

# LIVERPOOL GOVERNANCE FORUM

Minutes of Committee Meeting held at 10:00 on 14 May 2024 at  
Hope School, 251 Hartsbourne Avenue, Liverpool L25 2RY

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The meeting commenced at 10:15

**Guest Speaker:** N/A

## 1.0 STANDARD ITEMS:

### 1.1 Welcome and Apologies

**Present:** David Blythe, Dave Cadwallader, Marlene Taylor, Michelle Hayward,  
Michael Morris.

**Apologies:** Andy Chadwick, Avril O'Brien and Richard Lovegrove, Dave Owens,  
Maureen McDaid, Barbara Murray, Joyce Smith.

MM apologised for missing previous meetings due to work commitments

### 1.2 Declaration of Pecuniary Interest

No changes to previous information were declared.

### 1.3 Minutes of the Previous Meeting

The minutes of the previous meeting had already been agreed upon by email and posted on the LGF website.

### 1.4 Matters Arising

Actions	
Email to be prepared re LGF overview/meeting details to be sent to Jo McCarthy/her secretary. <b>Actioned.*</b>	MMc/PA

<b>Actions continued</b>	
Contact details for the above to be shared with PA. <b>Actioned</b>	MMc
Message encouraging new LGF members to be prepared and shared at Chair of Governor Meeting. Next meeting 3 June	MMc
All committee members to ask their respective Boards what topic they would like to be discussed at the November Conference.	All

\*PA to send the information sent to Jo McCarthy's secretary by MMc to MM.

Induction Booklet – see 4.1.

## **2.0 LGF Matters and Events**

### **2.1 Finance**

The current LGF bank balance stands at £4527.42.

Outstanding LGF subscriptions are to be chased up by DB/DO and a list of subscribers will be produced once all subscriptions have been received. It was noted that currently schools are invoiced by the Headteacher Associations who then forward the payment to LGF. Academisation should not prevent schools from joining LGF if their scheme of delegation allows. DC commented that if schools are not part of a Headteacher Association they could be approached directly to enquire if they want to subscribe to LGF. It was noted that LGF may need to adapt in the future if income is notably reduced.

### **2.2 Feedback from Events**

There have been no events since the last LGF meeting.

DC informed the meeting that the present Strategic Groups will cease to exist from September 2024 and no future structure has been confirmed yet. It was noted that governors have made up most attendees at strategic meetings recently.

DC commented that the LLP All Learners and Learners Who Need More Sub-committees are no longer relevant and LLP are moving away from a dependency on Headteachers and adopting a more business-like format.

### **2.3 Future Events**

MM confirmed that he, DB and DC had met to discuss topics for the LGF Autumn Conference. After discussion it was suggested that 'Complaint Handling' would be a good topic for the Conference as LGF is often asked to

provide support to schools who were experiencing difficulties in handling complaints.

It was suggested that LGF members would benefit from training in this area as this would enhance their credibility when supporting schools. DC said he had contacted a trainer, Chris Taylor who could provide training for governors at a cost of £400. Chris could also deliver more general training at the LGF Autumn Conference.

It was noted that before LGF could commit to the expenditure it would be necessary to seek confirmation of how many governors would attend the training. It was thought that between 8-12 attendees would make the training viable. DC said he had also contacted Mark Rea who had suggested a format for a 'Complaint' Report that may prove useful. MH suggested that there may also be suitable templates on The Key.

DB is to contact LGF members to ascertain if they intend to attend the July meeting, when the training is to take place and expects to receive their confirmations by 20/5/24. It was agreed that the complaints training should be undertaken before sharing information at the next Chair of Governors Meeting as agreed at the last LGF meeting.

Comment was made that LGF members should undertake the training or be suitably experienced before offering their support to other schools although it will be made clear to governors that undertaking the training does not mean they will be expected to support schools if they did not wish to.

It was also noted that the assistance LGF offers is to support schools who are experiencing difficulties in arranging Complaint Handling panels and not just to simply take over the complaint panels for schools.

MH was asked to check if there was suitable IT provision at St Julie's where the training will take place.

Conference Details:

Proposed dates: Saturday 19 October, 9 November, or 16 November 2024. To be confirmed in September. It is hoped that the Conference will be held in person rather than virtually.

The venue was discussed and it was agreed that DC will investigate the cost, including catering, of holding the Conference at Toxteth Annex and then compare it to the cost of holding the Conference at Partnership for Learning, Speke where previous Conferences have been held.

## **2.4 Website**

DB confirmed the LGF website was up to date.

## **2.5 X (Twitter)Account**

AO'B confirmed prior to the meeting that LGF are currently following 510 individuals and are being followed by 690 individuals. As there has been no response to the information previously shared regarding the forthcoming Conference AO'B has changed the position of the post to the top of the 'page' and included a photograph of a previous conference in the hope of attracting more views.

Posts to be forwarded to AO'B for uploading to the LGF X account are:

1. The LGF meeting on 14/5/24 was held in Hope School's, newly refurbished meeting room which is available for hire from September 2024. Please contact the school directly for details.
2. The Autumn Term Conference is currently being planned. The topic is Handling Complaints. Date and time to be confirmed.

## **2.6 Others**

Not Applicable

## **3.0 Feedback from Representatives**

### **3.1 Liverpool Schools Forum**

The next meeting is to be held on 3 July 2024.

### **3.2 LLP Executive Board**

The next meeting is to be held on 11 June 2024.

### **3.3 LLP All Learners**

Meeting details are to be confirmed.

### 3.4 LLP Learners Who Need More

The next meeting is to be held on 29 May 2024. *(NB: Subsequently cancelled by LLP)*

### 3.5 Liverpool Safeguarding Children Partnership (LSCP)

It is believed there have been no meetings since the last LGF meeting.

PA is to contact Danielle Azanuwha to confirm she is receiving information regarding meetings and to enquire if there is any information she needs to share with the members.

### 3.6 Ethical Leadership/Other

Not Applicable.

## 4.0 Other Items:

### 4.1 Governance Induction Booklet

DB confirmed that work continues on the Governance Induction Booklet and it is on target to be launched in September 2024. Hard copies will be distributed at the LGF Autumn Conference.

### Time and Date of the Next Meeting

Tuesday 2 July 2024 at 10:00 – St Julie’s Catholic High School, 51 Woolton St, Liverpool L25 2QF

The meeting concluded at 11:12.

Actions	
Outstanding LGF subscriptions to be chased up	DB/DO
List of LGF subscribers to be provided	DB
LGF members to be contacted to confirm attendance at the LGF meeting 2/7/24	DB
IT provision for the meeting to be held at St Julie’s on 2/7/24 to be confirmed <i>(NB: Subsequently actioned and confirmed)</i>	MH
Danielle Azanuwha to be contacted re LSCP	PA
Cost of holding the LGF Conference at Toxteth Annex to be investigated	DC