

Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 6th February 2019 at 5.30 pm

Present: RR Rob Rogers, Principal Litherland High School IM Ian Mitchell, Chair ABE Alison Bennett, Teaching Staff Governor AB Adele Browne, Parent Governor RC Ronnie Cowen, Parent Governor TMK Tracy McKeating, Business/Community Governor CMU Carmel Murphy, Non-Teaching Staff Governor SP Suzanne Pomford, Parent Governor DR Daniel Rankin, Business/Community Governor LK Linda Kinsella, Clerk to the Governors Also present: Mrs J. McConville, Financial Controller MAT		Apologies: JB Joanne Butcher, Parent Governor KL Karen Lynskey, Education Governor FMF Frank McFarlane, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor		Non attenders: nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
30) Welcome and Apologies for Absence	Welcome from the Chair. Apologies from JB, KL, FMF and SM.				
31) Departmental Presentation: MFL	Ms Newton, Subject Leader for MFL gave an overview of subjects within the department. MFL currently has 6 members of staff, 1 full time, 1 senior leadership and 4 part-time staff. There are also 2 language assistants and 1 volunteer, with staff all enjoying working in the department and working well as a team. In terms of the 2018 results:				

	<p>French 91% achieved grade 4 and above. Spanish 56% achieved grade 4 and above. Chinese 100% achieved grade C or above</p> <p>Ms Newton explained the current cohorts and policy on early entry. Currently in Y10 and Y11 the full cohort take Spanish as a compulsory subject. From Y9 onwards, there are x3 GCSE classes, with 60 students taking Spanish. Having part time staff can effect classes but within our structure we are ok, as offering languages can have its challenges in terms of timetabling. Mrs Glover is the main French teacher and Mrs Heath, Chinese. Therefore, depending upon the split of staff, it is done in a way so everyone will have the experience of studying a language. Although we are seeing an increase in students opting to take Chinese at GCSE, we need to keep a balanced timetable of hours with Spanish. If students have studied Chinese in Y7, they are given the option to do French at Y8</p> <p>Successes: Ms Newton has an experienced department, who work well as a team, and she herself was a student at LHS. All positive with good student teacher relationships. Some of the challenging boys work very well in languages and staff keep lessons challenging. There is shared planning from Y7-11, and staff support and push students, and workload can be reduced with effective planning. It is never a finished job, and provision is always being tweaked, with ongoing evaluation. When Y9 reach Y11 they will have the most up to date scheme of work and that is what the Department will use going through. In terms of extra curricular support – with the old GCSE, MFL had the benefit of early entry and not competing for time with other departments for study support. This year the Department has started lunch time student support and this is more manageable for students. Staff are offering extra curricular support, and have sent letters home e.g. if students are not up to scratch in the their mocks they are to come for extra curricular sessions.</p> <p>Challenges:</p>				
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	<p>The main change for the department is that it has moved to options, and the new GCSE comes with challenge. A student's level of English is key to this exam and some context is more mature – therefore the department is trying to engage students, look at these discussions that some may have probably never had to have.</p> <p>One change is with reference to the Spanish Exchange attended by Y10 students. For the first year in its history, LN explained that she is struggling to get students. One factor could be other trips running e.g. Ski and STEM and rising costs mean realistically students may not be able to go on more than one trip. In addition to this, parents also have to host exchange students at home in July. This could be the first year in 25 years that the trip may have to cancel. The current Y9 have said they would be interested next year, therefore it may be just a one off. If the Exchange has indeed run its course in the current format (over 10 days) then LN would explore other shorter exchange activities e.g. over a long weekend. The other issue is that in the past, the trip was subsidised, but now increased pressure on school finances means cost implications. The MFL Department are keen to keep going with the Exchange.</p> <p>A further challenge is the international element. LN's aim is to increase the internationalism element. In September, school celebrated the European Day of Languages, at looked at those languages we do not study here e.g. German. The Department is also looking at doing cross curricular work e.g. a mini project to enhance internationalism. This week the focus is on Chinese New Year, and the students really engage as they enjoy and appreciate the cultural element.</p> <p>Another challenge has been evenness of staffing, as having mainly part time staff, some staff share classes and it is maintaining the same teacher as the student progresses from one key stage to another – LN is looking at improving consistency of progression between the key stages. It is extremely busy this year, and LN explained she has x2 Y11 classes and x2 Y9 classes to enable a smooth this transition for staff and students.</p>				
