

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 16th November 2016 at 5.45 pm**

<p><u>Present:</u> RP Rob Pritchard, Chair MSH Maria Sharratt, Co-Principal Litherland High School RR Rob Rogers, Co-Principal Litherland High School JB Joanne Butcher, Parent Governor SP Suzanne Pomford, Parent 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 CMU Carmel Murphy, Assistant Principal/Non Teaching Staff Governor DSc Doreen Scott - Clerk to the Governors</p> <p>Also in attendance for discussion regarding SFFL & SEF only: LR Loretta Roberts, Assistant Principal SB Sharon Black, Assistant Principal KC Kate Campbell, Assistant Principal</p>		<p><u>Apologies:</u> FMF - Frank McFarlane, Business/Community Governor</p> <p>TMK - Tracy McKeating, Business/Community Governor</p> <p>KL – Karen Lynskey, Education Governor</p> <p>WK – Wendy Kenyon, Business/Community Governor</p>		<p>Non attenders: nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
Welcome and Apologies for Absence	Welcome from the Chair. Apologies accepted by RP from FMF, TMK, KL, WK				

<p>Agree Minutes of last FGB Meeting and matters arising</p>	<p>Minutes from 12/10/2016:</p> <ul style="list-style-type: none"> • RR still awaiting costs for potential 1 day residential in summer term for Year 6 • RR in discussion with IM regarding having a school business sponsor nationally or local to the area • Governor training – evidence of any key training needs to be provided to the clerk in order for it to be recorded <p>Minutes signed and agreed as an accurate record.</p>	<p>Residential costs</p> <p>Evidence training</p>	<p>RR</p> <p>RR/IM</p> <p>Governors</p>	<p>asap</p> <p>Following attendance</p>	
<p>SFFL</p>	<p>A copy of the SFFL (Strategic Framework for Learning) was circulated to all Governors prior to FGB meeting.</p> <p>Curriculum - SB addressed the Governors and said the aim of the school is to deliver outstanding outcomes for all groups of learners and to ensure the curriculum is fit for purpose. We are always looking at ways we can develop, particularly in maths and literacy, and perhaps look at alternative avenues for a more vocational approach in the next academic year. It is vital that the progress of students is rigorously monitored/assessed, particularly those attending alternative provision (AP), off site provision or who are persistently absent, to try to minimise the adverse effect their underachievement could have. There is a very strong team at AP now delivering English, Maths, Science, IT and BTEC Sport.</p> <p>When new Year 7 students arrive in September intensive in-school literacy and numeracy catch-up provision ensures that all Year 7 learners are fully prepared for the demands of the curriculum. This is essential for them to move forward successfully.</p> <p>In response to the EBacc (English Baccalaureate) we have revised provision to ensure that learners in KS3 are fully prepared for the rigour of GCSE in humanities based subjects. The impact of efforts to develop SMSC</p>				

	<p>(spiritual, moral, social and cultural development) provision will be demonstrated by students through their willingness to reflect on experiences, behaviour around the school, participation in a variety of settings and through the display of tolerance and respect.</p> <p>To develop a careers education strategy, students are supported in planning for further education or training post-16. RP asked about what were the other career choices and what local opportunities there were and whether local businesses are hiring. The response was that there are not many jobs in Sefton. SP wanted to know if there is anything in place if a student is not sure about what options to take or they have chosen the wrong subject(s). RR/MSH responded by saying that students will be supported throughout with their choices. SB, the students, parents/carers and a member of SLT will help to steer students through the appropriate channels. RR said that plans are afoot for Year 8 students to meet with a member of SLT (KA) on a 1 to 1 basis.</p> <p>Progress/achievement – SB spoke about reducing the performance gaps between different groups of students. Monitoring will go on all year round and will stay in place until gaps are closed. It is very important that an improvement is seen in the outcomes of particularly GCSE English and Maths as they are now double weighted and that the variation between predicted and actual results is reduced. It is also very important that Science and Technology are monitored very carefully. IM asked where do we see where progress is made - is it mapped anywhere? The response was yes in the SFFL.</p>				
SEF	<p>A copy of SEF (Self Evaluation Framework) was circulated to all Governors prior to FGB meeting.</p> <p>Behaviour - CMu reported that following the implementation of Behaviour for Learning (BFL) Phases 1 & 2 and the analysis of good quality data it shows that they have been successful and the data highlights areas where</p>				

