

**Litherland High School
Part of the Heath Family Trust
Full Governing Body Meeting held on
Wednesday 5th February 2020 at 5.30 pm**

<p><u>Present:</u> DY David Yates, Interim Principal, Litherland High School ABE Alison Bennett, Teaching Staff Governor ABR Adele Browne, Parent Governor JB Joanne Butcher, Parent Governor KL Karen Lynskey, Trust Governor TMK Tracy McKeating, Trust Governor SM Suzanne Mainwaring, Trust Governor IM Ian Mitchell, Chair CMU Carmel Murphy, Non-Teaching Staff Governor SP Suzanne Pomford, Trust Governor DR Daniel Rankin, Trust Governor LK Linda Kinsella, Clerk to the Governors</p> <p>Also present: Mr D. Donnelly, CEO Multi Academy Trust Mrs J. McConville, Trust Financial Controller</p>		<p><u>Apologies:</u> Ronnie Cowen, Trust Governor Frank McFarlane, Trust Governor</p>		<p>Non attenders: nil</p>	
Items	Discussion	Action	Who	When	Accountability – key questions to be asked at next FGB meeting
21) Welcome and Apologies for Absence	Welcome from the Chair. Apologies from RC and FMF – these were accepted by the Governing Board.				

<p>22) School Vision – Presentation by David Yates</p>	<p>The School Position Statement, School Action Plan and SEF documentation was all circulated prior to the meeting. In context of the documentation, the Principal put forward his vision for LHS for the future.</p> <p>When he started in September he explained that there was an apprehension of a pending Ofsted inspection, staff concern over job security, some student apathy, there had been a great deal of supply cover in the building, and also concerns around finance both at a local and MAT level.</p> <p>DY took over as Interim Principal in November, and is changing the culture to make LHS a happier place with increased parental involvement. He wants for staff to be developed professionally and cared for personally and bring the Trust closer to school, whilst leading by example.</p> <p>From the differences he has made so far, the students have certainly noticed. The atmosphere has changed, there are more school events, no supply staff, increased access to toilets and more positive behaviour modelling.</p> <p>From February to June, this is the time now to show resilience in the run up to exams. DY said he is leading by example and always questioning ‘could I do a better job myself?’ and ‘would I be happy for this member of staff to teach and work with my child?’ To achieve the staff all need to work together as team.</p> <p>DY is scrutinising the wider curriculum and opportunities we give to our children.</p> <p>The CEO highlighted the key groups SEND/PP/Boys which require increased work, and as a school we need a very clear plan for a positive Ofsted report.</p> <p>Quality of Education DY spoke about the many key initiatives taking place, particularly in maintaining the link between students and their Primary schools.</p>				
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	<p>DY outlined the current grading structure i.e. succeed, aspire. He is seeking to change terminology for students and wants each student to achieve on their own flight path.</p> <p>Behaviour and Attitudes There needs to be an increased emphasis on rewards. For example, there are so many positives achieved both in and out of school on a daily basis. There have been three activities this week with 155 children out of school, and there has not been one behaviour incident.</p> <p>PSHE Our Careers programme is excellent, however, there is a need for more rigorous checking on student achievement.</p> <p>SEF DY went through in greater detail. He will meet with the Chief Executive on a regular basis and RAG rate. It is ambitious, but the success criteria is in place for us to achieve.</p> <p>DY wants the quality of teaching to improve, and highlighted what needs to be in place consistently.</p> <p>What would we want for our own children?</p> <ul style="list-style-type: none"> • Basics in place. • High challenge. • Teachers enabling all pupils to access curriculum. • Effective questioning. • Learning is sequenced. • Teachers with expert knowledge. • Activities engaging and purposeful. • Effective modelling. • Good organisation. <p>He questioned with Governors, what does a good school look like for us?</p>				
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	<ul style="list-style-type: none"> • Attendance above NA. • Progress positive in all year groups. DY went through those students in Y7-9, under 4. Every HOD will continue to receive regular data reporting and all key information to ensure they know all the children as individuals. Communication is key. • English and Maths above national. • NEET – we are getting there, but we need to get the figures down even further. • Genuine parental engagement – Free Flow Info will be coming on board shortly and this will be a fantastic resource. • A healthy budget – we have not got our % spend on staffing correct yet. • Enrichment opportunities for all. • Careers embedded in all year groups. • Curriculum – ambitious for all. • Exclusion numbers – very low. • Pupil numbers to 150 first choices • A happy successful vibrant school for all. <p>Under his leadership DY knows LHS is going to be a great school.</p> <p>SM informed the Governors about the recent Careers Day she attended and spoke to students. They were genuinely interested, especially in the legal apprenticeships, and she was impressed with our students.</p> <p>DY shared with Governors some students’ best work folders which he has introduced. This document builds over a period of 5 years, and any problems can be addressed early on.</p> <p>Q: IM – Where would they sit?</p> <p>A: DY – They would sit on a KPI document, and there is an element of baseline.</p>	Provide KPI document	DY	Next FGB	