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	<p>The Rigour of KS3 has impact, and any limitations of vocabulary will not help. The grade boundaries may not be as generous as experienced in the second year, however with time we will have more assessment resources and have a sound knowledge of how grade boundaries fluctuate.</p> <p>Moving forward: The Department has moved to a new Y7 Scheme of Work, and for next year they are looking to invest in online resources in Y8. Increase international elements. Improve assessment.</p> <p>There was an opportunity for Governors to ask questions:</p> <p>TMK thinks it would be such a shame if the Exchange did not go ahead this year, but understands parents' concerns surrounding homestay, but this needs to be looked at sensibly and in context.</p> <p>Q. ABR: Would it be possible for fundraising? A. LN: The set cost is £350, when we have visited previously we have shared rooms and have looked at all ways to reduce costs, and I can't seem to bring the price down any more. I would like to do more fundraising. When the Spanish students came here, I did fundraise so that our students did not have to pay for any trips out and it did cover these costs.</p> <p>Q. IM: What figure would you need? A. LN: A £120 trip cost would look more attractive than £350. Numbers would be approximately 10-12.</p> <p>TMK stated how valuable the Exchange trip is, the experience of the exchange and the enrichment it brings.</p> <p>Q. TMK: What about PP funding? A. LN: There is a 35% reduction for pupil premium students funded by school.</p> <p>Q. SP: Is the trip just for Y10s? A. LN: Yes, and we normally get at least 10 students, however I think the issue of homestay and the other trips will be having an impact. The Y11s were offered the opportunity but are worried about missing school time,</p>				
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	<p>and they would have to accommodate in July, but they will have already left. LN stated that she will do a powerpoint/video for Y9 this week to publicise, but again a lot of students you would expect to go in Year 9, want to go on the Ski trip.</p> <p>The Spanish school have already booked their flights, for the end of June/July. We are still at the point where we will ask students to accommodate. Failing that, another solution is to ask another school to take on the Exchange. TMK explained that one year Hillside/St Ambrose took this on.</p> <p>LN summarised that our students are saying that they want to go, however currently are not bringing in the trip money or the reply slips.</p> <p>Q. IM: You mentioned 56% Spanish pass – how does this compare?</p> <p>A. LN: We were below – we did know that there would be a drop, as the old GCSE split was 60/40. This new GCSE is however will create better linguists. Being honest, I predict a slight drop in results this year, now that Y10s/Y11s know it is an option now, we are experiencing a reaction from some students, and I know of a small group who are not revising. It is a GCSE that you have to revise for in order to get a good pass.</p> <p>Q. IM: Is there anything Governors can do?</p> <p>A. LN: For those not revising, they sit with staff at lunch. We go through and build confidence in the questions. We try to do as a department and manage that. The member of staff covering Mrs Heath’s maternity, is doing extra days for intervention. Some students can lack aspiration and they are simply not doing the work at home.</p> <p>LN asked if any Governors wish to host an exchange student, then please come back to her.</p> <p>Governors thanked Ms Newton and she left the meeting at 6.10 p.m.</p> <p>RR stated that historically there had been 14 staff now only 6. There had been a change to what the curriculum looks, which required parity. A strength is Y7/8 programme joint planning. 60 out of 130 students have picked a language, so going forward MFL are in a very good place and those results will continue to increase. There are other trips going on, but</p>				
