

RANGE HIGH SCHOOL

MINUTES OF THE BOARD OF TRUSTEES - ZOOM MEETING

16th May 2024 – 3.30pm via Zoom

PRESENT

Steph Donbavand	Sue Donnelly	Clare Gaskell
Mike McGarry (Head) (MM)	Harriett Michael-Phillips (HMP)	Karen Owens –Chair (KO)
Jim Rimmer (JR)	Collette Simms	Richard Snowdon (RS)

ALSO PRESENT

Gayle Phillips (DHT) (GP)	Andy Pritchard (RD) (left at 3.55 p.m.)
Judith Gordon (FM)	
Pauline Neilson (Clerk)	

APOLOGIES

Paul Povey - had been expected to join the meeting but had been delayed
Tom Dolly (SDHT)

24/79 WELCOME

ACTION

The Chair welcomed everyone to the meeting.

24/80 DECLARATION OF BUSINESS INTERESTS

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

24/81 MINUTES OF THE LAST MEETING – 28/03/2024

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

- **24/67** Should say - Senior Deputy Head Teacher
- New School Data card – should say “Additional work at first, but was now saving time.”
- Virtual Hub – should say “for children suspended or isolated”.

An electronic signature (of the Chair) will be added to the Minutes.

24/82 MATTERS ARISING

24/65 – Consultants Report (Science). It had not been appropriate to share this with the Trust Board but it had been shared with J Rimmer as the link Trustee.

The Parental survey would be done towards the end of term.

24/83 MINUTES FROM THE EXTRA ORDINARY MEETING HELD ON 29 APRIL 2024

The notes taken at the meeting were accepted as a true and accurate record. An electronic signature (of the Chair) will be added to the Minutes.

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Matters Arising

- The Head had attended a meeting with representatives from the DfE and the Southport Learning Trust (SLT). The DfE had said how impressed they were with how smoothly the process was progressing and no issues were raised. There will be another 'keep in touch' meeting in 4 weeks.
- An extra ordinary meeting of the trustees will take place prior to the final meeting of this academic year (11 July) to discuss the winding down of the Range High Trust.

24/77 – Part 2 – Governing Board

The current trust board of Range High School will cease to exist in September 2024, when a new trust board will be required once Range joins the SLT. Current members can remain on the new trust board, either with their current term of office expiry date or be re-appointed for a new 4-year term of office. Further details will be supplied by the SLT prior to the 11 July meeting.

There were further details discussed and a table detailing the current trustees of Range High and whether they wanted to continue in the role after 31 August was included in the Minutes.

Since the meeting, JR has agreed to stay on the trust board for at least one more year.

The Trust Board of the SLT is currently looking to appoint a further two trustees from across all member school and KO and HMP are still considering whether to put their names forward. SD has confirmed that she would not be applying to join the Trust Board.

24/84 AUDIT COMMITTEE – ANDY PRITCHARD

The draft minutes of the meeting held on 23 April 2024 had been made available to Trustees on GovernorHub for information. It was noted that the £68k outturn had risen to £76k. The latest budget statement will be sent out this evening to the Chair, Chair of the Audit & Risk Committee and the Headteacher.

AP to send budget statement as outlined

Question: Has there been any indication about budgets from the SLT?

Answer: The only information received had come from the DfE which stated that they expected Range High to formulate a budget for 2024/25. There have not been any discussions, at this point, with the Trust regarding the 5% top slice.

24/85 HEADTEACHER REPORT

The report gave details of the following:

- **Exams** have begun and the students seemed to have settled well. There have been numerous additional revision activities e.g. History – Breakfast (50 attended) as well as extra Maths sessions etc.

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There have been some concerns regarding the attendance levels of a couple of students. One has a number of difficult issues and the other has had problems with attendance all year.

There had been a few initial problems with access arrangements, but these have now been resolved.

- **Attendance** – There are still some concerns; VJA is involved with the Attendance Hub. There have been some DfE webinars offering tactics and tips to improve attendance, most of which had already been actioned within school.

There have also been some issues with parents wanting their child to go home as soon as they had finished an exam and this is posing issues with some families as those pupils are still the responsibility of the school (during school hours) until at least after half term.

