

**Helsby High School  
Governing Body Meeting  
Monday 18 March 2019  
5.00pm School Library**

**Present**

<b>LA Governor</b>	Mrs F Miller	
<b>Parent Governors</b>	Mrs A Critchley	
<b>Staff Governors</b>	Mr M Hill	Headteacher
<b>Co-Opted Governors</b>	Mrs B Ratcliffe Ms G Fullbrook Mr C Jennings Mr T O'Neill Mr A Wheeler	Chair of Governors

**Also Present**

Mrs S Warburton	Deputy Headteacher
Mr M Vickers	SBM
Dr A Morley	Associate Member
Mr I Devereux Roberts	Associate Member
Mrs K Lowe	
Mrs C Goodwin	Clerk

**Apologies**

Mrs J Cawley-Gelling	
Mrs D Jones	
Mr A Gardiner	
Mrs M Porter	Vice Chair of Governors

**G18.34 Apologies**  
Apologies were accepted as above.

**G18.35 Minutes**  
To confirm and sign Part 1 minutes of the Full Governing Body Meeting held on Wednesday 28 November 2018.

Resolved:

That the minutes of the Full Governing Body Meeting held on Wednesday 28 November 2018 be signed as a true and accurate record. Full GB Minutes to be placed on school website.

Clerk

**G18.36 Matters Arising from the Minutes**  
Mr A Wheeler gave a brief update to Governors regarding the application for the 3G pitch funding.

- Chair asked SBM if the new printers and 'Follow Me' printing had been installed. Reference agenda item. G18.27.

Resolved:

- √ That the information be received. 3G pitch committee to consider issuing a joint statement with Frodsham Junior Football Club to promote and market the facility. (Subject to planning and application consent). SBM confirmed that the new printing facilities had been installed February 2019.

AWh

**G18.37 Membership Update**  
In the absence of the Vice Chair this agenda item to be discussed further at the next Full GB meeting on Monday 1 July 2019.

**G18.38 Part One Reports from Committees**

- Finance Committee Minutes from Monday 14 January 2019

- agreed as a true and correct record
- Welfare and Safeguarding Committee Minutes from Monday 21 January 2019 agreed as a true and correct record
- Staffing Committee Minutes from Monday 4 February 2019 agreed as a true and correct record
- Achievement & Curriculum Committee Minutes from Monday 11 February 2019 agreed as a true and correct record
- Premises Committee Minutes from Wednesday 6 March 2019 agreed as a true and correct record
- Community Committee Minutes from Monday 11 March 2019 agreed as a true and correct record

**G18.39 Matters arising from the Committee Minutes**

Resolved:

There were no matters arising.

**G18.40 Summary of Governors Meetings Spring Term 2019**

Chair presented the Summary of Spring Term Meetings to the Governing Body for consideration.

Resolved:

That the information be received. Clerk to add to school website.

Clerk

**G18.41 Schools Bulletin February 2019**

Chair of Governors referred Committee to the following items in the bulletin:

- i. Page 6 – Admissions Team
- ii. Page 9 – Home tuition
- iii. Page 11- Complaints Processes
- iv. Page 12 – Teacher Recruitment and Retention Strategy
- v. Page 14 – Data Protection Conference 2019

Headteacher will refer to (i) later in the meeting.

- Chair of Governors asked if we had any 'home elected students' ?
- Governor asked if we have any students on roll that have previously been home educated?
- √ (ii) Deputy Headteacher replied that we do know of 1 former student who is now home educated and another who is still currently on roll with a possibility of going to be home educated. It is a practice that HHS 'actively discourages'. Deputy Headteacher confirmed that we do have students who have been previously home educated.
- (iii) Chair of Governors asked that the Complaints Process be considered at the next Welfare & Safeguarding Meeting.
- (iv) Chair of Governors asked that the Teacher Recruitment and Retention Strategy be considered at the next Staffing Committee meeting,
- (v) Chair of Governors brought to Governors attention a Data Protection Conference to be held in April in Ellesmere Port.

Resolved:

That the information be received. Mrs A Critchley to email SLT link to GDPR to ascertain if there is any requirement to attend Data Protection Conference.

ACr

Mr C Jennings arrived at the meeting at 5.20 pm.

**G18.42 Manual of Internal Financial Procedures (MIFP) & Schools Financial Value Standard (SFVS)**

School Business Manager presented a report to Governors highlighting the proposed changes to the MIFP manual.

School Business Manager presented the School Financial Value Standard (SFVS) form to the Governing Body for information.

