

Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 12th December 2018 at 5.30 pm

Present: RR Rob Rogers, Principal Litherland High School AB Adele Browne, Parent Governor RC Ronnie Cowen, Parent Governor FMF Frank McFarlane, Business/Community Governor TMK Tracy McKeating, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor ABE Alison Bennett, Teaching Staff Governor CMU Carmel Murphy, Non-Teaching Staff Governor SP Suzanne Pomford, Parent Governor LK Linda Kinsella, Clerk to the Governors Also present: Mrs J. McConville, Financial Controller MAT		Apologies: IM Ian Mitchell, Chair JB Joanne Butcher, Parent Governor KL Karen Lynskey, Education Governor DR Daniel Rankin, Business/Community Governor		Non attenders: nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
12) Welcome and Apologies for Absence	Welcome from the Vice-Chair. Apologies from IM, DR, KL and JB.				
13) Departmental Presentation: Art, Photography & Technology	Ms Baines, Subject Leader for Art, Photography & Technology presented. She informed the Governing Body that she has been employed at the school for over 20 years and is a moderator for the exam board. Ms Baines has led Art & Photography for many years, and then more recently the Technology area.				

	<p>Ms Baines provided governors with a summary sheet outlining results from the Departments. Headline figures: Art 100% achieved 4+ (national average 81%). Photography 100% 4+ (national average 81%). Photography 50% 8+ (national average 14.8%). The contributing factors to these results are due to student dedication and highly competitive and experienced staff who work as a team. The Department provide many trips, e.g. field trips to Liverpool, Formby and Crosby beach, which go above and beyond the curriculum. The annual GCSE exhibition is the focal point of the year and students show pride in this event. The successful team work of all, ensures that the students are building on their strengths and finding their best route to success. Staff are always adapting to keep ideas fresh and students focused.</p> <p>Miss Baines spoke of regularly reviewing the students' folders to ensure all items of work are completed and up to date. This is almost a mini exhibition for the students, a to do list will be drawn up of what a student requires to progress and move on to the next stage.</p> <p>The Department provide after school study support as required, as the nature of the work is very time focused.</p> <p>DEC 100% of students achieved a B or above. However due to certain changes, and with a new exam board, this subject will likely be withdrawn. The Principal is investigating the options further.</p> <p>Catering – 62% of students achieved a Level 2 pass or above. Child Development – 63.2% of students achieved a Level 2 pass or above.</p> <p>The Subject Leader took the Governors through successes and next steps for Technology. The DEC teacher has produced a high quality scheme of learning for the course that has had very successful outcomes. For Catering/Child Development results have improved significantly from previous years. Earlier completion of coursework is underway in both of these subjects to allow for a thorough revision period.</p>				
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	<p>KS3 Technology is a carousel of Food Technology Textiles and STEM. We currently do not have woodwork or metalwork, but are undertaking other themes e.g. bridges/structures, enjoyed by the students whilst they learn to plan, make and evaluate through the skills learnt. Future planning would be to secure a Technology teacher with expertise in wood and metalwork.</p> <p>Q. RC: What can Ms Baines and the team pass on to other departments? A. JB: The reasoning behind undertaking the Senior Leader qualification, is to ensure effective sharing of good practice across other subjects whole school.</p> <p>RC noted that this could be seen with consistently strong results in Art and Photography. JB added that the key factors are good relationships with the students; keeping ideas current and the experience of being a moderator and exam marker for the Board has been invaluable. FMF stated that teamwork and mutual support is so important, and from today's presentation, it is very encouraging to hear.</p> <p>RR summarised that Ms Baines is part of extended SLT, and they are reviewing Technology with a view to employing a Technology teacher into the school.</p>				
14) Finance (standing item)	<p>At the last meeting, JMcC said she would confirm the YE deficit, which reduced to £14,923 which will be consumed into the Trust.</p> <p>JMcC circulated to Governors the management accounts to the end of October and explained current layout, giving verbal commentary. When fixing the initial budget there was change to the OPU rates for this year, which will be a managed deficit. JMcC spoke about importance of modelling both at school and at MAT level. As at Period 2 end, we are 8K ahead of income and staffing is on track. The MAT will cover any additional outlay on the staff pay review, which will be guaranteed for 18 months. Therefore we need to bear this in mind when forward planning, as there is also a predicted increase of 8% for Teachers Pensions employer contributions. Currently overheads are in line with estimated costs. JMcC</p>				

