

Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 29th November 2017 at 5.45 pm

<p><u>Present:</u></p> <p>RP Rob Pritchard, Chair RR Rob Rogers, Principal Litherland High School AB Adele Browne, Parent Governor JB Joanne Butcher, Parent Governor SP Suzanne Pomford, Parent Governor FMF Frank McFarlane, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor ABE Alison Bennett, Teaching Staff Governor LK Linda Kinsella, Clerk to the Governors</p> <p>Also present: nil</p>		<p><u>Apologies:</u></p> <p>RC Ronnie Cowen, Parent Governor IM Ian Mitchell, Business/Community Governor DR Daniel Rankin, Business/Community Governor KL Karen Lynskey, Education Governor TMK Tracy McKeating, Business/Community Governor CMU Carmel Murphy, Non-Teaching Staff Governor</p>		<p>Non attenders:</p> <p>nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
18) Welcome and Apologies for Absence	Welcome from the Chair, RP Apologies received from RC, IM, DR, KL, TMcK and CMU.				
19) Departmental Presentation: MFL and Humanities	Presentation from Ms G. Sainsbury (Head of Humanities): GS spoke about the 2017 GCSE results with History coming in at 68%, which is above National Average. Geography achieved 63.6% A*-C, which was in line with NA. There were less A*-As which will be the focus next year.				

	<p>RE achieved 78% A*-C which was above NA and Eduqas NA.</p> <p>From this year, History is a core subject with all students studying. The level of literacy required for this subject area is high, and already in Year 9 additional hours have been allocated, and more exam practice.</p> <p>FMF asked RR to explain why History has become core.</p> <p>RR informed that this decision was based on performance and with the Geography cohort being very small, 70% of students were choosing History. There was an appointment made over the Summer, for the new academic year, however the teacher appointed then resigned. However, GS has managed to keep the Department stable. History is under review as whilst the majority of students really enjoy it, some students do find it hard to access with the level of work that is required.</p> <p>The Chair added this could be a bold move and another Governor agreed that some students may struggle. However, it would aid in supporting literacy within school and stretch our students and their aspiration.</p> <p>The strengths in the Department were identified as:</p> <ul style="list-style-type: none"> • Enthusiasm and engagement of students. • Positive relationships with students who want to achieve. • Using assessment as a tool for progress, Walking Talking Mocks, Peer and Self-assessment and embedding in KS3. • Literacy real target and focus. • Exciting topics for the students to study. • Department is strong at feedback and helping students improve. • Developing the curriculum, with Mr Greene (Teacher of RE) working on Citizenship/Law. • Experienced staff. <p>Areas for Development:</p> <ul style="list-style-type: none"> • Staffing with a recent leaver. • Moderating - working with other staff and schools. • Demands of the new GCSE is a challenge. <p>Vision for the Department would be to see Geography and History as core, or increasing the numbers; increasing the opportunities for Learning</p>				
--	---	--	--	--	--

	<p>outside the Classroom visits, whilst striving for excellence and ways to further improve.</p> <p>RP asked about sharing across the MAT, he acknowledged that there is real strength in this area and would like to see GS lead.</p> <p>FMF asked if students study a gospel in RE? GS confirmed syllabus covered Judaism but not specific.</p> <p>GS highlighted topics covered in History included ‘1000 years of medicine through time’, ‘Elizabethan English’ and ‘American migration’, outlining duration of exams and number of papers sat – adding that the content and rigour is huge.</p> <p>FMF asked about predictions. GS confirmed that it is a small cohort of mixed ability. The challenge is to ensure that the students can cope, as the mock exams have shown quite a split, therefore Department needs to be pushing those grade 2/3 to grade 4. SP asked about amount of marks for spelling and grammar (up to 8 marks which could influence the grade).</p> <p>Presentation from Mr J. McFadden (Head of MFL): JMF gave headline GCSE figure pass rates for: Spanish 79.5%, French 70% and Chinese 100% - all National Average or above.</p> <p>The Department strengths were identified as:</p> <ul style="list-style-type: none"> • Shared planning and collaborative teaching, which works extremely well, and has been found to reduce workload. • Engaging curriculum delivery by skilled and experienced staff. • High expectations of students in behaviour and work. • Aspirational targets of 5+ to raise standards and self-belief. • Teachers build strong relationships with classes based on mutual respect. • Teaching focus on skills development at KS3 with new GCSE specification further raising standards. <p>Areas for development</p>				
--	---	--	--	--	--

