

Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 16th May 2018 at 5.45 pm

<p><u>Present:</u></p> RR Rob Rogers, Principal Litherland High School JB Joanne Butcher, Parent Governor RC Ronnie Cowen, Parent Governor TMK Tracy McKeating, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor IM Ian Mitchell, Business/Community Governor DR Daniel Rankin, Business/Community Governor ABE Alison Bennett, Teaching Staff Governor LK Linda Kinsella, Clerk to the Governors <p>Also present: Mrs H. Porrino, Subject Leader of English</p>		<p><u>Apologies:</u></p> AB Adele Browne, Parent Governor SP Suzanne Pomford, Parent Governor FMF Frank McFarlane, Business/Community Governor KL Karen Lynskey, Education Governor CMU Carmel Murphy, Non-Teaching Staff Governor		<p>Non attenders:</p> nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
54) Welcome and Apologies for Absence	Welcome from the Chair. Apologies received from AB, SP, FMF, KL and CMU.				
55) Departmental Presentation	English Presentation Mrs Porrino introduced herself and outlined the skills she had brought to LHS with her objective to improve Teaching & Learning outcomes. She gave an overview of the roles she held prior to LHS, and key responsibilities within the areas of whole school performance, School SEF, line management of staff and junior leadership.				

	<p>She was proud of her leadership skills and had led during an inspection team visit in a previous school. The recent Ofsted report was quite stark and did not reflect that she is a collaborative strategic leader with a proven track record.</p> <p>Mrs Porrino shared her philosophy for learning with the Governors. Her absolute priority is Teaching & Learning and pedagogy. She informed the Governors that she secured the role in 2014 and has worked tirelessly since then to rewrite the curriculum and schemes put into place since taking up post in February 2015. In October 2016 she explained that she went before the Governing Body for a Governor Review of the Department/results and outlined the impact that this had had on her. She was in discussion with the previous Chair, however he has now stepped down from the role.</p> <p>HP had also met previously with the Co-Principals in March 2016 as there was a great deal of work to be done to stabilise the curriculum and assessment, and she was dealing with long term staff absence within the Department which was having an impact in the classroom. The then Chair acknowledged that she should not be doing all the work herself, but at the time had no one to deploy.</p> <p>Grades are not comparable in 2015 to 2016 due to the change of landscape nationally. HP spoke further about grades, and skills for life i.e. transactional skills and extended writing. There are many challenges for example shared classes, part time staff and students who are not readers outside school, but we are closing gaps and need to give a solid performance of Litherland against new national landscape. Litherland held their own nationally but Ofsted report does not reflect this. HP spoke about barriers to achievement and during her three years is continually pushing forward for improvement and never satisfied. However, she had to dig deep, for example the staff absence continues and currently there are three maternity leaves. To counteract this, HP is confident the students are accessing the curriculum, but a full complement of staff is needed to close the gaps. HP referred again to the Ofsted report where there are references to literacy and spoken language. She works with</p>				
--	---	--	--	--	--

	<p>departments and individuals, providing a drop in clinic. She has led CPD in this area, as students have to expand their vocabulary before they can write well and this is done over time. What is happening in the classroom does not translate to the recent Ofsted report. The 2017 results showed that there was a solid performance of LHS against The Heath, Sir William Stanier (MAT schools) and Sefton schools for example. One area where students can improve upon is taking time to plan and not jump into an exam paper straight away, as this is where they lose marks. Also, despite effective support from the School Improvement Partner, quality can be variable.</p> <p>HP wants to be a most effective leader, and wanted Governors to know about the tireless work she puts in order to get results. The Department is working on MP4, and HP showed level of analysis and focus of cohorts. Re: average points score - there is an upward trajectory but there are areas for intervention and lots of students to push forward. It is about the students reading, being calm and applying what they have learnt. HP shared information regarding those students underperforming and there has been a push in the Department over the last few weeks. It is important Governors know of the skills gap and what the Leader and Department are doing to close this. In summary, if we get it right in the classroom and continue to get it right we will have outstanding classrooms, at the moment we have an economic issue in education. HP and her staff will even use their own money to provide resources for students, and as teachers they will never give up.</p> <p>IM thanked HP for her passion and efforts, he did not know all the details of the meeting with the previous Chair. However, the Governing Body have a responsibility to improve outcomes.</p> <p>There was an opportunity to ask any questions. RC commented that he has met with HP from when she started and he can confirm the standard of homework and marking has improved and teaching is of a high standard. HP was disappointed that previous Chair was not here today to hear that.</p>				
--	--	--	--	--	--

