

**Helsby High School
Governing Body Meeting
Wednesday 16 March 2016
5.00pm School Library**

Present

LA Governor	Mrs F Miller	
Parent Governors	Ms J A R Hunt Chambers Dr A Morley Mr A Wheeler	
Staff Governors	Mr J Dowler Mrs D Jones	Headteacher
Co-Opted Governors	Mrs B Ratcliffe Mr C Jennings Mr T O'Neill Mr R Hyde Dr A Reeves Mr A Gardiner Mrs J Cawley Gelling	Chair of Governors
Also Present	Mrs S Parr Mrs S Warburton Mrs C Goodwin Mrs G Cairns Mr M Vickers	Deputy Headteacher Deputy Headteacher Clerk Associate member SBM
Apologies	Mrs K Lindop Ms G Fullbrook Mr I Deveraux Roberts	Associate Member

- G15.18 **Apologies**
Apologies were accepted as above.
- G15.19 **Conflict of Interest**
There were no conflicts of interest.
- G15.20 **Disclosures of Interest**
There were no disclosures of interest.
- G15.21 **Minutes**
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Wednesday 9 December 2015.
Resolved:
That the minutes of the full Governing Body Meeting held on Wednesday 9 December 2015 be signed as a true and accurate record.
- G15.22 **Matters arising from the Minutes**
G15.03 – Governor Skills Matrix – Headteacher, Chair and Vice Chair to meet next term to discuss further. Head/Chair/Vice Chair

G15.04 – Reverse Fire Drill – Procedure to be discussed further at the next Premises Meeting on Monday 9 May 2016 and an update to be provided at the next full GB Meeting on 27 June 2016. TON/SBM

G15.10 – Digital Guardians visiting Year 5 students in the partner primary schools. Deputy Headteacher advised Governors that visits arranged for induction/transition process next term.

G15.23

Part One Reports from Committees

Governors received reports from the following Committees.

Resolved:

- Finance Committee Minutes from Monday 18 January 2016 be agreed as a true and correct record and signed
- Staffing Committee Minutes from Monday 25 January 2016 agreed as a true and correct record and signed
- Achievement and Curriculum Minutes from Monday 1 February 2016 be agreed as a true and accurate record and signed
- Premises Committee Minutes from Monday 8 February 2016 be agreed as a true and correct record and signed
- Welfare and Safeguarding Committee Minutes from Wednesday 24 February 2016 be agreed as a true and correct record and signed
- Community Committee Minutes from Monday 7 March 2016 be agreed as a true and correct record and signed

G15.24

Matters arising from the Minutes

Governor informed committee that a Community Benefit Fund working group had been established and will report to the Finance Committee in due course with its findings.

Governor informed committee that a Marketing and Communications working group had been established and will report to the Community Committee with its findings.

Dr A Reeves informed Full GB Committee of the retirement of Mrs S Okell, SENDCO, and gave thanks and best wishes on her retirement.

Resolved:

That the information be received.

G15.25

Schools Bulletin January and February 2016

Chair referred Governors to page 6 of the Schools Bulletin February Edition. School Governance Handbook available to view.

Resolved:

That the information be received. Further editions to be sent to Governors immediately upon receipt.

Clerk

G15 .26

Manual of Internal Procedures

School Business Manager advised Governors that Manual of Internal Procedures now complete with only minor changes made.

Resolved:

That the Manual of Internal Procedures be adopted by the Full GB Committee with a further review in 2016-17.

G15.27

2015-16 School Budget Update

School Business Manager presented an update on expenditure dated March 2016.

Resolved:

That the information be received.

G15.28 **School Development Plan for 2015-16 Update**

Headteacher presented Governor with the School Development Plan (SDP) Cycle including the following:

- SDP Outcomes (previously Achievement)
- SDP Effectiveness of Leadership & Management
- SDP Quality of Teaching
- SDP Personal Development, Behaviour & Welfare
- Sixth Form Development Plan

Resolved:

- That the information be received.
- The whole cycle will be reviewed by SLT in the Summer term and priorities established.
- Key points for development to be sent to Chairs of Committees and added as a standing item on each sub Committee agenda.
- SES and cycle to be emailed to Governors once finalised.

Head/
Clerk

G15.29 **School Status Update**

Headteacher advised Committee that Chair of Governors and 2 other Governors had met to discuss school status particularly in light of Government update regarding moving all secondary schools to Academy Status.

Resolved:

School Status Group to meet next term to discuss further and consider all options. Clerk to arrange meeting. To update at next full Governing Body meeting.

Clerk

G15.30 **Student Progress Update**

Deputy Headteacher presented an update on Disadvantaged Students Progress in English, Maths and Science.

