



**Minutes of the Meeting of the  
FULL GOVERNING BODY  
of Helsby High School**

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| <b>Date:</b>          | Monday 30 <sup>th</sup> September 2019 at 5.00pm |   |
| <b>Venue:</b>         | A9 Helsby High School                            |   |
| <b>Present:</b>       | Mrs F Miller<br>Mr M Hill<br>Mr A Wheeler        | LA Governor<br>Head Teacher<br>Co-opted Governor                    |
| <b>Absent:</b>        | Mrs A Critchley                                  | Parent Governor   |
| <b>In attendance:</b> | Mrs S Warburton<br>Mr M Vickers<br>John Addison  | Deputy Head Teacher<br>School Business Manager<br>Independent Clerk |

**The meeting met its quorum.**

**Decisions, actions and areas of challenge during discussions indicated in bold text**

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| <b>Agenda item 1</b> | <b>APPOINTMENT OF CLERK TO THE GOVERNING BODY 2019/20</b>   |
| <b>Decision:</b>     | <b>That John Addison of Second2None School Support be appointed as Clerk to the Governing Body for 2019/20.</b> |

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| <b>Agenda item 2</b> | <b>APPOINTMENT OF CO-OPTED GOVERNORS</b>  |
| <b>Discussion:</b>   | <p>The Clerk advised that a fully appointed Governing Body consisted of 15 Governors</p> <ul style="list-style-type: none"> <li>• 1 appointed by the Local Authority;</li> <li>• 3 Parent representatives;</li> <li>• 2 Staff Governors (including the Head Teacher); and</li> <li>• 9 Co-opted Governors</li> </ul> <p>However, the terms of office for 7 Co-opted Governors had expired on 13<sup>th</sup> July, 2019. Unfortunately, as these Governors had not been re-appointed at that time they had ceased to be Members of the Governing Body. In essence, what this effectively meant was that, when taken alongside existing vacancies for 2 Parent Governors and one Staff Governor and the subsequent resignation of a further Co-opted Governor, the Governing Body now consisted of 4 Governors. In determining how the Governing Body might conduct its business the Clerk referred to the following:-</p> <p><b>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</b></p> <p><b>Proceedings of the Governing Body</b></p> <p><b>Paragraph 14(1) The quorum for a meeting of the Governing Body and for any vote on any matter at such meeting, is one half of the membership of the Governing Body.</b></p> |

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|                 | <p><b>Paragraph 14(2) For the purposes of determining a quorum for the Governing Body, the membership of the Governing Body does not include vacant positions.</b></p> <p>The Clerk advised that as 3 of the 4 remaining members of the Governing Body were in attendance, it was legitimate for them to consider the re-appointment of those Governors whose term of office had expired in July, 2019. Governors were advised that one of the Co-opted Governors had subsequently resigned from the Governing Body, leaving a total of 6 to be considered.</p> <p>In considering this, the Governors asked if all those Governors had intimated their willingness to be re-appointed. The Head Teacher advised that he was confident that this was so except that it had not been possible to contact Mrs Cawley-Gelling to confirm.</p> <p>The Head Teacher also advised that a previous Associate Governor, Dr. Morley had expressed an interest in becoming a Co-opted Governor which would address 1 of the vacancies for that category.</p> <p>This course of action would still leave vacancies for 2 Parent,1 Staff and 1 Co-opted governor assuming that Mrs. Cawley-Gelling was to be re-appointed..</p> |              |                       |
| <b>Resolved</b> | <p><b>(Unanimously) – That the following be appointed as Co-opted Governors for a four year term of office to 29<sup>th</sup> September, 2023, viz</b></p> <p><b>Mrs G. Fullbrook</b><br/> <b>Mr C Jennings</b><br/> <b>Mrs D Jones</b><br/> <b>Mr T O’Neill</b><br/> <b>Mrs B Ratcliffe</b><br/> <b>Dr A Morley</b></p>   |              |                       |
| <b>Action:</b>  | <b>What:</b>   | <b>Who:</b>  | <b>When:</b>          |
|                 | <b>Mrs Cawley-Gelling be contacted to ascertain whether she wished to be re-appointed onto the Governing Body.</b>   | <b>Chair</b> | <b>As appropriate</b> |

Mrs Fullbrook, Mrs Jones, Mr O’Neill, Mrs Ratcliffe and Dr Morley here entered the meeting.

