

**RANGE HIGH SCHOOL – FORMBY**  
**MINUTES OF FULL GOVERNING BODY**

Thursday 6<sup>th</sup> February 2020 - 4.30pm

**PRESENT**

Mervyn Thomas (Chair)	Mike McGarry (Head)	Ian Burton
Cathy Morris	Richard Snowdon	Rod McGreevy
Paul Steiger	David Cregeen	Collette Buck
Carolyn Ainsworth	Jane McNeice	Jim Rimmer
Tom Dolly	Gayle Phillips	Paul Povey
Karen Owens	Sara McCarthy	Jonathan Mumford
Jackie Talbot	Vicky Ashworth	Lynne Dillon

**APOLOGIES**

Sue Donnelly	Andy Pritchard
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**ALSO, PRESENT**

Pauline Neilson (Clerk)

<b>19/41</b>	<b>WELCOME</b>	<b>ACTION</b>
	Dr Thomas welcomed all the Governors and introduced the new Parent and Staff Governors.	
<b>19/42</b>	<b>DECLARATION OF BUSINESS INTERESTS</b>	
	There were no declarations of interests in relation to the agenda. Governors were reminded to complete the Annual Declaration of Interest forms.	
<b>19/43</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies had been submitted and were accepted from S Donnelly and A Pritchard.	
<b>19/44</b>	<b>UPDATE ON GOVERNING BODY APPOINTMENTS</b>	
	A new <b>Parent Governor</b> , Clare Gaskell had been appointed. She had previously taught at the school and was a qualified accountant so her expertise in finance would prove valuable.	
	Michele Gallen had not been re-appointed.	

Dr Thomas explained that there had previously been a leaving fund for governors but this had been forgotten this year. He invited governors to contribute if they wished at the end of the meeting.

It had been agreed at the last meeting that S Donnelly would be accepted as Associate Governor, however the minutes had not recorded her term of office. Governors agreed to accept this as being up to 4<sup>th</sup> December 2023.

#### **19/45 MINUTES FROM THE MEETING HELD 5<sup>th</sup> DECEMBER 2019**

##### **Accuracy**

The minutes from the meeting on 5<sup>th</sup> December 2019 were agreed as a true record with the following amendments:

Inclusions should have read Inclusion.

##### **Matters Arising**

Meetings Room (Room 65) - this had now been redecorated and there were plans to display the new photographs that school had commissioned.

Item 19/39 – Link to survey Monkey- Dr Thomas apologised he had not done this yet and would do so as soon as possible.

Parents Evening – Yr. 8 - was to be attended by M Gallen, Rod McGreevy agreed to attend instead: 26/03/20 at 4.30 p.m.

19/33 – Mr Steiger said he had contacted the swimming pool but was still waiting for a response.

Audit committee membership- Dr Thomas said he was still waiting for clarification about the membership.

Policy Working Group – Governors agreed to go ahead with this. Membership- Collette Buck, Richard Snowdon, Jane McNeice.

#### **19/46 DRAFT MINUTES FROM AGM ON 5<sup>th</sup> DECEMBER 2020**

These had been distributed for information,

Dr Thomas was still seeking advice over whether or not this group should be independent of the Governing Body.

#### **19/47 ATTENDANCE AND BEHAVIOUR REPORTS**

Lynne Dillon reported on Attendance for Terms 1 and 2.

She displayed a range of data and explained the strategies taken to address attendance issues.

There was a graduated approach to absence:

- 95-100% - dealt with by tutors
- 90-95% - Heads of Houses / Assistant Heads- Stage 1 letters if appropriate. Heads of House gauge level of response.
- Below 90% - more intense response – school attempts to find out the reason. The response could be punitive or supportive depending on the circumstances.

An attendance log was kept on the VLE and conversations and interventions could be viewed. Tutors sent RAG rated attendance logs each month.

**Question:** How is attendance monitored?

**Answer:** Every 2 weeks, with half termly reports (including PP).

Data was monitored for each year group including details for gender, PP, LAC etc. This enabled school to pinpoint any difficulties.

Attendance overall had gone down in the lead up to Christmas, school had been hit by the usual winter ailments. This was also the pattern across Sefton schools.

