

**Helsby High School
Governing Body Meeting
Thursday 5 July 2018
5.00pm School Library**

Present

LA Governor

Parent Governors

Mr A Wheeler

Staff Governors

Mr J Dowler
Mr A Fuller

Headteacher
Teaching Staff Governor

Co-Opted Governors

Mrs B Ratcliffe
Mr C Jennings
Ms G Fullbrook
Dr A Reeves
Mrs D Jones
Mrs M Porter

Chair of Governors

Vice Chair of Governors

Also Present

Mrs S Warburton
Dr A Pritchard-Roberts
Mr M Vickers
Mrs C Goodwin

Deputy Headteacher
Assistant Headteacher
SBM
Clerk

Apologies

Mrs J Cawley-Gelling
Dr A Morley
Mrs F Miller
Mr T O'Neill
Mr A Gardiner
Mr I Devereux Roberts

LA Governor

Associate Member

G17.66

Apologies

Apologies were accepted as above.

G17.67

Conflict of Interest

There were no conflicts of interest.

G17.68

Disclosures of Interest

There were no further disclosures of interest.

G17.69

Minutes

To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on 21 March 2018.

Resolved:

That the minutes of the Full Governing Body Meeting held on 21 March 2018 be signed as a true and accurate record.

G17.70

Matters arising from the Minutes

Mr Jennings agreed to send suitable questions to Mr Howe for the Governor/Student Q & A sessions.

G17.70

Part One Reports from Committees

Governors received reports from the following Committees.

Resolved:

- Finance Committee Minutes from Wednesday 18 April 2018 agreed as a true and correct record
- Staffing Committee Minutes from Wednesday 16 May 2018 agreed as a true and correct record
- Welfare and Safeguarding Committee Minutes from Wednesday 9 May 2018 agreed as a true and correct record

The following minutes to follow:

- Achievement & Curriculum Meeting on Wednesday 6 June 2018
- Community Committee Minutes from Monday 20 June 2018
- Premises Committee Minutes from Wednesday 27 June 2018

G17.71

Matters Arising from the Minutes

Headteacher advised Governors that he is awaiting information from Government with regard to teacher's salaries. This may delay the pay panel meeting. Staff will be informed.

Resolved:

That the information be received. Staff to be informed of delay in receiving information regarding teacher's salaries.

Head

G17.72

Ratify Mrs F Miller as LA Governor

Chair of Governors asked GB to ratify the decision to elect Mrs F Miller as an LA Governor.

Resolved:

That Mrs F Miller be ratified as an LA Governor. Clerk to inform CWAC with changes.

Clerk

G17.73

GDPR Update and Policies

GDPR Update and Policies

- Data Protection Policy
- ICT Acceptable Usage Policy
- Privacy notice for Staff
- Privacy notice for Students
- Privacy Notice for Families
- Photo consent Letter
- GDPR Action Plan Update

Assistant Headteacher outlined to Governors the rationale behind GDPR and its effect on HHS. She went on to present the above policies for adoption. Discussion ensued concerning school receiving consent forms from parents/carers in line with GDPR. Assistant Headteacher to formulate a strategy to ensure consent forms are received.

APR

Resolved:

That the information be received and the policies be adopted. Any amendments required to policies please forward to Clerk.

G17.74

Ofsted Visit 22 May 2018 – letter from Lead Inspector

Clerk circulated to Governors a letter from Ofsted Lead Inspector for Governors consideration following the recent Ofsted visit.

Resolved:

That the information be received. Chair of Governors agreed to write to all staff following the visit.

BRa

G17.75 LA Pre Ofsted Visits & School Improvement Advisor

Headteacher informed Governors that following a visit from the School Improvement Advisor a lot of positives had been highlighted and were consistent with Ofsted's findings.

Resolved:

That the information be received. Chair of Governors agreed to write to SIA as she is stepping back from SIA work with Helsby High. Clerk to send recent SIA report.

BRa

Clerk

G17.76 SDP 2018-19 Strategic Overview and main priorities

Headteacher advised SDP discussed at recent SLT away day early July 2018.

Resolved:

That the information be received. Clerk to send most recent SDP to Governors and to ask for feedback by 16 July 2018 prior to ELT.