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| <b>Agenda item 3</b> | <b>APPOINTMENT OF CHAIR AND VICE CHAIR FOR 2018/19</b>   |
| <b>Discussion:</b>   | The Clerk sought nominations for the position of Chair and Vice Chair of the Governing Body for 2019/20.                                     |
| <b>Resolved</b>      | <b>Unanimously – That Mrs Fullbrook and Dr Morley be appointed Chair and Vice Chair of the Governing Body for the Academic Year 2019/20.</b> |

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| <b>Agenda item 4</b> | <b>WELCOME AND APOLOGIES FOR ABSENCE</b>  |
| <b>Discussion:</b>   | The Chair welcomed all present and advised that an apologies for absence had been received and accepted from Mr C Jennings and Mrs. A. Critchley. |

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| <b>Agenda item 5</b> | <b>GOVERNOR VACANCIES</b>  |
| <b>Discussion</b>    | The Governing Body considered the course of action open to it in order to fill the vacancies previously reported. In respect of the Co-opted Governor vacancy it was proposed to leave this in abeyance for the time being and to concentrate efforts on filling the 2 Parent Governor vacancies. It was reported that Mrs Critchley had agreed to prepare a short paper of supporting information around the role and commitment of being a Parent Governor. The Chair agreed to contact Mrs Critchley to discuss this. |

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| <b>Resolved:</b>     | <b>That , subject to the information for parents being completed, the process be put in place to seek expressions of interest from parents around becoming a Governor.</b>   |                            |              |
| <b>Action:</b>       | <b>What:</b>   | <b>Who:</b>                | <b>When:</b> |
|                      | <b>Information be prepared for parents on what was involved in being a Governor together with the level of commitment required</b>   | <b>Chair/Mrs Critchley</b> | <b>ASAP</b>  |
| <b>Agenda item 6</b> | <b>ANNUAL DECLARATIONS</b>   |                            |              |
| <b>Discussion:</b>   | <p>1. Governors were required to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> <li>• Declaration of pecuniary, personal and educational interests;</li> <li>• Code of Conduct; and</li> <li>• Confirmation of eligibility</li> </ul> <p>A copy of the declaration statement was attached to the agenda and Governors were requested to download, complete and return to the Clerk at the meeting.</p> <p>2. Governors were asked to check that the School had an enhanced DBS check for them.</p> <p><b>Governors asked whether DBS checks were time limited and who held them. The SBM advised that DBS checks were not time limited if there relationship with the School had not changed in any way and that details of DBS checks were kept as part of the Single Central Record.</b></p> |                            |              |
| <b>Action:</b>       | <b>What:</b>   | <b>Who:</b>                | <b>When:</b> |
|                      | <b>The information received from the Governors in relation to their pecuniary, personal and educational interests be summarised in readiness for updating the DfEs Government Information About School website (GIAS) .</b>  | <b>JA</b>                  | <b>ASAP</b>  |
|                      | <b>From the summary form the information was to be updated on the GIAS form.</b>   | <b>JA</b>                  | <b>ASAP</b>  |
| <b>Agenda item 7</b> | <b>MINUTES OF THE LAST MEETING</b>   |                            |              |
| <b>Discussion:</b>   | The Governing Body considered the Part 1 minutes of the meeting of the Governing Body held on 1 <sup>st</sup> July, 2019.  |                            |              |
| <b>Resolved:</b>     | <b>That the Part 1 minutes of the meeting of the Governing Body held on 1<sup>st</sup> July, 2019, be approved as a correct record and signed by the Chair.</b>  |                            |              |
| <b>Agenda item 8</b> | <b>MATTERS ARISING</b>   |                            |              |
| <b>Discussion:</b>   | <p>The Governing Body was advised that the English and Sixth Form visits had taken place and that letters to parents around damage to School would go out as necessary.</p> <p>In response to a question from Mr O'Neill, the SBM advised that he should be the first point of contact for Governor Link visits</p>  |                            |              |
| <b>Resolved:</b>     | That the report be noted   |                            |              |
| <b>Agenda item 9</b> | <b>APPOINTMENT OF COMMITTEES</b>   |                            |              |
| <b>Discussion:</b>   | The Chair advised that it was proposed to undertake a review of the committee structure and suggested that pending the outcome that the current structure and membership be used for this term .   |                            |              |
| <b>Resolved:</b>     | <b>That the current committee structure and membership be continued for the Autumn term</b>  |                            |              |

