

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 25th January 2017 at 5.45 pm**

<p><u>Present:</u> RP Rob Pritchard, Chair RR Rob Rogers, Co-Principal Litherland High School FMF Frank McFarlane, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor TM Tracy McKeating, Business/Community Governor JB Joanne Butcher, Parent Governor SP Suzanne Pomford, Parent 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><u>Apologies:</u> DR – Daniel Rankin, Business/Community Governor IM – Ian Mitchell, Vice Chair Business/Community Governor KL – Karen Lynskey, Education Governor WK – Wendy Kenyon, Business/Community Governor MSH – Maria Sharratt, Co-Principal Litherland High School</p>		<p>Non attenders: nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
<p>Welcome and Apologies for Absence</p>	<p>Welcome from the Chair. Apologies received and accepted by RP from DR, IM, KL, WK, MSH</p>				

<p>Agree Minutes of last FGB Meeting and matters arising</p>	<p>Minutes from 16/11/2016:</p> <p>Minutes agreed by attending Governors who were present at FGB meeting on 16/11/2016 and then signed by The Chair as an accurate record.</p>				
<p>Feedback from Finance Committee Meeting on 11/01/2017</p>	<p>At the meeting on 11/01/2017 The Chair said that the Governors were very thankful for the due diligence paid to the budget and cost saving methods used throughout the year. He also said that despite MSH and RR meeting all their performance management targets they had both declined a pay rise and he wanted his appreciation for this to be minuted. The Chair also reported that challenging times lay ahead and restructure, to balance the budget, would start at the top and advanced discussions had already taken place with the Co-Principals MSH and RR.</p> <p>The Chair said that since the meeting on 11/01/2017, whole school restructure had commenced with MSH stepping down as Co-Principal to take up the post of Vice Principal with effect from 1st February 2017 with RR taking over as Principal (all Governors had been informed of this via email on 20 January). He emphasised that correct procedures had been followed through The Heath, legal and HR. Full and frank discussions had taken place and terms were agreed. It was felt that it was very important to start restructure at the top. SM agreed and said that decision should create a lot of positive feedback. There is always the argument that restructuring more often than not starts at the lower levels so starting at the top sets LHS off on the right footing. JB commented that she was happy that MSH had made the decision to step down and everything had been done in the correct manner rather than it just being a decision made by The Heath/The Chair. The Chair responded by saying he felt very positive that it was the right move for both RR and MSH but that they had a lot of work ahead of them going forward in the near future.</p>				

	<p>Governors wanted to know when restructuring would take effect from. RR said this had to be in place ready for the academic year 17/18 so from September 2017. The process had started in January with step one having been completed. Step two would be to look at the roles of assistant principals and then other staff. A possible option for scaling down could be job sharing, especially for those members of staff with small children. Certain staff have mentioned job sharing in the past but it was not looked upon favourably. This may now be a possibility. SM commented that in some instances job sharing can reduce absence. The Chair made it clear that whatever decisions were made they had to be agreed with the legal department. He emphasised that the most important thing about the restructure is it has to fit what the students need.</p>				
<p>Parent Governor/ Governor Vacancy Update</p>	<p>RR informed the Governors that the Parent Governor position had been advertised to whole school population via a letter with nomination form and information sheet attached which was given to students to take home to parents/carers and this was also put on our website. Disappointingly there were only two self-nominations – one male and one female, both with a child at LHS. They are both extremely good candidates with a range of excellent skills that would benefit our Governing Body. The two candidates will be invited for interview with the possibility of them both being given the opportunity to become a Parent Governor depending upon the outcome of the interview.</p> <p>The Chair informed Governors that, although still actively looking, a replacement had still not been found for Ted Marr, Vice Chair who resigned from the Governing Body in October 2016. The Chair commented that with Ted’s skill-set it is going to be difficult to replace him.</p>	<p>Invite candidates in for interview</p>	<p>RR/RP/DSc</p>	<p>ASAP</p>	
<p>Co-Principals’ Report</p>	<p>The report was emailed to Governors for reading prior to the meeting. RR said he would welcome any comments/questions.</p>				

