

**Litherland High School**  
**Part of the Heath Family Trust**  
**Full Governing Body Meeting held on**  
**Wednesday 23<sup>rd</sup> March 2016 at 5.45 pm**

<b>Present:</b> 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 IM Ian Mitchell, Business/Community Governor ABU Alison Burgess, Teaching Staff Governor CMU Carmel Murphy, Non Teaching Staff Governor LK Linda Kinsella, Clerk to the Governors  <b>Also present:</b> KC Kate Campbell, Assistant Principal Teaching & Learning		<b>Apologies:</b> JB Joanne Butcher, Parent Governor WK Wendy Kenyon, Business/Community Governor KL Karen Lynskey, Education Governor FMF Frank McFarlane, Business/Community Governor TMK Tracy McKeating, Business/Community Governor DR Daniel Rankin, Business/Community Governor		<b>Non attenders:</b> nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
35) Welcome and Apologies for Absence	Welcome from the Chair. Apologies from JB, WK, KL, FMF, TMK and DR.				
36) SFFL Presentation	Presentation to Governors by Mrs K. Campbell (Assistant Principal). Mrs Campbell provided an information pack to Governors and went through this information in more detail: <ul style="list-style-type: none"> <li>Monitoring of Teaching &amp; Learning. KC explained how teachers were observed during the Monitoring Week w/c 1<sup>st</sup> February 2016. Absent staff who were not observed that week have now been followed up. The monitoring cycles take place in February (led by Senior Leadership Team - SLT) and June (led by SLT and Subject</li> </ul>				

	<p>Leaders who take information back to the Department). TLR holders and Progress Co-ordinators will take a role in the process during the June cycle. From February data, 74% of lessons were good or better, with 24% being outstanding. SLT are looking at how those outstanding teachers can support their colleagues. Teachers can use the lesson observation feedback as part of their Performance Management. Six teachers required further observations, and following on from this it was deemed necessary for two staff to have a MAT support plan. This will involve weekly meetings with their line manager and fortnightly lesson observations. RP confirmed that it is vital school moves to this rigorous framework, and supported the work that SLT were doing. KC outlined other initiatives:</p> <ul style="list-style-type: none"><li>• T &amp; L Group This group meets half termly to review strategies and discuss and introduce topics for teaching and learning in the classroom. The idea being to give staff the tools to take away and use.</li><li>• T &amp; L Briefing Is now the focus of one of the regular staff briefings that has been assigned to teaching and learning. Ideas are brought from the T &amp; L Group. During this time, for example, staff have been able to view other colleagues' lessons, which have been filmed, and observe their strategies and good practice.</li><li>• Staff Talk Monthly newsletter with staff contributions e.g. what is happening in their lessons, sharing good practice, sharing ideas seen in other schools, passing on information from training, basically up to date information of what is going on.</li><li>• Marking/Feedback/Reflection and Progress time in lessons Sharing examples amongst staff.</li><li>• Displays Further promoting a visually exciting learning environment for students.</li><li>• Gold Standard PE and Humanities have been trialling this. For exceptional gold standard work, a letter is sent home to parents inviting them to come in and view their child's work. Science and MFL</li></ul>				
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	<p>Departments are now about to come on board.</p> <p>Mrs Campbell explained how The T &amp; L Group will next be looking at challenging differentiation. There was an opportunity for any questions. None – all explained in full detail and comprehensive pack provided. RP thanked KC and commented how important it is to invite parents in to engage. KC left the meeting at 6.10 p.m.</p>				
37) Agree Minutes of last FGB Meeting and matters arising	<p>There were 4 actions:</p> <ul style="list-style-type: none"> <li>• Terminology – provided by Mrs Black for Governors to read and question.</li> <li>• Safeguarding Action Plan – further work is required, therefore unable to be completed at tonight’s Sub Committee. Will be c/f to the next Sub Committee and Full Governors.</li> <li>• Full ICT proposal received at the Finance Committee on 9/3/16.</li> <li>• Clerking of Sub-Committees – agreed one member of the Committee can minute and submit minutes to Clerk.</li> </ul> <p>Minutes from 20/1/2016 agreed. Minutes signed as an accurate record.</p>	Action Plan to be agreed at next Sub Committee	Sub Committee	Next Sub Committee	
38) Policies	<p>Three new updated MAT policies submitted for approval:</p> <ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Safeguarding Policy</li> <li>• Supporting Students with Medical Conditions</li> </ul> <p>As MAT policies, the Chair recommended to Governors to accept, unless there were any queries.</p> <p>TM noted that all policies refer to other school documentation and some with Governor responsibilities which may require further work to support.</p> <p>On the basis of the Policies being MAT Policies, accepted by Full Governors.</p> <p>Chair agreed that any gaps established will be followed through.</p> <p>A Governor Code of Practice to be agreed.</p>	Governor Code of Practice.	Governors	Next FGB	
39) Governor CPD	<p>As an Ofsted requirement, the Chair reminded all Governors of their responsibility to provide the Clerk with any relevant CPD/Training information.</p> <p>Also, if a Governor felt there were any gaps in their training that the school can support, please inform the Clerk.</p>				
40) Co-Principals Report	<p>MSH/RR went through the report in more detail.</p> <ul style="list-style-type: none"> <li>• Resignations have been received and curriculum gaps have been advertised.</li> </ul>				



	<p>Learning following academisation. RP requested MSH/RR to consider how a school business plan would look to encompass all elements e.g. Strategic Framework, Vision, Mission, whilst reflecting the MAT.</p> <ul style="list-style-type: none"> <li>• National Governors Association (NGA) Discussion regarding upgrading the current membership to gold (£260 p.a.) This would entitle Governors to access a wider range of benefits, resources and training. Proposed by TM and seconded by RP.</li> <li>• DBS has now become compulsory for all Governors. The Clerk will be contacting all Governors without DBS to complete an online application and submit identification.</li> <li>• Spanish Spelling Bee – LHS are NW winners.</li> <li>• Monitoring Point 4 – There was discussion regarding MP4, following the T&amp;L Sub Committee. The Chair summarised that there is progress in the main and P8 is looking stronger, however those students not engaging, this is obviously having a negative effect on their performance. P8 indicators show those students who require interventions and these are put in place. Year 11 LAC students all have individual action plans. The Chair has more confidence regarding the predicted data and the systems are improving. The data does show progress but LHS are not yet at National Average. IM commented on the quality of T&amp;L and Progress information made available from Mrs Campbell and Mrs Black. The Chair informed that over the next 2-3 years school can only build on the improvements made and ensure accountability and challenge in all areas. MSH/RR commented on balancing improvements in all areas and the previous challenges they had faced with Maths and English.</li> <li>• Letter from Dwayne Johnson congratulating LHS on the high attendance of our LAC students.</li> </ul>	<p>Upgrade Membership</p> <p>DBS checks</p> <p>Congratulate students</p>	<p>RR</p> <p>Governors</p> <p>MSH/RR on behalf of Governors</p>	<p>asap</p> <p>asap</p> <p>asap</p>	
42) Date of next meeting	Wednesday 18 <sup>th</sup> May 2016. <b>(NOW: Wednesday 25<sup>th</sup> May 2016).</b>				