	<p>improvement/more support is needed. Behaviour for Learning Walks and out of class behaviour, Phase 2, have been added to policies. There has been restructuring of Student Support which has resulted in good relationships both with students and parents. There are 3 Progress Co-ordinators across 5 year groups.</p> <p>Safeguarding – LR reiterated the importance of safeguarding being tight at all times. An annual review takes place and the action plan is reviewed throughout the year. All new staff are seen by LR We have an appointed Safeguarding Officer – Claire Gaudie – with a team of 6. A recent survey shows that parents feel their children are safe in school. Students also feel they are safe in school. Presentations by outside agencies are given - only last week a presentation “Online Safety” took place. LHS works closely with MAT to share best practice. Our Section 175 Audit complies with local authority guidelines. We feel confident that our students are aware of how to keep themselves safe and who to speak to if they are concerned/worried. Frank McFarlane undertook a safeguarding walk in September and his comments were very positive.</p> <p>Week beginning Monday 14 November was “Anti Bullying Week”. A number of students performed to Year 7 to 10 students on Friday 18 November giving a strong anti-bullying message. Anti-bullying Ambassadors are working towards The Diana Award and attended an event in Blackpool during the week. The school also has Well-Being Ambassadors and Peer Mentors. The school encourages older students to look after the younger students and we promote a “No Bystanders” policy. RP challenged whether a new policy had been introduced but was told there has been improvements made to the existing policy which includes social networking. The Safeguarding Officer CG has reported a reduction in incidents of bullying. Students are aware that bullies are not welcome at LHS and this creates a better culture in school. If students witness any form of bullying/intimidation they know they should report this and not just walk/stand by.</p>				
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	<p>Engagement in Learning – LHS has been awarded IQM status (Inclusion Quality Mark) and has also been made a Centre of Excellence following assessment over a 2 day period. The Assessor’s comments included:</p> <ul style="list-style-type: none"> • how good support was not only for students but also for new staff • students were a credit to the school • the Junior Leadership Team (JLT) were very good and do an outstanding job • the notice board at the student entrance is very good • the Governors and sub-committee members are very good • strong student leadership • impressed with Governors skills audit <p>Once the official letter is received then this very impressive achievement will be announced and celebrated and local press will be contacted. LHS could be the first school in Sefton to be awarded the IQM and Centre of Excellence status. SP/JB said this will be very attractive to the parents of prospective Year 7 students for 2017/18 intake and could increase numbers. The Chair, RP, said that on behalf of himself and all the other Governors he would like to thank CMu, her team and all at the school for their hard work in achieving this excellent result – the school should be very proud.</p> <p>Attendance – LR informed Governors that there has been an increase in the number of staff dealing with attendance issues - the BWO’s (Behaviour Welfare Officers) each have a year group to monitor. From October until Christmas the following has been put in place; meetings with parents/carers, support plans, reward scheme, engagement with students to find out reasons for absence i.e. don’t like particular subject, problems with peers etc. This will be monitored and reviewed after 6 weeks. Lynn Moore (LMO), our Senior Parent/Student Support Worker, is working on persistent absence (PA) with Tony Maguire, EWO (Education Welfare Officer). Meetings with parents/carers will take place this week over a 3 day period and the number of hours lost in education and how it will</p>				
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	<p>impact at the end of KS4 will be discussed. Vulnerable learners, such as children in the care of the local authority (CLA), who are historically good attenders, and SEN learners are constantly monitored to ensure the outcome for them is as good as for others nationally and that they reach their potential. AP attendance is monitored by Jeanette Butchard (JBU), Leader of AP and she also monitors IMPACT and complementary education (Comp Ed) students. JBU rings school each day with an absent report so that follow-ups for absent students can take place. SP/JB asked about Comp Ed and where this takes place. LR said Comp Ed students attend Pinefields in Formby and our aim is to eventually bring them back into main school. Their attendance and progress are monitored and any letters, reports, school information etc are sent home so they still feel part of LHS. LR was happy to report that the BWO's have had a positive impact on attendance and with CG's help there has been a dramatic reduction in the number of students who are late or persistently late.</p> <p>Safeguarding and care – CMu reported that LHS staff are very good at identifying students at risk and reporting their concerns. Early intervention is key before the child becomes a child in need. We work with over 20 external partners/agencies to support students and if necessary their whole family. If we do not already have a link with an agency who offer the right/appropriate kind of support then we will find one who does. We have a FIP worker (family intervention project worker), Jenny Murphy, who develops excellent relationships with her cohort of families and does whatever is necessary to give them the support they need.</p> <p>The Chair, RP, thanked CMu, LR and all other staff for all the work being done and said that LHS is in an area where there are a lot of social issues but staff are ensuring that the important things are being addressed.</p> <p>Teaching, Learning and Assessment - KC spoke about how a team of outstanding teachers has been identified. They will be known as Teaching and Learning Champions who will meet with KC on a monthly basis and will be in a position to share good practice across the school. (This is currently</p>				
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	<p>on hold due to upcoming maternity leave). A bespoke CPD programme has been devised which allows staff to take the lead in CPD sessions. Teachers are encouraging students to take more ownership of their learning so they become more independent enabling the teacher more time to give high quality feedback in lessons. Assessment meetings are to be timetabled by SB with the leaders in Science and Maths and further meetings with the Leader of English will take place.</p>				
MP1	<p>A copy of the MP1 Summary Report 2016/17 was circulated to all Governors prior to FGB meeting.</p> <p>Document/data was discussed and various points made</p> <ul style="list-style-type: none"> • Certification for English and Maths has been reformed • More points will be awarded to higher grades • Previously 5 points were awarded for a grade C but in 2016/17 this will be 4 points • The attainment of under achieving (UA) students will have a greater impact in 2017 • Focus on 3 levels of progress <p>RP said because of the changes it will not be possible to make direct comparisons. IM asked what will be the measure and RP replied that for 2016/17 the national average will be used.</p> <p>Governors asked what actions would be taken if students achieved fewer than 3 levels of progress especially in key subjects English, Maths and Science. RR/MSH said that this concern had already been identified and was in hand. RP asked how comfortable governors and staff were about the progress of the school. MSH replied that due to the reformed GCSE's at the moment staff are not confident about making judgements. Added pressure and anxiety about how to provide extra time for subject support without impact on lessons has been discussed and compulsory after-school</p>				

