding') has been included in the SIP as something that needs to be addressed during the next academic year. Further reporting is included in the Confidential Minutes.

The SES Statements cover the four areas outlined in the new Ofsted Framework for September 2019:

- quality of education – **following a discussion on the Quality of Education SES, an additional set of actions will be inserted to include Literacy and the role of SENCO involvement with pupils with additional needs**
- behaviour and attitudes – conducted against the new framework Good descriptors

- personal development
- leadership and management

The School Improvement Plan July 2019 – July 2020 (including a glossary of terms)

The priority areas for 2019-20 are identified as follows (with the initials of the SLT member with overall responsibility):

- | | |
|---|-----------------|
| ▪ Quality of Education – Implementation, KS3 + KS4 | TD/GP |
| ▪ Quality of Education – Intent and Impact, KS3 + KS4 | GP |
| ▪ Behaviour and Attitudes | VJA/DC/LD + HOH |
| ▪ Key Stage 5 | CA |
| ▪ Finance & Buildings | AP |

This is a working document that will be amended as necessary during 2019-20

Quality of Education – Implementation, KS3 + KS4

Aims

1. To develop, share and quality assure pedagogy and practice which closes the attainment gap for students who are disadvantaged (PPG) and boys
2. To re-establish a culture and structures which develop high levels of expert pedagogy and lead to better achievement by all pupils.
3. Undertake review of assessment practice in each Faculty to ensure it is effective and efficient using robust quality assurance.
4. Ensure evidence of progress in pupil work is consistent.
5. Ensure needs of all learners are addressed adequately through high quality approaches to differentiation.

Quality of Education – Intent and Impact, KS3 + KS4

Aims

1. Complete a curriculum review to ensure the quality of education for all pupils is further improved, at both KS3 and KS4, within a sustainable financial model.
2. Revisit the whole school and subject level curriculum statement to reflect the new Ofsted framework.
3. Review all subject curriculum planning focusing specifically on long term planning and sequencing.
4. Review the schools' whole school assessment and reporting systems to reflect the needs of the school moving forward.
5. Middle leaders, both pastoral and curriculum, effectively use internal and external data to support pupil progress.

Behaviour and Attitudes

Aims

1. Review and update Behaviour Policy and practice in light of OFSTED Report, Pivotal training, Staff Behaviour Group recommendations and introduction of Classcharts
2. Reduce/eliminate instances of bullying particularly in relation to protected characteristics
3. Reduce/eliminate instances of low level disruption in lessons
4. Improve attendance to above national average, including for identified groups
5. Improve behaviour of pupils on Pastoral Support Plan (PSP) after a Fixed Term Exclusion (FTE)

6. Improve Personal Development through the “wider” curriculum

Key Stage 5

Aims

1. To develop a shared pedagogy in relation to vocational subjects, which closes the attainment gap for students who are disadvantaged.
2. To re-establish a culture and structures which develop high levels of expert pedagogy and lead to higher student achievement; focusing on the development of student metacognition across all subjects and faculties and improving the quality and quantity of student talk in lessons through expert use of questioning both by the teacher and the student.
3. To develop a programme of support for the ‘most able’ students.
4. To review and develop Sixth Form marketing policy

Finance & Buildings

Aims

1. Scrutinise the school’s budget to identify all possible savings
2. Write and submit capital bids to the Education Funding Agency (ESFA) to fund major building projects
3. Investigate alternative funding streams

Leadership & Management

Aims

1. Produce a renewed vision statement for the school
2. Continue to address issues raised in 2018 OFSTED Inspection
3. Ensure staff have correct skills and training to deliver the curriculum
4. Ensure all pupils have access to and successfully complete the curriculum
5. Engage with staff regarding effective working
6. Ensure staff are protected from bullying and harassment
7. Ensure senior and middle leaders work effectively with Governors to oversee the school’s work and ensure they discharge their statutory responsibilities
8. Maintain a strong culture of safeguarding

51. **School Budget 2019-20**

The following documents were sent to governors with the Agenda:

