



Litherland High School
Minutes of the Local Governing Body Meeting (Summer Term 1)
Held on Wednesday 3rd May 2023 at 5:00pm

Venue: The meeting was held online via MS Teams

<p><u>Present:</u> Alison Bennett ([AB] Staff Governor) Adele Brown (Parent Gov.) Ronnie Cowen ([RC], Trust Governor) – withdrew at 18:10pm Laura McGunigle ([LM], Trust Governor, Chair of Governors) Tracey McKeating (Trust Gov.) (18:31) Ian Mitchell (Trust Governor) Colin Skidmore ([CS], Parent Governor)</p> <p><u>In Attendance:</u> Becki Dale ([BD], Clerk to LGB) David Yates ([DY], Principal) Kelly McAnally ([KM], Pastoral Lead) David Donnelly ([DD] Trust CEO) Jen Baines (AHT) Simon Porter ([SP] Incoming Trust Governor)</p>	<p><u>Term of Office Ends:</u> 05.05.2023 25.03.2025 24.06.2023 20.09.2026 19.09.2023 05.05.2023 25.03.2025</p>	<p><u>Apologies:</u> Carmel Murphey ([CM], Staff Governor)</p>	<p><u>Non-attenders:</u> Karen Lynskey (Trust Gov.)</p>
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Chair's initials to record approval of minutes:

Date: **[insert Date]**

Items	Discussion	Action	Who	When	Impact/ Outcome
1. Welcome, introductions & apologies	<p>The meeting was opened by the Chair and governors welcomed.</p> <p>Apologies were received from Alison Bennett and Carmel Murphy.</p> <p>RESOLVED: Governors resolved to accept the apologies received from Alison Bennett and Carmel Murphy.</p>				
2. Declaration of Business and Pecuniary Interests	<p>There were no changes to the Record of Pecuniary Interests displayed on the school website.</p> <p>There were no conflicts of interest, pecuniary or otherwise, in relation to the meeting.</p>				
3. Governor Membership Update	<p>There had not been any changes to the membership since the last meeting.</p> <p>Current vacancies:</p> <ul style="list-style-type: none"> - 2x Trust Governor - 1x Parent Governor <p>LM and DY recently interviewed for 1 of the Trust Appointed vacancies, and following a successful application TR is now finalising approval by the Trust Board.</p> <p>The clerk noted that the following terms of office are expiring this year:</p> <p>Alison Bennett (Staff) – 05.05.2023</p> <p>Carmel Murphey (Staff) – 05.05.2023</p> <p>Karen Lynskey (Trust) – 05.05.2023</p> <p>Ronnie Cowen (Trust) – 24.06.2023</p> <p>Ian Mitchell (Trust) – 24.06.2023</p> <p>The school will need to run a staff governor election to elect / re-elect.</p>	<p>1. Staff governor election to be run asap</p> <p>2. Contact KL to see if she wishes to stand for a second term of office.</p>	<p>AB</p> <p>BD</p>	<p>ASAP</p> <p>ASAP</p>	

	<p>The clerk will contact KL to see if she wishes to stand for a further term of office.</p> <p>At this point in the meeting RC chose to express his discontent that the face to face meeting had been moved to online at a later start time and withdrew from the meeting (18:11).</p>				
4. Minutes from previous meeting	<p>The draft minutes from the Summer 1 LGB meeting on 22nd March 2023 were considered for approval by governors.</p> <p>RESOLVED: Governors resolved to approve the non-confidential minutes from the meeting held on 22nd March 2023 as a true record of events.</p>				
5. Matters Arising not included on the Agenda	<p>There were no matters arising from the minutes.</p> <p>There were no outstanding actions.</p>				
6. Correspondence to the Chair of Governors / Chair's Actions	<p>The chair had not received any correspondence since the last meeting. There had been no chairs actions since the last meeting.</p>				
7. Principal's Report Performance Dashboard	<p>Governors received a presentation on staff CPD. Key points to note were:</p> <p><u>A5: The approach to teaching and learning does not meet the learning needs of the children</u> This was identified as a medium risk.</p> <p>Governors received a presentation from J Baines on how the approach to teaching and learning is undertaken by the school.</p> <p><i>Q) How robust do you think that the paperwork is to support the effective interventions?</i> <i>A) It is well documented; there is a central tracker for interventions as well as follow up assessments. There is more work to be undertaken on the best use of data, however things are moving in the right direction.</i></p>	<p>1. Invitation to the meeting re: raising aspirations to be extended to governors</p>	DY	ASAP	