Resolved:

That the information be received. Full Governing Body approved changes to the Manual of Internal Procedures (MIFP) 2019. Chair of Finance Committee and Full Board of Governors support the SFVS document and its submission to the Local Authority for 2019.

#### **G18.43 2019/2020 School Budget Update**

School Business Manager presented the following to Governors:

- HHS Expenditure 2018-19 March 2019
- HHS Income 2018-19 March 2019

SBM predicted a carry forward of approximately £170,000 and a balanced budget for the 2019-20 academic year. Small cuts are predicted which will not be detrimental to student learning.

Governor expressed concern with regard to the decoration within some of the classrooms in the Science Department.

Chair of Finance Committee commented that all building and refurbishment requests are listed on the (SILEX) with priorities for completion of works in line with financial ability.

Resolved:

That the information be received. Chair of Premises Committee to raise the Governor's concern at the next meeting.

AWh

#### **G18.44 Headteacher's Report**

Headteacher presented to Governors a report which included the following:

1. Student Numbers on Roll
2. Attendance
3. Exclusions
4. Safeguarding
5. Finance/Budget
6. Staffing
7. Student Progress
  - 7.1 Individual Student Achievements
8. Partnerships
  - 8.1 Primary Events
  - 8.2 Links with Higher Education
9. Community Links
  - 9.1 School Events Update
  - 9.2 Upcoming Events
  - 9.3 Charity Update
10. Promotion and Marketing including the Press, Social Media and Website update
  - 10.1 Local Press
  - 10.2 School Website
  - 10.3 Social Media
11. Events (including Fundraising)
  - 11.1 Educational visits update
  - 11.2 Residential Trips approved by the LA
  - 11.3 Residential Trips waiting for approval by the LA
12. Premises/Health and Safety

Deputy Headteacher presented a table to Governors which outlined the new process for those with attendance below 95%.

- Governor asked if those students that were truanting in school were located before the end of the day?
- ✓ Deputy Headteacher advised that as soon as a student is missing from class a call is made to parents/carers. Likewise as soon as they

reappear an update is provided to parents/carers in line with our Safeguarding Procedure.

- Governors asked if the percentage of students excluded suggested that exclusion acts as a deterrent?
- ✓ Deputy Headteacher advised that exclusion did not always have as much impact as anticipated (but it was also necessary evidence should a permanent exclusion ever to occur. The aim is to lways try to keep students in school.

Resolved:

That the information be received. Associate Member offered to supply learning resources from a campaign held at Burnage Academy school.

AMo

#### **G18.45 Link Reports**

Chair presented a report following a link visit conducted by Ms G Fullbrook to discuss 'Disadvantaged Students'.

Resolved:

That the information be received. Chair of Governors encouraged other Governors to arrange their Link Visits.

#### **G18.46 Policies**

Chair presented to the Full Governing Body the following policies:

Governors Allowances and Lettings Policy – ratified at Finance Committee meeting Monday 14 January 2019

Drug and Alcohol Policy, LGBTQ+ Policy, Anti-Bullying Policy, Sex and Relationships Education Policy and Behaviour Policy ratified by Welfare & Safeguarding Committee 21.1.19

BTEC Registration & Certification Policy, BTEC Internal Verification Policy, BTEC Assessment Policy, BTEC Assessment Malpractice Policy, BTEC Appeals Policy, Lesson Box Policy, Provider Access Policy, PSHCE Policy, PHSCE for 6th Form Policy, Whole School Feedback Policy and Reading, Writing, Communication & Maths Policy (RWCM) ratified by Achievement & Curriculum Committee 11.2.19

Critical Incident Management Plan ratified by Premises Committee 6.3.19

Resolved:

That the above policies be adopted.

#### **G18.47 Any Other Business**

Resolved:

There was no further business.

<b>Actions</b>	<b>Whom</b>	<b>Date to be Completed</b>
Full GB Minutes to be placed on school website.	Clerk	Completed 19/3/19
3G pitch committee to consider issuing a joint statement with Frodsham Junior Football Club to promote and market the facility.	AWh	Asap

Summary of Governors Meetings Spring Term 2019. Clerk to add to school website.	Clerk	Completed 19/3/19
Mrs A Critchley to email SLT link to GDPR to ascertain if there is any requirement to attend Data Protection Conference.	ACR	asap
SFVS and MIFP to be submitted to the LA	SBM	asap
Chair of Premises Committee to raise Governor's concern at the next meeting re painting in Science classrooms	AWh	17.06.2019

Minutes produced by Mrs Claire Goodwin  
Clerk to Governors 19 March 2019