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	<p>in the past school was subsidising trips, which in the current financial climate we are not in the position to do.</p> <p>RR would like the Spanish Exchange to carry on. It is more the hosting. Factoring in as part of the course that there is a language trip is important. He is glad to see we are enhancing the international element, and there is lots of cross curricular work going on.</p> <p>There was discussion amongst Governors. RR had asked Laurie to look at hostels, and hopes Exchange will continue.</p> <p>TMK welcomed the fact that 60 of students have chosen to study a language, which is very positive, but maybe Exchange needs to be looked at, as there is a cost implication to families who host.</p> <p>Governors considered Exchange to be a good thing for staff and students but costs and logistics need to be reviewed. Focus on this year to start with, in anticipation of Spanish students visiting.</p>				
32) Finance (standing item)	<p>LHS accounts until the end of period 5 December were circulated. The bottom line showing that we are £19K ahead of budget.</p> <p>JMC outlined income, we are £17K ahead, made up of additional SEN, PP, and teacher pay grant.</p> <p>When we come to staffing, the budget is £17K over. Figures based original budget, the teachers pay grant then came in so adjustment to allow for the fact we have an extra £10K, but our costs have gone up. The vulnerability is agency costs, to date we are covering long term illnesses and we need to look at the impact.</p> <p>Q. ABR: What insurances do we have in place?</p> <p>A. JMC: There is no policy at present, and I am looking MAT wide at cover and best value for money, as policies are not cheap and perhaps join with others for a better rate. Sickness Absence policies do not cover any pre-existing conditions and restrictions are in place. RPA is covering building insurance and we are looking at a way to get our own supply scheme. Also we are looking at the the supply register, which is government backed.</p>				

	<p>School will be able to contact them, and they will be able to generate a better rate.</p> <p>TMK spoke about managing sickness absence, and factoring even one or two long term absences in, but is aware it is unpredictable.</p> <p>The other point to note is that the repair and maintenance made considerable savings with the new Site Manager, but some H&S aspects are absolutely essential and cannot be managed in house.</p> <p>JMC explained how our financial year runs from September – August and she will be reforecasting to redistribute income and expenditure and even up the budget, to ensure absolute accuracy. Until we get final figures, as soon as MAT get funding options through, school can commence modelling for 2019/20. We still as a MAT/school we are keeping a very close eye on expenditure, and watching all spend.</p> <p>Any questions Q. RC: Why are the print costs high? A. JMC: Printing/copying higher costs reflect the fact when Departments do not buy text books. We are aware of this, and are doing it in the most efficient way. It is a fair point to keep as low and efficient as possible, and the Finance Officer ensures departments are recharged. Once recharge has taken place then printing costs will lower. If Departments spend considerably on printing, then they are limited in other areas. Q. IM: Are supply staff covering short term, long term and maternity absences? A. JMC: Where we know maternity is being covered by supply, we reduce teaching salaries accordingly. When covering a long term absence, extra costs are inevitable. Q. IM: Where we are at now? A. JMC: Better as we are within budget in other areas, but still a long way to go. At the point now that we need to start planning for next year.</p> <p>JMC left the meeting @ 6.30 p.m.</p>				
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<p>33) Agree Minutes of last FGB Meeting and matters arising</p>	<p>Minutes IM went through page by page for accuracy. Minutes were proposed by SP, seconded by ABR.</p> <ul style="list-style-type: none"> Review PP plan c/f. TMK will meet with Vice-Principal. Important to ensure challenge of key Ofsted area. GDPR training. LK to follow up with SM Prevent Presentation today as part of agenda. Redraft Terms of Reference. This will also ensure changes are incorporated following a review at MAT level. Governors have had sight of the document and Chair/Vice Chair will link with RR/MAT Chief Executive Mr Donnelly to finalise. School Development Plan is going through a mid way check. KPIs are up to date and Governors can track 11, 10 and 9, and attendance data is included. Feedback from Governors' Conference. Chair spoke about Conference, how it was a productive day, both positive and informative. Governors completed a skills audit and there are some gaps. However, in terms of our current board, we are relatively strong in education, mixed on Finance, and looking at context going forward, challenging MAT and any shortcomings. When Chair meets with Vice Chair they will review the skills gap. Also, Governors have completed the NGA 20 questions, again overall positive. Safeguarding and Child Protection Policy. TMK working through finalising policy with Deputy DSL Ms Murphy. Once complete it will be sent out, and updated on school website. There are just now a few items to contextualise locally for Litherland. TMK has also recently met with Liz Rowlands (MAT) and reviewed the school's Single Central Record, and spoke about an essential 	<p>TMK to meet with Mrs Black.</p> <p>Arrange training</p> <p>Redraft Terms of Reference</p> <p>Review skills gap</p>	<p>TMK</p> <p>Clerk with SM</p> <p>IM/Vice Chair</p> <p>IM/Vice Chair</p>	<p>asap</p> <p>asap</p> <p>asap</p> <p>asap</p>	
