

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 6th July 2016 at 5.45 pm**

Present: 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 SP Suzanne Pomford, Parent Governor WK Wendy Kenyon, Business/Community Governor FMF Frank McFarlane, Business/Community Governor TMK Tracy McKeating, Business/Community Governor SM Suzanne Mainwaring, Business/Community Governor IM Ian Mitchell, Business/Community Governor DR Daniel Rankin, Business/Community Governor ABU Alison Burgess, Teaching Staff Governor LK Linda Kinsella, Clerk to the Governors Also present: CP Craig Parkinson, Chief Operating Officer, Heath MAT		Apologies: JB Joanne Butcher, Parent Governor KL Karen Lynskey, Education Governor CMU Carmel Murphy, Non Teaching Staff Governor		Non attenders: nil	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
53) Welcome and Apologies for Absence	Welcome from the Chair. Apologies from JB, KL, and CMU. Mrs Maguire has stepped down as a Parent Governor.				
54) Agree Minutes of last FGB Meeting and matters arising	Minutes from 25/5/2016: 6 actions: <ul style="list-style-type: none"> • Safeguarding Action Plan – Discussed in more detail at Sub Committee level. Progress made but more time required, therefore c/f to next Full Governors and Sub Committee. • Governor Code of Practice and Code of Conduct drawn from MAT 	Safeguarding Action Plan – updated report	Sub Committee	Next Full Governors	

	<p>documents. There was discussion if both documents were required as content repeated – Chair proposed Committee adopt both. Agreed.</p> <p>FMF asked what staff are currently required to sign? MSH confirmed staff must sign to say they have read and understood safeguarding documentation and school policies.</p> <ul style="list-style-type: none"> • The most recent Academy Improvement Partner (AIP) report from C.Hurren was circulated in advance. MSH highlighted the most pertinent issues which were concerns expressed in Science and Technology which have required changes to staffing and some leadership and management support. RP wanted to express thanks to Mr Hurren for an open and honest review. Moving forward, a new AIP has been allocated to school. • Governor Evaluation – LK has spoken to the Executive Principal’s PA. The new evaluation link will be forwarded to Governors. • Governors’ Summer meeting with Co-Principals to discuss balanced budget and options to reduce costs has been arranged for 24/8/16. There has been an initial meeting with Unions/Representative Bodies, and RP informed that there will be challenge ahead but signs of a positive working relationship. FMF queried if school had a three year predicted deficit? RP confirmed that the deficit can be covered this year, with a small surplus next year. Staffing appointments had to be made this year (item 51) to cover the timetable. • SP to remain on the Teaching & Learning Committee and will consider Personal Development, Behaviour & Welfare Committee (PD, B & W). <p>Minutes signed as an accurate record.</p>				
<p>55) Matters arising from the Finance Committee 22/6/16</p>	<p>Meeting with the Unions/Representative Bodies covered as above.</p>				
<p>56) Mandatory discretions Merseyside</p>	<p>CP addressed the Governors. As a consequence of conversion and the MAT becoming a member of the LGPS (MPF) as of March 2015, Governors must agree a number of discretions.</p>				

<p>Pension Fund</p>	<p>The MAT has not come across this before as LHS is the first school that has converted since the April 2014 discretions were introduced. CP gave an example of discretion e.g. early payment of pension for ill health retirement.</p> <p>CP seeking advice from Hill Dickinson but the MAT should take the default position as if we were still in Sefton Council. Chair/SM highlighted TUPE conditions and staff should remain in an equivalent position. The terms school joined the scheme on, Governors need to be satisfied that these are the same. CP will provide an update from Legal at the next meeting.</p>	<p>Discretions update</p>	<p>CP</p>	<p>Next Full Governors</p>	
<p>57) Key Objectives / 2016-18 SFFL</p>	<p>RR explained the move from Post Ofsted Action Plan 2014-16 to LHS Strategic Framework 2016-18. The milestones page and timelines need to be added, which will be completed in consultation with the new Academy Improvement Partner (Nell Banfield) who starts working with school in the new academic year. School need to work towards 95% attendance and improve progress, so there is still much to achieve.</p> <p>The Ofsted key objectives need to be addressed, and the strategic framework for learning is where senior leaders deliver on. The middle leader framework (operational) sits under this. This is a two year vision document. The 2016-17 school calendar will mirror the CPD middle leader enhancement programme.</p> <p>FMF gave his experience how on separate occasions lead inspectors he had spoken with in other schools have criticised middle leader development. The Ofsted management section now has a stronger element re: Governance, therefore the onus is on Governors to be up to date and more involved with greater expectations on them.</p> <p>RP asked MSH/RR to look at the Governors' training sessions and produce a package of core training to assist with duties and responsibilities. RR informed that a Leadership and Management Action on the Key Objectives document stated was to assist in upskilling Governors.</p> <p>TMK requested to meet with PD, B & W Committee and Governors to go through the rigours of safeguarding and ensure Governors are providing challenge in this area, that they know the documentation 'KCSIE' and understand processes e.g. Student Voice and holding senior leaders to account.</p> <p>The Chair considers that the Governing Body at LHS do offer the appropriate challenge.</p>	<p>Governor Training Programme</p>	<p>MSH/RR</p>	<p>For new academic year and ongoing</p>	

