

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 6th May 2015 at 6.00 pm**

<u>Present:</u> RP Rob Pritchard, Chair MSH Maria Sharratt, Co-Principal Litherland High School RR Rob Rogers, Co-Principal Litherland High School SG Sarah Greer, Headteacher Litherland Moss Primary KL Karen Lynskey, Headteacher Rowan Park LM Lynn Maguire, Parent Governor SP Suzanne Pomford, Parent Governor DS David Sweeney, Business/Community Governor TM Ted Marr, Education Governor ABU Alison Burgess, Teaching Staff Governor CMU Carmel Murphy, Non Teaching Staff Governor. LK Linda Kinsella, Clerk to the Governors		<u>Apologies:</u> Mark Dale, Vice-Chair		Non attenders: nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
Introductions	RP welcomed all to the first meeting of the Litherland High School Governing Body. Introductions by all those present who have agreed to form the new Governing Body: Rob Pritchard, previously on the IEB, works for the Fire Service. Rob Rogers has come to LHS from The Heath. Maria Sharratt – Co-Principal at LHS. Lynn Maguire – has two children attending LHS. Suzanne Pomford – one child attending LHS, one child joining in September. Alison Burgess – Teaching Staff at LHS for 8 years.				

	<p>Carmel Murphy – Senior Manager, Student Support. Karen Lynskey - Headteacher/SEN role, and part of the community. Karen’s students have siblings at LHS. Sarah Greer – Feeder Primary Head, Sarah’s students have siblings at LHS. Dave Sweeney – works for Santander, and Governor at Litherland Moss. Ted Marr – previously a Headteacher, now a Consultant at LHS. Linda Kinsella, PA to Co-Principals (CLERK).</p>				
1) Minutes of the future governance meeting 19/3/15	<p>Governors had been sent the minutes prior to the meeting.</p> <p>Actions from meeting: Frank McFarlane National Leader of Governance NLG had met with MSH/RR to advise on Terms of Reference and Committees.</p>	Minutes agreed as an accurate account.	FGB		
2) Model of Governance	<p>LHS needs additional Governors (1 Parent and 2 Business/Community). Currently RP and MD have a dual role as Chair and Vice Chair and also Business/Community Governors. LM informed that a relative would be willing to join the Governing Body, RP thanked LM, however considered that this may be a conflict of interest. Under the MAT, LHS will have autonomy. RR handed out a pictorial representation of the Model of Governance and Terms of Reference. The Terms of Reference state that Governors can invite non voting members e.g. Vice Principal, Middle Leadership.</p>	<p>Build skills base of Governing Body.</p> <p>Accepted as a model going forward.</p>	<p>RP/MSH/RR</p> <p>FGB</p>	By next meeting 17/6/15.	
3) Committees and allocation	<p>Terms of Reference Section B proposed: B a) Finance Committee. B b) Staff Committee and B d) Staff Appeals Committee. B c) Student Committee and B e) Student Appeals Committee. B f) Performance Management Group. MSH asked if this was sufficient for the needs of the school. RP agreed going forward following Ofsted visits and Academisation.</p>	Terms of Reference discussed and accepted.	FGB		

