

**Litherland High School**  
**Part of the Heath Family Trust**  
**Full Governing Body Meeting held on**  
**Wednesday 28<sup>th</sup> April 2021 at 5.00 pm via MICROSOFT TEAMS**

Present:

JB	Joanne Butcher	Parent Governor – resigning
ABE	Alison Bennett	Teaching Staff Governor
KL	Karen Lynskey	Trust Governor
FMF	Frank McFarlane	Chair of Governors
TMK	Tracy McKeating	Trust Governor
IM	Ian Mitchell	Trust Governor and Vice Chair
CMU	Carmel Murphy	Non-Teaching Staff Governor
SP	Suzanne Pomford	Trust Governor
CS	Colin Skidmore	Parent Governor
DY	David Yates	Principal, Litherland High School
LK	Linda Kinsella	Clerk to the Governors

Apologies:

ABR	Adele Browne	Parent Governor
RC	Ronnie Cowen	Trust Governor
DR	Daniel Rankin	Trust Governor

**42) Welcome to new Parent Governor/s, Resignation and Apologies for Absence**

Welcome from the Chair.

Jo Butcher joined the meeting at the start to say how much she had enjoyed being a Governor at LHS, wishing LHS all the best for the future. The Chair thanked JB for her contribution. JB left the meeting at 5.10 p.m.

Chair welcomed a new Parent Governor, Colin Skidmore. Mr Skidmore has one daughter in Year 8, and another joining LHS in September and one older son. CS works as a Systems Analyst, and is very much hoping to help move school forward and assisting in school improvement.

Welcome back to Adele Browne for her second term as Parent Governor, unfortunately Adele could not attend this evening.

**43) Governors not in attendance**

Apologies from ABR, DR and RC. These were all accepted by the Governing Board.

**44) Agree Minutes of the last FGB meeting and Matters Arising**

The minutes of the last meeting held on 3<sup>rd</sup> February 2021 and additional meeting on 10<sup>th</sup> February 2021 were accepted as a true and accurate account.

The majority of actions have been carried out. SLT have re-written the school SEF, however a one page executive summary may still be required.

The report on pupil engagement is covered within the information circulated to Governors in advance of today's meeting.

Meeting for SEN – Karen Lynskey is visiting school on Friday to meet with Ms McAnally, line manager of SEN and Mrs Wren, SENDCO. The Principal is really pleased how school is moving forward, with a much better shared understanding of SEN across the school. With the support of Karen Lynskey, the MAT and the drive of Ms McAnally and Mrs Wren, we are in a better place for what is required moving forward.

Ms McAnally and Mrs Wren have had a number of meetings with Helen McGarry SEND Lead at the MAT, to agree the vision. There has been additional training for Ms McAnally and Mrs Wren who can deliver this directly to staff. Unfortunately, there has been reduced Teaching Assistants in school due to long term illness, but this should be resolved shortly.

Safeguarding Walk. The Chair will continue to plan and conduct one each term within school, when the guidance allows. This will cover safeguarding from many different aspects, and the Chair will keep Governors updated.

Grade Descriptors – these have been circulated to Governors.

Meeting re: School Action Plan took place on 10<sup>th</sup> February 2021. Some time was given over to the MAT re: Litherland Project. The Chair is not aware if any further updates have been received at this stage.

Chairman's PM review was led by the Vice Chair (IM). IM thanked all Governors for their contribution to this review, and documentation has been submitted to the MAT.

The Parent Governor Election has been completed, and newly appointed Parent Governors were welcomed tonight.

Meeting re: Self Evaluation – this was held on 17<sup>th</sup> March and the documentation completed and submitted to the MAT.

The Covid Action Plan and Remote Education Policy have both been circulated to Governors in advance of tonight's meeting.

#### **45) Completed Governors' Self Evaluation document**

Following completion of the Governors' Self Evaluation document, there were a couple of actions.

- i) Governors discussed resuming Sub Committees. The Chair proposed leaving this item open and returning to it.
- ii) Chair providing parents with a termly update. Chair asked CS what information parents receive. CS informed that parents do receive a considerable amount and the quality is good. He personally receives all the information, but he doesn't know whether all parents receive this. Chair requested ideas from Governors on what information the Governing Body could provide and any additionality.

**ACTION / WHO / WHEN:** Future agenda items Sub Committee and Report to Parents / Chair / Next Full Governors.

#### **46) External Evaluation Partner Visit**

The Principal updated Governors on the visit from our External Evaluation Partner. The EEP visited on 15<sup>th</sup> April and met with SLT and Core Subject Leaders. The Chair considered that the report was a reasonable one and fair, DY agreed.