- i. Budget forecast 2019-2022 – notes to accompany the proposed budget
- ii. Proposed budget for 2019-20
 - o Current year – an overspend of approximately £20k
 - o 2019/20 – an underspend of approximately £26k is forecast
 - o Y7 numbers for 2019 are 186 (PAN is 196)

Q. Do you know the reasons for the fall in pupil numbers for September?

A. We are not given that information - Sefton manage our admissions and appeals on our behalf. Each year a number of pupils allocated to Range go to the private sector and that is usual occurrence. This year 10 pupils were allocated a place at Range and have not taken up the place. The Ofsted judgement may have had an effect on those applying for places.

Q. What about the number of pupils who have left since the start of this academic year?

- A. Pupils have left for a variety of reasons; house move, exclusion, managed moves etc. We have also taken pupils into the school during the academic year. Ofsted may have also played a part in some pupils leaving the school.**

The Resources Director will contact Sefton Admissions to make enquiries about how many appeals there were for places in Y7 in 2019 and if any are still on the waiting list (originally the school was informed that there were approximately 30 pupils on the waiting list).

Governors were reminded that if there are places available in any year group, the school could not refuse to take pupils from other schools.

Proposed to accept the budget for 2019/20 Mr Rimmer
Seconded Mr Burton

AGREED

52. Meeting Dates 2019-20

A copy of the dates of the six full governing body meetings for 2019-20 was sent to governors with the Agenda. The meeting date for the Pay & Performance Committee is still to be arranged.

The final school calendar has not yet been finalised; the Headteacher will ensure that no Parents' Evenings are arranged for dates of governor meetings.

53. Governors' Award for 2018-19 academic year

The Clerk will ask Mr Povey – staff governor – to liaise with Heads of House to ask for nominees for the Governors' Award and bring details to the first meeting of the new academic year.

There was an update on a previous recipient of the award – he has just gained a 1st class degree in his chosen subject and his continuing his studies in Medicine.

54. Possible presentations/talks at future meetings

Governors were asked to pass on possible subjects for presentations at future meetings. The Headteacher said that it was an opportunity for members of staff to meet with the governors and talk about their particular area.

55. Update on Policies

The Headteacher relayed the usual process for reviewing and accepting policies:

- Policy Working Group – reviewed policies, both statutory and non-statutory, on a rolling programme at the end of the summer term
- Recommendations from that group have generally been accepted by the full governing body at the first meeting of the autumn term

This year, there has not been a Policy Working Group meeting for a variety of reasons: key staff not in post at the end of 2018-19; updates from the DfE that need putting into existing policies (KCSiE), etc.

The Headteacher proposed that, in conjunction with the Headteacher Designate and the Clerk, the policy review process will take place once key personnel have taken up their posts (in the case of SEN, Behaviour etc.). Some of the policies are still with the school's HR advisers.

The Headteacher Designate stated that the main policy to be in place in September is the Safeguarding Policy and the school would follow Sefton LAs guidance. There is a DfE update to the KCSI E 2018 document which comes into force in September 2019 – as yet there has not been an updated Safeguarding Policy from the LA.

The Designated Safeguarding Lead (DSL) – Mr Cregeen – is attending the statutory training for the post organised through Sefton LSCB before the end of this term.

The Headteacher reported that all four Heads of House have completed the 1-day training. The Headteacher Designate would like a second member of staff to complete the 2-day training as soon as possible. There are no dates, as yet, for courses run by the LSCB in the Autumn term.

Governor School Visits Policy

This draft policy was emailed to governors prior to the meeting. The Headteacher Designate led on this item:

- Governor visits to school were discussed at the Governance Review meeting on 17/06/19
- Draft policy produced by the Headteacher Designate
- Two governors met with Headteacher Designate to review/discuss the draft policy
- Governor visits are not about observing teachers or making judgements about teaching and learning, nor do visits feed into performance management
- It is about giving governors, who are the employers and held to account by Ofsted, better knowledge about the school through the link governor system
- Visits to school give governors the opportunity to celebrate success as well as asking questions
- Consultation will take place with the SLT in the first instance and then take it to middle leaders

Governors **AGREED** to accept the draft policy and **AGREED** that it should go out for consultation as outlined above.

