

**Helsby High School
Governing Body Meeting
Wednesday 28 November 2018
5.00pm School Library**

Present

LA Governor	Mrs F Miller	
Parent Governors	Mrs A Critchley	
Staff Governors	Mr J Dowler Mrs D Jones Mr A Fuller	Headteacher
Co-Opted Governors	Mrs B Ratcliffe Mrs M Porter Ms G Fullbrook Mr C Jennings Mr T O'Neill Mr A Wheeler	Chair of Governors Vice Chair of Governors
Also Present	Mr M Hill Mrs S Warburton Mr M Vickers Mrs C Goodwin	Headteacher Designate Deputy Headteacher SBM Clerk
Apologies	Mrs J Cawley-Gelling Mr A Gardiner Dr A Morley Mr I Devereux Roberts	Associate Member Associate Member

A warm welcome was given to Mr Martin Hill, new Headteacher from 1st January 2019.

G18.13 Apologies
Apologies were accepted as above.

G18.14 Minutes
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Monday 24 September 2018.

Resolved:

That the minutes of the Full Governing Body Meeting held on Monday 24 September 2018 be signed as a true and accurate record. Full GB Minutes to be placed on school website.

Clerk

G18.15 Matters Arising from the Minutes
There were no matters arising.

G18.16 Part One Reports from Committees
Achievement & Curriculum Meeting on Monday 24 September 2018 agreed as a true and accurate record

- Finance Committee Minutes from Wednesday 3 October 2018 agreed as a true and correct record
- Staffing Committee Minutes from Monday 15 October 2018 agreed as a true and correct record
- Welfare and Safeguarding Committee Minutes from Monday 22 October 2018 agreed as a true and correct record

- Community Committee Minutes from Monday 5 November 2018 agreed as a true and correct record
- Premises Committee Minutes from Monday 19 November 2018 agreed as a true and correct record

G18.17 Membership Update & proposal for Chair and Vice Chair on 11 February 2019 at A & C Meeting

Chair of Governors updated the Full Committee with regard to current membership including the following:

- Mr A Wheeler to Co Opted Governor
- Dr A Morley to Associate Member

Chair sought agreement from the Full GB to approve 2 Vice Chairs working alongside the Chair of Governors to secure a clear path of succession.

Chair advised that an election will be held January 2019 for a Teaching Staff Governor following the resignation of Mr Fuller.

Resolved:

That the information be received. Full GB approved the introduction of 2 Vice Chairs to the Governing Board. Those interested to contact COG or VC prior to A & C meeting in February 2019.

Full GB approved Mr Wheeler's appointment from Parent Governor to Co-Opted Governor and Dr Morley to Associate Member. Teaching Staff Governor election to be held January 2019.

G18.18 Autumn Term 2018 Summary of Meetings

Chair presented summary of Autumn Term Meetings to the Governing Body for consideration.

Headteacher informed Governors of forthcoming events within school and the local community. He asked Governors to inform Clerk of their availability ensuring a balanced support for evening events across the Full Governing Body.

Resolved:

That the information be received. Clerk to update school website with Autumn Summary of Committee Meetings.

Clerk

Clerk to send table of forthcoming events to Governors and seek their commitment to school events/dates.

Clerk

Ms G Fullbrook arrived at 5.25 pm.

G18.19 External Analyses of 2018 data - including FFT Aspire & Post-16 Value Added Analysis

Headteacher presented to Governors the following:

- FFT Aspire Dashboard
- A Level and BTEC Progress Update

Governor asked 'compared to the previous academic year were the graphs looking better?'

Headteacher confirmed that P8 scores had improved from +0.09 to +0.25. Headteacher confirmed that links with partner primaries were strong and much work is being undertaken to improve strategies upon transition. A Level progress continues to be good underpinned by raising achievement plans currently in place.

Resolved:

That the information be received. A level results update will be provided in the new year.

IDU

G18.20 Headteacher's 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 also presented an update with regard to expected admissions into year 7 for September 2019.

- Governor questioned whether it would be necessary to increase PAN?
- ✓ Headteacher advised that it was probably best for this to stay at 225 but we may need to accept admissions above PAN for the September 2019 intake. We will liaise with the CWAC schools' admissions team. The implications of finance and staffing for a potential year 7 admission of 240 are being considered and will be planned for.

Mr O'Neill gave thanks to Mr Callaghan for involvement with Tag Rugby.

Resolved:

That the information be received. SLT to discuss 2019 admissions in more detail and update Governors with their findings at the next Welfare meeting on 21 January 2019.

