

Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 19th September 2018 at 5.30 pm

<p><u>Present:</u> RR Rob Rogers, Principal Litherland High School JB Joanne Butcher, Parent Governor RC Ronnie Cowen, Parent Governor FMF Frank McFarlane, Business/Community Governor TMK Tracy McKeating, Business/Community Governor IM Ian Mitchell, Chair CMU Carmel Murphy, Non-Teaching Staff Governor SP Suzanne Pomford, Parent Governor LK Linda Kinsella, Clerk to the Governors</p> <p>Also present: Mrs J. McConville, Financial Controller MAT</p>		<p><u>Apologies:</u> ABE Alison Bennett, Teaching Staff Governor AB Adele Browne, Parent Governor KL Karen Lynskey, Education Governor SM Suzanne Mainwaring, Business/Community Governor DR Daniel Rankin, Business/Community Governor</p>		<p>Non attenders: nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
1) Welcome and Apologies for Absence	Welcome from the Chair and apologies for absence. Chair announced safe arrival of Mrs Bennett’s baby, Sadie Jane @ 9lb 3oz.				
2) Junior Leadership Team Presentation	Mr Rogers introduced the new members of the Junior Leadership Team for 2018/19: Head Boy –Joel; Head Girl – Mia. Deputy Head Boy – Alex & Deputy Head Girl – Bella.				

	<p>The representatives all took turn in presenting to Governors - the new JLT informed Governors that they have been meeting frequently and coming up with ideas with the other students and will continue to do so. Their key message is unity, and LHS is a big family that is stronger together. Their aim is to break down barriers by including all our students e.g. in clubs and being part of the community, which is especially important for the younger students. Teamwork is important in the workplace, and to be accepting of all. They aim to promote across school activities to include all year groups.</p> <p>One key aspect would be running after school clubs, and department specific clubs with either JLT, or the Prefects. Students can pass their ideas through Student Voice to JLT, which would then be fed-back to SLT. Year 11s would also be able to pass ideas through tutor forms/suggestion box, which may be more appealing.</p> <p>JLT spoke about the Ambassador Programmes, and how the focus is to give students the opportunity and insight on how they can explore their feelings, and enhance their skills.</p> <p>JLT know that parents from time to time may have concerns about school, and they are keen to support more music events and drama performances within school to let parents engage more. This gives a good opportunity for parents to witness for themselves what their children can achieve and in turn will learn more about their children and their surroundings.</p> <p>JLT would like to get past pupils into school and get them to talk about their experiences in College, and how they did it.</p> <p>JB totally agreed, she said we have so many students achieving that parents/students need to witness more of this.</p> <p>IM thanked the JLT representatives and wished them success with bringing their plans to fruition.</p>				
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	<p>FMF informed JLT that one of his responsibilities is as Safeguarding Governor. He informed the group that he does a safeguarding walk each term and he thinks of the focus for each one. As JLT are ideally placed to advise him of what he should be looking at in the area of safety and child protection, he asked if they could offer their suggestions about what he could look at next.</p> <p>RC stated that as a parent of an ex-student, he thinks the Ambassador and Anti-Bullying Programme, in getting the students to have their say, is an excellent idea and good format. He acknowledged the JLT have a big year ahead of them and wished them all the very best.</p> <p>TMK informed the JLT that she is person in Sefton Council for anti-bullying and thinks they can do lots of work together.</p> <p>IM advised the JLT that they have the Governors' full support e.g. any Governor will help them in any way they can and get involved with the projects they have.</p>				
<p>3) Finance (standing item)</p>	<p>The following information was circulated to Governors:</p> <ul style="list-style-type: none"> Provisional Year End figures 2017/18 giving income and expenditure <p>The in-year expected deficit of £22,000, came in as actual £25,149, and costs were controlled.</p> <p>The income was slightly down by £4,336 due to over estimation of Pupil Premium, which can change in year, and reduced trip income.</p> <p>15K was saved in salaries, however in terms of expenditure this is minor.</p> <p>Alterative Provision and exclusion costs were increased, however as a Trust these are two areas of concern, and issues that are across the board, as it can be difficult to get the balance of cost control when unexpected expense is incurred.</p>				