	<p>TMK informed Governors that she was at the meeting, and it is the role of the Governing Body to hold leaders to account. HP said that due to her awareness, if she had not acted swiftly when she took up appointment, then 2015/16 results would have been lower. RC noted that there are teacher absences within the Department and how are we going to address? HP informed that herself/SLT do their very best to find quality teachers – good teachers are not easy to find. HP has written to every year group and she is confident with the curriculum. The department build on every one of the assessment points and quality assure, however time is always the issue and they are looking at ways to find further time.</p> <p>TMK asked about how we can stop students rushing into an exam paper?</p> <p>HP informed that there is a programme of well-being and care in place. Prior to the mocks HP personally has meetings with students and does what is required as the students are understandably nervous. In the group she teaches they are becoming overwhelmed and she has done everything possible to remove that fear. Tasks are focused around examinations, and classes will do meditation at the end of lessons. HP and staff will look at every strategy/skill to build resilience and independence as a culture and are addressing this in school right now.</p> <p>The presentation concluded and there was discussion amongst the Governors. RC as a Parent Governor is more assured and considers we have a good leader who is taking responsibility which is to be admired, though not good for an individual to bear all of this.</p> <p>RR noted the aspects of the presentation were personal, and heartfelt. They Departmental presentations to date have varied, therefore RR will put together a template for Governors to agree.</p> <p>RR has MP4 data for the subject area, and the picture going forward is encouraging, results are in a better place than this time last year. SB will provide to the next Full Governors. The challenge at the moment is workload/staffing, i.e. maternity leaves which is currently half the team</p>	Provide MP data	SB	Next FGB	
--	--	-----------------	----	----------	--

	<p>and it is difficult to recruit in the area. We now have more knowledge and expertise of evidence and in a better place infrastructure wise. However we need to continue to keep pushing our students.</p> <p>IM asked if we are anticipating an improvement in English results. RR confirmed we are.</p> <p>RR referred to exam preparation and the sessions prior which are for exam management. Aside, RR will look at this and even small ways to look after the students sitting exams e.g. providing breakfast in the morning.</p>	Enhancing Student support	RR	asap	
56) GDPR	<p>CP attended to give a presentation on GDPR which comes into effect 25th May. Previously schools complied with the Data Protection Act 1998. There is a new Trust Data Protection Policy with responsibility ultimately to the Trust and its Directors. CP circulated the new Data Protection Policy to Governors. The Trust is only allowed to appoint one Data Protection Officer (DPO). The Company they have engaged is Nexus and quite a lot of schools are using a service provider. As CP is a decision maker within the MAT it cannot be him.</p> <p>He informed the Governors that each school will get a data protection policy and privacy notices. Years 10/11 will receive privacy notices addressed to the students. Years 7-9 will be addressed to parents and carers. Ultimately the Data Protection Officer role is to report on our compliance with GDPR directly to Trust Board. If ICO require information it will come to the Trust. The DPO will provide a service to each individual school – initially to SLT level and everyone that deals with personal data. The DPO is Nick Holden and he has been assigned a Heath family email address. We have a service provider for Health and Safety, they will work together to provide operational information. CP recommended that Governors nominate a designated Governor, even though the accountable body is the Trust.</p> <p>CP/DPO will advise the Trust if they are performing their duties under GDPR. It is whether or not increased involvement is required, as this is considered same status level as safeguarding.</p> <p>IM asked what is the cost of service to school? CP confirmed that for eight schools will cost approximately £6K per year. There was discussion from TMK/SM regarding the Local Authority perspective and how information is</p>	Nominate Governor	Governing Body	Next FGB	

