

LIVERPOOL GOVERNANCE FORUM

Minutes of Committee Meeting held at 10:00 on 19.9.23 at
St Margarets, C of E Academy, Aigburth Rd, Liverpool L17 6AB

Meeting commenced at 10:03

1.0 STANDARD ITEMS:

1.1 Welcome and Apologies

Present: David Owens, David Blythe, Maureen McDaid, Dave Cadwallader,
Michael Morris, Joyce Smith, Cliff Barton, Hayley Igbokwe

Apologies: Richard Lovegrove, Andy Chadwick, Peter Devaney, Avril O'Brien,
Danniel Azanuwha

1.2 Declaration of Pecuniary Interest

No changes to previous information were declared.

Declaration of Pecuniary Interest forms for the 2023/24 academic year are to be distributed at the AGM meeting to be held on 7.11.23.

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

There were no matters arising from the previous LGF meeting held on 11.7.23.

2.0 LGF Matters and Events

2.1 Finance

DB confirmed the LGF funds currently stand at £ 5070.62. This is made up from £3070.62 held in the HSBC account and £2000 held in the new Lloyds account. DB stated that it had not been possible too close the HSBC account as planned due to one item (£25) yet to be reconciled and a payment yet to be received (£600 approximately). He confirmed the account will be closed as soon as the transactions are completed, hopefully by the end of this month, after which the funds held in the existing HSBC account will be transferred to the Lloyds account.

DO was unanimously approved as a signatory on the new Lloyds account.

DO commented that Lloyds had been helpful in setting up the new LGF account and confirmed that although there are no charges levied on the account no interest is accrued either. DO informed MM and DB that they needed to complete 2 forms. The first to add them both as signatories on the account and the second to enable internet access to the account. This would mean the account could be viewed on-line and payments approved. Any payments will need to be approved by 2 of the 3 approved signatories.

MM raised a concern that, if many schools no longer subscribe to LGF due to academisation the organisation was at risk of not being financially viable or representing the views of many of the schools in the city. DB confirmed that there could be a future financial risk if the revenue raised from subscriptions were to continue to decrease. It was noted that some schools continued to pay their subscriptions despite being part of a MAT. It was felt that some schools wished to maintain their connection with LGF and it would be a good idea to reach out to schools in the secondary and catholic sector to see if they wished to subscribe to LGF. MMc suggested contacting Jo McCarthy, Director. MMc is to contact Jo McCarthy to suggest a meeting with herself and MM in October if possible.

MM suggested, as LGF funds were currently healthy, a second conference or another way of providing a service to fill a gap in governance in the city may be a good idea. DC suggested providing an induction pack for new governors that would provide generic information as well as information pertinent to Liverpool schools. Individual schools could be encouraged to also add information pertinent to their school to the packs. DC said that he had some information that could be used as a starting point for such a pack. It was suggested that this project could be completed in time for distribution in the Spring Term.

It was noted that the pack would have more impact if it were professionally printed although it was agreed that this would have a financial impact. It was agreed that MM, DB, JS and DC would work on the pack initially and then share the draft version with LGF members for comment and contribution. PA offered her secretarial services if needed.

2.2 Feedback from Events

There have been no events since the last LGF meeting held on 11.7.23.

2.3 Future Events

JCB meeting is to be held on 28.9.23 at Toxteth Annex to set its priorities for the coming year.

A Schools Funding Forum meeting is to be held at Gateacre School on 21.9.23.

Annual Review 2022/23 - DB confirmed that he had added the outstanding finance information to the review and it would now be distributed to Headteachers organisations etc and be published in Governors Digest. DB was thanked for his work in producing a thorough and excellent document. MM commented that, thanks to the Annual Review produced by DB, the Headteachers organisation should be fully aware of the work conducted by LGF.

2.4 Website

DB confirmed the LGF website was up to date and included the dates for forthcoming meetings although venues are yet to be confirmed. It was noted it was hoped to secure Moss Pits Primary School for the LGF meeting in November. MMc is to approach Kensington Primary School with a view to holding the LGF meeting planned for 5.12.23.