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	<p>Q: IM - Attendance is within the action plan. Would it be a fair assumption that if we continue with current strategies we will be where we want to be?</p> <p>A: CMU/TMK responded that attendance was impacted on by the Novo virus, which was countrywide with guidance being issued by Public Health. Year 7 currently are above NA. TMK spoke about the challenges and what we are doing to effect improvements.</p> <p>Behaviour and Attitudes DY informed that a new website is being built, and has not been listed on the plan.</p> <p>The Chair drilled down further on attendance. CMU spoke about assessments and how SLT have strategically placed them in the calendar to maximise Year 11 attendance.</p> <p>Q. IM – The key question for us is always ‘so what’? Are we doing enough, if we are going to be sitting in the same position?</p> <p>A. DY – Governors to note that our exclusions are particularly low this academic year, and the work that goes behind this is immense.</p> <p>A. CMU – We need to get everything in school just right to ensure the culture is ideal for learning, and this then has a positive effect on attendance. TMK agreed with the timing of our mocks.</p> <p>DY highlighted his plan with Governors that every child in Years 7-11 has their own seat in the exam and every term they will have an assessment in the main hall. He also spoke about the timing of Parents Evenings, some of which currently happen later in the year, but they should be all scheduled in Term 1.</p> <p>DY outlined the Maths grades, and he informed that he has now taken on a group of students.</p>				
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	<p>SP asked about the status of English and grades/assessments. DY will be taking papers to another secondary school in the MAT to get them cross marked. There is concern regarding some individual student grades. The ensure consistency every teacher is being issued with a teacher file with the School SEF, Development Plan, Class Charts and Seating Plans.</p> <p>Q. IM - Are we confident with what we have in the plan to get us there? A. DY - Yes if we have regular testing and a buy in culture. We have all the raw materials, and need to continue to build on these. This was an outstanding school, we are still in a change situation following the last inspection, but are building it back up and student numbers are up.</p> <p>There was a query regarding the timescale for the next Ofsted visit. It could be from any time now, through to the Autumn Term.</p> <p>Q. IM – From an Ofsted perception, how are we placed? A. DY – In every inspection I’ve been in, every time it is concise accurate planning that leads to improvement. I welcome Ofsted now to show them the work we are doing with our current Year 11s. DY is confident that LHS is definitely moving forward, and he feels that staff, and children will support that. DY showed the Parent View Ofsted questions. TMK suggested DY put that questionnaire out to parents now himself.</p> <p>Chair established that DY makes the point that his approach is co-ordinated, but as Governors we have to make sure. TMK stated that it is about being ever ready. DY agreed, it is getting it right in every aspect: Primary to Secondary, Curriculum, SEN and PP etc.</p> <p>DD stated that the Chair is absolute right to question and challenge. We are all tasked now to follow to the plan. DY will be meeting with DD, to ensure we have done and what we have said, we have the evidence, and can show the impact. The actions will change as we go along. At each Governing Body meeting, Governors will receive an updated plan.</p>	<p>Parent View Questionnaire</p> <p>Updated Plan to Governors</p>	<p>DY</p> <p>DY</p>	<p>asap</p> <p>Each FGB</p>	
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	<p>TMK spoke about the value of word of mouth recommendations by parents, and our parents speak highly of LHS.</p> <p>DD stated as a school and a MAT we are always doing what is right for our children. He will increase budget where possible to ensure LHS and its students have the necessary support, and we continue to all work together.</p> <p>A new curriculum framework is essential and the Trust is meeting further to ensure that we and the other MAT schools have a serviceable curriculum. DY added that we need to focus on what is important.</p> <p>SP enquired further about English. DY confirmed that papers will be externally marked and quantified.</p> <p>Q. SP – If English is not where you think it is – what would you do?</p> <p>A. DY – We could re-timetable for smaller classes, and bring together for some lecture style sessions as seen in Science.</p> <p>There was discussion around supporting Year 11 students to receive their best grades. ABE informed about the academic mentoring programme with the students, and how students are engaging. DY added that we will provide after school 3-5 p.m. sessions plus February half term study support, Easter School and after school teaching - but the success of this is always the buy in from the students. The Trust have also freed up money for additional resources.</p> <p>TMK spoke about other schools in Sefton, and she doesn't think they pay teachers any study support. ABE confirmed staff at LHS come in voluntary and are unpaid.</p> <p>There was an opportunity to ask questions for DD or DY.</p>				
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	<p>TMK was concerned about DY's workload as he also has a teaching commitment. In fact, at a recent Ofsted there was an emphasis on staff workload.</p> <p>SM suggested that DY has a 'Go To' Governor for support. DY acknowledged that the workload is considerable for a Principal. TMK thinks it is getting the balance right between strategic/operational.</p> <p>For staff, DY is confident that a staff satisfaction survey would speak positively. ABE considers that staff attendance and wellbeing is good. TMK hopes staff understand that at LHS you are here for the journey and in the long term benefit for the students.</p> <p>DY noted that the Pay Review Committee had just taken place prior, and it was a thorough and robust meeting addressing Performance Management targets.</p> <p>JB left the meeting @ 6.25 p.m. DD left the meeting @ 6.34 p.m.</p>				
<p>23) Agree Minutes of last FGB Meeting and matters arising</p>	<ul style="list-style-type: none"> • Governor emails are ready. Governors requiring an LHS email, to see the Clerk after the meeting to log onto the school system to activate. • Meetings with the Financial Controller have taken place with DY. • Anti-Bullying Policy – agree changes. TMK will send an action plan to CMU. • Appoint a Wellbeing Governor – Adele Browne volunteered for the role – all Governors in agreement. • The scheduled Full Governor meeting dates to remain. Clerk has emailed Governors a list of remaining dates. <p>Minutes accepted as a true record.</p>	<p>Action Plan</p>	<p>TMK</p>	<p>asap</p>	

