

**Litherland High School  
Part of the Heath Family Trust  
Full Governing Body Meeting held on  
Wednesday 2<sup>nd</sup> December 2015 at 5.00 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          TM Ted Marr, Education Governor          LM Lynn Maguire, Parent Governor          SP Suzanne Pomford, Parent Governor          SM Suzanne Mainwaring, Business/Community Governor          FMF Frank McFarlane, Business/Community Governor          IM Ian Mitchell, Business/Community Governor          DR Daniel Rankin, Business/Community Governor          ABU Alison Burgess, Teaching Staff Governor          CMU Carmel Murphy, Non Teaching Staff Governor          LK Linda Kinsella, Clerk to the Governors</p> <p>Also present:          JB Joanne Butcher – new Parent Governor</p>		<p><u>Apologies:</u>          SG Sarah Greer, Education Governor          KL Karen Lynskey, Education Governor          WK Wendy Kenyon,          Business/Community 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
16) Governor Training	<p>Agenda items reorganised to undertake the Governor training first.          Mr Clive Hurren (AIP) facilitated training with the Governors on the new Ofsted Framework.          Mr Hurren provided a copy of his latest AIP report (19/11/15) to Governors.          Session was from 5.00 p.m. until 5.45 p.m.          The Leadership Team has previously received this training.</p>				

17) Governor Vacancy	<p>There existed one Parent Governor vacancy and the Chair proposed that Joanne Butcher be invited to join the Governing Body. Proposed by SM and accepted by LM.</p>				
18) Sub Committees	<p>RR considered the Sub Committees should be together for their first meeting and he went through the format with all present. The Sub Committees would meet each half term prior to FBG and the focus would be for the senior leadership framework holder to go through key objectives framework. Then, on a rolling programme, each framework holder would give a full presentation to Governors. TM and TMK were required to swop Sub Committees as there would be a conflict of interest if TMK remained on Behaviour, Welfare and Attendance. The Sub Committees would mirror the Ofsted Framework: <b>Teaching, Learning and Assessment Outcomes</b> <b>Behaviour, Welfare, Attendance and Safeguarding</b></p> <p>Quorate will be three members. However can be lower than three as these groups will be non decision making.</p> <p>Sub Committees then split into their relevant groups and discussed terms of reference and the group focus.</p> <p>After 30 minutes, the FGB meeting commenced.</p>				
19) Welcome and Apologies for Absence	<p>Welcome from the Chair. Apologies from Sarah Greer, Wendy Kenyon, Karen Lynskey, and Tracy McKeating.</p>				
20) Agree minutes of last FGB and matters arising	<p>Previous minutes from 21/10/15 were agreed for accuracy and accepted as a true record.</p> <p>Matters arising: 11) Heath Policies – no additional comments received by Clerk. 12) Evidence in tonight’s agenda. 14) Completed.</p>				

	Safeguarding training will be carried forward to the next FGB meeting on 20 <sup>th</sup> January.	Safeguarding Training	TM	Next FGB 20/1/16	
21) SFFL Presentation	<p>Mrs L. Roberts (Assistant Principal) presented her Strategic Framework For Learning strand to the FGB.</p> <p>LHS attendance is improving in respect of comparison to the national average.</p> <p>Persistent Absence (PA) trends This is the school's main focus. School has a zero tolerance and has not authorised any term time holidays. Time is however lost through unauthorised absence and holidays and specific students on roll that do not attend for a number of reasons. It can take a considerable amount of time to remove these students from roll, working closely with LA. FMF queried how many students this related to. PA threshold has changed, previously PA was 85% attendance or below, now 90% attendance or below.</p> <p>Fixed Penalty Notices Autumn 2014 – None were issued. Autumn 2015 – 15 have been issued to date.</p> <p>Attendance Stages These are new and are consistent with the Behaviour Stages. School has a staged approach to attendance. The stages have been communicated widely to parents and students.</p> <p>Punctuality LR highlighted the past three years' figures which show a consistent and marked improvement in punctuality. FMF/DR wanted to know what rewards were in place for students with good attendance and punctuality - celebration assemblies, LIVOS, awards, prize draws, competitions; all of which have Student Voice input. Attendance action plan is in place.</p>				

	<p><b>Interventions</b> Interventions are put in place to improve attendance and punctuality, from minibus transport to accommodating students in the Nuture Base or off site provision FMK asked LR if school know underlying reasons for all the student PA absences. LR is aware of each individual case, and some students have complex issues and this is where the support of the FIP worker and support agencies are introduced with the help of PP funding school receives. Some students also have medical needs and we need to support through complementary education. Safeguarding, first day response, assemblies, parents evenings and close monitoring helps PA at an early stage.</p> <p><b>Narrowing the gap</b> The attendance of PP students compared to NPP students, the gap is gradually narrowing, currently 4.6% LR showed the Governors the information she provides to SLT every week e.g. key groups and trends.</p> <p>There was the opportunity to ask questions. RP thanked LR and commented how much work does go on to improve attendance.</p>				
22) Co-Principals' Report	<p>The document was circulated in advance. The opportunity was given to ask questions or pass Clerk if any arise in the future.</p> <p>Student numbers highlighted by MSH. At this point last year we had a projected new intake of 80 students for September 2015. Early indications for September 2016 are 109. There are however 167 Year 11's leaving, giving total figure of approximately 60 less students. This will have a considerable impact on the school budget and could have staffing implications.</p>				

	<p>RP wants to get the message to the community that this is an improving school. There was discussion amongst Governors about getting out to the primaries and community and getting parents on board. MSH informed that school is working extremely hard to achieve this. One initiative is for our students to go back to their primary schools and present to children what it is like in school and their experience. Flyers are circulated regularly to raise the profile and social media to showcase what is done in school and the achievements.</p> <p>Content of the Co-Principal's report including appointments and proposed changes to staffing were accepted by FGB.</p>				
23) AOB	<p>Finance Committee 18/11/15 Revised budget figures agreed by Finance Committee and presented to FGB. Scheme of Delegation agreed by Finance Committee and presented to FGB. Chair proposed all actions from the Finance Committee accepted by FGB, agreed.</p> <p>Committees were arranged for: <b>Pay Review</b> – 8/12/2015 recommendations for teachers' pay. <b>Student Discipline</b> – on 17/12/2015 regarding a student matter.</p> <p>FMK highlighted recent talks by Nicky Morgan re: constitution of governing bodies, potentially leading to no parent or staff governors and business leaders being brought in. More information on the website.</p>				
24) Date of next meeting	Wednesday 20 <sup>th</sup> January 2016.				