	<p>still coming out re: GDPR regulations and some guidance has not yet been received.</p> <p>CP confirmed that the DPO is in place and we are ensuring that processes are in place, but the journey continues. There will be more operational guidance issued to schools.</p> <p>RR stated that when the DPO conducts an assessment there may be more operational changes required. The information has to be auditable to evidence that school has complied, especially when school shares information with a third party.</p>				
<p>57) Agree Minutes of last FGB Meeting and matters arising</p>	<p>Minutes of last meeting were checked for accuracy and agreed as an accurate account.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Write to previous Chair. To be completed. • DSL training – RR confirmed DSL/Deputy DSL are trained or are being trained to L2. • Prevent presentation – to defer until the next Full Governors. • Governors’ Action Plan/Handbook – RR/IM will get together to finalise and share with Governing Body. • NGA assessment – an opportunity for all Governors to contribute – Governors to send any thoughts across to the Chair. • SEND Policy – following further scrutiny, Governors agreed to accept. • Nell Banfield is coming into school in three weeks to undertake PP review. • Vice Chair role – Chair asked for any willing members. No nominations received as yet. If Governors are interested, to 	<p>Letter to previous Chair</p> <p>Prevent training</p> <p>Governors’ Action Plan/Handbook</p> <p>NGA feedback</p>	<p>IM</p> <p>TMK</p> <p>RR/IM</p> <p>Governors</p>	<p>asap</p> <p>Next FGB</p> <p>Next FGB</p> <p>asap</p>	

	<p>inform IM by the end of next week. RR asked IM if he sits on the Chamber of Commerce, as this would be an avenue to investigate to increase Governing Body membership. To pick this up at a later date as required.</p> <ul style="list-style-type: none"> Marketing strategy – IM delegated to RRs with full Governor support. 	Nominations for Vice Chair	Governors	asap	
58) Principal's Report	<p>Principal's report was circulated prior and RR asked if there were any questions.</p> <p>RR went through the staffing in detail and changes were agreed. At the moment we are losing two TLR holders in Maths and are now short one teacher for next academic year. We are currently awaiting 2nd in charge of Maths post to close, but we do not have a large amount of applications. TMK thinks any school must be careful appointing the right staff to mitigate the risks. IM asked if recruitment is a Litherland concern? RR stated that it is a national challenge but more in challenging areas.</p> <p>Governors discussed recruitment and retention and IM spoke about making terms more attractive. RR confirmed Teachers have standard Terms and Conditions. SM noted schools are limited in what they can offer. Chair noted ongoing challenges for recruitment.</p> <p>Page 2 of the report, RR provided an update of the PA figure: 22.3% to date, a reduction on the 29.3% spring figure. IM asked about LHS' focus on attendance. Are we confident we are doing enough?</p> <p>RR confirmed we are doing everything, including minibus pick-ups which some may not agree with as students are not getting into good habits of getting themselves to school. TMK confirmed most schools provide minibus transport to some students. A home visit from the Principal may be the way forward.</p> <p>RR informed Governors that Hugh Baird are going to run a bus service free to our students on a route defined by RR for no charge. They have taken over South Sefton campus and RR visited the Principal to discuss amongst other things making links and transport. In return, Hugh Baird can use our minibus during the day if they can provide a driver. TMK informed Governors that we have to look at the whole family, and need to be capturing this information. TMK has been looking at sanctions and this</p>				

	<p>process needs to be quicker as there is only one court now. RR confirmed we have improved but Council intervention seems slower and there has been a change again to our EWO. TMK added that LA are also suffering from funding cuts, and it is increasingly difficult, but they have increased powers and can knock on anyone's door without consent. RR is trying to put in place culture and ethos, and yes we need to work with housing and health.</p> <p>RC said there are certain places e.g. local shop where students will be before school. RR confirmed if we know we will get staff there to ensure the students are not late. TMK informed that when LA did a recent truancy sweep they didn't pick up anyone from LHS.</p> <p>From the report RR hoped Governors would see the amount of activity that takes place in school and he pointed out that with the exception of one other school in the LA, we do the Exchange trip.</p> <p>RR asked if Governors had any further questions – there were none.</p>				
59) Ofsted Report	<p>Following the recent Ofsted visit, RR asked Governors for questions following the report.</p> <p>The previous action plans were addressing the needs of the school. i.e. strategic framework and school improvement plan. To address the report, RR has now changed the management structure as there is too much work for five members of SLT. He has decided that Ms Murphy will do attendance wholly as a key priority for the school. Mrs Roberts will focus on Behaviour and Welfare, with Ms McAnally focusing on ethos with regard praise reward and ambition. RR has appointed a temporary SENDCO for 12 months (Mrs O'Leary). There is also another member of teaching staff who would like to undertake the training. There will be five Heads of Year, and we will have this traditional structure simply because it works. There are also the middle leaders and all staff are held accountable.</p> <p>For the School Development Plan 2017-19 going forward, Mr Hurren from the MAT has been over this in great detail. Document includes historical results, key performance indicators, benchmarking and key objectives to</p>				