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	<p>safeguarding section that must be included within all MAT school behaviour policies.</p> <ul style="list-style-type: none"> • Prevent Presentation <p>TMK presented to Governors. At the end of the presentation, Governors will be able to answer key questions raised from this presentation: What is Prevent? How do we gauge what students are doing online? How we help prevent terrorism and violent extremism?</p> <p>TMK outlined case studies that have been in the news.</p> <p>TMK gave the definition of terrorism and definition of extremism, and spoke about how fundamental British values are a part of an inspection and tolerance in faiths.</p> <p>TMK informed Governors about threat levels, these were outlined and she explained behaviour in schools, and the impact when threat levels are issued.</p> <p>Prevent is all about stopping individuals becoming terrorists or supporting terrorists.</p> <p>TMK asked the Governing Body do they know what are the lock down procedures?</p> <p>There was discussion about the process at Litherland. RR informed that this exercise had been done at Litherland, and is aligned as an annual process. Some argue it should be more frequent. TMK advised of the guidance in Sefton that is available.</p> <p>The Channel process is part of the prevent strategy. This focuses on providing support at an early stage to those who are vulnerable and may be drawn into terrorism. TMK showed images of some of the signs, to ensure Governors are equipped with this knowledge.</p>	<p>Review lock down guidance.</p>	<p>RR/DSL</p>	<p>asap</p>	
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	<p>TMK challenged Governors if they would be confident they would know what to do in particular settings and scenarios? Would they know how to pass this information on? It would be quite straightforward in a school setting, as they would contact the LA if there was an issue. However, in an external setting what signs would they look for?</p> <p>TMK highlighted cases in the news, with a number of agencies involved and serious case reviews, which should have given cause for concern but didn't.</p> <p>TMK asked the Principal if staff are confident with issues of concern? Making sure staff have good record keeping, as all referrals will go through the normal safeguarding route.</p> <p>TMK wants Governors to always question, to make absolutely sure that as a school we are compliant? Governors should know who the contact is for Prevent? (it is normally the Designated Safeguarding Lead).</p> <p>Finally, TMK summarised traits of those drawn into extremism, with indicators of concern, one example of this would be use of restricted speech.</p> <p>TMK would like to show a short film to Governors and will email the link to Clerk to circulate.</p> <p>Q. ABR: How often do staff get prevent training? A. RR: All staff received initial prevent training and refresher CPD. Q. IM: Is there a compliance checklist to give to Governors? A. TMK: The 175 Audit is the compliance document for curriculum offer and safeguarding. Q. IM: Is that what gives us reassurance that every aspect is covered? A. RR: It does, and also the website compliance. Ms McAnally delivers on the Prevent Agenda/British Values, and RR will ask her to present to Governors.</p>	<p>Email Prevent link</p> <p>Prevent/British Values</p>	<p>TMK</p> <p>RR/KA</p>	<p>asap</p> <p>Schedule for Full Governors</p>	
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	<p>IM noted that there are many things a school does, but are held in different places. RR will check the Key website re: a central document for compliance.</p> <p>Q, RC: Do we have gang culture?</p> <p>A.TMK: I would like to cover gun and gangs, which is all in the safeguarding presentation.</p> <p>Q. DR: Do students do training?</p> <p>A. TMK: Yes, and there are certain sites that will be more direct with students what to look for, and thought provoking questions. However, we have to be careful, as Police do, with what information is provided to students and at what age, to ensure they are appropriately informed.</p> <p>RC suggested that maybe our student leaders could be involved in this. TMK would expect that Ms McNally will already be doing this.</p> <p>IM asked TMK to provide a safeguarding refresher, and TMK can give safeguarding feedback from inspections.</p>	<p>Central Compliance Checklist</p> <p>Safeguarding refresher</p>	<p>RR</p> <p>TMK</p>	<p>Next FGB</p> <p>Next FGB</p>	
