Helsby High School
Governing Body Meeting
Wednesday 30 November 2016
5.00pm School Library

Present

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

G16.12 **Apologies**
Apologies were accepted as above.

G16.13 **Disclosures of Interest**
There were no disclosures of interest.

G16.14 **Minutes**
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Thursday 22 September 2016.
Resolved:
That the minutes of the Full Governing Body Meeting held on Thursday 22 September 2016 be signed as a true and accurate record.

G16.15 **Matters arising from the Minutes**
Governor asked had any progress been made with contacting Neston High School to establish a meeting regarding School Status.
Resolved:
Headteacher advised that this is in progress with a meeting expected in January 2017.

G16.16 **Part One Reports from Committees**
Governors received reports from the following Committees.
Resolved:
- Achievement & Curriculum Meeting on Thursday 22 September 2016 agreed as a true and accurate record
- Finance Committee Minutes from Wednesday 5 October 2016

agreed as a true and correct record and signed
- Welfare and Safeguarding Committee Minutes from Monday 17 October 2016 agreed as a true and correct record and signed
- Staffing Committee Minutes from Monday 24 October 2016 agreed as a true and correct record and signed
- Community Committee Minutes from Wednesday 9 November 2016 agreed as a true and correct record and signed
- Premises Committee Minutes from Monday 21 November 2016 agreed as a true and correct record and signed

Governor informed Committee that since the recent Premises meeting he had written a letter to Graham Evans, MP with regard to Fairer Funding.

Vice Chair of Governors informed committee of the presence of students at recent Welfare Meetings and encouraged other Chairs to follow a similar model.

Resolved:
To provide an update with regard to Fairer Funding letter at next meeting.

G16.17 **Autumn Term 2016 Summary of Meetings**
Chair presented summary of Autumn Term Meetings to the Governing Body for consideration.
Resolved:
That the information be received. Clerk to update school website.

G16.18 **External Analyses of 2016 data – including FFT Aspire Governor Dashboard**
Deputy Headteacher presented to Governors FFT Aspire School Dashboard produced November 2016, Ofsted Summary Report RAISEonline 2016 and 'GCSE School Performance Summary for Governors'.

☐ Governor asked how staff were tackling subjects where the results showed a negative result?

√ Deputy Headteacher informed Governors that regular monitoring, evaluation and informal lesson drop ins were a regular feature. With the introduction of the Year 10 syllabus common assessments and extra sessions have been arranged for lunch time and after school. This is having a positive effect along with a rigorous revision programme and PPE exams.

Deputy Headteacher informed Governors of testing within the Maths Department with students completing 1/3 of a GCSE paper over a two-week period.

Mrs F Miller agreed to be the SLT link for the Mathematics Department.

☐ Governor questioned what strategies were in place to inspire and build confidence in students as this is as equally important.

√ Deputy Headteacher advised that many students are shown how to access extra marks on papers even if they do not manage to finish the question, many practical tests are set and assistance given to minimise the impact on students.

☐ Referring to the RAISEonline report Governor asked were staff held to account for results in a rigorous way?
Deputy Headteacher remarked that all impacts are measured and the Department Leader will check progress with subject teachers on a

regular basis.

Deputy Headteacher advised Governors to look at a website called 'comparemyschool' which offers data in comparison to other similar schools both locally and nationally.

☐ Governor asked did school consider attendance and exclusions trend a concern?

√ Deputy Headteacher advised that since the introduction of Behaviour Panels there has been a positive impact on the number of exclusions. The changes in ruling concerning Fixed Penalty notices will inevitably have an impact on attendance.

☐ Governor asked would it be possible to have an area on the school website purely for Governors to access data?

Governor asked might it be possible to tie in data from interventions to results data?
Deputy Headteacher advised that effects of strategies implemented are measured by outcomes. It is often necessary to take strategies apart and introduce individually in order to gain effective results and monitor its effectiveness.
Headteacher remarked that interventions have financial implications and ideas have to be cost effective and impacts measured.
Governor appreciated the information from case studies which offered an insight into actual cases where interventions had been successful.

Resolved:
That the information be received.
Headteacher and Deputy Headteacher to meet post January to define further exactly what departments require. Departments will continue to question student performance following monitoring, and analyse strategies used.
Deputy Headteacher to seek advice from ICT to consider access to website for Governors with regards to data.

G16.19 **Student Progress Updates and Headlines**
Deputy Headteacher presented to Governors 'Year 11, GCSE Class of 2017, Performance Summary for Governors'.

Resolved:
That the information be received. An update to be provided at the next Achievement & Curriculum meeting on Monday 13 February 2017.

G16.20 **Headteachers Report**
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. Governors remarked upon the success of the recent Open Evenings and also the excellent media presence.

