

**Helsby High School  
Governing Body Meeting  
Wednesday 21 March 2018  
5.00pm School Library**

**Present**

**LA Governor**

**Parent Governors**

Ms J A R Hunt Chambers  
Dr A Morley

**Staff Governors**

Mr J Dowler  
Mrs D Jones  
Mr A Fuller

Headteacher  
Support Staff Governor  
Teaching Staff Governor

**Co-Opted Governors**

Mrs B Ratcliffe  
Mr C Jennings  
Ms G Fullbrook  
Mr A Gardiner  
Mr T O'Neill  
Mr A Wheeler

Chair of Governors

**Also Present**

Mrs S Warburton  
Mr I Devereux Roberts  
Mrs F Miller  
Mr M Vickers  
Mrs C Goodwin

Deputy Headteacher  
Associate Member  
Associate Member  
SBM  
Clerk

**Apologies**

Dr A Reeves  
Mrs M Porter  
Mrs J Cawley-Gelling

Vice Chair of Governors

G17.38

**Apologies**

Apologies were accepted as above.

G17.39

**Conflict of Interest**

There were no conflicts of interest.

G17.40

**Disclosures of Interest**

The following disclosures of interest were noted:  
Mrs F Miller – Governor at a Primary School  
Mr M Vickers – Governor at a Primary School  
Mr I Devereux Roberts – Governor at a Primary School

G17.41

**Minutes**

To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Wednesday 29 November 2017.

Resolved:

That the minutes of the Full Governing Body Meeting held on Wednesday 29 November 2017 be signed as a true and accurate record.

G17.42

**Matters arising from the Minutes**

There were no matters arising.

G17.43

### **Part One Reports from Committees**

Governors received reports from the following Committees.

Resolved:

- Finance Committee Minutes from Monday 15 January 2018 agreed as a true and correct record
- Welfare and Safeguarding Committee Minutes from Wednesday 24 January 2018 agreed as a true and correct record
- Staffing Committee Minutes from Monday 5 February 2018 agreed as a true and correct record
- Achievement & Curriculum Meeting on Monday 12 February 2018 agreed as a true and accurate record
- Premises Committee Minutes from Wednesday 8 March 2018 agreed as a true and correct record
- Community Committee Minutes from Monday 12 March 2018 agreed as a true and correct record

G17.44

### **Matters Arising from the Minutes**

- Governor asked had the request for questions for the Student Q and A panel been received by Chairs of Sub Committees?
- ✓ Mr Wheeler confirmed that he had supplied questions for students.

Resolved:

That the information be received. Mr Jennings to send questions to Mr Howe for use at the Student/Governor Question and Answer sessions.

CJe

G17.45

### **Schools Bulletin January & February 2018**

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

- Mental Health Government Proposals
- Data Protection Regulations
- Children Missing Education (CME)
- Education Welfare Service
- Careers Guidance
- Best4Business Programme Communications Hub

Chair would like to discuss Mental Health further at the next Welfare & Safeguarding Meeting.

SBM advised Governors that a Data Protection Working Party will be presenting an action plan to SLT in April which will then be shared with partner primary schools and Governors.

- Chair asked if there was a need to appoint a Data Protection Officer?
- ✓ SBM advised that we may utilise the CWAC buy back service for a shared Data Protection Officer on a transitional basis.

Headteacher informed Governors of new Careers Guidance legislation from January 2018 hence the need for a new Provider Access Policy.

Resolved:

That the information be received. Add Mental Health to the next Welfare & Safeguarding agenda. SBM to inform Governors regarding Data Protection strategy.

Clerk

SBM

G17.46

**Manual of Internal Procedures (MIFP) & Schools Financial Value Standard (SFVS)**

School Business Manager presented (MIFP) to Governors for their consideration. Minor changes had been made to personnel names and dates.

SBM advised Governors of the annual SFVS updates due to be submitted by the end of March 2018. Those Governors on the Finance Committee had been asked to update and re-sign their skills audit included in the SFVS.

Resolved:

That the information be received. Governors agreed that the MIFP be adopted and submitted.

Dr A Morley arrived at 5.29 pm.

G17.47

**2017/18 School Budget Update**

School Business Manager presented a report to Governors entitled 'Helsby High School Financial Year 2017/18' covering the following:

- Budget setting and carry forward from 2016/17
- Expenditure using the 2016/17 carry forward
- Income 2017/18
- Expenditure 2017/18
- Carry forward 2017/18

- Governor asked had there been a cut in staff as a result of budget setting?
- ✓ SBM replied no permanent staff had been cut. Governor remarked that it was important that staff knew that their jobs were safe
- Governor asked if the SLT on reflection felt that they had cut back too much resulting in a larger than expected surplus? Headteacher indicated that the SLT had reflected on this. To match the existing budget with future challenging budget forecasts is a delicate balance.
- ✓ SBM replied that SLT felt that the right decisions had been made as they foresee a 2% pay rise which will balance budget going forward and wipe out any surplus.

SBM gave thanks to Mr Wheeler and team who have been awarded £35,000 from the Community Benefit Fund towards the cost of resurfacing and fencing both netball court areas. SBM outlined in a report the terms and conditions of the offer along with options for match funding.

Following options were given:

- a) Fund it from our DFC funds in its entirety – though this would leave us with no DFC funds until August 2019
- b) Partially fund the project from a combination of the surplus carry forward and DFC
- c) Fund the electrical works from DFC and match fund the cost of the netball courts project from the carry forward

Resolved:

That the information be received. Governors agreed to proceed with option a.

G17.48

**School Development Plan (SDP) and School Evaluation Summary (SES) for 2017-18 Update**

Headteacher sought feedback/questions from Governors regarding above.

