

RANGE HIGH SCHOOL

MINUTES OF THE BOARD OF TRUSTEES – ONLINE ZOOM MEETING

7 DECEMBER 2023 – 3.30 P.M.

PRESENT

Steph Donbavand Sue Donnelly Clare Gaskell Mike McGarry – HT
 Harriet Michael-Phillips Karen Owens – Chair Paul Povey Collette Simms
 Richard Snowdon

APOLOGIES

Jim Rimmer Pauline Neilson

ALSO PRESENT

Tom Dolly – SDHT Gayle Phillips – DHT Julie McGugan – AHT Andy Pritchard - RD
 Judith Gordon – Acting Clerk

ACTION**24/24 WELCOME**

The Chair welcomed everyone to the meeting.

24/25 APOLOGIES

Apologies were received from Jim Rimmer and from Pauline Neilson (Clerk)

24/26 DECLARATION OF BUSINESS INTERESTS

There were no declarations of interest in relation to the Agenda.

24/27 GOVERNING BOARD INFORMATION / CHANGES

The Headteacher reported that parent trustee Clare Gaskell's term of office comes to an end on 3 February 2024. As the school has applied to join the Southport Learning Trust (SLT) MAT in September 2024, and the likelihood is that the Local Board may change, it was proposed to co-opt Clare to the Board for a 1-year period from when her term of office ends (to 02/02/2025). This was AGREED.

The Headteacher noted that, should the DfE allow Range High to join the Southport Learning Trust, it would be an idea to schedule an extra-ordinary meeting later in the academic year to discuss the composition of the new local board.

24/28 MINUTES FROM THE MEETING HELD ON 21 SEPTEMBER 2023

The above Minutes were AGREED and accepted by the Board. The Minutes will be signed electronically by the Chair.

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24/29 MATTERS ARISINGMinute 24/1 – Recording of Meetings

No views on the recording of meetings were received by JG. It was felt, by the board, that any recordings would or could fall foul of GDPR rules. Therefore, trustees decided against allowing the recording of meetings.

Minute 24/2 – Code of Conduct signing sheet / Register of Business Interests

Trustees were asked to email JG regarding agreeing to the Code of Conduct (21 September meeting) and to return a completed Register of Business Interest Form as soon as possible.

Minute 24/13 – KS3 Assessment Policy

Work is still being done on the above Policy and will be forwarded to RS as soon as possible.

Policy to be sent to RS when completed

Minute 24/15 – Profiling

As discussed at the last meeting, a version did go out at the Y10 information evening. CTE to provide further updates at the next meeting.

CTE to provide updates at 01/02/24 meeting

Minute 24/16 – Safeguarding

Meeting will take place in the new year.

AP/RS/SH to meet in new year

24/30 MINUTES FROM THE MEETING HELD ON 11 OCTOBER 2023

The above Minutes were AGREED and accepted by the Board. There were no matters arising.

24/31 DRAFT MINUTES FROM THE AUDIT & RISK COMMITTEEMEETING HELD ON 14 NOVEMBER 2023

The above Minutes were available, for information, to Trustees via GovernorHub. There were 3 recommendations to the full board:

1. **Draft Annual Report & Management Letter** - To recommend the Annual Report and Financial Statements, together with the Management Letter, to the Full Board for approval
2. **Charging & Remission Policy** – Accept the policy as presented and recommend acceptance by the Full Board
3. **Risk Register** – To recommend the Risk Register to the Full Board for approval

All of the above items were discussed later in the meeting.

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24/32 HEADTEACHER'S REPORT

The above report gave details of:

- Settling in to the new academic year:
 - Feedback from Y11 work experience placements has been very good
 - Attendance is holding up, it is a little better than this time last year although there is a lot of illness around at this time
- Trustees – recent changes and a suggested review of the Board in the new year that will include new Articles of Association should the move to the Southport Learning Trust be approved – Ian Raikes, CEO of the SLT will be asked to join the meeting. The Headteacher hoped that all current trustees would stay and be a part of the new board.
- DfE/ESFA/CIF Bids/Finance – building work continues with a finish date, hopefully, by the end of January 2024. A round 2 bid of the Fire Safety Works is currently being prepared.
- Sixth Form Open Evening – well attended – deadline for Sixth Form 2024 applications is 31 January 2024
- Results/Tables 2023 – MM shared his screen with trustees and showed the School Performance Data. This will be updated following the results of the remarks and it is hoped the category will move to 'Average'
 - Currently 3rd in LA for PPG progress and attainment
 - There were 6-7 pupils attending Pinefields or just not attending school who affect the school's figures – with the Headteacher stating the students we can influence are those who attend school
- Pay & Performance Review Committee – Trustees who attended the two meetings on 21 November AGREED the Minutes (via email)
- Staffing – an updated staffing list was also available on GovernorHub
- Strikes – NEU, NASUWT, NAHT, ASCL – 'work short of strike action' has had no impact at Range to date
- Multi-Academy Trust – application to join has now been submitted to the Regional Director's Office for their consideration. A decision is expected in either January or February

A RAAC report was also commissioned (November 2023) by the Southport Learning Trust and it was confirmed, "that no RAAC materials were discovered during the site inspection."