	<p>CMU left the meeting @ 6.37 p.m.</p>				
<p>24) Standing item: Finance</p>	<p>The Financial Controller stated she would cover all the key issues in tonight's meeting.</p> <p>JMcC informed that at the moment we are 38K behind budget, due to up-fronting of some budget costs.</p> <p>We have set a deficit budget of 136K for the year, and JMcC has been working with DY to produce a forecast. JMcC has incorporated the Principal's requirements of the action plan.</p> <p>TMK enquired about the crime bid funding of 2K. JMcC confirmed that where we have money we have assigned to a cost centre, that money is ring-fenced or restricted so it does not get taken into the main budget.</p> <p>We are now forecasting at this time of year looking at where we are going to be. We are likely facing a 161K deficit, with very little wriggle room for change in the short term.</p> <p>JMcC is currently undertaking a procurement exercise and going through all contracts with all of the MAT schools.</p> <p>DY spoke about the current external catering and cleaning contracts and the pros/cons of bringing a contract in house.</p> <p>DY is currently in discussion with the Servest about getting the best quality and price for our students and staff, this is following questionnaire feedback. His priority is that our students need to be well nourished, with a quality offer at the right price.</p> <p>Staffing – in forecast terms there are cost pressure here, but at this point in the year funding is fixed. JMcC/DY are in discussion re: future staffing and projects.</p>				