	<p>classes using a personalised learning checklist (PLC) are to be introduced. JB said that as a parent of a student at LHS she would be more than happy for this to go ahead and other governors agreed.</p>				
<p>Feedback from Finance Committee Meeting on 2/11/16</p>	<p>The Chair, RP, addressed the meeting and reported that the budget is not looking good and the falling number of students on roll has had a significant impact on finances. The reserves have been used – we have no reserve. Consequently, this current financial situation will have a major impact on staffing. Due to the scale of the budget deficit, restructure is necessary. Work is being done in many areas to try to save money. Governors asked when restructure/redundancy would take effect and The Chair responded by saying this would be with effect from September 2017. Talks are already taking place with Hill Dickinson regarding the correct procedures to be followed and more work may need to be done by the Governors. In January staff will be brought up to date with the situation.</p>				
<p>Governor Vacancies Update</p>	<p>MSH reported that 2 or 3 individuals had shown an interest in becoming a Parent Governor. RP suggested meetings be arranged to interview and find out what skills they could bring to the Governing Body.</p> <p>Due to the resignation of Ted Marr, Vice Chair, the Governing Body needed to appoint a Vice Chair. The Chair, RP, nominated Ian Mitchell who accepted the position and this was agreed by the governors.</p>	<p>Meetings to be arranged</p>	<p>MSH/RR/DSC</p>	<p>ASAP</p>	
<p>Achievement and Standards Committee</p>	<p>The Teaching Learning and Assessment sub-committee and the Outcomes sub-committee have merged to become Achievement and Standards sub-committee. The first committee meeting took place on Wednesday 12th October.</p>				

Date for next report of Achievement and Standards Committee	Governors agreed that the next subject leader to be scrutinised would be the leader of Science and this would take place on Wednesday 11 th January 2017 prior to the Finance Committee Meeting.	Leader of Science to be informed	MSH/RR	ASAP	
Head Teachers Report	This will be presented at the start of each term.				
AOB	<p>SP/JB were concerned that the jargon used in Governors meetings, particularly the use of acronyms, was difficult to understand. RR addressed this and asked the Governors not to talk in acronyms.</p> <p>The Clerk reminded Governors to attend Safeguarding Training, as part of the CPD programme, on Wednesday 18th January 2017 from 6.00 to 7.00 p.m. led by Tracy McKeating.</p>				
Date of next meeting	Wednesday 25th January 2017				
	There being no further business the meeting closed at 7.15 p.m.				

Signed (Chair): _____

Date: _____