	<p>IM asked that given this is a problem across the board, what are the Trust planning to do? JMcC informed that it is on the Chief Executive’s agenda, as it is an expense for all schools and quite a challenge.</p> <p>JMcC drew attention to the total deficit as at period 12. As part of recovery plan, the MAT are taking this deficit into the centre. With reference to the recovery model, MAT are saying that schools should now operate with staffing at 75% of net income, overhead costs 20%, and 5% as payback/reserves. Once MAT have reached payback, they would look at reducing this figure. When reserves have built up, some of these funds can then be utilised for school projects.</p> <p>For 2018/19, the MAT had to revise the model as OPU from Sefton came in with a lower value. The funding formula changed, therefore the financial recovery plan was revised. By 2019/20 onwards, the MAT will see a start to getting into a recovery position and by 2021/22 they will be in surplus. Funds will be taken into the centre and if retained will become trust funds for benefit of all – with this being the plan agreed with the ESFA.</p> <p>The final process for 2017/18 is to have figures audited and make any final financial adjustments.</p> <p>JMC gave a full overview of 2017/18, however she explained that year end figures would not normally be available until November. By the next Full Governors meeting, a final year end position should be available and budget for 2018/19.</p> <p>IM asked what we need to do for 19/20 to be achievable of 95% spend? JMcC needs school to look at any vulnerabilities, which would impact on the budget, but it is achievable. The October census will determine funding for 2019/20, and we will need to monitor information from schools forum closely. Once we get census figures, we can plan accordingly.</p> <p>RC queried deficit figures for 2017/18 and wanted further explanation from JMcC which she provided.</p>				
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	<p>TMK wanted to know if this was the same plan for all the MAT schools?</p> <p>JMcC confirmed that it is and spoke about the National Funding Formula, which started with a soft introduction, with Government giving to Local Authority and it was up to LA to decide. Going forward there will be issues how the NFF will be implemented, and some schools will lose out.</p> <p>TMK stated that LHS had large reserves when they became a MAT school.</p> <p>TMK asked about High Needs Funding, and are we making sure we are getting money in for those students.</p> <p>JMcC explained that quite often schools have to fund the first 6K, and from her experience, there is not enough money in any LA to deal with High Needs. TMK said there is a rise in specialist provision.</p> <p>Under the NFF block, it used to be 175K, and this has now has come down to 110K. Minimum funding guarantee will stop falling below a certain level.</p> <p>One other area JMcC has been tasked with is to review financial compliance. She has gone through the Finance Handbook for 2018 and quite a few new policies will come to Finance Committee.</p> <p>TMK was concerned that for staff and Governors it seems we are often battered by negativity. JMcC agreed it is very challenging, but at the same time something that we need to commit to undertake.</p> <p>Chair urged Governors to look at the implications, as we move forward and any feedback welcome.</p>				
4) Agree Minutes of last FGB Meeting and matters arising	<p>Chair was not present at the last meeting. In terms of accuracy, minutes were agreed. Proposed by FMcF, and seconded by SP.</p>				