34) Governors for re-election	<p>Those Governors who up for re-election, this will be considered following reconstitution. Parent and Staff governors will require re-election and remaining Governors will convert to Trust Governors under their current tenure.</p>	<p>Governors for re-election</p>	<p>Chair/Clerk</p>	<p>Next FGB</p>	
35) Principal's report from Autumn Term	<p>Principal went through the report, commencing with maternity and long term absences.</p> <p>Q. ABR: Who manages long term sickness?</p> <p>A. RR: School/HR and Health Unit involvement – Health Unit will receive referrals from school and report back, with avenues available, depending on content.</p> <p>Q. IM: Can we see comparisons for recent absence.</p> <p>A. RR: Yes, we will provide sickness absence figures at the next Full Governors.</p> <p>RR went through the curriculum and staffing proposed for 2019/20, the curriculum has been designed by RR and the Vice Principal. There are more vocational subjects coming through slowly. RR went through the core and option classes and how these are staffed, and the previous trends.</p>	<p>Provide staff absence statistics</p>	<p>RR</p>	<p>Next FGB</p>	

	<p>Governors agreed that the Principal needs to recruit for a Science Teacher, and because of the change in curriculum this will allow for a Design Technology teacher also – staffing numbers will stay constant due to two leavers.</p> <p>Q. ABR: Are you confident you will fill? A. RR: Yes.</p> <p>There was discussion on staffing. RR is 1.7 teaching staff over due to the complexities of building a timetable. This goes against budget, as it means some departments are over, but is necessary to build a timetable and ensure subject specific staff teach in their area.</p> <p>RR also wishes to recruit an experienced SENDCO. This was advice from our Academy Improvement Partner moving forward. A member of staff is currently Acting Up to this position. The Governors felt that the MAT should be brought in at this stage to support staffing decisions. RR confirmed that he is to meet with the Financial Controller and CEO.</p> <p>Attendance</p> <p>RR drew Governors’ attention to attendance for half term 1 and 2. If we drill down, for example Year 10, there are 10 students that negatively impact on the figures. CMU reviewed figures with Governors up to 4th February. If we take 8 school refusers out, then in context a small group of students are making a massive difference, and she and her team are doing everything they can to get these students into school.</p> <p>TMK spoke about the research done on attendance in regards to timing of key events e.g. mock exams, assessments etc. CMU confirmed that they have initiated this, but is proving to be a slow process. RR added that this is a fine balance, as timing is also crucial to staff for marking and turning papers around. RR/CMU to further review the assessment window.</p> <p>TMK challenged about changes school can make. RC agreed that it does not have to be an onerous task on the teacher as some assessments can be marked in class, e.g. peer assessment.</p>				
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	<p>CMU stated that school also had a number on holidays, and sometimes fining does not make a huge difference, and there can be a delay with LA issuing these fines. TMK stated that Academies can do penalty notices themselves but they would have to pay all the costs involved.</p> <p>CMU noted that fixed term exclusions are down. Also, the permanent exclusions RR made has put school in a better position in terms of behaviour and welfare.</p> <p>Finally, RR reviewed bullying and racist incidents. The racist incident had been referred to Hate Crimes, and this referral was acknowledged as good practice by TMK.</p>				
36) MP2 Year 11	<p>MP2</p> <p>RR reviewed data with the Governors, 2018 results were -0.38, with improvement. RR gave headlines for MP1 and MP2 which has come closer to 0. There are a number of maternity covers, and one long term absence in English and one in Maths, however Maths classes have been re-grouped to ensure supply not required. With Maths and English double weighted, it is vital we get it right. It is the long term sickness absence of some teachers that is putting additional pressure on school. There is also a vacancy in Science.</p> <p>At the Sub Committee held last week the Vice Principal went through figures in more detail.</p> <p>The PP vs non PP is too wide, and we are working on this and are on the right trajectory.</p> <p>RR asked for any questions: Q. TM: What is the challenges around this and how are we going to mitigate. There are big risks so we need a plan to mitigate. A. RR: The plan of attack would be English, Maths and Science, and increasing that confidence. Q. TMK: How can you be supported? The Governors would like to hear. We challenge your plan of attack, and then it is how can we support you. A. RR: I will keep Governors informed and updated.</p>				

37) Curriculum Analysis	Curriculum covered in Principal's report.				
