

**Helsby High School**  
**Summary of Governor Meetings**  
**Autumn Term 2018**

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:

**Pay Panel Meeting (Monday 17 September 2018)**

- Election of Chair: Mr T O'Neill
- Review and set proposed Whole School Pay Policy 2018-2019 and seek approval from the Governing Body prior to adoption

**Full Governors (Monday 24 September 2018)**

- Election of Chair: Mrs Brenda Ratcliffe
- Election of Vice Chair: Mrs Mags Porter
- Committees – review structure and membership including Pay Panel
- Review the Link table and Governors with special responsibilities
- Associate Members
- School Development Plan priorities for 2018-19
- Set objectives for the Governing Body for the Year

**Achievement and Curriculum Committee (Monday 24 September 2018)**

- Election of Chair: Mrs Mags Porter
- Committee Terms of Reference
- Update on Student Progress
- GCSE Results 2018 including D students
- Summary of student progress for years 7-10 (Classes of 2022 – 2019)
- Self-Evaluation Summary - update
- Update on A Level Results 2018
- 6th form curriculum update

**Stanley Norman Trust Fund Meeting (Wednesday 3 October 2018)**

- Elect Chair to Trust: Mr Terry O'Neill
- A review of the current balance, income and expenditure

**Finance Committee (Wednesday 3 October 2018)**

- Election of Chair: Mr Terry O'Neill
- Committee Terms of Reference
- Finance Update including 2017/18 outturn, Projected 3 year Budget 2019-22, including update on National Funding Formula, Local Living Wage
- Student Numbers including 6<sup>th</sup> Form
- Update on Capital Spend (including Netball Courts and 3G proposals)
- Annual Update on Bad Debts
- Annual Update on School Funds (including Terms of Reference)
- Policies for discussion and ratification

### **Staffing Committee (Monday 15 October 2018)**

- Election of Chair: Mrs M Porter
- Committee Terms of Reference
- Summer Term Staff Absence Statistics
- Evaluation of the SLT roles and responsibilities in place since January 2018
- Update on Exit Questionnaires 2018/19
- SES & SDP Effectiveness of Leadership and Management
- Staffing Implications for 2019-2020
- Policies for discussion and ratification
- Updates on appointments/vacancies/staffing changes for 2018

### **Welfare & Safeguarding Committee (Monday 22 October 2018)**

- Election of Chair: Mrs Brenda Ratcliffe
- Committee Terms of Reference
- LGBTQ+ Update
- SEND Update
- Attendance 2017-18
- Behaviour Update
- Personal Development, Behaviour and Welfare SES and SDP
- Safeguarding Update
- Annual Counselling and Student Support Co-Ordinators Report for 2017-18
- Policies for discussion and ratification

### **Pay Panel Meeting (Wednesday 24 October 2018)**

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

### **Community Committee (Monday 5 November 2018)**

- Election of Chair: Mr Chris Jennings
- Committee Terms of Reference
- Careers Update
- Duke of Edinburgh Awards Update
- Update on Community Engagement & Charities
- Update on Social Media and Newsletter
- Primary School Links
- 6<sup>th</sup> Form Promotion
- Frodsham and Villages Schools' Partnership (FAVSP) Update

### **Premises, Health and Safety Committee (Monday 19 November 2018)**

- Election of Chair: Mr Andrew Wheeler
- Committee Terms of Reference
- Premises Update – Works completed during Summer/Autumn Term
- Devolved Formula Capital Funding (DFC) Update including netball courts
- Solar Panels Update
- School Improvement/Life Extension Plan (SILEX)
- Lettings from September 2018
- Health & Safety Update including Hygiene Report
- Policies for discussion and ratification
- Community Sports Project (CSP)

### **Full Governors Meeting (Wednesday 28 November 2018)**

- Welcome to Mr Martin Hill, Headteacher from January 2019
- Report back from each of the Committees (as above)
- Autumn Term 2018 Summary of Meetings
- External Analysis of 2018 data including FFT Aspire, Post-16 Value Added Analysis
- Headteacher's Report
- Schools Evaluation Summary and School Development Plan 2018-19
- School Improvement Advisor – Autumn Visit Report
- School Bulletin September and November 2018
- Link Visits by Governors 2018-19 including Link Reports, Link table, Link Visit Guidance and Code of Conduct
- Policies for adoption from sub Committees

*CGoodwin*

**Claire Goodwin (Mrs)**  
**Clerk to Governors**

#### **Key**

**SDP – School Development Plan**  
**SES – School Evaluation Summary**