Strategies that had been used included:

- Absence line, ParentMail
- Follow up call – staged letters of varying intensity-Graduated response with a whole school responsibility
- Directed Phone calls, Home visits, welfare checks
- Parental meetings, attendance support plans- targets set with parents
- Medical evidence (could be appointment, prescriptions etc)
- Fixed Penalty

**Persistent absence (below 90%)**

Yr. 7	18	
Yr. 8	36	
Yr9	40	
Yr10	39	
Yr. 11	43	
Total 176	176	18.5% below 90%

The reports were examined in detail and an example for Yr. 7 was highlighted as below:

Yr. 7	Term 1	Term 2
	97.6	95.9
PPG	92.2	94.8
FSM	95.7	94.5
SEN	96.2	95.4
EAL	100	94.3

**Question:** Was there some crossover of students?

**Answer:** Yes, some were FSM as well as SEN etc.

The data was examined for each year group

**Question:** Did school have comparative data for the period before the summer?

**Answer:** This would usually be available but due to the teacher being on sick leave this was unavailable.

Year 11 pupils were the poorest attendees. 4 or 5 of these students attended Pinefields centre where the pupils only registered for 50% attendance.

Lynne went on to say the illness data had been examined in some detail. It was acknowledged that the rate went up in term 2 when there had been an increase in cases of flu and norovirus.

**Question:** How did school monitor safeguarding when a child was off sick?

**Answer:** At this point school tried to visit home on a weekly basis and completed a Risk Assessment at the time

The Governor gave an example where he knew of a student who had been left at home completely unsupervised, leading to other issues. Mr McGarry responded by saying that Social Services should be involved in monitoring these families.

L Dillon asked the governor to pass on the name of the student so this could be further investigated

**Question – Mr Steiger -** In years 8,9,10 there were about 40 pupils who were into persistent absence, this equated to 20/25% of the year  
**Answer:** An individual's absence tended to go up and down depending on the point in the year the data was taken from.

Governors went on to discuss the issues in some detail and Mr McGarry assured governors that the school was relentless at perusing absences in every case.

**Question** What was the current Ofsted benchmark?

**Answer:** the KPI was 95.5 with Pupil premium at approximately 92/93% However, Ofsted was more interested in what schools were doing to address the issues.

**Question:** Were the attendance incentives still in place?

**Answer:** In part. School had held a lottery but it had been found not to increase attendance at all. There were still things in place to recognise 100% attendance.

Governors further discussed the issues and it was agreed that attendance should be highlighted in the newsletter and be a focus in assemblies,

**Question:** There was some concern over year 11 attendance and the impact this could have on GCSEs - were parents advised about this?

**Answer:** the individual child attendance was always included on reports.

**Question:** What was the situation since Christmas?

**Answer:** School had looked at this – it was slightly down.

#### **BEHAVIOUR REPORT – V ASHWORTH**

Behaviour had become a major focus and a lot of training had been completed or was scheduled.

School was continuing with rewards through Class Charts. This seems to be working well and continues to be monitored.

Yr. 11 have been allowed to use the Sports Hall during wet lunch. This seemed to be reducing some of the negative behaviour; lunchtimes seemed much calmer.

Two children had been permanently excluded; one may be subject to appeal.

Fixed term exclusions had increased slightly from the previous year. There was now greater consistency across all houses. There was a clear stepped response and re-integration model.

There were a number of pastoral support programmes and regular meeting took place with parents.

The Heads of House meet to discuss data and attendance and discuss the barriers to learning. Work was ongoing to embed all processes.

School had purchased an extension to Class Charts and this would be rolled out to all staff soon. This was a good platform for analysing data all in one place and the system had good functionality

School had been working with a retired Educational Psychologist who had offered support. He had met with pupil panels and practical positive strategies had been put in place.

A survey had taken place about the changes to the school day, with a proposal to reduce lunchtime by 15 mins and to change the end of the school day by 15minutes.

Mr Rimmer commented it was good to have some hard evidence and Mr T Dolly said there was clear evidence about follow up on fixed term exclusions. Targets had been set and reviewed.

Mr McGarry said there was much more work to be done including a proposed restructure of the House system. School was currently working on costings for this. A report should be ready for the next FGB meeting.

The current Year 11 had responded to the introduction of football etc and there did seem to be a better atmosphere.

Governors thanked the staff for their comprehensive and detailed reports.

**19/48**

#### **COMMITTEES**

The following changes to committee membership were agreed, although all governors (excluding staff governors) are eligible for membership of these panels/groups:

**Personnel** - add Karen Owen

**Personnel Appeals** – add Collette Buck

**Pupil Discipline** – add Karen Owens

**19/49**

#### **HEADTEACHER REPORT**

**The** detailed report had been distributed in advance of the meeting and was taken as read with the following items highlighted:

A Prichard was currently on sick leave. the EFSA conversation was ongoing and there was another meeting scheduled for the following day.