Year 11 attendance was 100% this morning but dropped to 80% this afternoon due to this issue. The work with families continues.

- **Mobile Phone Policy** - A new policy document – is currently being prepared; a survey has been sent to all staff regarding their views on pupils having mobile phones in school. There is nothing enshrined in law, but 65% of staff are in favour of a partial clampdown on phones. Currently there is no formal system for confiscating mobile phones for misuse, but this may be included in the new policy.

Question: Do some teachers find it useful to have phones to help with classwork?

Answer: Some do, however concentration in lessons is being impacted by mobiles and this needs careful management. If we tried to enforce a complete ban there would be difficulties with some parents. The new policy and systems will be launched with parents and staff and will show that we take this issue seriously.

- **Science Review**- the Head had met with the Science SLT and was working on an action plan and SWOT analysis based on the information in the report. The new staff in the science department are very positive and there has been some good feedback. It is hoped that the review will generate some positive changes.

The SWOT analysis should be ready to go to the board after half term. Dr Snowdon (RS) said it would be helpful to have some information about the action plan at a later stage in the developments. Trustees did not need to see the full report.

- **Senior Student Team** – this has just been agreed and there is a meeting on Monday to give out the results.
- **CIF** – work due to start in the summer.
- **Sixth Form** - There have been 156 applications to date; the team and staff are doing all they can to boost numbers. There are 109 accepted offers and it is hoped there would be more in the coming weeks. The range of courses has helped with applications this year.

It is hoped that Range High Sixth Form will become a destination for pupils from other schools in the SLT – the majority of schools in Southport do not

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have a Sixth Form. Trustees discussed this briefly. It was noted that it may be possible to arrange transport if the demand was there.

GP explained the actions taken for transition within school to the 6th form.

- **Y7 September 2024** – numbers are down to 140 against a PAN of 168. The current Y7 are nearly at PAN as there has been an influx of students since the start of the academic year. All other year groups are oversubscribed.

Question: Had the marketing been done with the Crosby Bubble etc.?

Answer: Yes, and there had been 4 or 5 applications after this.

Trustees briefly discussed some of the difficulties in Crosby schools at the moment and it was agreed that it would be a good idea to send out the message that there were places available at Range and include some case studies / stories about recent leavers. It is important to next year's budget to get the pupils on role before the October census.

It is hoped that the Trust would be able to help with marketing Range High, in the meantime, details would continue to be included in newsletters etc.

- **Departmental Reviews** – these are nearly finished – further details will be emailed out.
- **Staffing** - Lisa Derbyshire – Cover Supervisor and Unqualified Teacher is to become the temporary Head of Drama in September 2024.

New teacher colleagues have been recruited for MFL and Physics.

24/86 School Development Plan

This had been updated and circulated in the new format.

RS complimented the plan but thought that it may be an idea to further develop the first point about the 6th Form, perhaps including what had changed (P23).

The Head and DHT would meet to discuss this and look at including more information on students and outcomes. The revisions would be sent to RS for comments.

The plan was formally adopted by the Trustees.

HT & DHT
to discuss
& send
revisions
to RS

24/87 POLICIES AND DOCUMENTS

Whistleblowing Policy (Trustee responsibility) - reviewed

Question: Would the Board be notified if there was ever an issue?

Answer: This would be dealt with when it arose, there had been no instances to date.

Trustees accepted the Whistleblowing Policy as presented.

Policies with responsibility delegated to the Headteacher that had been reviewed and trustees informed:

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- Cyber Response Plan (Risk Protection Arrangement)
- E-Safety Policy

24/88 CALENDAR OF EVENTS

Details could be found on GovernorHub (Spring 2 folder). Trustees were encouraged to attend any events.

24/89 DATE AND TIMES OF FUTURE MEETINGS

- Extra ordinary meeting – 11 July 2024 3.45 p.m. (prior to the full meeting) - at school
- Full Trustees – 11 July 2024 at 4.00 p.m. - at school
- Audit & Risk Committee meeting – 25 June 2024 via Zoom

Signed Chair Jim Rimmer Date 11 July 2024.