Thanks were given to Governors for their support on various panels throughout this term.

Thanks were given to staff from Governors with regard to the positive impacts they are having on many areas of school.

G16.21 **School Development Plan (SDP)**
Headteacher advised that the School Development Plan is now a standing item on the Staffing, Welfare and Achievement & Curriculum Committees.

Resolved:
That the information be received.

G16.22 **School Improvement Advisor (SIA) Autumn Visit Report**
Headteacher presented Governors with a report from the recent School Improvement Advisor for the Autumn term 2016 covering the following items: Progress 8, Teaching and Learning and Pupil Premium.

Resolved:
That the information be received.

G16.23 **School Bulletin – September and November 2016**
Governor brought attention to various articles of particular note to Full GB committee as follows:
- Keeping Children Safe in Education' and the requirement for all Governors to read latest version dated September 2016.
- Chair asked all Governors to complete pen portrait for website and return to Clerk.

Resolved:
That the information be received. Clerk to email 'Keeping Children Safe in Education' September 2016 version to all Governors.
Clerk to email template to all Governors to complete pen portrait.

G16.24 **Co-Opted Governor and Associate Member**
Chair discussed with Governors the recent email sent by the Vice Chair of Governors inviting nominations for a co-opted Governor following the resignation of Mr Hyde. One nomination was received for Mrs M Porter. All Governors agreed that Mrs M Porter would be a suitable candidate and to invite her to take up the position from January 2017.

Resolved:
Chair asked all Governors to consider anybody they thought suitable to becoming an Associate Member who would add to the 'skill set' of the GB.

G16.25 **Governor Training – Autumn Term 2016**
Chair asked all Governors to identify any training needs and contact Clerk to enable suitable courses to be booked. Training prior to a full GB meeting would also be another training opportunity if so desired.

Resolved:
That the information be received. Clerk to receive training requests from Governors.

G16.26 **Link Visits by Governors 2016-17**
Role of the Link Governor discussed. Rolling programme of link visits to be initiated next term. Governors to advise Clerk of availability. Priority

given to visits to English, Maths, Science.

Resolved:
Governors encouraged to contact Department Leader and SLT Link via the Clerk to plan Link visits in 2017. Direct contact with Department Leader is possible but please cc in the Clerk and SLT link.

G16.27   **Alternative Provision Collaboration Update**
Headteacher provided Governors with information regarding Step Out programme and alternative provisions currently adopted.

Resolved:
That the information be received.

G16.28   **Policies**

Chair presented to the Full Governing Body the following policies:

Bursary Fund Policy 16-17 – ratified at Finance Committee Meeting on Wednesday 5 October 2016

Behaviour Policy, Pupil Premium Policy, Inclusion Policy, Exclusion Policy, SEND Policy & Medical Conditions Policy - ratified at Welfare & Safeguarding Committee Meeting on Wednesday 18 November 2016

Performance Management for Support Staff, Leave Provisions for Support Staff, Equality Policy, Induction of Newly Qualified Teachers Policy – ratified at Staffing Committee Meeting on Monday 24 October 2016

Health & Safety Policy, Minibus Policy – ratified at Premises Committee on Monday 21 November 2016

Governor questioned whether all policies were rigorously audited.

Resolved:
Deputy Headteacher brought to the attention of Governors an addition to the Behaviour Policy which had occurred due to a recent update in guidelines. That the above policies be adopted by the Full Governing Body.
Governor to discuss further with Headteacher the auditing of policies.
Clerk to add name of Chair against each policy on the policy index.

Actions	Whom	Date to be Completed
Neston High School to establish a meeting regarding School Status.	Clerk	January 2017
To provide an update with regard to Fairer Funding letter at next meeting.	TON	March 2017

Autumn Term 2016 Summary of Meetings. Update school website.	Clerk	completed
Governor asked would it be possible to have an area on the school website purely for Governors to access data?	SPA/ICT	asap
Student Progress Updates and Headlines – update at A 7 C	SPA	13 Feb 2017
'Keeping Children Safe in Education' September 2016 version to all Governors.	Clerk	completed
Governors to complete pen portrait for website and return to Clerk.	All Governors/Clerk	asap
all Governors to identify any training needs and inform Clerk	All Governors/Clerk/D Jones	asap
Co-Opted Governor appointed – CWAC be informed	Clerk	completed
Governors to advise Clerk of availability for Link visits or arrange	All Govenors/Clerk	asap
link visit or telephone call with Maths, English and Science Department Leader prior to link visit	Governor linked to Maths, English, Science	asap
Governor to discuss further with Headteacher the auditing of policies.	TON	asap
Clerk to add name of Chair against each policy on the policy index.	Clerk	completed