	<p>reminded that for schools there is always the vulnerability around supply costs, exclusions and alternative provision costs, and whilst there is nothing adverse, Governors to bear in mind financial risks moving forward.</p> <p>RR alluded to 2019/20 modelling given expected numbers for 2019, and Sefton LA are giving final settlement for schools with regards the NFF.</p> <p>TMK asked if Sefton delegates more budget than other LAs? JMCC explained how the school block share is worked out via NFF, and Sefton have scope how to top slice for high needs funding. This item has gone to SASH for school comment. One method would be to put a gains cap on school for example anywhere between 1.4% to 0.4% to ensure fairness. JMCC spoke about other LAs in the MAT and the importance of transparency.</p> <p>Whilst working towards the NFF model, if LA is not adopting the model fully, this impacts on the staffing model which is difficult in terms of planning.</p> <p>Q. FMF: Are we are still within optimum budget: staffing ratio? A. JMCC: Yes, almost the case at 76%. However, to be within the managed deficit this year, MAT is asking schools to work towards the 75/25/5 model, as discussed previously. There is a great deal of work going on in the background to achieve and it is manageable with current staff and cost control.</p> <p>Q. FMF: Is there any possibility of the MAT increasing the top slice percentage? A. JMCC: As it stands at 3.5% it covers a number of statutory elements and central functions. There is investigation of perhaps having for example Tier 1 statutory and Tier 2 negotiable services, but this is at an early stage of investigation. Governors questioned services that will be covered, and implementation timing. JMCC confirmed that Governors would be kept updated. Schools will always have multiple needs, but by reviewing services centrally, this will generate savings. The MAT will only consider services based on delivery and sustainability. There will be more capacity at the MAT shortly with an appointment due for a Finance Officer.</p>				
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	<p>TMK addressed Governor training to JMcC.</p> <p>Q. TMK: Are you aware of the MAT offer for Governors?</p> <p>A. JMcC: I advise Governors contact T.Roberts/D.Donnely at the MAT offices for further information on CPD.</p> <p>There was an opportunity for further questions. There were none.</p>				
15) Indicative numbers / PAN	<p>RR spoke about the amount of work that goes into transition, and he was pleased to report that early indications are that we have increased our 1st and 2nd choices for the new academic year. RR has discussed with the Chief Executive exceeding the current PAN if we are oversubscribed, as this has a knock on effect in terms of staffing due to the lag in funding. The Governors discussed pros and cons of exceeding the PAN and agreed that it should be subject to annual review. RR explained that challenges of staffing a curriculum which may be tight in some areas but over in staffing in others, with the main challenge being distributing the skill set. It was agreed for 2019 to keep with the PAN of 130 and accept only on appeal.</p> <p>Governors were very pleased with the news and wanted to thank staff for all their work with transition. RR added that once Channel 4 have aired he is confident the school profile will be raised even further.</p>				
16) Agree Minutes of last FGB Meeting and matters arising	<p>Minutes agreed as an accurate account. Proposed by AB and seconded by SP.</p> <ul style="list-style-type: none"> Review PP Plan – item c/f. GDPR Training – SM can organise and will ask her colleague to attend a future Governors’ meeting. SM to enquire on dates and availability. This will form part of Governor CPD. Prevent Training – item c/f. Due to four Governors missing. Terms of Reference - There was movement recently with regards Governors and restructure of Finance Committee to the MAT. 	<p>TMK to meet with Vice-Principal.</p> <p>GDPR Training – arrange a date</p> <p>Prevent Training c/f to next meeting</p> <p>Redraft Terms of Reference c/f</p>	<p>TMK</p> <p>SM</p> <p>TMK</p> <p>IM</p>	<p>asap</p> <p>asap</p> <p>Next FGB</p> <p>Next FGB</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. Due to absence of the Chair, item c/f.</p> <ul style="list-style-type: none"> • School Development Plan – updated with key milestones. • Marketing Plan – RR has spoken with the MAT and their contact has reviewed LHS’ information. We are already doing all we can within our resources. However, RR and his team will continue to look at every opportunity to raise the profile of the school. • Policies – checked by RR. 	Email updated plan.	RR	asap	
17) Feedback from the Governors’ Conference	Governors informed RR that the Conference was positive. RR welcomes any future feedback to ensure day is as productive as possible. Due to absence of Chair, item c/f.	Feedback from Governors’ Conference c/f	IM	Next FGB	
18) MAT Policies update	<p>The following policies were circulated in advance:</p> <ul style="list-style-type: none"> • MAT Anti-Harassment and Anti-bullying • MAT Complaints Procedure • MAT Expenses Policy • MAT Grievance Policy • MAT Pay Policy for Teaching and Non Teaching Staff • MAT Sickness Absence Policy • MAT Whistleblowing Policy <p>Governors agreed to adopt the MAT Policies, subject to wording around appeal, currently being updated on Pay and Grievance. Proposed by SP and seconded by ABR.</p>				
19) LHS Policies update	<p>The following policies were circulated in advance:</p> <ul style="list-style-type: none"> • LHS Attendance Policy 2018/19 • LHS Behaviour for Learning Policy 2018/19 				