	<ul style="list-style-type: none"> • Close gender gap - looking at different ways and techniques to improve in this area. Department have seen some benefit, but need to continually push some students. <p>Controlled Assessment aspect has now gone and some test papers have been practically 'A' level standard. New GCSE vocabulary lists are available, but JMF informed that until we see more papers and results then standard will not be fully known.</p> <ul style="list-style-type: none"> • Dual linguists need targeted support, and Department will look carefully how to support them. • Raise option number for French and Chinese – and more students should opt for these with new GCSE coming in. <p>Vision going forward is to raise profile of option subjects within MFL, having extra curricular clubs with the development of the French club. Consolidation of purposeful assessment within the Department after the first set of new GCSE results. Create more Learning Outside the Classroom opportunities within the curriculum, building on the success of the Spanish Exchange and encouraging more students to take part, extending their comfort zone.</p> <p>FMF asked JMF to give an outline of current exam papers. JMF outlined the Higher and Foundation papers and weighting of marks, to include tasks such as: describing photo card and answering questions in target language, role play scenarios, reading paper and translating Spanish to English, written paper in target language and translation.</p> <p>Language Perfect Mr McFadden informed the Governors that LHS had recently took part in the Language Perfect Northern Championship event and we were ranked 1st in England for Spanish and 2nd in the World for Spanish.</p> <p>Chair thanked Ms Sainsbury and Mr McFadden for their positive vision of where their Departments are heading, and Governors were impressed with the work currently being undertaken.</p>				
--	---	--	--	--	--

	<p>GS and JMF left the meeting at 6.20 p.m.</p> <p>RP informed Governors that by 2020, 75% of students will be expected to achieve the English Baccalaureate. This will consist of: English, Maths, the Sciences, including Computer Science, History or Geography and a Language. There is increased rigour and students need to know the subject extremely well.</p> <p>RR asked for Governor opinion on History as a core subject and Spanish.</p> <p>There was discussion around the pros and cons of nominating History and Spanish as compulsory options.</p> <p>RR informed that JMF will be leaving school at the end of December to take up role in a different school. In the last eight months both Head and Second in MFL Department have left, therefore the leadership of the area will need to be fully addressed. The teaching commitment is however covered until the end of the academic year.</p> <p>There was further discussion on the challenges of these particular subject areas and the difficulties middle to low ability students could face if subjects were made compulsory.</p> <p>For budget reasons the curriculum will be re-designed to consider History and MFL as option and not core groups.</p>	Provide Curriculum Model	RR	asap	
20) Agree Minutes of last FGB Meeting and matters arising	<p>Minutes from 18/10/2017: The Minutes were agreed as an accurate record, proposed by FMF and seconded by ABE.</p> <ul style="list-style-type: none"> • Governor Action Plan – first draft with RR/Vice Principal. Once finalised, Chair will share with Governors. • HOD Presentation – First presentation tonight with rolling programme to follow. • Sub Committees – on tonight’s Agenda. 	Finalise Action Plan Further Department Presentations	RP/RR RR	asap throughout year	