Resolved:  
That the information be received.

G17.49

**School Status Update**

Chair of Governors remarked upon the significant funding received from the Local Authority including boiler replacement works, re lagging pipes and ducting under school and solar panel repairs.

Headteacher remarked that whilst a move to academy status has waned Governors must continue to consider the advantages and disadvantages of this option for our school.

Resolved:  
That the information be received. Add to agenda for next term.

Clerk

G17.50

**Curriculum Updates (since A & C Meeting)**

Deputy Headteacher presented a report to Governors entitled 'Update on Timetable Planning – March 2018'. The report outlined the numbers of students opting for each subject in GCSE Class 2019 (current Y10) compared to the GCSE Class 2020 (current Y9).

This reflects some of the changes to the Curriculum Pathways and Options process from Spring 2018. A change of more than 5 students has been highlighted green for an increase and red for a decrease from the previous year.

The report also included a table that illustrated the numbers of students opting for each subject in the Y12 from 2017/2018 compared to the potential numbers for the Y12 in 2018/2019.

- Governor asked if a student's choice of one option were removed would it then affect their other choices?
- ✓ Deputy Headteacher confirmed that following a staffing audit the impact on staffing had already been carefully considered and she was confident that all courses offered would run.

Resolved:  
That the information be received.

G17.51

**Term Dates 2019-2020 and 2020-2021**

Chair presented draft term dates for 2019-2020 and 2020-2021 for Governors approval.

Resolved:  
That the information be received. All Governors agreed to accept proposed draft dates. Clerk to advise PA for school website.

Clerk

G17.52

**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

Headteacher informed Governors that clarity is being sought from CWAC with regard to numbers due for year 7 in September. Governors to be informed asap.

Deputy Headteacher brought Governors attention to Appendix 1 – School Level Absence dated 4 September 2017 to 9 March 2018 and highlighted the 5.7% absence figure. Significant work is currently being adopted to reduce this figure to an ideal 5%.

Deputy Headteacher highlighted the 23% increase during the last term due to sickness and flu and also a 7% increase in unauthorised absence for holidays despite the re-introduction of the Fixed Penalty Notice.

- Governor asked is there a reason sought from those absent?
- ✓ Deputy Headteacher confirmed that 1:1 interviews are currently being conducted with Attendance Officer.

Headteacher advised Governors that an update on Student Progress will be provided at the next Achievement & Curriculum meeting in June 2018 and that the Science department have had a recent review.

Chair informed rest of Committee of the trainee teachers who had successfully run an equivalent 'Footsqueek' transition project for those students starting in September at a considerable cost saving.

Thanks were given to those staff who had organised school trips.

Resolved:  
That the information be received.

Dr A Morley left the meeting at 6.37 pm.

G17.53 **Summary of Governors Meetings Spring Term 2018**

Chair presented above for Governors consideration.

Resolved:  
That the information be received.

G17.54 **Link Reports**

Chair presented recent Link Reports from both Maths Department November 2017 and a Pupil Premium Meeting in December 2017. Clerk to email a further link report from February 2018 regarding Disadvantaged Students.

Resolved:  
That the information be received and followed up as appropriate. Clerk to send February Link report.

Clerk

Dr A Morley returned to the meeting at 6.45 pm.

G17.55 **School Policies**

Chair presented to the Full Governing Body the following policies:

1. Governors Allowances Policy
  2. Lettings Policy
  3. Freedom of Information Publication Scheme
- ratified at Finance Committee Meeting Wednesday 4 October 2017

4. Drugs policy
5. SEND policy
6. Pupil Premium policy
7. Medical conditions policy
8. Access to students with medical needs policy
9. Educational Visits and Overnight Stays policy
10. Exclusion policy
11. Reasonable force policy
12. Young carers policy

ratified at Welfare & Safeguarding Committee Meeting on Wednesday 16 October 2017

13. Absence Management Policy
  14. Flexible Working Scheme
  15. Staff Grievance Policy
  16. Staff Dismissal Procedure
  17. Work Life Balance Policy
  18. Probationary Period Support Staff Policy
  19. Disclosure & Barring Service Checks Policy
  20. Termination of Employment - Support Staff
- ratified at Staffing Committee Meeting Monday 23 October 2017

21. LessonBox Policy
  22. BTEC Registration and Certification Policy
  23. Controlled Assessment Policy
  24. Provider Access Policy
- ratified by Achievement & Curriculum Committee 12.2.18

Resolved:  
That the above policies be adopted.

G17.56

**Chairs Action**

To include Attendance Policy, Anti Bullying Policy and Complaints Policy.

Resolved:  
That the above policies be adopted.

G17.57

**Any Other Business**

Clerk informed Governors of the Spring Concert on 28 March 2018 at 7pm in the Sports Hall.

Clerk informed Governors of the urgent request from CWAC Governance Association for Executive Members without which the association will be unable to continue beyond June 2018.

Minutes produced by  
Mrs C Goodwin Clerk to Governors  
26 March 2018

<b>Actions</b>	<b>Whom</b>	<b>Date to be Completed</b>
Mr Jennings to send questions to Mr Howe for use at the Student/Governor Question and Answer sessions.	CJe	asap
Add Mental Health to the next Welfare & Safeguarding agenda.	Clerk	Noted
SBM to inform Governors regarding Data Protection strategy.	SBM	asap
School Status Update Add to agenda for next term.	Clerk	Noted
All Governors agreed to accept proposed draft dates. Clerk to advise PA for school website.	Clerk	Completed 22.3.18
Clerk to send February Link report.	Clerk	Completed 22.3.18