	<ul style="list-style-type: none"> Item 69 - provide MP data. -0.48 should read 'now above floor'. DFE have also updated information on their website. Review PP Plan – As TMK is PP Governor, TMK informed Governors that she will make an appointment to see the Vice-Principal to review plan. RR would welcome Governor support to engage with parents and break through any barriers. Attendance data. Item will be c/f by RR to next SASH meeting. If information is available and freely shared, then he will bring to Governors. Attendance Audit – on today's agenda. GDPR training - SM is making enquiries, therefore c/f to next meeting. Review nominations for Vice Chair – as meeting quorate, votes were cast. All in favour of FMF taking on the position of Vice Chair. Proposed by SP, Seconded by TMK. RR thanked FMF for putting himself forward. Prevent Training - TMK is reviewing new child protection procedures, in light of KCSIE 2018. Training will be c/f to the next Full Governors. Finalise Governors' Handbook and Action Plan – time is allocated at the Governors' Conference on 7th November. SDP updates - RR confirmed school priorities have not changed, as plan is written in a two year format. Updates will be communicated as and when they arise. JLT presentation – JLT presented at tonight's meeting, which Governors agreed was an excellent presentation. 	<p>TMK to meet with Vice Principal</p> <p>Enquiries re: GDPR training</p> <p>Prevent Training</p>	<p>TMK</p> <p>SM</p> <p>TMK</p>	<p>asap</p> <p>Next FGB</p> <p>Next FGB</p>	
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<p>5) Principal's Report (Summer Term)</p>	<p>Principal's report was distributed in advance, and Governors went through each page in detail.</p> <p>RR asked for any questions from page 1. SP questioned RR if all vacancies are covered? There still remains one vacancy in Science.</p> <p>Page 2 – Chair asked about Leadership & Management section with reference to School Development Plan (key milestones to be achieved by July 2018) – he enquired if we are on track, as the way the information is displayed it is hard to see progress. IM requested milestones are all displayed in one place.</p> <p>RR to provide key milestones, update plan and circulate.</p> <p>Re: School Development Plan attendance milestones – target and date to be achieved by – Chair requested that actual figure achieved is then inserted into SDP by each milestone.</p> <p>Page 2 School attendance - TMK stated that this is an absolute challenge for all schools. IM asked for benchmarking and TMK was able to give Governors some context about where LHS sit within LA figures, but could not give school names, and there are schools below us. There was discussion regarding interventions, effectiveness and how difficult it is to make even a small percentage change. Chair informed that Ofsted will always look for improvement. CMU said that attendance continues to be the highest priority in the school. At the start of this academic year there were 16 unauthorised holidays, which has impacted on the figures. FMF agrees that it is easy for schools to be thumped for their work on attendance, and schools can always improve, but we need to keep in perspective that parents are involved as well.</p> <p>TMK informed that Sefton are the best improved, and LHS are contributing to this.</p> <p>Permanent Exclusions were then discussed. RC was sad to see that it was necessary to make the exclusions. FMF agreed that they need to be totally</p>	<p>Provide updated plan</p>	<p>RR</p>	<p>Next FGB</p>	
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	<p>justified, and in all cases they were. TMK believes this whole area carries over to much wider issues within our community.</p> <p>RR informed the Governors of the costs of exclusion e.g. the impact on the excluded student, disruption to school, staff and other students, and also the financial cost to school which requires funding to be repaid.</p> <p>IM was keen to know how this permeates into the community. JB confirmed that as a parent, she is aware of Principal's reputation with students that he will not tolerate bad behaviour. RC noted that our students here want to learn.</p> <p>TMK wanted Governors to also consider the context around exclusions i.e. we are in an area if students are not in school, they may be creating a problem in the neighbourhood. Parents will also be devastated that their child is excluded.</p> <p>RR informed that exclusions are always the last resort and school are trying to do more work with behaviour management/ internal exclusions, to bring the fixed term exclusions down.</p>				
6) Results 2018	<p>RR reviewed the Provisional 2018 GCSE Results. Information was circulated prior to the meeting.</p> <p>RR informed that the Vice Principal will go through in greater detail at the Conference.</p> <p>Year 11 – there were 127 students on roll, 7 students off site/non attenders. Of this, 63 PP 64 Non PP, 63:64 male:female ratio.</p> <p>For Maths and English, there was a significant increase in reformed GCSEs. RR gave summary of provisional results, 4+ in English 69%, 4+ in Maths 67%.</p> <p>There were improvements across the board.</p>				

	<p>Headline figures included: Progress 8 -0.42 therefore we are above floor. DFE excludes extremely negative school adjustments, therefore we have applied for some student removals.</p> <p>Strictly on attainment, RR demonstrated those departments who achieved and are higher than national. For example Level 4 and above - Art 100%, National 82%; Biology 90% against national 89%, were just two departments detailed on the subject attainment summary.</p> <p>Governors challenged Computer Science 4+ of 30%, against national 62%. RR explained that the student starting points were lower than their peers, and some students were more expecting ICT, spreadsheets and not the challenges of coding etc. TMK would expect an improvement plan for this area.</p> <p>RR explained that every Department is currently reviewing its results and SLT are meeting with Subject Leaders and having these conversations about next steps.</p> <p>RC acknowledged the stark difference between the areas of Computer Science and ICT and wanted to know how we inform the students, as some curriculum choices do have to meet student needs and abilities. RR added it was the first year, and we are now much more informed for the cohorts.</p> <p>RR informed that many of the Drama results have been sent back for remarking, and for some of the English re-marks, they have gone from a 6 to an 8 which is career changing.</p> <p>Governors who attended said this year's results day was one of the best they had attended.</p> <p>RR gave an overview of student attainment, with reference to PP, Non PP, SEND and gender comparison; and where there had been improvement in %. TMK stated that expectations need to be high of all staff and students.</p>				
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	<p>TMK asked how MAT faired in comparison. RR explained the secondary schools are in different LAs and gave further information.</p> <p>RR addressed TMK, about changing aspirations of students – he compared low, middle and higher ability, whilst constantly trying to improve results you also try to raise aspirations of those that may not fall into this category. There was discussion on the students behind the statistics and more context given. RR added that the Vice Principal will look at in more detail, but overall some excellent achievement.</p> <p>SP asked about communicating our results on the website. RR confirmed this had been done. The Chair requested review of school marketing to ensure effective marketing plan.</p> <p>Governors were happy with the provisional results as it has been a tough operating environment. TMK added that if we are not careful finance dominates everything.</p> <p>Governors showed challenge around value for money for those areas not achieving. They also queried impact of supply staff and teacher attendance. The Payback programme was challenged previously, FMK/TMK thought it is a great system but not at the cost of something else.</p> <p>Staff attendance RR spoke about introducing a staff rewards system, and there will be now be a staff LIVO, a gesture for staff going above and beyond every day.</p>				
7) Prevent Training	Prevent Training will be moved to later date as new updates are due.	Prevent Training	TMK	Next FGB	
8) Attendance Audit	<p>The Attendance Audit was completed across all MAT schools, and documentation was circulated prior to the meeting.</p> <p>RR asked for questions.</p>				