	<p>Discussion around policies. Proposed by ABR and seconded by RC.</p> <p>The following policy was circulated in advance:</p> <ul style="list-style-type: none"> LHS/MAT Safeguarding and Child Protection Policy 2018/19 <p>There was criticism from TMK that the Policy is not localised enough.</p> <p>There was discussion with Governors re: ensuring all changes are covered in the policy, and that we are clear on homestays and the safeguarding arrangements, and there does not seem to be any information included on serious case reviews. TMK added that there is not enough on early help, and we need to ensure we capture everything we are doing.</p> <p>TMK agreed to meet with Ms Murphy to check over school information to ensure localised and all content included. Governors were unable to accept in full until then.</p>	Finalise Safeguarding and Child Protection Policy.	TMK/CMU	asap	
20) KCSIE September Update guidance	The new guidance was circulated in advance. FMF informed that it is good practice for all Governors to read Part 1 minimum. Governors to update the Clerk that document/s have been read.	Read KCSIE documentation.	All Governors	asap	
21) Performance Management update	RR informed the Governors that the 2017/18 Performance Management cycle had now concluded. The Pay Review Committee had met and those staff who are eligible and had met the standards would receive incremental progression.				
22) AIP Review	Academy Improvement Partner - Visit 1 had taken place on 12 th September, and Governors had received the report in advance of the meeting. The purpose of the visit was to review 2017/18 performance data and key priorities arising, action and future support. RR asked if Governors had any questions. No questions.				
23) SEND Review	The SEND Review report (conducted by Ms Banfield) was circulated in advance of the meeting. This review had been requested by RR to assess				

	<p>the quality of the SEND provision. LHS currently have an Acting SENCO and a member of teaching staff is undergoing the training. There was a clear recommendation that at this point in time school need to appoint an experienced SENCO. RR will appoint externally, and our trainee SENCO will conclude the course to allow extra capacity and support. There was Governor discussion re historical profile and applying for SEN funding.</p> <p>Q. FMF: When will this appointment likely be?</p> <p>A. RR: As a priority in conjunction with curriculum planning/staffing.</p> <p>RR will keep in contact with Governors regarding upcoming vacancies, which will need to be advertised between February-April 2019 in time for the new academic year.</p>				
24) Sub Committee Feedback	<p>Draft minutes of the Behaviour, Welfare, Attendance and Safeguarding meeting were circulated in advance. FMF informed that this was a very useful meeting with helpful and valid contributions from all. FMF referred to the Chair's previous concerns, and is assured that things are improving and thanked Ms Murphy for her tremendous effort in the area of Attendance.</p> <p>RC informed that Ms McAnally and Ms Murphy were questioned and probed on the new systems and Governors provided considerable challenge, but the answers and all information was there.</p> <p>SM spoke about the staff welfare provision and that Governors were impressed with the many initiatives happening in school. FMF wished to pass on his thanks to Ms McAnally.</p>				
25) Scheme of Delegation	<p>Governors reviewed 2018/19 document. There was no change from last year, and Governors accepted this document.</p>				
26) 2019/20 Term and Holiday dates	<p>The 2019/20 term and holiday dates were circulated in advance.</p> <p>The Sefton Autumn Term 2019 starts on Wednesday 4th September. RR proposed LHS starts on Monday 2nd September 2019. With these two days gained, and one Inset day at the end of the academic year, this will then allow school to finish on Friday 17th July 2020 instead of Wednesday 22nd July 2020. Governors all in agreement.</p>				

27) Update Terms of Reference of Governing Body	With the absence of the Chair, Vice Chair suggested if anyone wishes to join him and IM to finalise, then please inform him or the Clerk.	Redraft terms of reference	IM/FMF/ Governors	asap	
28) AOB	None.				
29) Date of next meeting	Wednesday 6 th February 2019 @ 5.30 p.m.				

Signed (Chair): _____

Date: _____