

# RANGE HIGH SCHOOL

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

21<sup>st</sup> September 2023 – 4.00pm

### PRESENT

Steph Donbavand  
Harriet Michael-Phillips  
Richard Snowdon (RS)

Clare Gaskell  
Karen Owens – Chair

Mike McGarry - HT  
Paul Povey

### APOLOGIES

Sue Donnelly

Jim Rimmer (JR)

Collette Simms

### ALSO PRESENT

Tom Dolly – SDHT  
Chris Tees – AHT  
Pauline Neilson – Clerk

Gayle Phillips – DHT  
Andy Pritchard – RD  
Henry Eccles – Head Boy

Vicky Ashworth – AHT  
Judith Gordon – FM  
Lara Talbot – Head Girl

**24/1**

### WELCOME

### ACTION

The new Head Boy (Henry Eccles) and Head Girl (Lara Talbot) joined Trustees for the beginning of the meeting.

The Head welcomed everyone to the meeting. S Donnelly had sent her apologies and had asked if the meeting could be recorded so she could listen to it after the meeting. Trustees discussed this briefly and wanted more time to consider this. It was agreed that they would send their opinions to J Gordon via email in order to make a decision on future meetings. This meeting would not be recorded.

**Trustees to email Judith Gordon to give their views**

**24/2**

### DECLARATION OF BUSINESS INTERESTS

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

The Declaration Forms for the new year had been sent out to all Trustees for completion and should be returned to: [jg@range.sefton.sch.uk](mailto:jg@range.sefton.sch.uk)

**24/3**

### APPOINTMENT OF CHAIR/ VICE CHAIR

The Headteacher explained that the current Chair (Jim Rimmer) had recently lost his wife. He has met with JR, both to give his condolences and to discuss the position of Chair for 2023-24. Trustees are now asked to consider the following proposal:

## RANGE HIGH SCHOOL

Ms Owens - KO (current Vice Chair) to take over as Chair for at least the next two full meetings; Mr Rimmer would continue as Vice Chair for this period.

Mr Rimmer had previously expected to remain as Chair until the negotiations with the Southport Learning Trust had been completed, upon which he had planned to relinquish the role.

KO left the meeting while this proposal was discussed.

Trustees agreed this was a sensible solution and voted to accept **KO** as Acting Chair, with **JR** standing as Vice Chair for the present time.

**KO** rejoined the meeting, confirmed her acceptance of the post of Acting Chair, and took charge of the meeting for the remainder of the Agenda.

Trustees passed on their sincere condolences to **JR** at this very sad time.

### **24/4 COMMITTEE TERMS OF REFERENCE- 2023-2024**

A list had been previously circulated to all Trustees. The only changes made to the 2022-23 Terms of Reference were to the Audit & Risk Committee terms.

Trustees ACCEPTED all of the Terms of Reference as presented.

### **24/5 COMPOSITION OF COMMITTEES**

The details had been previously posted on GovernorHub.

All Committees will remain the same as in 2022/23 apart from:

#### **Pay & Performance**

An extra member is required before the first meeting in November. **KO** agreed to join and it is hoped that **JR** may also be available by the time the meeting took place.

#### **Audit & Risk Committee**

It is hoped that **JR** as Chair, would be available by the time this meeting took place in November. Sue Donnelly, Clare Gaskell, and Dr Snowdon are also on this Committee.

### **24/6 APPOINTMENT OF LINK TRUSTEES/MONITORING GROUPS**

All link Trustees and Monitoring Groups will remain the same as in 2022/23 with just a couple of minor changes:

- i. Following the resignation of Cathy Morris - her post of Careers link has been subsumed into 14-19 Education.
- ii. The link for the school website will come under Marketing.

**24/7 DEVELOPMENT PLAN GROUP**

MM & JG to look at  
TDP

MM and JG will look at the current plan and agree it as long as it was still applicable. It will be examined again if/when Range joined the Southport Learning Trust, as the priorities may change.

Strategic group - it was agreed this would stay the same.

**24/8 DELEGATION OF DUTIES AND RESPONSIBILITIES TO THE HEADTEACHER**

This had been posted on GovernorHub.

Some slight changes had been recommended by the Audit & Risk Committee (to the name of the Committee), but the main text was unchanged. Trustees accepted the document.

**24/9 TRUSTEE CODE OF CONDUCT 2023-2024**

This had been previously posted on GovernorHub.

All Trustees were asked to email JG to confirm their acceptance of the code.

Trustees to email JG –  
[jg@range.sefton.sch.uk](mailto:jg@range.sefton.sch.uk)  
to confirm acceptance

**24/10 TRUSTEE ATTENDANCE – 22/23**

Details had been previously posted on GovernorHub. This will go onto the school's website. It is also an Audit requirement and will go into the annual report.

