

**Helsby High School
Governing Body Meeting
Monday 3 July 2017
5.00pm School Library**

Present

LA Governor

Parent Governors

Ms J A R Hunt Chambers
Mr A Wheeler
Dr A Morley

Staff Governors

Mr J Dowler
Mrs D Jones

Headteacher

Co-Opted Governors

Mr C Jennings
Dr A Reeves
Mr T O'Neill
Mr A Gardiner
Ms G Fullbrook
Mrs M Porter

Vice Chair of Governors

Also Present

Mrs S Parr
Mrs S Warburton
Mr M Vickers
Mr J Cooney
Mrs C Taylor
Mrs C Goodwin
Mr J Deakin

Deputy Headteacher
Deputy Headteacher
School Business Manager
Assistant Headteacher
Department Leader English
Clerk
NPQH Placement (as an
observer)

Apologies

Mr I Devereux Roberts
Mrs J Cawley Gelling
Mrs F Miller
Mrs K Lindop
Mrs B Ratcliffe

Chair of Governors

G16.58 Apologies
Apologies were accepted as above.

G16.59 Conflict of Interest
There was no conflict of interest.

G16.60 Minutes
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Wednesday 22 March 2017.
Resolved:
That the minutes of the Full Governing Body Meeting held on Wednesday 22 March 2017 be signed as a true and accurate record.

G16.61 Matters arising from the Minutes
There were no matters arising.

G16.62 Part One Reports from Committees
Governors received reports from the following Committees.
Resolved:

- Community Committee Minutes from Monday 13 March 2017 agreed as a true and accurate record and signed

- Finance Committee Minutes from Wednesday 19 April 2017 agreed as a true and correct record and signed
- Welfare and Safeguarding Committee Minutes from Wednesday 10 May 2017 agreed as a true and correct record and signed
- Staffing Committee Minutes from Wednesday 17 May 2017 agreed as a true and correct record and signed
- Achievement & Curriculum Committee Minutes from Wednesday 17 June 2017 agreed as a true and correct record and signed
- Premises Committee Minutes from Monday 19 June 2017 agreed as a true and correct record and signed
- Community Committee Minutes from Monday 26 June 2017 agreed as a true and accurate record and signed

G16.63 Matters Arising from the Minutes

Governor referring to Community Minutes of 26 June 2017 made reference to the name of the company offering to provide a work placement, namely C F Fertilisers. This name had been omitted from the minutes.

Headteacher informed Full GB of the ratification of a change to the school's TLR structure following consultation of staff. Positive responses to the changes have been received. Interviews to be held 7 July 2017.

Resolved:

That the information be received and ratified.

Dr A Morley and Ms J Hunt Chambers arrived at 5.05 pm.

G16.64 English Department Update (including review of KS4 grouping)
 Department Leader for English presented an update to Governors with highlights from students and student voice survey.
 Governor informed Committee that a second link visits to the English Department had recently been conducted. Link visits had proven positive with many areas recognised in the first visit much improved upon. Fantastic mixed ability teaching was taking place. Department Leader is aware of the challenges ahead but has recently made significant moves forward and strives to continue for success.

Resolved:

That the information be received.

Mrs Taylor left the meeting.

G16.65 Update – PP/Disadvantaged students

Assistant Headteacher introduced Mr J Deakin from Bishops High School. Mr Deakin has been working on a 'Placement Project' at Helsby as part of his NPQH course, which involved testing and holding to account aspects of the Pupil Premium Development Plan. Mr Deakin presented a report outlining the following:

- Why he had been involved in the process
- What specific activities have been involved
- What are the key outcomes

Mr Cooney also presented a report to Governors entitled 'Review of the Disadvantaged Students Action Plan 2016-17'. The report outlined the progress of disadvantaged students, across all year groups, as this had been identified as a key priority for our school. The report outlined what strategies went well, what could be improved and what were the next steps.

Governor remarked that the report was 'good' and how it offered clarity.

Headteacher remarked that Mr Cooney had had focused time to concentrate on Disadvantaged students and this had moved the message further and ultimately made great progress. Governor remarked that it was encouraging to see such a focus and would ultimately like to see such planning with each student and each subject area. Recent Governor link visits regarding disadvantaged students/strategies had allowed Governors to 'keep in touch'.

Resolved:

Clerk

That the information be received. Headteacher would like to invite DL of Maths to attend Autumn A & C meeting to provide an update on Maths.

G16.66 SDP 2017-18 Strategic Overview

Headteacher presented SDP Strategic Paper to Governors for their consideration and feedback. The paper outlined the School Aims and Key Priorities for 2017-18.

Resolved:

That the information be received.

6pm - Ms G Fullbrook arrived at the meeting.

G16.67 Curriculum Update

Deputy Headteacher presented a Curriculum Update to Governors dated June 2017. The update covered the following areas:

- Changes for 2017-18
- KS3, KS4 and KS5
- Part time requests
- Year 10 and Year 12 Option blocks for 2017-18

Thanks were given to Deputy Headteacher and Mr A Moore from Governors for work on producing the timetable for 2017-18.

Resolved:

That the information be received.