	<ul style="list-style-type: none"> • Finance Committee has moved to Central MAT function. Regular updates will be made available to Governors. Chair assured Governing Body that budget will be set with Principal and the MAT. • Indicative numbers (see Agenda item re: proposal to change admission numbers). • Principal has informed relevant staff pay protection period ending. • Blue Sky data – RR confirmed data stays with person but is removed from school when employee leaves, sitting in the cloud under Blue Sky control. • IQM report received by Governors. • Bios and Training evidence will be provided by Governors. • Agreed termly SEN report to be provided. <p>FMF enquired on the requirement for an annual Safeguarding report. Currently FMF undertakes one Safeguarding Walk per term and Governors receive this report. RR will contact Safeguarding Lead in the MAT (L.Rowlands) regarding this.</p>	Contact MAT Safeguarding lead	RR	asap	
21) Sub Committee Meetings Schedule	<p>With the movement of the Finance Committee to Central MAT, remaining meeting time will be allocated to Sub Committees on a termly basis, therefore each Sub-Committee will have three meetings per year. Agreed meetings will start at 5.45 p.m. and FMF would Chair the Behaviour Welfare, Attendance & Safeguarding Committee, and RP to Chair Teaching, Learning and Outcomes. LK to minute both and provide report to Full Governors.</p> <p>Membership can change as Committees will be on different days, however Chair of Governors would attend both.</p> <p>Governors asked questions around Committee membership and suitability for each Committee.</p> <p>RR to allocate remaining dates available.</p>	Allocate remaining dates	RR	Next FGB meeting	

22) Governors' Action Plan	Chair informed Governors that he will be meeting with the Principal and Vice Principal to finalise Governors' Action Plan.	Finalise Governors' Action Plan	RP/RR	asap	
23) Finance (Standing item)	Chair will request with Chief Executive the requirement of Finance and school's current financial position as a standing item on every Full Governors meeting.	Finance update	RP	For every FGB meeting	
24) Governors' Code of Practice	Governors signed documentation.				
25) LHS Policies update and annual review	<p>Updated LHS Policies, Procedures and Statements were circulated in advance as follows:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Anti-Radicalisation and Extremism Policy • Assessment Policy • Attendance Policy • BFL Policy • British Values • Catch Up Premium Statement (Literacy/Numeracy) • Charging and Remissions Policy • Complaints Procedure • Exclusion Policy • Homework Policy • Prevent Strategy • Pupil Premium Review • Safeguarding and Child Protection Policy • Teaching and Learning Policy <p>The Chair asked for comments. Governors had read the policies in advance and there were no issues. The Chair asked RR questions for clarification purposes. Two typing errors will be corrected. SM asked if the Safeguarding Policy could be ratified by T.McKeating who was not present at the meeting. The Governors were in agreement to accept updated documentation.</p>	Ratify Safeguarding Policy	TMK	asap	
26) IQM Annual Review report	IQM Report made excellent reading and RR informed that school could go for flagship status. RR asked Governors to think about applying for Governor Quality Mark.	Consider applying for Governor Quality Mark	Governors	Next FGB meeting	

27) SEN standing item	It was agreed that the majority of work should be done in the Sub Committee and reported to Full Governors. Due to long term absence of the SENCO, there is currently an Acting SENCO with autism specialism undertaking the role. Another member of staff has asked to assist in the area of SEN.				
28) Proposal to change pupil admission number (PAN)	RR informed the Governors that the current School Pupil Admission Number (PAN) is 240 per year, therefore in excess of 1000 students. He outlined the current numbers in each year group, which are far less than 240, and is proposing to change the PAN to 130. He explained how school will not have to accept a student once it has reached the limit for each year group, and can use its discretion in each case, whereas now school has no choice in the matter. He has spoken with the Local Authority and a consultation period will be required until the end of January. Governors questioned how process worked, and if there were any disadvantages. FMF explained that in the past pay brackets were aligned to school PAN. Following discussion, the decision was unanimous in accepting this proposal. Admission numbers for 2018 are not yet finalised.	Change PAN	RR	asap	
29) AOB	Teachers' Pay Review Committee This will be arranged shortly with the Chair of Governors, FMF and SM. Governor Attendance FMF raised the issue of Governor attendance. Apologies have been accepted by the Chair, and Full Governors is quorate. Chair explained the circumstances of some Governor absences and will review again after Christmas.	Arrange Pay Review Committee Review Governor Attendance	LK RP	asap Next FGB meeting	
30) Date of next meeting	Wednesday 24 th January 2018.				

Signed (Chair): _____

Date: _____