

**Helsby High School
Governing Body Meeting
Wednesday 29 November 2017
5.00pm School Library**

Present

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

G17.14 **Apologies**
Apologies were accepted as above.

G17.15 **Disclosures of Interest**
Mrs K Lindop advised Committee that she was now a Parent Governor on the CWAC Scrutiny Council for Education and Welfare.

Chair of Governors asked Mrs Lindop to report back any findings to the Full GB Committee. KLi

G17.16 **Minutes**
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Monday 18 September 2017.
Resolved:
That the minutes of the Full Governing Body Meeting held on Monday 18 September 2017 be signed as a true and accurate record.

G17.17 **Matters arising from the Minutes**

- Governor asked if there was going to be Financial Update at this Committee?
- ✓ Headteacher replied that an update had been received recently by the Finance Committee with any further updates to be shared at the Finance Committee meeting on Monday 15 January 2018.

G17.18

Part One Reports from Committees

Governors received reports from the following Committees.

Resolved:

- Achievement & Curriculum Meeting on Monday 18 September 2017 agreed as a true and accurate record
- Finance Committee Minutes from Wednesday 4 October 2017 agreed as a true and correct record
- Welfare and Safeguarding Committee Minutes from Monday 16 October 2017 agreed as a true and correct record
- Staffing Committee Minutes from Monday 23 October 2017 agreed as a true and correct record
- Community Committee Minutes from Wednesday 8 November 2017 agreed as a true and correct record
- Premises Committee Minutes from Monday 20 November 2017 agreed as a true and correct record

G17.19

Autumn Term 2017 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. Chair of Governors gave thanks to all Governors for conducting an increased number of link visits and also supporting many other school activities.

G17.20

External Analyses of 2017 data – including FFT Aspire Governor Dashboard

Deputy Headteacher presented to Governors the FFT Aspire KS4 School Dashboard for consideration. Referring to the page 2 summary the Deputy Headteacher informed Governors that ‘attainment and progress were above national averages’.

Resolved:

That the information be received.

G17.21

Student Progress Updates and Headlines & Update on GCSE Science results

Deputy Headteacher presented to Governors the following:

- KS4 Student Progress Updates
- KS3 Progress Evaluation Data Collection Autumn 2017

Deputy Headteacher also informed Governors that the 2017 Science GCSE marks had gone through a review of marks as the exam board had marked incorrectly and as a result 21 core grades had decreased and 31 additional grades had increased.

- Governor asked what were the average margins of change and what impact had this had on those students whose grade had decreased?
- ✓ Deputy Headteacher replied that changes had been one grade either up or down. There had been an impact on those students who did not reach the required entry level for their A levels, however, students had already commenced their courses.

- Governor asked should we be concerned that some students are only taking single science?
- ✓ Headteacher replied that we would like more students to study separate sciences. However, HHS offers a broad range of subjects in non-core areas and we would wish to continue to offer that breadth and balance in the curriculum.

Deputy Headteacher indicated that there is evidence of gaps narrowing for the disadvantaged students in most year groups.

- Governor asked how long had the primary schools been studying the new curriculum at KS2.
 - ✓ Headteacher advised from the current year 8 were the first year to have experienced this.
- Governor suggested that we increase the emphasis on numeracy across the curriculum similar to that used in literacy, particularly as there is a higher maths context across many subjects.
- Deputy Headteacher advised that current Maths DL may well introduce this in time but is currently focusing on higher priority maths issues at present.

Resolved:

That the information be received. Updated results to be brought to Achievement & Curriculum Committee meeting 12 February 2018.

G17.22

Headteachers Report

Headteacher presented to Governors a report which included the following:

- Student Numbers on Roll
 - Attendance
 - Exclusions
 - Safeguarding
 - Finance/Budget
 - Staffing
 - Student Progress
 - Partnerships
 - Community Links
 - Promotion and Marketing including the Press, Social Media and Website update
 - Events (including Fundraising)
 - Educational Visits
 - Premises/Health and Safety
- Governor expressed concern over the exclusion of 2 students who are only in year 7.
 - ✓ Deputy Headteacher gave a confidential and anonymous update example outlining why students had been excluded. The number of exclusions are low relative to the size of school. The majority of students are well behaved. However, we would still wish to see a further improvement.

Dr A Morley arrived at the meeting at 5.40 pm.

Resolved:

That the information be received. Attendance Officer to be invited to Welfare & Safeguarding meeting on Wednesday 24 January 2018.

G17.23 **School Development Plan (SDP) & School's Evaluation Summary (SES) including Accessing Governors Area**

Deputy Headteacher gave a short presentation to Governors as to how to access the Governors area on the school website including School Development Plan and School's Evaluation Summary to Governors.

Resolved:

That the information be received. Governors to receive passwords and usernames and become familiar with use.

Clerk

G17.24 **School Improvement Advisor (SIA) Autumn Visit Report**

Headteacher presented Governors with a report dated 27 September 2017 from the School Improvement Advisor for the Autumn term 2017 which primarily covered Maths, English, Science and Disadvantaged Students. He remarked that the English Department are now more adept at encouraging students to analyse their own progress and make improvements.

Resolved:

That the information be received.