	<p>Staffing – RR informed Governors that following the resignation of Lucy Hamer, Teacher of Science on 31 December 2016 the vacancy was being covered, temporarily, by two science specialists from an external agency. A member of staff on maternity leave had requested to return part-time but this had been declined.</p> <p>Sub-committees – FMF made it clear that the Behaviour Welfare Attendance sub-committee feel very strongly that all governors should have a presentation from members of staff from the attendance and behaviour departments. Data is fine/crucial but it does not give the whole/background story. There is a lot of impressive work that goes on behind the scenes that governors need to be made aware of. The Chair suggested that perhaps an overview and case study needs to be carried out. TM stated that, given her working background, she felt she could be an effective member of the Behaviour Welfare Attendance sub-committee and would be more than happy to transfer from the Achievement and Standards sub-committee. FMF was very happy for this to happen. TM felt there was a need to revisit the attendance policy as it can be judged on persistent absence figures. OFSTED may, for example, ask “when was the last time the child was seen” for safeguarding reasons. If we are challenged the policy will be scrutinised. The Chair tasked FMF’s committee to come back with recommendations. TM and FMF agreed they were happy to meet to discuss this matter outside of FGB meetings.</p> <p>IQM – RR advised that as LHS have now been awarded Centre of Excellence status a press release is imminent.</p> <p>Transition – RR said Kate Campbell and Kelly McAnally have been tasked with creating their own strategic framework for transition. In the past, the smooth transition from primary school to LHS has been praised by staff at the primary schools. However, LHS is obviously not selling itself as well as it could because intake is down. LHS has so much to offer students and has amazing facilities - we need to make sure the perception parents have of LHS changes for the better. Other secondary schools are offering</p>	<p>Meeting to be arranged with Chair of Committee</p>	<p>RR to meet with LR</p>	<p>ASAP to report back to next FGB meeting</p>	
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	<p>service buses taking students to schools out of our area – effectively “moving in” on our feeder schools. Historically, LHS have never offered this. Chesterfield have service buses and charge 80p one way. RR will investigate the viability of LHS providing service buses with a possible return fare of £2.00. In an effort to increase intake, research needs to be done to find out if parents/carers would send their child(ren) to LHS if service buses were provided. [REDACTED] is the worst performing school in the area so if transport to LHS was available from [REDACTED] parents/carers may change their mind about sending their child(ren) there. RR circulated a map of the area with red flags indicating where students live so a bus route would need to be devised. The Chair commented that LHS cannot compete if buses are provided by other schools.</p> <p>The Chair said he felt the way forward for the school is in the restructure and changing the perception outsiders have of LHS and this could take between 12 and 18 months.</p> <p>Year 11 MP2 update – Year 11 MP2 and Mock Results 2016/17 information was emailed to Governors for reading prior to FGB meeting. The Achievement and Standards sub-committee met prior to the FGB meeting and, as a member of the sub-committee, ABe summarised by saying that following on from the mock exams there is some work to be done. There is a lot of work going on in English and Maths with Maria Sharratt heavily involved. The new framework for English and Maths has left teachers feeling in the dark wondering about outcomes but Governors agreed it is a case of them delivering the programme of study to the best of their ability and see what happens. The Chair said he would like to do a “walk around” in the English department with Maria Sharratt.</p> <p>Attendance Report – RR reported that whole school attendance is not where it should be but it has not declined. Pupil premium is getting better and non-pupil premium needs to reach 95% (94.84% 2016/17 at present). LHS has fewer CLA (Care of Local Authority) students so attendance % has</p>	Viability of service buses	RR	ASAP	
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	<p>gone up. TM challenged RR to say that poor attendance is a major concern and stressed that even more attention needs to be given to this very important area to motivate students to come to school. OFSTED are renowned for picking up on attendance, persistent absence, exclusions and pupil premium students. Ways need to be found to increase attendance. A more in depth presentation for Governors on attendance by the sub-committee would be welcome. RR will speak with LR about this.</p>	<p>Presentation by sub-committee re attendance</p>	<p>RR to arrange with LR</p>		
<p>AOB</p>	<p>Department for Education (DfE) visit to Litherland High School – RR informed Governors that he had been informed an Education Adviser from the DfE will be visiting LHS on Thursday 23 February - a suggested programme/schedule for the day was circulated. This is not an OFSTED visit and may have been triggered by un-validated data on RAISE (Reporting and Analysis for Improvement for school Self-Evaluation). It is important to find out if our students are on the right path. The Chair confirmed he would be able to be in LHS p.m. on the day and will liaise with RR. TM offered to look at the Sefton LSCB (Local Safeguarding Children Board) threshold document and will report findings to RR and a report will be generated. TM commented that OFSTED are hot on data.</p> <p>Clerking of sub-committees – FMF asked for clarification as to who should be responsible for clerking the sub-committees as it was still unclear. He felt it should be a member of admin staff and not a member of the committee. More formal minutes need to be produced. FMF also felt there needed to be an increase in committee members.</p> <p>Governor business – Q. Do we have a SEND link Governor? A. Yes, Karen Lynskey. The Chair reported that a governor, who has been absent for a period of time due to illness, will be returning to meetings in a few weeks. The Chair noted that Governor roles need to be looked at and sub-committee structures need to be refreshed.</p> <p>Safeguarding – FMF reminded Governors that he planned to carry out</p>	<p>Check Sefton LSCB threshold document & report to RR</p> <p>Find admin staff to take minutes at sub-committee meetings</p>	<p>TM</p> <p>RR</p> <p>RP to liaise with RR</p>	<p>ASAP</p>	

	<p>a safeguarding walk with Claire Gaudie, Safeguarding Officer, each term. One was carried out in September 2016 and the next will take place in February. Following on from the Behaviour Welfare Attendance sub-committee meeting FMF reported that CMU and Loretta Roberts have agreed to look at e-safety and “Prevent” strategies and said he would be happy to write a report. TM told Governors that as the Safeguarding Training for Governors (part of the CPD programme) scheduled for Wednesday 18 January 2017 was postponed she would be looking to arrange training locally and arrange for certificates to be issued.</p> <p>Competency Framework for Governance – The 27 page DfE document was emailed to Governors for reading/reference on 20 January 2017 at the request of The Chair. TM referred to the document and raised her concern regarding online safety commenting that some schools fall down because they do not audit their own online safety and Governing Bodies need to be asking what their schools are doing to address this. The Chair said he felt that everything was in place at LHS regarding this issue. Both TM and The Chair suggested that all Governors take a good look at the document.</p>	<p>Safeguarding walk</p> <p>e-safety/Prevent report</p> <p>Safeguarding Training</p>	<p>FMF</p> <p>CMU/LR/FMF</p> <p>TM</p>	<p>February</p> <p>ASAP</p> <p>ASAP</p>	
Date of next meeting	Wednesday 15th March 2017				
	There being no further business the meeting closed at 7.00 p.m.				

Signed (Chair): _____

Date: _____