- Governor asked how can you evidence Pupil Premium students are making 'faster progress' as described by Ofsted, and not just closing the gap?
- ✓ Deputy Headteacher advised that we can compare against non-disadvantaged students and also check residuals and the rate of progress.

Deputy Headteacher presented an update on Curriculum for 2016-17 including provisional option blocks for Year 10.

- Governor asked if any of the option blocks were not looking affordable?
- ✓ SBM advised that we can currently deliver a broad, sustainable and balanced curriculum.
- Governor asked if most students were offered their choices?
- ✓ Deputy Headteacher confirmed that majority of students will be offered their first choices.

Resolved:

That the information be received.

Vice Chair to write a short paragraph to help parents engage with additional study/revision sessions to include in departmental letters sent home.

ARe

G15.31

Headteachers Report

Headteacher presented to Governors a report which included the following:

Student Numbers on Roll

Attendance

Exclusions

Safeguarding

Budget/Finance

Appraisal

Promotion and Marketing including website and social media

Partnerships – Partnership and System Leadership

Community Links

Educational Visits

Premises/Health and Safety

School Improvement Priorities

Staffing

Deputy Headteacher also presented School Level Absence by pupil groups 3 December 2015 – 29 February 2016 and 3 September 2015 – 31 December 2015.

- Governor asked had the absence figures gone up and how many Fixed Penalty Notices had been issued this academic year?
- ✓ Deputy Headteacher confirmed that current data could not be compared with last year as a different criteria had been adopted and therefore the benchmark differs. Approximately 10 Fixed Penalty Notices had been issued this academic year.
- Governor asked for a commentary and/or justification for absence figures to be apparent on tables offered.

Resolved: That the information be received.

SWa

Attendance measures will be compared with other schools in the area. Deputy Headteacher to add footnote to attendance tables going forward.

Governor gave thanks to Helsby High staff for assisting with the 'Clean for the Queen' campaign on 4 March 2016.

Chair of Governors gave thanks to staff for the 'tremendous' wealth of trips and excursions made.

G15.32

Leading Edge Bursaries Mid-Year Update

Headteacher presented reports regarding Leading Edge Bursaries as follows:

- Improving Whole School Ethos
- Engaging Students through developing clear career pathways for students
- International Schools Leading Edge Bursary
- Developing Links and co-ordinating the schools use of PiXL
- Community Bursary Report
- PiXL/Narrowing the Gap Stage 1

Resolved:

That the information be received. Governors look forward to further information at the summer full GB meeting.

G15.33

Link Visits by Governors – Update

Headteacher had provided training prior to Full GB meeting to Governors regarding Link Visit protocol and guidance. Report from recent Link Visits in Science and Maths were presented to Governors.

G15.34

Policies

Chair presented to the Full Governing Body the following policies:

- Governors Allowances Policy – ratified at Finance Committee Meeting 18.1.16
- Work Life Balance Policy, CWAC Code of Conduct for School Employees Policy, CWAC Disclosure and Barring Service Checks Policy, CWAC Grievance Policy, CWAC Absence Management Policy, CWAC Flexible Working Scheme Policy, CWAC Probationary Period Policy - ratified at Staffing Committee Meeting on 25.1.16
- Safeguarding Policy, Allegations of Abuse Policy, Student Dress on Educational Visits Policy - ratified at Welfare Committee Meeting on 24.2.16

Resolved:

That the above policies be adopted by the Full Governing Body.

G15.35

Any Other Business

There was no other business.

Actions	Whom	Date to be Completed
G15.03 – Governor Skills Matrix	Headteacher, Chair and Vice Chair	to meet next term to discuss further.
G15.04 – Reverse Fire Drill – Procedure to be discussed further at the next Premises Meeting on Monday 9 May 2016	SBM/TON/AWH	update to be provided at the next full GB Meeting on 27 June 2016.
G15.10 – Digital Guardians visiting Year 5 students in the partner primary schools.	SWa	visits arranged for induction/transition process next term.
Further editions of school bulletin to be sent to Governors immediately upon receipt.	Clerk	Upon receipt
SDP whole cycle will be reviewed by SLT in the Summer term and priorities established. Key points for development to be sent to Chairs of Committees and added as a standing item on each sub Committee agenda. SES and cycle to be emailed to Governors once finalised.	Head/SLT SLT/Clerk SLT/Clerk	Summer term
School Status Group to meet next term to discuss further and consider all options. Clerk to arrange meeting of	Head/BRa/FMi/JCG Clerk	Summer term. Report to full GB Summer term

School Status Group .		
Vice Chair to write a short paragraph to help parents engage with additional study/revision sessions to include in departmental letters sent home.	ARe	Complete
Attendance measures will be compared with other schools in the area. Deputy Headteacher to add footnote to attendance tables going forward.	SWa	Summer term