EEP commented that from the three visits she had made, the staff and middle leaders are speaking with an increasing confidence. The language used was more a fit for 'good'. Of course, there will be some areas to tighten up on. For example, DY pointed out that staff need to be more succinct in writing and reporting, but maybe that is because we have not been in school that much and are over compensating with providing too much information. SLT need to act on this. DY fed back that Ms Murphy spoke with real confidence about safeguarding, and has been assigned to Pupil Premium and is working on this. For all school leaders, it was either their second or third meeting with the EEP and she can see an improving picture.

There was an opportunity to ask questions.

Q. IM – Is there one key thing school need to focus on.?

A. DY – Yes, Achievement. As we are trying to improve in all areas, we need to be succinct in demonstrating the detail that sits behind this. If all information is too detailed, it can be potentially be not achievable. We need to focus on the main aspects, backed up with evidence and really promote this and celebrate our successes.

There was Governor discussion regarding this. The Chair noted that we do not want to be criticised by not providing enough evidence v's providing too much - it is a fine balance.

There was an opportunity for further comments and observations. There were none.

#### **47) Staffing Update**

There are a number of staffing changes planned for the new academic year. A member of staff in Humanities is going part time, and another is moving to a HLTA support role within school. Currently, there have been a number of lessons within PE covered by a Cover Supervisor. Considering the recruitment needs, DY has been successfully able to appoint a Male PE teacher, Geography teacher and RE teacher. There was a very strong field and DY was very pleased in the appointments made.

DY is in discussion with the Trust to look at the process for permanence of SLT roles, as staff have been doing the roles temporarily for quite a long period of time. The Chair, Principal and MAT have spoken about the SLT function, how it is developing and hopefully there will be capacity to enlarge in the future. The Chair noted that it is a long time for staff to be in acting up capacity, therefore formal interviews will take place.

There are some long-term absences within school. The Subject Leader for English is currently absent, as are three members of support staff. These are due to a variety of reasons, and some Covid related.

School have had a number of applicants apply for the new Teaching Assistant posts advertised, and DY would welcome KL's input on this.

The Chair questioned the Principal on the long-term absence of the Subject Leader for English. It is hoped that this will be resolved shortly. If we are in a position where we have a vacancy to advertise, we need to be mindful of teachers' contractual obligations and the notice period, as external candidates must give notice by 31<sup>st</sup> May.

There were no further questions.

#### **48) Attendance – Spring Update**

CMU spoke about the current picture of where we are, at 93% attendance. In the comparison document, 93% is significantly higher than other schools from DFE national data. This week the Attendance Team are targeting Year 10 students and inviting parents into school for attendance panels. Staff are also in school undertaking 1:1 student meetings. Recently, there has been an increase in behaviour issues and exclusions in Year 10 which has been addressed. DY noted that he is pleased with the rigor daily attendance is monitored by the team.

Since school returned after Easter there has not been one positive Covid case. DY is mindful though that on any given day, the number of contacts for any student can potentially be up to 50. Therefore, staff and students must continue with safe distancing and follow Covid protocols, as school certainly does not want any further disruption.

We have our Year 11 mocks this week and attendance has been strong at 98%.

CMU noted that the scheduling of exams towards the end of half term gives students a clear focus and results in higher attendance.

Q. Chair – Ms Murphy, how do you feel your meeting with EEP went?

A. CMU – It was really positive; especially when we look at our figures whole school vs national.

Q. Chair – What about the impact on distance learning and bubbles, is that a different picture?

A. CMU – For those students who are CIN, EHCP, yes we have seen a significant impact on figures.

#### **49) Pupil Premium**

CMU is working closely with Claire Hallswood, MAT PP Lead. The PP presentation has been circulated to Governors, and CMU wants to work towards 3 year PP strategy.

The Principal and Mrs Burns have met with an external company Trident, who have in the past supplied items to our school. They are looking at sponsoring school equipment for our students. This will be a fantastic opportunity for us.

In terms of the Reading Strategy, CMU has a rank order of our PP students and vulnerability. Extra books for reading have been ordered. DY/CMU had a meeting with Clare Hallswood about making additional savings in some areas, and directing these funds to PP.

Computers were promised during the lockdown and delivered. CMU confirmed that from the Local Authority, DFE and EiC, we received almost 200.

DY confirmed that 95 had been allocated with 90 remaining. School is assessing the impact of those 95. However, there is still always the disparity of students with full equipment and access to IT/internet and those without. Chair agreed that we must always be assessing and closing the gap of PP v Non PP.

TMK - joined the meeting at 17.55.

#### **50) SEND update**

Student data was provided to Governors in advance.

The Sefton SEND training attended by Ms McAnally and Mrs Wren has been really high quality.

The SEN Register has been updated. There has been an increase in social and emotional health issues, and it is likely that Covid has had a big impact.

Helen McGarry, MAT Lead is in regular contact with school, and has asked the MAT for additional support for LHS.

CMU has touched on the reading programme, and introduction of the reading strategy within school.