Trustees were asked to check their attendance and inform JG if there were any discrepancies.

**24/11 TRUSTEE TRAINING RECORDS – 22/23**

A list of training courses undertaken by Trustees were circulated on GovernorHub prior to the meeting and Trustees were reminded to inform JG if they attend any training sessions in the future, including any work courses that are relevance to Range High.

**24/12 MINUTES OF THE LAST MEETING – 6 July 2023**

The minutes of the last meeting had been previously circulated and were agreed as a true and accurate record subject to the following amendments:

**KS3 Assessment** – It was unclear why this had been flagged as needing to be on the agenda for September. The Policy had already been sent out, so the action point would be removed.

**24/13 MATTERS ARISING**

**Page 1- In year transfers/ applications** – these have increased to 21 in July and were now standing at 23. Fourteen pupils have joined Year 8.

## RANGE HIGH SCHOOL

**KS3 Assessment Policy** – Dr Snowdon had raised a few questions on this and had since spoken to Mr Mc Garry. He had suggested it would be helpful to have an appendix for the children on SEND. Chris Tees confirmed it was on departmental documents.

Dr Snowdon went on to say that it would be useful to have an overarching view as there were specific challenges assessing SEND. School agreed to look at this again.

School to look again at KS3 assessment policy re Dr Snowdon's suggestions

23/59 – **POLICIES** – It had been previously noted that Dr Snowdon was responsible for filtering and monitoring. It had been agreed that this should be changed to say "oversight". **JG** would send out a copy of the amended Policy to **RS**.

JG to send policy to Dr Snowdon

### Buildings

Quite lot of work had taken place over the summer break and there had been some disruption as a result.

Trustees had agreed the contractors for the roof as Pendlebury Roofers. They had started work during the first week of the holidays, but there have been difficulties with the weather etc.

The next stage of work included Fire Protection etc. Last week **AP** had sent out a report on this.

Trustees accepted SENATE for this work; the documents would be available on GovernorHub. It is hoped that this work will commence next week.

### 24/14 HEADTEACHER REPORT

This had been previously circulated and was taken as read with the following items highlighted:

There had been some initial issues with the current Year 11, but, following additional work completed during the summer break, the new Y11 were already proving good role models and were behaving much more positively.

Trustees discussed this matter briefly and acknowledged that this cohort of pupils are still affected by the Covid disruption.

### Finance Report

AP was currently in the process of closing down the annual accounts. A more detailed report will be given at the next Trustee meeting (December 2023).

School had received a communication from the LA regarding SEND – it is hoped that extra funding would be available.

## RANGE HIGH SCHOOL

Post-16 funding had been more than originally expected. This could mean upto an extra £100k into the budget. This additional money should help with carrying out some further improvements to the aesthetics of the building.

### **Building work**

Trustees thanked **AP** for his hard work in the summer to make sure the school had been ready for September.

There was a 99% certainty that there was no RAAC in the building. AP had arranged a structural survey (£2500.00). Southport Learning Trust were also in the process of commissioning surveys across all its sites, and had offered to include Range as part of this free of charge.

### **Results**

A summary of results had been made available to Trustees and a number of emails had also been sent out. The results were still conditional as some remarks had been requested, and Artwork had been sent for external moderation. There had been 8 grade changes at A-level since the start of the new academic year.

The figures compared to those of 2019 and grade boundaries were back to usual this year. A-level results reflected the National and LA picture. There was no value-added score at KS5 this year.

A-level results had dipped slightly, as had the percentage of top GCSE grades. **MM** outlined further details of these results.

Attendance at revision classes and other provision had not been as good as in previous years, although there had been a lot of support provided for pupils with complex needs and difficulties around mental wellbeing.

76% of pupils succeeded in getting into their first-choice of university. More places were allocated through Clearing. 20% of pupils gained places at Russell Group universities.

Nearly 50% of pupils who are going to university had opted to stay local. This year only 50% of pupils had applied for university.

### **KS4 GCSE**

Some figures had held up well compared to 2019 figures but overall, the % of top grades were down, with grade boundaries more stringent than in 2022. School figures were significantly above the LA figures. The LA document had also been included in the Trustee papers.

### **Progress 8**

This is now a negative figure, but caution is needed as details are still waiting to be finalised before publication in December.

## RANGE HIGH SCHOOL

The figures have been examined and analysed, and when allowances are made for 90% and above attendance, the figures, to a large extent, reflected teachers' predicted grades throughout the year. The gap had reduced between Boys/ Girls, PPG and in SEND.