	<p>Q. TMK – Is there any money or bids we can go for?</p> <p>A. JMcC – Yes we always look to see if there is any additional funding available, usually this would be targeted and restricted ring-fence use.</p> <p>DY spoke about Companies sponsoring certain things in school and is planning to speak local large companies i.e. Asda/Tesco about community links.</p> <p>Q. IM – Have we any budget savings we can realise?</p> <p>A. DY – Yes, on the allocated budget for Supply, currently we have not had any spend.</p> <p>There was discussion on how this has been achieved by in house strategies. JMcC also explained that in previous years supply costs included vacancy, maternity and staff absence, now supply costs will only include the net cost of illness.</p> <p>DY explained that the best way to balance the budget is to keep staffing at its optimum level and welcome more students into the school.</p> <p>JMcC informed Governors that DY is starting curriculum planning and those decisions will be vital to the most cost effective use of resources. We have to be clear with the financial plan and funding streams. For Pupil Premium there always needs to be a well defined plan and costings. TMK agreed as there is a lot of accountability.</p> <p>JMcC added that it may not necessary for all PP to be spent directly on students, but it will be under the umbrella and split out and there is accountability on spend. From a Trust point of view that is what we would be looking for.</p> <p>KL enquired about School Lettings. JMcC confirmed that school use SLS to manage their lettings, and do receive a percentage of the income. It may not be a large amount,</p>	<p>Speak with local companies</p>	<p>DY</p>	<p>asap</p>	
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	<p>however the value it brings to building up the community profile and youth clubs is important.</p> <p>In terms of deprivation, TMK questioned if we can bid for any additional funding, as seen recently when she applied for crime bid funding.</p> <p>Q. TMK - How are we going to sustain reduced exclusions?</p> <p>A. DY – We are looking at more early help support, not particularly requiring spend, but life chances. EiC are such a brilliant resource for school, the school nurse support is vital, and the mental health worker support ‘Wellbeing Wednesdays’ is proving invaluable. This is in addition to the intense work we already do with families. Unfortunately, issues have increased in society.</p> <p>Q. IM – From a Finance perspective, what about staff movement?</p> <p>A. JMcC – We have to deal with issues that face us, and having a FNTI potential issues have to have contractual solutions.</p> <p>There was discussion regarding any potential staff issues, and how these would be dealt with. From a HR/Legal viewpoint, there is now greater Union consultation that takes place, and any issues are dealt with at an earlier stage, whilst supporting the employee and achieving a positive outcome for a school and its students.</p> <p>Given the situation school is in financially and academic progress, Governors will support the Principal for the right fit for school and students, and that is what must be done. Any issues need to be faced early on.</p> <p>Q. KL – Is the whole MAT in a FNTI? Did the MAT restructure?</p> <p>A. JMcC – We have turned it around substantially but different schools are in different financial positions. We maintain financial control by submitting regular monthly accounts and forecasts to the ESFA. We are in</p>				
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	<p>constant dialogue in achieving the turn around. Other schools have had an easier time with their student numbers, and LHS school is now demonstrating the same, but we also need to consider there is also a GAG funding lag, and how the LA apply formula re: NFF. We actually didn't receive per pupil what we would have received under the NFF. JMCC is awaiting the new figures from Sefton</p> <p>Chair added that as a school we do not sit on the MAT Board. JMCC confirmed that MAT answer to the Trustees, however there is the conscious decision there that information is open and transparent, and it is all in the public domain.</p> <p>There was an opportunity to ask any questions.</p> <p>DY noted the savings made in terms of supply costs and alternative provision will be used on the students. He is pleased that the numbers are increasing year on year. TMK noted that the PAN is at 130, but we can take more students.</p> <p>JMCC left the meeting @ 7.20 p.m.</p>				
25) Standing item: SEN	<p>SEN features large in the Ofsted Framework and the provision can always be improved upon. This is all detailed in the plan, and DY considers that we need to go back to basics. DY went through the information in the plan with Governors. Governors to expect more at the next agenda. After the Curriculum, it is the next biggest area.</p> <p>Q. IM – What key things do we need to have in place that we have not already got, and how soon?</p> <p>A. DY – Our SENCO is absent at moment. Our first task is that I will be reviewing our 82 IEPs for students earlier than the May timeline suggested.</p> <p>Q. SP - Are we expecting that member of staff back?</p>				