G17.25 **School Bulletin – September & November 2017.**

Governor brought attention to various articles of particular note to Full GB committee as follows:

September Bulletin

- Page 9 Exclusions Guidance September 2017 – Deputy Headteacher confirmed that HHS were following the new guidance
- Page 11 Fire Risk Assessment – Headteacher confirmed that a Fire Risk Assessment had been recently completed
- Page 18 General Data Protection Regulations – Teaching Staff Governor confirmed that staff have recently embarked upon training

November Bulletin

- Page 8 Admissions Consultation Headteacher to meet with Elton Primary Headteacher upon her return from sick leave
- Page 10 Raise Online to be replaced with Analyse School Performance (ASP)
- Page 12 Supporting Mental Health in Schools. Deputy Headteacher advised Governors that the Children and Mental Health Service (CAMHS), have offered to come into school to provide mental health first aid training to staff
- Page 14 Closing the Gap in Educational Attainment

Headteacher informed Governors of the recent Funding Consultation which is open until December 2017. The CWAC School Forum has little option to use 0.5% from schools to prop up the overstretched High Needs Block.

Resolved:

That the information be received. Chair of Governors gave thanks to the Headteacher on behalf of the whole GB for all his hard work and commitment. Chair of Finance Committee to meet with School Business Manager regarding Funding Consultation.

TON

G17.26 **Governor Training – Autumn Term 2017**

Chair asked all Governors to identify any training needs and contact Clerk/Support Staff Governor to enable suitable courses to be booked. Safeguarding training for all Governors is planned prior to the next A & C Meeting on Monday 12 February 2018.

Resolved:
That the information be received. Support Staff Governor to send Edsential course dates to all Governors once received in January 2018. Governors to contact Support Staff Governor of any training needs.

G17.27

Link Visits by Governors 2017-18 including Link Reports and Link Table

Chair presented the following to Governors for consideration:

- Table of Committee Members 2017-18
- Table of Link Governors 2017-18
- Table of Link Visits 2015 to date
- Link reports from History, Drama, Food, Music, ICT/Computing
- New NGA Code of Conduct

Governor remarked that Governors should be held to account with regard to Code of Conduct and Chair/Vice Chair to consider this whilst reviewing policy.

Resolved:
That the information be received.

G17.28

Alternative Provision Collaboration Update

Deputy Headteacher informed Governors that The Bridge school which accommodates approx. 40 students is stretched at or beyond capacity. Work is continuing to progress suitable AP including the possible Aspiro Free School.

Resolved:
That the information be received.

G17.29

Policies

Chair presented to the Full Governing Body the following policies:

Charging & Remissions Policy, Pecuniary Interest Policy, Staff Expenses Policy, Receipting Procedure – ratified at Finance Committee Meeting Wednesday 4 October 2017

Behaviour Policy and Uniform Procedures - ratified at Welfare & Safeguarding Committee Meeting on Wednesday 16 October 2017

Leave of Absence (Teachers) Policy, Rarely Cover Policy, Equal Opportunities Policy, Code of Conduct – ratified at Staffing Committee Meeting Monday 23 October 2017

Health & Safety Policy, Critical Incident Management Plan, Evacuation Procedures – ratified at Premises Committee on Monday 20 November 2017

Resolved:

That the following policies be adopted:
Charging & Remissions Policy, Pecuniary Interest Policy, Staff Expenses Policy, Behaviour Policy, Leave of Absence (Teachers) Policy, Rarely Cover Policy, Equal Opportunities Policy and Health & Safety Policy.

That the following procedures be accepted:
Receipting Procedure, Uniform Procedure and Evacuation Procedures.

Code of Conduct and Critical Incident Management Plan both require further consideration.

Chair
SBM

G17.30

Chairs Actions

Chair presented Curriculum Policy to the Full GB Committee for adoption. Policy had been ratified through the process of Chairs Actions.

Resolved:

That the Curriculum Policy be adopted.

G17.31

Any Other Business

- Governor reminded Chair of the need to recruit a Safeguarding Link Governor in readiness for September 2018
- Clerk asked those Governors who have not yet completed their pecuniary interest forms to do so asap
- Clerk offered an invitation to all Governors to attend HHS on Friday 12 January to meet with Mr Mike Amesbury, MP and Sixth Form Students. Clerk sought approval from the Full GB Committee for Director of 6th Form to sign invoices in proxy for School Business Manager. Full GB approved this arrangement
- Clerk informed Governors of forthcoming events including School Production and Christmas Carol Concert at Chester University

All

Actions	Whom	Date to be Completed
Mrs K Lindop advised Committee that she was now a Parent Governor on the CWAC Scrutiny Council for Education and Welfare. Chair of Governors asked Mrs Lindop to report back any findings to the Full GB Committee.	KLi	March 2018
Governors area on the school website including School Development Plan and Schools Evaluation Summary to Governors. Governors to receive passwords and usernames and become familiar with use.	All Clerk	asap
Chair of Finance Committee to meet with School Business Manager regarding Funding Consultation.	TON	asap
Support Staff Governor to send Edsential course dates to all Governors once received in January 2018. Governors to contact Support Staff Governor of any training needs.	DJo All	January 2018
Code of Conduct and Critical Incident Management Plan both require further consideration.	Chair/Vice Chair SBM	asap

Clerk asked those Governors who have not yet completed their pecuniary interest forms to do so asap.	all	asap
Clerk offered an invitation to all Governors to attend HHS on Friday 12 January to meet with Mr Mike Amesbury, MP and Sixth Form Students.	all	Completed (date has since changed to Friday 2 March 2018 at 10am).