We need to appoint additional Teaching Assistants and these posts have been advertised. We have two very skilled HLTAs for English and Maths, however due to long term absence, the direct interventions have not taken place. It is hoped that the staff will return shortly.

There are programmes available for analysing progress to ensure systematic tracking, and KA/MW will speak to KL for recommendations.

There was an opportunity to ask questions:

Q. TMK – I am interested in the subjects the students are choosing? If so many students are doing Music for example – do we know why? What SEND support they are receiving and if they are not choosing a particular subject then why?

A. DY – Yes of course, that is extremely timely as Year 9 are choosing their options.

Q. TMK – What do you think Karen?

A. KL – I agree with TMK – I am sure KA and MW are on this. SEND is such a big area, this needs to be a point on the School Improvement Plan. This needs to be looked at in more detail, what options you could offer on a personalised programme? I think the meeting on Friday will be a good starting point to explore this.

KL informed Governors that she will write up her visit and share the actions that the school are taking, so Governors can provide challenge and scrutiny.

**ACTION / WHO / WHEN:** Option breakdown / DY / for next Full Governors.

**ACTION / WHO / WHEN:** Provide report following SEN meeting / KL / for next Full Governors.

## 51) Safeguarding

The updated safeguarding document was sent to Governors prior. CMU explained that each week that team go through and update, and anything that comes up is discussed with the whole team. The safeguarding walks will continue shortly.

TMK noted that Ofsted have released terms of reference for peer on peer abuse. TMK met with the local safeguarding board and they will provide more information for schools. TMK advised having a separate sub-committee for Safeguarding.

Our new Assistant Head of Year and CMU have today completed a full day's training with Sefton LSCB – CMU is putting together a full CPD programme for the staff.

Chair noted earlier that he would be open to reintroducing Sub Committees, and Safeguarding would be a one to introduce. He asked if Governors agreed to a Safeguarding, Wellbeing and SEND Committee? All agreed.

**ACTION / WHO / WHEN:** Request members for a Safeguarding Sub Committee / Governors / asap.

TMK met with Ofsted recently and was able to talk about how SEND children are being safeguarded. It is important that school ensures they can demonstrate how strategic thinking translates into practice.

TMK would like to meet with DY and CMU to discuss further. The Chair confirmed he would like to be present at that meeting.

**ACTION / WHO / WHEN:** Safeguarding Meeting / TMK, CMU Principal & Chair / asap.

DY considers that appropriate support is in place for SEND and Safeguarding. The other area requiring support would be PP. TMK agreed we need to sharpen the grip for our disadvantaged students. The PP Governor is TMK.

**ACTION / WHO / WHEN:** Agenda item on Chair's meeting with Principal / FMF and DY / asap.

There was an opportunity to ask further questions. There were no further questions.

## **52) Term dates and proposed INSET days**

DY confirmed LHS will follow Sefton's proposed term dates outline for 2021/22. There are five INSET days to assign and DY discussed the rationale for each. Inset days proposed as 1<sup>st</sup> September, 22<sup>nd</sup> October, 5<sup>th</sup> January, 21<sup>st</sup> February and 1<sup>st</sup> July. Chair and Governors accepted the dates.

To mark the Queen's Jubilee an additional bank holiday has been announced, therefore the term days for 2021/22 will total 189 days, not the usual 190.

## **53) AOB**

- Covid – DY reported that it is very challenging at the moment, experiencing Covid fatigue within school. However, it looks like we are coming out of it, and hopefully looking forward to a relaxation nationally on facemasks, compliance, bubbles etc, of course with an element of caution.

TMK wanted to reassure DY that it is not just our school, and all schools are feeling it.

DY confirmed to Governors that as a school, we have still had no supply teachers within school for the second year. However, the lockdown and Covid arrangements, has seen some increase in poor behaviour and regrettably a small number of exclusions, but overall the trajectory is less. We have lost the use of our RFL room temporarily due to Covid restrictions and no mixing of bubbles, which obviously has not helped.

TMK noted that some students have not engaged as much as they should of, and we are in no different circumstances than our other colleagues. It is the action we have taken and how we address this.

ABE – joined at 18.15 having been a part of the LHS Parents' Evening.

- This was the first Year 11 Parents' Evening held remotely on School Cloud. ABE reported that it was a good system and easy to use; the appointment finishes at the allocated time and starts the next one.
- Appeals - TMK reported that there are thirty appeals for the September 2021 intake. The Independent Panel will be holding these, and school will be advised accordingly. Mr Yates stated that it is the effort from every member of staff that brings us to this position where we are over-subscribed for September intake. A difficult position to be in also, as we will not be able to take all applicants who want a place. We will await the panel decisions.
- Litherland Project  
Building work will likely start after May half term with a view to the project being completed in November, with students moving across December/January time. DY will update Governors when more information is known.

Meeting ended at 6.35 p.m.