	<p>RP asked the Governors if there were any issues regarding membership of the Finance Committee? No, all present were eligible.</p> <p>SG reminded group of maintaining impartiality and balance e.g. staff on staffing committees and parents on student committees. RP assured that Committee constitution would be balanced and individuals must declare if they have a conflict of interest.</p> <p>Committee membership and nominated governors agreed.</p> <p>SP/LM enquired about Pupil Premium - an allocated sum of money to school for students of those families in receipt of free school meals. School is held accountable for this funding.</p> <p>KL asked if we should have an SEN Governor? Agreed.</p> <p>Staffing and Student Committees would be formed as required.</p> <p>Terms of Reference Section C. Following advice from NLG, Finance Committee should be two weeks in advance of FGB, so GB can consider the Committee report.</p> <p>Terms of Reference Section D. Quorum is one third of membership.</p> <p>Scheme of Delegation document (authority members have) was given to the group. This would normally be agreed at the Finance Committee but as this has not met yet, the Governing Body can agree.</p> <p>Governors Document highlighted.</p>	<p>FINANCE COMMITTEE:</p> <p>PUPIL PREMIUM GOVERNORS:</p> <p>SAFEGUARDING GOVERNOR:</p> <p>SEN GOVERNOR:</p> <p>Date to be agreed following budget meeting.</p> <p>Agreed.</p> <p>To circulate.</p>	<p>DS RP LM KL ABU</p> <p>SG TM</p> <p>CMU</p> <p>KL</p> <p>MSH/RR</p> <p>FGB</p> <p>LK</p>	<p>Before 3/6/15</p> <p>Before next meeting.</p>	
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	<p>Information Governance Audit by Paul Rogers – document had been sent to all schools.</p> <p>Governing Body Meeting Matrix 15/16 was given out, outlining scheduled meetings and proposed agenda items. RR highlighted item - Governors Action Plan. Frank McFarlane is happy to assist the GB with its Action Plan.</p> <p>RP sits on the MAT Board therefore the timing of LHS Governor meetings should be in relation to the MAT meetings schedule.</p>	<p>Discuss at next meeting.</p> <p>Invite Frank McFarlane to next meeting.</p>	<p>MSH/RR</p> <p>MSH</p>	<p>For next meeting 17/6/15</p> <p>For next meeting 17/6/15</p>	
4) Update on Governor elections	See item 2. Model of Governance.				
5) Co-Principals Report	<p>Report sent to Governors in advance.</p> <p>CPD – One additional INSET day on 26/6/15 for future planning.</p> <p>MSH and RR gave verbal reports on current and future staffing, new intake and links with primary schools.</p> <p>RP queried measure of progress on Appendix 1 of the report.</p> <p>RR distributed new TLR staffing structure, those highlighted were subject to reallocation of TLR duties based on the needs of the school. Updated Pastoral structure also distributed. All in agreement.</p> <p>SIP report was discussed.</p> <p>Our School Improvement Partner Mr Clive Hurren came into school to look at areas of responsibility and met with key leaders who reported on progress and targets.</p> <p>The Heath ITP programme discussed, nine teachers attended and good feedback.</p> <p>RP asked what next steps are for a teacher making limited progress. This would be covered under the Performance Management Policy. There would be an action plan put in</p>				

	<p>place, increased support and direction from the Subject Leader and if this did not bring about improvement then further procedures would need to be followed.</p> <p>Re: Student Progress - SG asked if 3 levels of progress is satisfactory? MSH agreed three is the minimum and we are looking to convert those 3 to 4 levels of progress. Targets set on Progress 8, Attainment 8, and reviewed as we enter to last monitoring cycle of the academic year.</p> <p>MAT schools met here last week. Agreed to keep with levels for KS3 setting, as there are a lot of changes at KS4.</p> <p>KL queried if SEN students are making more progress in English than Mathematics? MSH confirmed this had been addressed this year through changes to the curriculum allocations and setting in all years.</p>				
6) DBS checks and Pecuniary Interests	<p>A DBS check will be required for all members of the Governing Body.</p> <p>Pecuniary interest forms completed.</p>	DBS link to be sent to each Governor for completion.	LK	As soon as possible.	
7) AOB	<p>Safer Recruitment</p> <p>LHS need one Governor who is trained for when interviewing. SG & KL already trained.</p> <p>Two additional Governors agreed to complete the training.</p> <p>Skills Audit.</p>	<p>Enrol on Safer Recruitment Training. LK will provide details.</p> <p>Governors will be emailed.</p>	<p>(LK) TM & CMU</p> <p>LK</p>	As soon as possible.	
8) Date of next meeting	<p>Finance Committee will meet once budget meeting has taken place next week.</p> <p>As the Finance Committee will not take place immediately beforehand, the next Full Governing Body @ 5pm 17/6/15.</p>	To be confirmed.	MSH/RR	By 3/6/15	