It was noted that few LGF meetings are held in schools based in the north of the city. It was suggested that schools in the north of the city be canvassed regarding venues for meetings to be held in the Spring Term.

2.5 Twitter Account

It was noted that Twitter has been renamed 'X' and it is still used by many schools. Comment was made that LGF members need to 'like/retweet' comments left by users and this would encourage use of the service.

2.6 Others

DB is to distribute, by email, the updated LGF Constitution. LGF members were asked to review the draft document and feedback to DB within 10 days. This would allow the updated version to be ready for the LGF AGM to be held on 3.11.23.

3.0 Feedback from Representatives

3.1 Liverpool Schools Forum

There have been no meetings since last LGF meeting. The next meeting is to be held on 21.9.23. DB is unable to attend the meeting.

It was noted that LGF have, historically, been underrepresented at LSF meetings. DC commented that the Terms of Reference for LSF and all other groups should be available. MMc is to request the Terms of Reference at the meeting and to ask for clarity regarding how many teacher/governors at each level are required.

3.2 LLP Executive Board

There have been no meetings since last LGF meeting. The next meeting is to be held on 17.10.23, AGM followed by the Executive Board Meeting- venue to be confirmed.

It was noted that LLP is currently under review.

3.3 LLP All Learners

There have been no meetings since last LGF meeting. The next meeting is to be held on 27.9.23 via Zoom. DO is to attend.

3.4 LLP Learners Who Need More

There have been no meetings since last LGF meeting. The next meeting is to be held on 4.10.23 via Zoom. DB, AO'B and HI to attend.

3.5 Liverpool Safeguarding Children Partnership (LSCP)

The planned meeting was cancelled. A date for a future meeting is yet to be confirmed.

3.6 Other

Not applicable.

4.0 Other Items:

DB reported that he had received a request from T Brown of Governor Services for a governor willing to serve as Chair of Governors at Redbridge Special Secondary School. DO expressed an interest.

DB reported that he had previously distributed a request for governors to sit on 2 Complaint Panels for Corinthian School and Bank View School. He has 5 volunteer governors but needed 6 in total. MM volunteered to sit on both panels providing the dates were convenient.

DC provided clarification regarding School Agreement explaining that complaints can be heard by any governors of other school but HR and Exclusion issues are limited to governors of the individual school. Schools can collaborate on HR and Exclusion issues but an agreement between the schools must exist, in writing, prior to an issue being discussed at a panel. Schools taking part in such collaborations must adhere to the regulations as set out in the Collaboration Regulations.

MM requested a governor to sit on a panel at St Margarets C of E Academy on the morning of 26.9.23. DO is to attend. DB is also available.

DC suggested that a membership of the Key would prove beneficial in supporting LGF members when sitting on panels as he believed they provide superior resources. DB is to investigate the cost of a LGF subscription.

MM took the opportunity to thank Cliff Barton for the service he has provided as a school governor and as a member of LGF for many years. He presented CB with a voucher and card in recognition of his service.

CB reiterated that he had resigned as a governor of Sudley Infant School and was no longer able to serve with LGF. He gave a summary of his experience of Education across his lifetime and wishes LGF members well for the future.

Time and Date of the Next Meeting

The next LGF meetings will be held on:

7.11.23 at 10:15 at Moss Pits Community Primary School, Mossfits Lane, Liverpool L15 6UN - LGF Committee Meeting and AGM

5.12.23 – LGF Committee Meeting – Venue to be confirmed

The meeting concluded at 11:30

Actions	
Jo McCarthy to be contacted re meeting with MM	MMc
Cost of The Key subscription to be investigated	DB
Initial compilation of New Governor Pack	MM, DB, DC
Kensington Primary School to be asked to host LGF Meeting 5.12.23	MMc
Draft LGF Constitution to be distributed and reviewed	DB/all
LSF Terms of Reference and clarity re governor numbers to be requested	MMc