G16.68 Planning for Financial Challenges

SBM informed Committee that he had met with Governors in March to review the school's financial future in the face of challenging circumstances.

Resolved:

SBM

That the information be received. Ideas to consider going forward would be collated and brought to Full GB meeting in the Autumn term.

G16.69 Schools Financial Value Standard (SFVS) 2016-17 Update

SBM advised Governors that the Schools Financial Value Standard (SFVS) had been updated and submitted to CWaC.

Resolved:

That the information be received.

G16.70 Finance Update

SBM informed Governors that the schools budget had balanced this year and school were in a positive financial position.

Resolved:

That the information be received.

G16.71 LA Pre Ofsted Visits & School Improvement Advisor (summer visit)

Headteacher provided an update to Governors with regard to the recent visits of both the LA Pre Ofsted and School Improvement Advisor.

Resolved:

That the information be received.

G16.72 Headteachers Report Part 1

Headteacher presented to Governors a report which included the following:

- Student Numbers on Roll
- Attendance
- Exclusions
- Safeguarding
- Budget/Finance
- Staffing
- Partnerships
- Community Links
- Promotion and Marketing
- Events
- Educational Visits
- Premises/Health and Safety

Resolved:

That the information be received.

G16.73 Safeguarding Issues Update

Deputy Headteacher presented an update to Governors covering the following:

- Safeguarding at HHS
- Level 1 Basic Safeguarding and Child Protection
- School Counsellor
- Students being educated off site
- Site Security
- CIC Support
- Amy Winehouse Trust
- PCSO's Police Community Support Officers
- School Nurse
- Student Information
- Local Safeguarding Children Board (LSBC) audit
- Student Social Worker

Resolved:

That the information be received.

G16.74 Schools Bulletin – March, May and June Editions

Vice Chair brought to the Governors attention the March, May and June editions of the Schools Bulletin.

Chair via email sent in a request for Governors to particularly consider the following:

- March edition pages 6,7,8,9,10
- May edition pages 9-12
- June edition Code of Conduct, Training and Development, Raise on line, new data service and the GCSE qualification review

Headteacher advised Governors that IT Department currently working on a confidential area of the website for Governor access only which will hold the SDP, SES and other useful Governor information. We hope to have this in place for September 2017.

Resolved:

That the information be received.

G16.75 Link Visits by Governors Update

Vice Chair presented a table of Link Visits dated Summer term 2015 to Summer Term 2017 and recent Link Visit reports for consideration.

Chair (via email) requested that all Link Visit reports are sent to Clerk as soon as possible following a visit.

Resolved:

That the information be received. Thanks were given to staff for hosting extremely useful and constructive visits.

All

G16.76**Governor Training 2016-17**

Support Staff Governor advised that Safeguarding Training is due September 2017 for the majority of Governors.

Resolved:

That the information be received. Staff Governor to advise of any new training opportunities and arrange Safeguarding Training in September.

DJo

G16.77**Summary of Governor Meetings Summer Term 2017**

Vice Chair presented Summary of Governors meetings for the Summer Term 2017.

Resolved:

That the information be received. Clerk confirmed summary will be uploaded to Governors page on the school website.

Clerk

G16.78**Governor Meeting Dates 2017-2018**

Vice Chair presented to Governors the timetable of Governor meetings for 2017-18 for consideration.

Resolved:

That the information be received.

G16.79**Policies**

Chair presented to the Full Governing Body the following policies: Asset Disposal Policy, Whistleblowing Policy and Bursary Fund Policy ratified at Finance Committee Meeting on 19.04.17

Home School Agreement, Safeguarding Policy and Disability, Equality and Accessibility Policy, Safeguarding Policy ratified at Welfare & Safeguarding Committee Meeting on 10.05.17

CWAC/HHS Absence Management Procedure, CWAC/HHS Interview Expenses Policy, CWAC/HHS Ill Health Retirement Procedure, CWAC/HHS Maternity Procedure (Support Staff), CWAC/HHS Redundancy Policy and Procedure ratified at Staffing Committee Meeting on 17.05.17

Deputy Headteacher advised Governors that four policies from the recent A & C meeting had been omitted from the agenda.

Resolved:

That the above policies be adopted by the Full Governing Body. Clerk to send four A & C Policies to all Governors to be considered and subsequently adopted by the process of Chairs Actions.

Clerk

G16.80**Any Other Business**

Headteacher advised Governors that he had recently attended a meeting of Aspiro/Free School. A bid is due September/October 2017. Headteacher to advise of outcome and next steps in due course.

Actions	Whom	Date to be Completed
Headteacher would like to invite DL of Maths to attend Autumn meeting to provide an update on Maths.	Clerk	asap
Financial ideas to consider going forward would be collated and brought to Full GB meeting in the Autumn term.	SBM	18.9.17
all Link Visit reports are sent to Clerk as soon as possible following a visit.	All	asap

Staff Governor to advise of any new training opportunities and arrange Safeguarding Training in September	DJo	asap
Clerk confirmed summary will be uploaded to Governors page on the school website.	Clerk	completed
Clerk to send four A & C Policies to all Governors to be considered and subsequently adopted by the process of Chairs Actions.	Clerk	completed