**RS** commented that it was difficult to know how to interpret results with the lack of any comparative data and the changes that had happened during the last couple of years. Trustees debated this matter and it was agreed that it is difficult to know why the higher grades have been hit. It was noted that Ireland and Wales had put mitigation in place, but this had not happened in England.

**MM** explained that he had meetings arranged with all Heads of Faculty over the next few weeks and grades of 7 and above were high on the agenda.

**Deep Dives** – these would be more light touch this year. Feedback meetings had begun and reports would be available for Link Trustees if they wanted them.

### **Staffing**

Newly appointed staff are settling in well.

Business Studies had been subject to some staffing issues last year but now, with new staff in place who seem to be having a positive effect.

**Strikes** – The 6.5% teachers' pay award has been fully funded and will be paid to staff in September pay-packets.

There is currently a work to rule in place by members of the NASUWT, this will have little impact on school as staff are not asked to do any of the disputed tasks.

### **MAT**

Letters had been sent out regarding consultation meetings.

Wednesday – Staff consultation followed by Parental consultation. Trustees are invited to attend either meeting.

The consultation period close on 10 October 2023. School will let Trustees know the outcomes.

Following the consultation period, there will be a need for an extra-ordinary Trustee meeting to discuss the results of the consultation and, if possible, make the decision to join the Southport Learning Trust. The formal submission has to be made in November 2023.

JG agreed to send out suggested dates for the meeting.

JG to send out meeting dates

## RANGE HIGH SCHOOL

Following the formal application, if successful, full board will meet in meet in February 2024 and other formalities would begin, e.g. TUPE of current staff etc.

The signing-off of legal documents/ finance, funding etc. will all be discussed at the Audit & Risk Committee.

### 24/15 GCSE/ A LEVEL RESULTS

Chris Tees provided a more detailed report on the results.

**Question- RS** – The gap is narrowing between SEND/ differentiated etc., was this affected by low numbers? It may be useful to highlight this and note case studies.

The attendance issues were discussed regularly with parents, but the Head agreed it would be useful to conduct more work on profiling children, attendance etc. MM and CT would discuss this further.

MM/CT to discuss profiling as outlined

**RS** congratulated school on the Art and Computing results. While there were still some concerns about science; grades had been lower in French and German. These subjects had received extra support, but it was acknowledged that language subject were typically affected detrimentally when children were stressed, as a result of them concentrating on other subjects. The less able in the cohort are not now studying a language GCSE but will be taking a language ladder qualification.

### 24/16 SAFEGUARDING REPORT – JULIE MCGUGAN

The report was shared to screen.

The updated KCSIE advice was reflected in the current Child Protection Policy

The Team was unchanged apart from the Heads of Year changing year groups.

Safeguarding assemblies are due to take place shortly.

The changes in KCSIE have already been outlined to all staff. Staff need to understand their role around filtering and monitoring systems and this will be a focus of the staff training session on 27/9/23. Drop-in sessions will be arranged if required.

#### Management of Safeguarding

The DfE have published standards on new filtering and monitoring. The changes were viewed on screen.

**RS** pointed out that the wording needed to match the Policy. He agreed to meet with **AP** and the new Head of Computing to discuss this.

RS to meet with AP and SH

## RANGE HIGH SCHOOL

The section of the E-safety Policy is in place; details were given for information only.

**Safer recruitment** – schools now need to inform candidates that on-line searches would be completed.

**Allegations** against all staff, supply, volunteers, contractors - now go through LADO

### Changes to Child Protection Policy

**Operation Encompass** – a letter is being sent next week to inform everyone that Range is part of the scheme. A useful link was displayed on the PowerPoint presentation for training.

#### 24/17 ADMISSIONS 2025/26

Details had been previously circulated and are now accepted by Trustees – there were no changes to the 2024/25 document.

#### 24/18 POLICIES AND DOCUMENTS

- Anti-Fraud and Anti-Corruption Policy – accepted by Trustees
- Child Protection Policy – accepted by Trustees

#### Policies – responsibility of Headteacher

- Communications – for information only.

#### 24/19 CALENDAR OF EVENTS

Details can be found on GovernorHub.

MM encouraged Trustees to attend consultation meetings if available.

**Parents' Evening** – meetings are, once again, being held on line, but face-to-face meetings will be available for anyone who requested one.

#### 24/20 AOB

The recent Y5 and Y6 Open Evening was well attended.

#### 24/21 DATE AND TIMES OF FUTURE MEETINGS

Audit & Risk Committee -14/11/23

Pay & Performance – to be arranged

Full Trustees – 07/12/23 – clerk to arrange clerking cover.

Meeting closed 6.15pm

Signed Chair                     Karen Owens                     Date   7 December 2023