

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 18th October 2017 at 5.45 pm**

<p><u>Present:</u> RP Rob Pritchard, Chair RR Rob Rogers, Principal Litherland High School JB Joanne Butcher, Parent Governor SP Suzanne Pomford, Parent Governor FMF Frank McFarlane, Business/Community Governor IM Ian Mitchell, Business/Community Governor ABE Alison Bennett, Teaching Staff Governor CMU Carmel Murphy, Non-Teaching Staff Governor LK Linda Kinsella, Clerk to the Governors</p> <p>Also present: nil</p>		<p><u>Apologies:</u> RC Ronnie Cowen, Parent Governor AB Adele Browne, Parent Governor DR Daniel Rankin, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor KL Karen Lynskey, Education Governor TMK Tracy McKeating, Business/Community Governor</p>		<p>Non attenders: nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
6) Welcome and Apologies for Absence	<p>Welcome from the Chair, RP Apologies received from RC, AB, DR, SM, KL and TMck.</p> <p>FMF challenged the fact that some Governors were sending their apologies and the Governing Body should seek the underlying reason, as Ofsted Inspectors can disregard apologies seeking consistent attendance. RP acknowledged that FMF makes a valid point, however the Governors are at the end of the day freely giving their time and this would likely turn off</p>				

	those already volunteering. LK confirmed that a reason for absence had been provided by all individuals.				
7) Agree Minutes of last FGB Meeting and matters arising	<p>Minutes from 13/9/2017: The Minutes were agreed as an accurate record, proposed by SP and seconded by RP.</p> <p>Sub Committees/Clerking FMF expressed his concern about his Committee being held prior to the Full Governors meeting, and on this occasion the majority of his members were missing. RR/RP are open to other views regarding holding Sub-Committees on different days, and if this Committee wish to meet outside the date it would be absolutely fine. Governors who were present were asked about the timing of the Sub Committees and general consensus was that they prefer Sub Committees to be held immediately prior to FBG.</p> <p>FMF raised the issue of clerking and is concerned that a verbal report is not sufficient for good Governance, and that there should be formal reports. RR fed back that the administration staff are unable to commit to out of hours working and it is expensive to buy in clerking services.</p> <p>Governor Conference The Chair thanked all for attending. Following on from this it was agreed that there will be a Governors Action Plan, which RP will prepare and circulate for comment.</p> <p>Feedback from meetings with Heads of Department The Principal and Vice Principal have now conducted all meetings, and having scrutinised the data, key questions have been raised. Going forward RR proposed that Departments are scheduled to present at FGB meetings to share their vision with the Governing Body.</p> <p>Final Results Results are available on the Government site - School Performance Tables, however the data is still unvalidated. IM queried when data will be validated, RR confirmed this will be January 2018.</p>	Prepare Governor Action Plan	RP	Next FGB	Agenda item re: Clerking
		HODs to present at FGB meetings	RR	Next FGB onwards	

8) Sub Committee Membership Review	<p>It was raised that the Committee Memberships needs an even balance and the Chair asked for volunteers to move over to Behaviour Welfare Attendance and Safeguarding. Two members could not attend this Committee today (RC and AB) therefore it was not viable.</p> <p>Finance Committee / School Finance The Chair informed that the Multi Academy Trust are trialling the removal of the Finance Committee at school level, which would see the groundwork and preparation completed at MAT level, with regular financial reporting and all issues coming back to the FGB. This would free up the time already allocated to Finance meetings and this time could be utilised for Sub-Committee meetings. There was discussion regarding how this would work in practical terms. With this information only being shared today, RP asked Governors to contact him directly with any issues they may foresee.</p> <p>RP reminded Governors that school has an in year deficit and there is significant challenge ahead for the school. He explained that RR did make considerable savings last year with the restructure and spent a great deal of time and energy on enhancing the Primary transition.</p> <p>RR stated that he will have an early indication of numbers at the end of November and that will enable him to build a curriculum model. He will then review staffing further based on students numbers and return to Governors with a proposed structure.</p>	<p>Confirm Members to move Committees</p> <p>Feedback from Governors re: Finance Committee</p>	<p>RP</p> <p>All Governors</p>	<p>Next FGB</p> <p>asap</p>	<p>What are the indicative numbers for 18/19?</p>
9) Ratify Scheme of Delegation	Governors noted the delegated spending authority and accepted this.				
10) Declaration of Interest Form	All pecuniary interests received except from two absent Governors.	Follow up Pecuniary Interests Forms	LK	asap	
11) Governor Code of Conduct and Code of Practice	The review of these documents took place. Governors agreed the documents are fit for purpose and reflect the current school structure. Some minor amendments are required and once updated will be circulated at the next FGB for signing.	Update and circulate documents	LK	Next FGB	