	<p>hold leaders to account. On page 5 the four key priorities have been broken down into Ofsted areas. Those are the key foci of the SDP going forward. Page 7/8 are broken down into timelines and actions to achieve that. RR shared with Governors the SLT version.</p> <p>All leaders will be expected to write an action plan in this format and this will be completed by the end of June. SLT/Governors will complete the SEF. RR will bring this as a standing item to Full Governors.</p> <p>IM asked use of Academy Improvement Partner within school. RR confirmed we have re-acquired Mr Hurren, previously it was Mrs Banfield. Our AIP is a resource which we should maximise.</p> <p>TMK spoke about rationale about taking the current Assistant Principal off the area of behaviour and welfare. RR noted that the behaviour referred to in Ofsted was in the classroom, and Ms Murphy is non-teaching staff and not classroom based. RR stated an area of strength in Ofsted was Alternative Provision, which Mr Murphy also still holds, along with her newly acquired area of attendance.</p> <p>RC confident that if school and its Governors can get behaviour and attendance right then we can only thrive. IM acknowledged this and the Governing Body will do all it can for the challenges ahead.</p> <p>RC asked about why as a school we are compared to national figures only, we should also be comparing ourselves to local attendance figures. The school is better than ever, and we are still building. One of challenges is demonstrating this. RR informed that he does get statistics of similar schools and performance against, RR will provide at the next meeting.</p>	SDP	RR	Next FGB	
60) Sefton Vision/ School Improvement	Sefton Vision document- RR informed that LHS has been put in School Improvement Group 4 (SIG). The criticism is we had no say of the group we joined. The strand is a cluster organisation (20 schools) and we have opted out for now. IM asked if it will add value being part of this. RR confirmed it is too early to say as it appears very large. We have full	Attendance and data of local schools	RR	Next FGB	

	strategy and thought process behind therefore RR hopes we can bring something to it and gain from it.				
61) Finance (standing item)	The Financial Controller had provided a Finance summary for Governors. IM explained that it is a very tight financial situation currently. There were no significant changes, but we must keep a close eye on ICT costs. Alternative Provision costs are high, but other options are being explored. RR confirmed school are not using as much next year and will trial in-house solutions. RC asked on how positive an impact Alternative Provision has on students. RR stated a small number of students are on a two day work placement, and on a reduced timetable and it is a pathway bespoke to them. We could have put on Impact but it would not have been as beneficial for them. Governors worry is always giving the best chances to all students. RR confirmed this plan for them is the best plan. The third area of concern was around repairs and maintenance which to a certain degree is unquantifiable. The process has started to set the 2018/19 budget. The budget is tight but we need to make it work. In terms of financial management process, purchase orders need to be tightened up on. RR has spoken with Financial Controller at length as we cannot go overdrawn as an academy. SM noted that LHS has not had to make any redundancies for the forthcoming year which is positive.				
62) SEN (standing item to Sub Committees)	Sub Committee minutes were provided. FMF was very thorough, and Committee has a plan where they are going. TMK asked for when Governors audit safeguarding is, as it needs it to be agenda item. RR asked for TMK to talk to the DSL (Mrs Roberts) directly.				
63) NGA	IM asked Governors to respond to assist the Chair.	NGA Feedback	Governors	asap	
64) Prevent Presentation	Prevent Training will be deferred to Full Governors in July.	Prevent Training	TMK	Next FGB	
65) AOB	TMK will come in and look at attendance and profile of families with Assistant Principal. In terms of balance, Chair will keep to timings, but he is aware Governors want to ask questions and challenge, so inevitably meetings will sometimes go over time, all Governors accepted this.	Attendance/ profile	TMK	asap	

	Yes all agreement Governor need to know all information available, RC stated that particularly in terms of Departmental presentations Governors can then challenge effectively and are also in a position to offer support as required.				
66) Date of next meeting	Wednesday 4 th July 2018 @ 5.45 p.m.				

Signed (Chair): _____

Date: _____