	<p>CMU spoke about the reduction in student numbers and with holidays and other challenges, she has not been in post long enough to have a real impact.</p> <p>TMK aired her view that she is not sure of the rationale, and who those conducting the audit spoke with. Roles have changed within school and the area of attendance is then hit by an audit. Scrutiny is correct, but when is school going to be allowed to be itself? It is not just about knocking on doors and issuing penalty notices, we need to get to the wider issues of students not attending school and it cannot just be the responsibility of a few.</p> <p>RR/IM said it is a priority and Ofsted judge us. It is there as a key measure by us and Ofsted. TMK added that Ofsted were all over attendance when they were here, Personnel has changed therefore it should have been given at least 6 months, scrutiny good, but maybe not the right time.</p> <p>CMU added she would challenge some things herself, but had not had the opportunity. She has conducted whole school INSET in September. The teams have increased and each pastoral team now has its own targets. New protocols have come in for those who are not attending and we are getting to the root cause, and getting students back into school using the intervention hub more.</p> <p>IM asked have we got confidence that interventions will have impact? TMK informed that she chairs fair access panels and there are new protocols which should assist schools. TMK added that we need to challenge at all levels, and we cannot ignore how we support attendance. TMK asked about the role of the AHOYs within attendance remit. RR explained their role and stated that if TMK wants to come into school and provide that challenge, the door is always open.</p> <p>CMU stated that there had never been a whole school approach. IM said Governors heard that 12 months ago but have not seen much improvement. Regardless of all interventions Chair said that Governors will support but with the confidence that there will be improvements.</p>				
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	<p>IM acknowledged that there are significant challenges and understands the context, but looking at figures they have worsened, but he is expecting improvements.</p> <p>TMK referred to the report with ‘AHOY having limited time’. We need to unpick this. IM agreed, challenging attendance will continue as it is a key area.</p> <p>RR would welcome new ideas. He added that LHS do subscribe to the LA Attendance and Welfare Service Level Agreement, and asked if our Council SLA is effective? TMK informed that Sefton are the best performing one.</p> <p>CMU explained that this year, HOYs have been given a more lead role in driving their year group. CMU explained the systems in place, and the positives for Y11. CMU liaises with SLT on weekly priorities, with close attention to SEN/EAL. Targets CMU has set for Year Groups are close to national. There are weekly targets in the planner, more time given in assembly. CMU has seen such a positive start to the year, and the only negative is unauthorised holidays. Tracking is effective and staff know the students.</p> <p>RR knows the challenges and we do not have the money to buy a wraparound team, and this makes it difficult. In the past we have had a family intervention worker. IM/RR added that we need to work smarter with what we have under the new systems.</p> <p>There was significant challenge given by Governors. IM informed that this will remain high on the agenda.</p> <p>TMK informed that contextual safeguarding has been introduced, and some LAC students have returned to their families.</p>				
9) Update Terms of Reference of Governing Body	<p>There was movement recently with regards Governors and restructure of Finance Committee to the MAT.</p> <p>Chair asked for any Governor comments to be raised and sent across to him asap - he will then be in a position to redraft.</p>	Feedback to Chair re: terms of reference	Governors	asap	

10) AOB	<ul style="list-style-type: none"> • Open Evening – 26th September 2018 - Open invitation for all Governors to attend. • Declaration of Interest Form - Governors to complete and return to LK. • NGA 20 questions – MAT are looking for LHS Governing Body to respond. Chair will draft up. Chair proposed one to one meetings and linking with skills audit, there will be appointments coming though. • Vision for school – work will be conducted at the Governors’ Conference. • Marketing plan for school – RR will look at further and come back to Chair and Committee. • Statutory policies – website/compliance tracker – Chair required assurance that LHS have everything in place. RR will re-check. • Safeguarding – TMK reminded Governors of requirement of updated safeguarding policy – usually issued by MAT. RR to check. 	<p>Marketing Plan</p> <p>Re-check statutory policies</p> <p>Check updated safeguarding policy</p>	<p>RR</p> <p>RR</p> <p>RR</p>	<p>asap</p> <p>asap</p> <p>asap</p>	
11) Date of next meeting	Wednesday 12 th December 2018 @ 5.30 p.m.				

Signed (Chair): _____

Date: _____