38) Achievement & Standards: Teaching, Learning & Assessment Sub Committee Feedback	<p>RR reported that in the previous Sub Committee, Mrs Black had presented the draft plans how Ofsted would assess schools in the future and more information around curriculum, intent implementation and impact.</p> <p>Ours would be a curriculum that is aspirational and broad for the students.</p> <p>RR stated that at SASH, Helen O'Neil went through the new framework and his SLT/Extended SLT are reviewing, as it is still draft. In the March Governors, RR will go through key areas of the framework and he will present his part, so there are questions Governors can raise. If there is any part that will negatively impact, RR will write to Ofsted. The SASH deadline is April and they will formulate a local response. TMK is aware that guidance information will come out for Governors.</p> <p>RR stated we can respond as required, and TMK noted that the consultation is not over yet.</p>	Review Ofsted framework	RR	Next FGB	
39) AIP/MAT Reports	<p>No MAT reports.</p> <p>Ms Banfield is undertaking a SEN visit, for the plan going forward, and in March there is a MAT curriculum review, so those two reports are imminent.</p>				
40) Channel 4 update	<p>RR went through a presentation on how he was approached by Channel 4 and the reasons for him agreeing for school to take part in the documentary e.g. recruitment, and raising the school profile. Ironically, we have already reached our PAN for 2019 due to enhanced transition programme that has taken place. Following the reveal, RR outlined those students who have been chosen to take part, and the reasoning behind the decisions. Furthermore, those students who have been given these fantastic opportunities will have to fully commit, and put a lot of hard work in.</p> <p>The public relations for us is to show the great work we do here to the community and even wider. RR then spoke about the school pledges including mental health/wellbeing support for students and staff. TMK</p>				

	<p>spoke about commissioning local businesses e.g. Venus Centre. RR can see perhaps support of a day a week for staff and students. Due to the nature of the programme, RR apologised to Governors for not fully informing at the outset.</p> <p>ABR asked about the reaction from the rest of the students. There were some questioning at the start but it has all now settled since the camera crew departed. There will be four schools featured in the series and we are one of the schools. RR has been assured that it will be a feel good programme.</p> <p>ABR asked about contacting the local primaries. RR confirmed that once Channel 4 come back to do press shots and we know when the programme is to be aired, we will then contact our local primary schools.</p> <p>TMK stated that we have to take credit that our numbers have come up. ABR agreed that the effort that went into the transition was amazing.</p>				
41) AOB	<p>AOB</p> <p>LHS opened in 1949 so is 70 years old this year. There will be lots of events happening and RR to inform the Governors of the celebrations.</p> <p>Governors requested that finance information from the MAT is circulated at least 1 week prior.</p>	Finance documentation from the MAT – circulated 1 week prior	Clerk to inform MAT Finance	asap	
42) Date of next meeting	Wednesday 27 th March 2019 @ 5.30 p.m.				

Signed (Chair): _____

Date: _____