SWa

G18.21 School Development Plan (SDP) 2018-19 & Schools Evaluation Summary (SES)

Headteacher presented the above to Governors for consideration.

Resolved:

That the information be received.

G18.22 Community Sports Project Update

Mr Wheeler presented an update with regard to the Community Sports Project.

Phase 1 of the project comprises the redevelopment of the netball and tennis courts (due for completion at the end of November 2018)

Phase 2 of the project comprises the construction of a synthetic all weather playing facility at HHS.

Mr Wheeler posed the following questions which the Governors need to consider in future before progressing further. He asked if the Governors were supportive of forming a joint Project Steering Group with FJFC to develop the project proposals further and consider these questions further.

- i. Are HHS willing to be the applicant for the grant funding?
- ii. Does the project need to be cost neutral to HHS, or is HHS willing to make a financial contribution?
- iii. Does HHS want to accept any restrictions on the use of the facility during school hours?

- iv. Is HHS willing to discuss the school managing the facility?
- v. is HHS willing to discuss the school maintains the facility?

School Business Manager sought confirmation that £9000 pa currently received as lettings from the Football Club would be diverted into 3G project on an annual basis.

Mr O'Neill did not vote as he is involved with a bid to the Community Project in conjunction with Helsby Parish Council.

Resolved:

Governors all agreed to support the formation of a joint steering group to consider the questions raised in more detail before coming back to Governors.

Governors agreed to divert lettings of £9000 pa towards the 3G pitch.

G18.23

School Improvement Advisor (SIA) – Autumn Visit Report

Headteacher advised that the Autumn Visit Report will be circulated to Governors upon receipt. This visit was a 'handover' meeting from J Dowler to M Hill with S Warburton and S Dool (SIA) also present.

Resolved:

That the information be received.

G18.24

School Bulletin – September & November 2018

Chair of Governor's brought Governors attention to the above School Bulletins.

Resolved:

That the information be received.

G18.25

Link Visits by Governors 2018-19 including Link Reports, Link Visit Guidance, Link Table of Visits and Code of Conduct

Chair of Governor's brought Governors attention to Link Visit documentation and encouraged Governors to arrange a visit with their link department and provide a report asap next term.

Resolved:

That the information be received.

G18.26

Policies

Chair presented to the Full Governing Body the following policies:

Charging & Remissions Policy, Debt Management Procedures – ratified at Finance Committee Meeting Wednesday 3 October 2018

Whole School Pay Policy – ratified at Pay Panel Meeting Wednesday 24 October 2018

Equal Opportunities Policy, Leave Policy – Teachers & Support Staff, Paternity Leave Policy, Returning to Work Following Absence Procedure, Recruitment & Selection policy including Safer Recruitment – ratified at Staffing Committee Meeting Monday 15 October 2018

Student Induction Policy, Safeguarding Policy, Attendance Policy - ratified at Welfare & Safeguarding Committee Meeting on Monday 22 October 2018

Health & Safety Policy, Invacuation Procedure, Emergency Evacuation Procedure – ratified at Premises Committee on Monday 19 November 2018

Resolved:

That the following policies be adopted:

- Charging & Remissions Policy
- Whole School Pay Policy
- Equal Opportunities Policy
- Leave Policy – Teachers & Support Staff
- Paternity Leave Policy
- Recruitment & Selection policy including Safer Recruitment
- Student Induction Policy
- Safeguarding Policy
- Attendance Policy
- Health & Safety Policy

That the following procedures be accepted:

- Returning to Work Following Absence Procedure
- Debt Management Procedure
- Invacuation Procedure
- Emergency Evacuation Procedure

G18.27 Any Other Business

School Business Manager sought Full GB approval to purchase new printers including 'Follow Me' printing for school. The lease agreement, approved by CWAC, will cost £46,000 over 3 years.

Resolved:

Full GB agreed with the recommendation above from the School Business Manager.

Actions	Whom	Date to be Completed
Full GB Minutes to be placed on school website.	Clerk	Completed
Clerk to update school website with Autumn Summary of Meetings.	Clerk	Completed
Clerk to send table of forthcoming events to Governors and seek their commitment to dates.	Clerk	Completed
Teaching Staff Governor and Parent Governors elections election to be held January 2019.	Clerk	Jan 2019
A Level progress continues to be good underpinned by raising achievement plans currently in place. Will provide an update in the new year including an update to the Post 16 section of the SES.	Director of 6 th Form	2019
SLT to discuss the over subscription to Year 7 for September 2019 in more detail and update Governors with their findings at the next Welfare meeting.	SWa	21.1.2019