#### **Governor visits**

Mr McGarry thanked governors for their support. There had been no decision made yet as to the focus. Initial meetings would lead on to further work.

**Six form** – work continuing.

**Question:** had any more students joined the 6<sup>th</sup> form?

**Answer:** Yes 1 in Year 12 who seemed to have settled in well.

Mr McGarry drew attention to the promotional leaflet. The same message would be published in the local press the following week. It was noted that the school's 6<sup>th</sup> form was the top 6<sup>th</sup> form in terms of achievement in Sefton, other than in the private sector. Information had been put on the school website.

The average A level gained at GCSE was a B and Range High School results overall were better than Formby High, despite public perception to the contrary.

Dr Snowdon raised some issue over SEND and the need for this to be adequately resourced. This was a big challenge for school and positive steps had been taken with ongoing projects for improvement. It was also a focus within the SDP. A full report would be a separate agenda item at the next meeting.

**Staffing** – as in the report.

### **Curriculum**

This was a High focus within the new inspection framework.

EBacc was discussed and Governors reflected on the decision made 2 years ago. The entry figure for EBACC was consistently low because of issues with MFL not being taken up at GCSE. The numbers for History and Geography were ok, but the perception seemed to be that languages were difficult.

**Question** What was the provision for MFL in school?

**Answer:** There was now one language across the board.

Governors discussed the details and the rationale, and Mr McGarry invited Governors to pass back their thoughts about the Curriculum. Governors said they were broadly happy about the organisation for Languages, and pleased to see the school was building bridges with Formby High.

Governors thanked Mr McGarry for his detailed report.

**19/59**

### **KPI – GAYLE PHILLIPS**

Ms Phillips presented a detailed report. This was examined and was followed by Governors' questions.

Dr Snowdon raised some issues relating to high and low attainment, and it was acknowledged that there were some issues with boys which were being investigated.

There were some very positive indications at the moment and school was quietly optimistic

Dr Snowdon raised another point about Pupil Premium children and this was discussed at some length. It was noted that the data was affected to some extent by the children at Pinefields, however. figures appeared to be going in the right direction.

There followed a general discussion about KPI figures Explanations and reasons were given for any points raised.

Dr Snowdon commented it was good to see the Statement of Intent and to receive relevant feedback.

**19/60 OFSTED PRESENTATION**

Due to lack of time, it was agreed to defer this item to the March meeting, when it could be discussed in greater details.

**19/61 FINANCE**

Mr Pritchard was currently on sick leave but finance details had been discussed at the Audit Committee. The issues with cashflow were ongoing and school had discussed them in detail with Stephanie Shaw (ESFA consultant) who was happy that school was doing all it could to address the situation. She had agreed that further cuts would be detrimental and had added her comments to the appeal for consideration on cashflow. A further phone call was to take place the following day.

Next year's figures looked more positive. School should be back in the black. Mr McGarry voiced his frustrations with the situation, as the uncertainty was affecting the school wish to drive forward.

**19/62 ADMISSIONS 2021**

Details had been included for information. Following a recommendation from the LA there had been a small amendment regarding the distance (section 5). The new wording made the information clearer.

**19/63 SAFEGUARDING**

A confidential document was circulated for discussion and collected in again at the end of the meeting.

SEE CONFIDENTIAL MINUTES FOR MORE DETAILS.



19/64

**POLICY / DOCUMENTS FOR RATIFICATION**

The following policies were delegated to Headteacher

- E-Safety
- NQT Induction Policy
- Designated Teacher Policy (LAC) Thanks to David for his work on this

**Question:** Would the Literacy Policy need to be presented to Governors?

**Answer:** For information only, this document was delegated to the Headteacher.

**Question:** How many LAC students were there currently?

**Answer:** Four. - D Cregeen had overall responsibility for these pupils.

Governors accepted all the Policies presented.

19/65

AOB

School needed a link governor for MFL- Collette Buck agreed to take this on.

Staff Pay Appeals – Karen Owens

19/66

**DATES OF FUTURE MEETINGS**19<sup>th</sup> March 20207<sup>th</sup> May 202025<sup>th</sup> June 2020

**Meeting closed 6.50pm**

Signed Chair M Thomas (by proxy – virtual meeting) Date 1 April 2020