	<p>DY noted that students are asked how they feel about the school and that changes are made as required based upon this feedback; however, the focus is now on lessons rather than on cosmetic changes that the students wish to be implemented. Senior leaders are now looking at how to help parents to get their children to the next level academically; to accelerate progress and increase aspirations. It was also noted that for the first time this is being asked lower down the year groups and not just of the Y11 cohort.</p> <p>A discussion was held on the ways in which this could work and how parents could engage and possibly be involved with this.</p> <p>RESOLVED: To accept A5 as a medium risk and accept the evidence in place to support the mitigations.</p> <p><u>B8: The school does not promote the development of effective character education and the promotion of British Values</u> This was identified as a low risk with evidence in place to support the mitigations.</p> <p>Governors received a presentation from Kelly McAnally on British values at LHS.</p> <p>RESOLVED: To accept B8 as a low risk along with the mitigations in place to support the rating.</p> <p><u>B2: Staffing is not sufficient to meet the pastoral needs of the children</u> This was identified as a low risk with evidence in place to support the mitigations.</p> <p>Governors received a presentation from DY on Pastoral Staffing.</p> <ul style="list-style-type: none"> - The Pastoral Heads of Year have been through a role review and the outcome has led to a change in the role description. This has been well received by the staff members. 				
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	<ul style="list-style-type: none"> - There will be a surplus budget of approximately £180,000 next year for the first time in a long time. This means that there is sufficient funding to provide additional pastoral support. <p>LM congratulated and wished to formally thank the pastoral team for their work, and conversations with the LA have confirmed that the work undertaken by the pastoral team is exemplary.</p> <p>RESOLVED: To accept B2 as a low risk along with the mitigations in place to support the rating.</p> <p><u>Data Dashboard:</u> DY provided an overview of the Data Dashboard to governors. Key points noted were:</p> <ul style="list-style-type: none"> - The Trust recently undertook a 1-day monitoring visit to look at specific areas. - The Y10 performance is, to date, looking stronger than the current Y11 cohort. There is 1 final set of data to review however results are looking positive. - Attendance is starting to increase and overall is getting closer to the national average; there have been several weeks where it has been higher. - The Trust are providing temporary financial support to LHS to bridge the gap between the GAG funding and the expenditure; this is due to a lag in the funding as the current year's income is based upon the previous year's pupil numbers. - Savings from the primary working with LHS are expected to be in the region of £112,000 per annum, and this includes absorbing the increase in utility costs and cost of living increases. <p><i>Q) The number of incoming Y7 students with SEND means an increase of 33% on the National Average SEND figures. Will there be additional support staff recruited to minimise the impact on academic performance overall?</i></p> <p><i>A) Yes, the school will need to appoint an increased no of TAs.</i></p>				
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	<p><i>Q) Is [the increase] a one-year blip or is it now a trend [that the numbers of SEND are increasing]?</i></p> <p><i>A) Numbers are increasing; this is an indication that schools are becoming better at identifying needs and the number of EHCPs are on the increase. There are 7 students coming in to Y7 with an EHCP, and 2 more applications awaiting an outcome.</i></p> <p><i>Q) When are the admission appeals taking place?</i></p> <p><i>A) They are due to happen on the 16th & 17th May. There are currently 40 appeals taking place. DY attends the appeals at the start along with the Trust COO. Parents are then given the opportunity to meet with an appeals panel to put their case across (DY and CP are not involved in this process). The main Issue is children have siblings in the school from feeder primaries but there is not a place available for them. Historically, there was a concern about the low number of children attending the school, so whilst it is difficult to turn anyone away, it is a positive that so many families are now choosing to send their children to LHS.</i></p> <p>DY confirmed that whilst many of the temporary TA contracts were due to end on 31st August, it has been agreed today that a letter can be sent out to extend these until 31st August 2024. DY noted that whilst the school would love to be in a position to take the TAs on permanently the budget does not support this at this time.</p> <p>RESOLVED: To accept the data dashboard update.</p> <p><u>Y11 Update</u></p> <p>Governors receive a presentation on the current Y11 cohort from DY. Key points noted were:</p> <ul style="list-style-type: none"> - The introduction of an after school and evening timetable for interventions and strategies for success. - The plan will run for the next 8 weeks. - Senior Leaders and staff are doing everything possible to get all children over the line who are not achieving maths or English (currently 26.2% of the cohort). DY is not happy with the figures 				
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	<p>as they stand, and staff are doing everything possible to address this.</p> <p><i>Q) The Maths information is of significant interest, where issues have been identified this year and interventions have been put into place. Is this something that needs to be looked at now for the current Y10 to nip any issues in the bud?</i></p> <p><i>A) There is a new maths scheme in place for the Y7s and Y8s (implemented by the new Head of Maths). Maths performance is extremely strong in the school he left to join LHS, and the scheme used there was written by him.. The scheme has now been implemented with the early KS3 students. There is some disconnect between maths and English currently, but this is being addressed and unpicked. Leaders need to review more data from the Y10s to make informed decisions.</i></p> <p><i>Q Is there a different topic taught every week in the intervention classes?</i></p> <p><i>A) The evening sessions are based upon past papers. Students review these as a group and are shown how to answer more challenging questions to understand where additional marks can be picked up.</i></p> <p><i>Q) There was a discussion several months ago regarding additional maths lessons for some students. How does that work?</i></p> <p><i>A) Yes, this is for the Y11s, with 1 week additional English lessons and 1 week additional maths. Again, students focus on ow to answer the more challenging questions. Confidence is greater in English as the answers are more subjective and can be backed up with explanations. This is more complex with Maths as the answer is the answer and students are not confident in providing it as it may be wrong.</i></p> <p>RESOLVED: To accept the Y11 update.</p>				
<p>8. Safeguarding Report</p>	<p>DY provided the following snapshot:</p> <ul style="list-style-type: none"> - 447 safeguarding incidents reported across the school. - There has been an increase in the number of incidents in comparison to the same time last year, however following a review the Trust has changed the way in which incidents are 				