24/33 SCHOOL DEVELOPMENT PLAN – 2019-2023/24

The above plan, updated in December, was sent to Trustees for information, this is probably the last update of this particular plan. A meeting of the Strategy Group will take place in the new year when the new draft SDP will be presented, as well as the final review of this current plan.

24/34 FINANCE – ANNUAL REPORT/AUDIT MANAGEMENT LETTER ETC.

The following documents had been reviewed by the Audit & Risk Committee at their meeting on 14 November:

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- Annual Report and Financial Statements for the year ended 31/08/2023
- Audit Management Letter for the year ended 31/08/2023
- Letter of Representation – Audit – for the year ended 31/08/2023
- Letter of Representation – Regularity – for the year ended 31/08/2023

The recommendation from the Audit & Risk Committee (see draft Minutes and Minute 24/31 above) was to accept the above documents as presented and to recommend them to the Members. **AGREED**

Accounts as at 31/10/23 – including the School Fund Account

The above accounts were discussed at the Audit & Risk Committee meeting held on 14 November and were given to the Full Board for information.

24/35 RISK REGISTER 2023/24

The above was discussed at the Audit & Risk Committee meeting held on 14 November and their recommendation to the Full Board was to accept the Register as presented. **AGREED**

24/36 ACADEMY TRUST FINANCIAL HANDBOOK 2023

The above handbook was updated in July 2023 and a link to the new version was given to Trustees <https://www.gov.uk/guidance/academy-trust-handbook/academy-trust-handbook-2023> (also printed on the Agenda).

24/37 SAFEGUARDING UPDATE – JMU

An updated report was circulated on GovernorHub and gave comparison figures (Sept – Nov 2022 and Sept – Nov 2023) for various categories of pupils.

The following point was made:

- The number of MASH referrals had increased and this was, in part, due to a number of referrals for the same pupil. JMU will show that detail in her next report to trustees
- Assemblies on bullying/sexism/racism etc. are taking place next week. It is difficult to know how accurate the reporting is and it is hoped that the assemblies will encourage ‘active bystanders.’ The Headteacher noted that there were many initiatives taking place but he is aware that not all incidents are being reported.

JMU to include # of MASH referrals per pupil in next report

24/38 TRUSTEE DEVELOPMENT PLAN

An updated plan for 2023/24 was circulated on GovernorHub. This was ACCEPTED by trustees

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24/39 POLICIES

The Pay Policy was reviewed by the Pay & Performance Committee at their meeting on 23 November 2023. There were no changes from the previous year except to update pay grades. Their recommendation to the Full Board was to accept the policy as presented. **AGREED**

The following policies have had the responsibility delegated to the Headteacher and were sent to trustees for information:

- Charging & Remission Policy – this was also reviewed by the Audit & Risk Committee at their meeting on 14 November 2023
- Ransomware Policy - this was also reviewed by the Audit & Risk Committee at their meeting on 14 November 2023
- Risk Protection Arrangement / Cyber Response Policy - this was also reviewed by the Audit & Risk Committee at their meeting on 14 November 2023

24/40 MAT INFORMATION / UPDATE

As previously mentioned, the application to join the Southport Learning Trust has now been submitted to the Regional Director’s Office for their consideration. A decision from them is expected in the new year (January/February). They have raised a concern that all of the schools in the SLT are Sefton schools and that the trust should be looking to include schools from outside the area. This will be discussed with them at a meeting taking place tomorrow.

The Headteacher informed trustees:

- Ian Raikes is delivering training (via Zoom) to trustees of schools who form the SLT and Range High link trustees are invited to attend (email MM stating which training course – mm@range.sefton.sch.uk):
 - 05 January 2024 – Safeguarding
 - 22 January 2024 – Pupil Premium
 - 29 January 2024 - SEND

24/41 CALENDAR OF EVENTS – SPRING TERM 2024

The above was circulated to Trustees on GovernorHub and gave details of events happening to 15 April 2024. Some of the dates were incorrect. A corrected version will be sent to trustees.

JG to send
an
updated
version to
trustees

Trustees were reminded that the Carol Service is taking place at St Luke’s church on Tuesday 12 December at 6.30 p.m. – all are welcome.

DATE AND TIMES OF NEXT MEETING

Audit & Risk Committee - 23 January 2024
Full Trustees - 1 February 2024

Signed: _____ *Karen Owens* _____ **Date:** _____ **1 February 2024** _____