Clerk

G17.77 Finance Update

School Business Manager advised Governors that a balanced budget had been set by the GB Finance Committee in February 2018.

Resolved:

That the information be received.

G17.78 SFVS – (Schools Financial Value Standard) 2017-18 Update

School Business Manager informed Governors that the SFVS was completed in March 2018 and submitted on time.

Resolved:

That the information be received and accepted. Mr T O'Neill has agreed to assist with submission for SFVS for 2019.

TON

G17.79 Headteachers Report Part 1

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

Resolved:

That the information be received. Thanks were given to staff from Full GB.

- Governor asked for pen drives to avoid downloading documents for Governor meetings in line with GDPR requirements for security.

Resolved:
Clerk to seek guidance from the GDPR working group..

G17.80

Schools Bulletin April and June editions

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

April page 6 - Clarity to school reporting to GP's

Deputy Headteacher informed Governors of rewards system to be introduced in September 2018 to encourage improved attendance.

Page 11 Interpreting Data

Page 13 Teacher Workload

June edition page 10 Funding for the Arts

Resolved:

That the information be received. Governor suggested writing to all local GP practices to explain schools position on attendance and GP notes. SBM to liaise with Faculty of Expressive Arts regarding funding opportunities.

SWa

SBM

G17.81

Link Visits by Governors Update

Chair presented recent Link Reports from both Maths Department November 2017 and a Pupil Premium Meeting in December 2017.

Resolved:

That the information be received. Clerk to send dates of staff twilight meetings to Governors for 2018-19.

Clerk

G17.82

Governor Training 2018-19

Chair presented a list of training Governors have attended this academic year including twilight sessions.

Resolved:

That the information be received.

G17.83

Summary of Governors Meetings Summer Term 2018

Chair presented a summary of items discussed at each sub-committee meeting this year.

Resolved:

That the information be received.

G17.84

Governor Meetings Dates 2018-19

Chair presented a table of Governor meeting dates for the next academic year 2018-19.

Resolved:

That the information be received and agreed.

G17.85

Safeguarding Audit – SCIE Team

Deputy Headteacher presented a report to Governors entitled 'Safeguarding Health Check' dated 1 May 2018.

Resolved:

That the information be received.

G17.86

School Policies

Chair presented to the Full Governing Body the following policies:
Bursary Fund Policy ratified by Finance Committee on 19.04.18

Student Dress on School Visits Policy, Safeguarding Policy, Educational Visits Policy, Allegations of Abuse Policy ratified by Welfare and Safeguarding Committee on 09.05.18

CWAC Capability Policy and Procedure, CWAC Dignity at Work Policy, CWAC Disciplinary Policy and Procedure, Lone Worker Policy & Teacher Appraisal Policy ratified by Staffing Committee on 16.05.18

Careers Education Policy, Remote Working Policy for (GDPR) General Data Protection Regulations, Curriculum Policy 2018-19, ARRT Policy, Academic Grouping Policy ratified by A & C Committee on 06.06.18

Visitors Policy ratified by Premises Committee on 27.6.18

Resolved:
That the above policies be adopted.

Mrs M Porter left the meeting at 6.20 pm.

G17.87 Any Other Business

Chair of Governors gave thanks to all staff on behalf of the Governing Body for their hard work over the 2017-2018 academic year.

Minutes produced by
Mrs C Goodwin Clerk to Governors
July 2018

Actions	Whom	Date to be Completed
That Mrs F Miller be LA Governor. Clerk to inform CWAC with changes.	Clerk	Completed
Staff to be informed of delay in receiving information regarding teacher's salaries.	Head	Completed
Clerk to send recent SIA report.	Clerk	Completed
Clerk to send most recent SDP to Governors and to ask for feedback by 16 July 2018.	Clerk	Completed
Mr T O'Neill has agreed to assist with submission for SFVS for 2019.	TON/SBM	January 2019
Governor suggested writing to all local GP practices to explain schools position on attendance and GP notes.	SWa	Autumn term 2018
SBM to liaise with Faculty of Expressive Arts regarding funding opportunities.	SBM	Autumn term 2018
Clerk to send dates of staff twilight meetings to Governors for 2018-19.	Clerk	Completed