	<p>A. DY – Yes, but we do face a big challenge. SEN provision can be a risk area as to the overall progress of a school.</p> <p>Q. IM – Is there a plan B? Q. ABE – What about MAT support?</p> <p>A. KL – I could arrange to send one of my leaders to assess, and they could work with your staff.</p> <p>DY’s will be reviewing the plans, and he will start by assessing what the traits of each learner are.</p> <p>In Year 7 there are double the children on the SEN register, and still only a small number of statements. The HUB needs to be delivering outcomes for our SEN students, and DY is tasked to lead on this.</p>				
<p>26) Standing item; Safeguarding</p>	<p>Governors received the anonymised document in advance. It outlines the number of students in certain categories of early help, child in need, child protection, LAC, those classed as vulnerable etc. DY thinks that we are a safe school and staff are very well versed in safeguarding. We know our students well and what their needs are in terms of safeguarding.</p>				
<p>27) Standing item: Pupil Premium</p>	<p>A Pupil Premium Review was held on 13th January 2020, this was a recommendation from the previous Ofsted report. This was conducted by a former Ofsted Inspector. Staff spoke highly of her and how this was conducted. Really positive strategies will come of this, however she has been critical of the previous plan.</p> <p>Q. TMK – Are there costings?</p> <p>A. DY – This was referenced in the document. JMcC will need to have this report to ensure appropriate budget spend in terms of staff/other resources.</p> <p>Governors want to focus more in this area, and they want staff to demonstrate: has this been achieved? and, what has been the impact?</p>	<p>PP Review to JMcC</p>	<p>DY</p>	<p>asap</p>	

	<p>TMK thought that area of PP needs to align itself with the school plan and will remain as a standing item.</p> <p>TMK keen on us conducting some case studies, if additional staff have been employed, what has been the impact. DY wants to extract as much PP funding away from main budget costs to specific PP budget items.</p> <p>Q. IM – Is the action plan linking to the PP review?</p> <p>A. DY – Yes absolutely.</p> <p>KL stated that it would be good practice if PP could align with SEN. DY confirmed that the person with this responsibility would be the Vice Principal Ms McAnally.</p> <p>DY/JMcC will put some costs to this.</p>	PP costings	DY	asap	
28) School Status Report	This report was circulated in advance. This is a summary of school activity for the Autumn Term. All senior leaders contributed to this report.				
29) Action Plan, plus previous Position Statement	<p>This documentation was circulated in advance. There are challenges ahead but there are lots of areas of improvement, particularly in terms of student attendance.</p> <p>The activities that are taking place outside the normal curriculum are fantastic. We have a group of 40 students going Skiing to Boston at the weekend. We are going to cover four absent staff in house with no external supply.</p> <p>There was an opportunity to ask any questions – there were none.</p>				
30) School SEF	The SEF was circulated to Governors in advance. There is far too much we want to achieve and ambitious to get this all done by July. However, DY wants to keep all the actions in. We are monitoring throughout, and we are going to be getting the job done.				

	<p>KL asked about KPIs.</p> <p>DY confirmed we have KPIs for attendance and exclusions. DY to produce student targets KPI document.</p>	Produce KPI document	DY	asap	
31) AOB	<ul style="list-style-type: none"> SM has resigned from her post as Trust Governor due to other Governor commitments she has. Tonight is SM's last meeting. The Governing Body thanked Suzanne for all her hard work over the years and wished her well for the future. Governors to decide if another Governor is required to replace SM. It was thought that at present we have good coverage and skill set amongst our Governors. Governor Bios for the school website were requested from KL, TMK, RC, DY and CMU. Following a MAT review of our Single Central Record, the MAT have advised we put through our own DBS check on the three Governors with Sefton Local Authority clearance. Previously we accepted Sefton LA DBS clearance as we use the same system. LK will put through new DBS for KL, TMK and DR. <p>DY thanked Governors as is confident that things are definitely moving in the right direction for LHS.</p>	<p>Decision on SM replacement/ review skill set</p> <p>Governor Bios</p> <p>Put through new DBS for KL, TMK and DR</p>	<p>All Governors</p> <p>KL, TMK, RC, DY and CMU</p> <p>LK</p>	<p>Next FGB</p> <p>asap</p> <p>asap</p>	
32) Date of next meeting	Wednesday 25 th March 2020 @ 5.30 p.m.				

Signed (Chair): _____

Date: _____