56. **Update on Roofing project**

The tender report produced by Cowan & Co was emailed to governors prior to the meeting. It gave details of three firms that had submitted a tender for the work.

The lowest tender was submitted by BBR Roofing, at a cost (which included all fees) of £490,001.00 and is fully funded by the ESFA. BBR Roofing have recently confirmed that those figures are still correct (tender was originally submitted in November 2018).

Q. There is a significant difference in price from the lowest quote to the next lowest (£90k). Can you explain why that would be the case?

A. When quoting for a job, the contractor has to give an analysis of how much they will put aside for contingencies; what percentage they add on when they use sub-contractors etc.; method of work etc. and that is where the differences in costs starts to show. They were all quoting on the same specification.

BBR Roofing, who are a local firm, have done work at Range in the past and are on the Sefton list of approved and recommended suppliers.

Q. If they overspend and need more contingency than they have put aside, is that still covered by the grant?

A. If there was a major problem and the project was going to go over-budget, then we would go back to the ESFA and make representations to them.

If the contingency set aside is not used, it can be used for ‘secondary tasks’, for example, works that are associated with the original job, e.g. paint the sports hall/changing rooms etc.

Q. The quotes do not include VAT, can we claim the VAT back?

A. Yes, each invoice is processed and paid in full and we claim the VAT back on a monthly basis.

Proposed to accept BBR Roofing as the preferred contractor by: Mr Burton
Seconded by: Mr Grimes

Unanimously AGREED to accept BBR Roofing.

The Resources Director informed the meeting that he has still yet to hear from ESFA regarding the appeal for a grant for replacement windows.

57. The Chair, on behalf of the governing body, thanked both Ms Quinn and Dr Mornington, who are both retiring at the end of the academic year, for their long association with the school and for all their excellent work over the years. He wished them both well in their retirement.

All members of the SLT and Dr Mornington left the meeting.

58. Governing Body Effectiveness

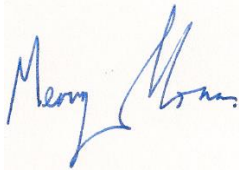
The following documents were sent to governors with the Agenda:

- Review of Governance Report
- Notes from the Review meeting held on 17 June 2019, which outlined recommendations and responses from the governing body - **Attached as Appendix A:**
 - Constitution of the governing body to remain the same
 - Move to 6 full meetings per year (one each half term) – starting at 4.30 p.m. – this will be reviewed at the end of the 2019-20 academic year – careful planning of the Agenda will be required to ensure that meetings have a focus and the matters previously discussed by Committees continue to be deliberated.
- Governor Development Plan 2019-20 – **AGREED – an updated plan will be presented at least once per term during 2019-20**
- Governor Handbook – March 2019 version
- DfE – Competency Framework for Governance – January 2017 version

Update - Governance Review meeting

- Three quotes for an external Clerking service have been received:
 - Judicium – very comprehensive service – cost = £4,300 per year on a 4-year contract
 - Liverpool LA – offering a good service with the ability to buy additional services, e.g. GovernorHub; dedicated Clerk; at a cost of approximately £200 per meeting (additional cost of £40 per hour if meeting runs over 2 hours)
 - S2N (Second2none) – offered a very similar service to Liverpool LA but more expensive

All governors present indicated that they would be happy to move forward with Liverpool LA on a 1-year trial basis (to be reviewed at the last meeting of the 2019-20 academic year). The Headteacher Designate will contact the Chair of Governors to discuss it further, and if he is in agreement, contact Liverpool LA and enter a 1-year contract, which would to ensure a new Clerk was in position for 1 September 2019. The current Clerk will continue as the link person within school.