	<p>recorded on CPOMS and staff are encouraged to record any concerns they have on the system.</p> <ul style="list-style-type: none"> - Safeguarding incidents are reviewed each week for QA. - Some incidents are the same students with a number of referrals – 55 referrals have come from outside the school (for example via the police or social services) - There are currently no students on Child Protection Plans - There are currently 13 students on Child In Need plans (down from 16 at start of the year) - There are currently 36 Early Help Assessments in place; numbers have increased however EHAs are also being used to address Persistent Absence. - There are currently 55 students being supported by CAMHS for Mental Health concerns. - The number of students being home educated has increased - There are currently 4 students attending the Everton Free School alternative provision. - Managed moves out – 3 - Managed moves in – 6 (37 in total in ad 37 out) <p>The safeguarding document is updated on a weekly basis.</p> <p><i>Q) How many students have come off the roll since 2021 and why?</i> <i>A) DY will provide this information to governors at the next meeting.</i></p> <p><i>Q) Is the Everton Free School connected to Everton in the community?</i> <i>A) Yes. It is considered to be gold standard nationally.</i></p> <p>Governors discussed the incredible work undertaken by EiC and how students from LHS had benefitted.</p> <p>DY noted that in terms of elective home education, the school discourages all families from doing so and puts everything in place to prevent this. There is a complementary education centre set up for school refusers and there are 8 students presently on a part time</p>				
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	<p>timetable. Every step is taken to ensure that pupils are retained by the school.</p> <p><i>Q) IS the wellbeing of the staff and Principal being taken care of?</i> <i>A) There is a policy that the Safeguarding team have their own office to work from, where matters can be discussed confidentially. The team are highly skilled and can approach the DSL and Principal as needed, and where a case is particularly complex DY and CM will take this on themselves. External support is also available for all staff if required.</i></p> <p>LM noted that she is conscious that the team are supported. DY confirmed that there are Safeguarding Team meetings once a week, where staff are aware of every case and can pick up from one another if required. The team work long hours sometimes but they are all trained to the same level and provide support to one another.</p> <p>RESOLVED: To accept the safeguarding update.</p>				
9. Policy Update	<p>There following policies were circulated for review:</p> <ul style="list-style-type: none"> - LHS Provider Access Policy <p><i>Q) Is this a Trust policy?</i> <i>A) No, it is a school policy.</i></p> <p>RESOLVED: To approve the Provider Access policy.</p>				
10. Governor Visits and Training	<p>Future training dates to be shared by the Trust Governance Manager. Governors are encouraged to attend wherever possible.</p> <p>SP will need to undertake the Trust Safeguarding training.</p> <p>Governors will look at the link governor roles and visits for the next academic year in September 2023. The clerk will share statutory roles and descriptions ahead of the meeting.</p>	<p>1. Share the statutory link governor roles with the LGB</p>	BD	Sept 2023	

<p>11. Governor Impact Statement</p>	<p>Governors were asked to provide Ideas via email of how they could add value to the school going forward.</p> <p>During the meeting, governors present:</p> <ul style="list-style-type: none"> - Provided an LGB Membership update. - Approved the minutes from the LGB meeting held on 22nd March 2023. - Received and discussed the Staff CPD presentation. - Received and discussed the Safeguarding and Child Protection presentation. - Received, discussed and accepted the Exec. Principal’s report and dashboard update. - Approved the LHS Provider Access Policy <p>During the term, LM attended the school to meet with Subject Leaders to discuss individual subject areas.</p> <p>Governors noted that they are committed to being a critical friend to the school and are actively participating in school improvement in all areas.</p>				
<p>12. AOB</p>	<p>Leavers assembly 16th June – governors welcome to attend</p> <p>SP referred to an incident taking place in a room by the reception area of the school where a parent was very upset / distressed. It was suggested that an alternative exit could be used for such circumstances to protect the individual and other visitors to the school. DY confirmed that this had already been addressed and going forward a different office will be used for such meetings way from the reception area.</p> <p><i>Q) Has the parent been banned from the premises?</i> <i>A) The incident concerned a primary parent so DY will need check, however both schools need to be mindful of how the primary school child would get into school without parent bringing them in.</i></p>				
<p>13. Date and time of the next meeting</p>	<p>The next meeting of the LGB will be held on Wednesday 14th June at 5:00pm at Litherland High School.</p>				

There being no further matters for discussion, the meeting closed at 7:26pm

These minutes are approved as a true record of the meeting

Signed:
Laura McGunigle (Chair of Governors)

Date:.....