

Helsby High School
Summary of Governor Meetings
Autumn Term 2017

Helsby High School Governors have six committees which meet at least once a term. The full Governing Body also meets once a term.

The main agenda items for each meeting included the items indicated below:

1. Full Governors (Monday 18 September 2017)

- Election of Chair: Mrs B Ratcliffe
- Election of Vice Chair: – Mrs M Porter
- Committees – review structure and membership including Pay Panel
- Review the Link table and Governors with special responsibilities
- Set objectives for the Governing Body for the Year
- Ratification of the restructure of the SLT
- Term Dates 2018-19

2. Achievement and Curriculum Committee (Monday 18 September 2017)

- Election of Chair: Mrs B Ratcliffe
- Committee Terms of Reference
- Update from English and Maths Department
- Update on GCSE Results 2017
- Update on A level and AS level Results 2017
- Curriculum Planning/Update for September 2017 including 6th Form

3. Pay Panel Meeting (Friday 22 September 2017)

- Election of Chair: Mr T O'Neill
- Review and set proposed Whole School Pay Policy 2017-2018 and seek approval from the Governing Body prior to adoption

4. Finance Committee (Wednesday 4 October 2017)

- Election of Chair: Mr T O'Neill
- Committee Terms of Reference
- Finance Update including 2016/17 outturn, Projected 3 year Budget 2018-21, including update on National Funding Formula and Local Living Wage
- Student Numbers
- Update on DFC
- Annual Update on Bad Debts
- Annual Update on School Funds (including Terms of Reference)
- Policies for discussion and ratification

5. Welfare & Safeguarding Committee (Monday 16 October 2017)

- Election of Chair: Dr A Reeves
- Committee Terms of Reference
- SEND Update
- Attendance 2016-17
- Behaviour Update
- Personal Development, Behaviour and Welfare SES and SDP
- Safeguarding Update
- Annual Counselling and Student Support Co-Ordinators Report for 2016-17
- Policies for discussion and ratification

6. Staffing Committee (Monday 23 October 2017)

- Election of Chair: Mrs M Porter
- Terms of Reference
- CPD Update including Leadership Programme and INSET Days
- Appraisal Update Report
- Summer Term Staff Absence Statistics
- Considering paying the Local Living Wage to employees and contractors
- Update on Exit Questionnaires 2016/17
- SES & SDP Effectiveness of Leadership and Management
- Staff Dress Code
- Policies for discussion and ratification

7. Pay Panel Meeting (Monday 23 October 2017)

- Whole School Pay Policy
- Clarify procedure and policy
- Headteacher Pay and Appraisal Report
- Consider each of Headteachers Recommendations

8. Community Committee (Wednesday 8 November 2017)

- Election of Chair: Mr C Jennings
- Committee Terms of Reference
- Update on Community Engagement
- Update on Marketing and Publicity
- Update on Year 7 and 6th Form Promotion

9. Premises, Health and Safety Committee (Monday 20 November 2017)

- Election of Chair: Mr A Wheeler
- Committee Terms of Reference
- Premises Update – Works completed during Summer/Autumn Term
- Devolved Formula Capital Funding (DFC) Update
- Solar Panels Update
- School Improvement/Life Extension Plan
- Cleaning Services
- Lettings from September 2017
- Community Sports Project (CSP)
- Health and Safety Update including Fire Risk Assessment & Hygiene Report
- Policies for discussion and ratification

10. Full Governors Meeting (Wednesday 29 November 2017)

- Report back from each of the Committees (as above)
- Autumn Term 2017 Summary of Meetings
- External Analysis of 2017 data including FFT Aspire Governor Dashboard
- Student Progress Updates and Headlines
- Headteachers Report
- Schools Evaluation Summary and School Development Plan 2017-18
- School Improvement Advisor – Autumn Visit Report
- School Bulletin September & November 2017
- Governor Training – Autumn Term 2017
- Link Visits by Governors 2017-18 including Link Reports, Link table and Code of Conduct
- Alternative Provision Collaboration Update
- Policies for adoption from sub Committees

CGoodwin

Claire Goodwin (Mrs)
Clerk to Governors

Key

SDP – School Development Plan
SES – School Evaluation Summary