Signed _____

Date 19 September 2019

Matters for Referral / Further Discussion/Action

Minute 50 – SIP 2019-20

- An addition set of actions will be added the Quality of Education section to reflect Literacy and SENCO involvement with pupils with additional needs

Minute 51 – Budget 2019-20

- Resources Director to contact Sefton Admissions Section to get information on appeals for places in Y7 in September 2019

Minute 52 – Governing Body Effectiveness

- Following a move to six full meetings per academic year - a review will take place in the summer term 2020

Minute 56 – Update on Policies

- Clerk to check on dates for DSL training in the autumn term
- Draft Governors School Visits Policy to go out to consultation with staff

Minute 58 – Governing Body Effectiveness

- **Use of an external Clerking service to be reviewed at the end of the 2019-20 academic year**

**Notes from Governance Review Meeting
PDC, Formby
Monday 17 June 2019 – 1.00 p.m. – 4.30 p.m.**

Present: Ian Burton, Michele Gallan (2.00 p.m.), Judith Gordon (Clerk), Jane McNeice, Mike McGarry (Headteacher Designate), Sandra Mornington, Cathy Morris, Paul Povey, Jim Rimmer, Richard Snowdon, Paul Steiger, Mervyn Thomas (Chair)

Apologies: Rod McGreevy

No Apologies: Kevin Grimes

The purpose of this meeting was:

- to discuss the Review of Governance report from Jane Owens, Purple Governance (review dates January – June 2019) – **Appendix 1**
- draw up an action plan for 2019-20 to act on recommendations – **Appendix 2**

Recommendations from report

1. Website

- Conduct a thorough review of content on website to ensure information is correct and complies to statutory regulations
(Further details are shown in Appendix A)

Response

- Needs to have a member of SLT responsible for the website, including content
- Website should be used to market the school
- Students could take responsibility for part of the website

2. Clerking

- The use of an internal clerk is not seen as best practice. Governors may wish to consider the appointment of an external clerk but there is a cost implication to this.
(Further details are shown in Appendix A)

Response

- Current clerk has requested to relinquish role with effect from 31/08/19
- Investigate cost of employing an external clerk with Sefton LA through their Clerking Service SLA
- Chair to speak to Jane Owens re contacts she may have
- Possibility of external advertising

3. Challenge and Support

- Governors take time to read the Competency Framework and Governance Handbook. The completion of a skills audit would assist in identifying a gap in skills which can then be advertised to the parent/carer community or the wider community
(Further details are shown in Appendix A)

Response

- Governors have had the link to both documents
- Paper copies to meeting on 4 July 2019

4. Visits to School/Monitoring Role

- Link Governors should be decided on skills and experiences held across the Board. The analysis of a Skills Audit or a Knowledge Audit would help in identifying the relevant skills held. A Visit Policy should be discussed by the Headteacher, senior leaders and heads of faculty to ensure that the purpose is fully understood and embraced (Further details are shown in Appendix A)

Response

- Skills Audit for governors to be sent to PP for setting up on Survey Monkey with responses analysed in time for 4 July meeting
- Model Visit Policy and Guidance to be discussed by Headteacher Designate, Chair of Governors and current Chair of Safeguarding & Leadership Committee – date to be arranged
- Move from Committee structure to six full board meetings per year – one per half term starting at 4.30 p.m. and review at the end of the academic year

5. Training and Development

- Governors need to check what services are currently available via the school in order to keep up to date. Reading local newsletters, attending governor forums or meeting other governing boards are also helpful. Using social media can highlight current issues and a ‘how does it work in our school’ question is a helpful way of recording that you are outward looking. Any training completed should be reported back to share that knowledge with others using a reporting form. (Further details are shown in Appendix A)

Response

- PP (Staff governor) appointed Link Governor for Training
- PP to investigate school e-mail addresses for governors
- PP to investigate Google Documents account for governors
- Investigate shared training with other school governing bodies – to cut costs
- Continue sharing Sefton LA termly training programme

The Action Plan (**Appendix 2**)