	<p>WK would welcome training but requested sufficient lead in time is given to ensure it is in the diary and Governors can give their full commitment, as it is difficult to attend at short notice. RP informed Governors that they can also access the Sefton Council Governor Training Programme. SM recently attended the Sefton Safeguarding training and found it extremely informative. FMK informed that training can also be from key school leaders rather than expensive external training. TMK informed that she will provide a session on safeguarding guidance.</p> <p>FMF reminded Governors on distinguishing between questioning and challenging the senior leaders of the school.</p>				
58) Pupil Premium Strategic Framework	<p>Circulated prior. MSH informed that this document ties in with the strategic framework but there is a separate PP plan. The plan goes into detail on how funding is spent in the four main areas of transition, literacy & numeracy, engagement and PA. The funding is currently 320K.</p> <p>RP informed that the Alternative Provision was discussed at the Sub Committee. It is going well and believes it will be successful. IM asked when it is being offered to other schools? RP keen to get it right at LHS first, so realistically at the end of the next academic year. TMK is keen to hear report back to Governors.</p>	AP update	MSH/RR	Next Full Governors	
59) Co-Principals Report	<p>Co-Principals report circulated in advance. RP noted progress in reduction of FTEs and bullying and racist incidents. However, there has unfortunately been the need for permanent exclusions this year, however the process has been rigorous and consultation made with Local Authority throughout.</p> <p>RP commented that Progress 8 is looking promising, and if predictions are accurate attainment will show the improvements needed.</p> <p>Premises report circulated to Governors in advance to read – no additional comments.</p> <p>Sub Committees – FMF queried how Sub Committee feedback should be received. RP would like agenda item to Full Governors, verbal update agreed, and lead to report back on pertinent issues raised.</p>				

	<p>TMK wants to ensure that the PD, B & W Committee hold designated lead to account in terms of 175 Audit.</p> <p>RP confirmed that agenda and minutes need to be kept for Sub Committees. Committee members are currently undertaking this task but would not want to do long term. In Sefton they are clerked and in other schools, admin staff will clerk these. RP will explore and review who takes the minutes going forward. A proforma may be used to capture information. TMK informed that Sub Committees should also give challenge. RP asked Sub Committee Chairs to forward minutes to LK for circulation.</p>	Clerking Committees	RP	Next Full Governors	
60) Term Dates 2016-17	Term dates and INSET days circulated to Governors.				
61) AOB	<p>Student Accidents FMF queried if these should be dealt with by PD, B & W Sub Committee? RR stated accidents do appear in the Co-Principals report and would come to Full Governors if deemed serious. Mrs Roberts (Assistant Principal) would collate this information for Governors.</p> <p>Safeguarding Walks FMK informed that it is good practice for there to be Safeguarding Walks to make Governors more aware of student feedback in this area. As Safeguarding Governor, FMF will undertake walks with School Safeguarding Officer, C.Gaudie. Chair and TMK were very supportive of this as it is vital that school invest this time to speak to the students and hear from them how safe they feel in school.</p> <p>FMK spoke of the informative data provided by CMU/TM to the Sub Committee in terms of attendance, FTEs and permanent exclusions. RP said school is not where it needs it to be at the moment. SP asked if the BfL Phase 2 will affect the attendance figures? TM considers tightening up on 'out of class behaviour' should not lead to exclusion, and the serious incidents that lead to exclusion and would have done so under the previous behaviour policy.</p> <p>TMK spoke about student substance misuse and support available from schools and agencies. Schools have to be particularly mindful when writing</p>				

	<p>policies.</p> <p>WK to remain on PD, B & W Sub-Committee. WK requested agenda item on top right hand corner of circulated documentation. Agreed.</p>				
62) Date of next meeting	2016-17 dates for Full Governors and Finance Committees to be circulated.	2016-17 meeting dates	MSH/RR	As soon as possible	

Signed (Chair): _____

Date: _____