	<p>CPD</p> <ul style="list-style-type: none"> RR spoke about the recent CPD programme undertaken by staff based around 'KS3 The Wasted Years'. As part of the INSET day, staff were allocated by RR to visit Primary schools, based on their areas of interest. During the visit they had this key focus in mind, whilst reviewing current practices in the primary schools. The feedback from staff was very positive, and there are two more INSET sessions due. RR had circulated the findings prior to Governors, and this information will be shared with the participating Primaries. RP commented that this Primary programme is a positive move in managing the transition from Primary to Secondary. The second area of CPD for staff is in-house consisting of three blocks of time, approximately 6-8 weeks duration. This comprises of classroom observations, modelling teaching against standards / NQPH, and recommended reading lists. <p>IQM Following the recent assessment, School has maintained Centre of Excellence status. The assessor has indicated that we should now apply for Flagship status. RR will share report when received.</p> <p>School Trips RR reported that End of Year trips are now covering their costs in full, as will all future trips. RR recently attended a school visit to the Royal College which linked Maths and Music – and reported how enjoyable it was to see students experience this type of visit. There are two trips abroad planned for next year (Ski trip and Belgium trip) which are offering opportunities to all students. They both have large numbers wishing to attend which is very positive, and due to the long lead in time, the payments can be spread over a long period.</p> <p>Food outlet on Playcourt</p>	Circulate report	RR	Next FGB	
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	<p>This new initiative is so far proving a success, and does not appear to be taking revenue away from main canteen. Costs are being kept to £1 per item.</p> <p>Attendance This area of responsibility has now moved to Ms Murphy, Assistant Principal. Persistent absence still remains a concern, and she and her team will be working on improving student attendance, decreasing the gap between PP and non PP and lowering persistent absence figures.</p> <p>Exclusions To date, permanent exclusions have been upheld by the Governors Discipline Committee. Re: Fixed Term Exclusions, RR is looking to reduce through different means but does not have the Alternative Provision available to him. However, he informed Governors that if behaviour warrants it he will exclude, and has to balance that with impact this will have on the student's education and ultimately results.</p> <p>Bullying Log / Racist Log Numbers reported in school were low which is very positive.</p>				
14) Governors' Conference and Action Plan	<p>The Governors' Conference was well received. Following this, the Chair will draft the Action Plan and ensure that the appropriate challenge for the Principal is built in.</p> <p>Bios – all remaining bios to be updated. CPD – if Governors undertake training outside of school to refer to LK to capture this information. CPD – if Governors require additional training to raise with the Chair. There was information circulated by the Clerk re: free Governor training at Wade Deacon in November/January.</p>	Draft Action Plan Provide Bios Provide Evidence of Training	RP Governors Governors	Next FGB asap asap	
15) School Results Action	<p>New updated Results document was provided to the Achievement and Standards Committee who had gone through this in great detail. The Chair reported that there are positives but still some areas of concern. The first page outlined the strengths and areas of development. English and Maths have seen improvement but is still not where Governors would like it to be. The Vice Principal reported that she is confident school can</p>				

	<p>reach and exceed targets. Other subject areas are strong, therefore English and Maths continue to be the focus going forward. RR reported that the Maths team are now solid, and English have been in the past but due to staffing changes and maternity covers have experienced some instability.</p>				
16) AOB	<p>SEN Governors have some concern around SEN, there has been a wider discussion highlighting positive areas and areas where Principal / Governors need to address gaps in provision. Reported for minutes that this will be a standing item. RP stated that he would like to see more challenge, and this could be a small group of Governors. RP assured by the Vice Principal that the Leadership Team are aware of areas and these are being addressed. FMF asked who the SEN Governor is, confirmed as KL.</p> <p>RP considers it good practice to have a termly report on SEN, and requested this. Action: Governors requested a termly report on SEN and progress report on SEN, showing any gaps and how these are being managed.</p> <p>School will look at case studies on individual students, where they are, the progress being made, and Governors will provide appropriate level of challenge.</p> <p>FMF asked who is the current PP Governor, confirmed as TMK. RP shared concerns re: Governor attendance but given links in LA would like to maintain. FMF stated that Ofsted will no doubt be requesting an SEN report.</p> <p>Results Performance tables now available and ranking discussed in relation to other schools. RR explained how the results are just one aspect of school life, albeit the final outcome. RP added that the results, challenge and on site provision are all improving. He has observed this through his journey with the school from the very start of the IEB, and the behaviour and feel of the school is much better as a result of strong leadership and exclusions.</p>	<p>Agenda item: SEN</p> <p>SEN Report</p>	<p>Chair</p> <p>RR</p>	<p>FGB</p> <p>Termly</p>	<p>SEN standing item</p>

	<p>RR added that it was necessary to consider the main school population when taking the unfortunate step of excluding students.</p> <p>JB supported this stating that she had dealings with a Year 8 teacher, and as a parent felt very happy with how the situation was dealt with.</p> <p>Ofsted FMF (who is a National Leader of Governance) reminded that Ofsted are also looking at school websites for compliance, and that there are checklists available. He queried who was tasked with this role. RR confirmed that Mrs Burns keeps the website updated. RR is aware of one policy that was missing, but has now been updated, and school is finalising documentation in one other area.</p> <p>FMF spoke about PP as an area of challenge, and we would be asked what as a school we are doing to narrow the gap, the impact on students and how to evaluate this.</p> <p>Also, the area of attendance in relation to FSM students, and what Governors perceive to be the strengths and weaknesses, results, and PP and the impact of spend. Governors will also be asked about how Teaching and Learning is developing and deepening knowledge, skills and understanding, and can you show impact as a Governor?</p> <p>RP reminded that although there is a great deal for Governors to consider in their role, that only an Educationalist could answer with a full understanding.</p> <p>FMF also stated that if Governors are not present for a number of meetings, Ofsted may request to see that Governor.</p> <p>Safeguarding/Single Central Record FMF asked who he should consult in the absence of the Safeguarding Lead, RR confirmed Mrs Gaudie.</p>				
17) Date of next meeting	Wednesday 22 nd November 2017.				

Signed (Chair): _____

Date: _____