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| <b>Agenda item 10</b> | <b>GOVERNOR LINKS/AREAS OF RESPONSIBILITY</b>   |              |                               |
| <b>Resolved:</b>      | <p>That the following be confirmed as Link Governors:-</p> <p>Safeguarding – Mrs B Ratcliffe<br/> Health and Safety – Mr A Wheeler<br/> SEND – Mr T O’Neill</p>   |              |                               |
| <b>Agenda item 11</b> | <b>SCHOOL DEVELOPMENT PLAN PRIORITIES 2019/20</b>   |              |                               |
| <b>Discussion:</b>    | <p>The Head Teacher circulated a booklet which detailed the high level priorities to be included in the School Development Plan for 2019/20.</p> <p>These centred around the following:-</p> <ul style="list-style-type: none"> <li>• Leadership and Management;</li> <li>• Teaching, Learning and Assessment;</li> <li>• Personal Development, Behaviour and Welfare;</li> <li>• Outcomes;</li> <li>• 16-19 Provision; and</li> <li>• Pupil Premium.</li> </ul> <p>The Head Teacher advised that detailed discussion on the priorities would be undertaken at the relevant Committees.</p> |              |                               |
| <b>Resolved:</b>      | <b>That the report be noted.</b>  |              |                               |
| <b>Action:</b>        | <b>What:</b>  | <b>Who:</b>  | <b>When:</b>                  |
|                       | <b>That the School Development Plan be given further consideration at the relevant Committees</b>   | <b>HT</b>    | <b>Next Meeting</b>           |
| <b>Agenda item 12</b> | <b>POLICIES</b>   |              |                               |
| <b>Discussion:</b>    | <p>The Governors received the undermentioned Policies, viz:-</p> <ul style="list-style-type: none"> <li>• Teacher Appraisal Policy; and</li> <li>• Behaviour Policy.</li> </ul> <p>The Head Teacher advised that the Behaviour Policy needed to be refined and would be included on the agenda for the next meeting of the Welfare Committee.</p> <p>The Teacher Appraisal Policy was circulated at the meeting and had been agreed by Cheshire West and Chester Council and the Teacher Unions. It had been amended to reflect practices at Helsby High School.</p>                        |              |                               |
| <b>Decision:</b>      | <p><b>1. That the Teacher Appraisal Policy be approved.</b><br/> <b>2. That the Behaviour Policy be referred to the Welfare Committee for consideration</b></p>   |              |                               |
| <b>Action:</b>        | <b>What:</b>  | <b>Who:</b>  | <b>When:</b>                  |
|                       | <b>That the Behaviour Policy be placed on the agenda for the next meeting of the Welfare Committee</b>  | <b>Clerk</b> | <b>Next Welfare Committee</b> |
| <b>Agenda item 13</b> | <b>ARTIFICIAL GRASS PITCH UPDATE</b>  |              |                               |
| <b>Discussion:</b>    | <p>Mr. Wheeler had requested that an item of any other business “Artificial Grass Pitch Update” be included on the agenda.</p> <p>A supporting document had been circulated to Governors prior to the meeting which advised as follows, viz:-</p> <ul style="list-style-type: none"> <li>• The project comprised of an Artificial Grass Pitch (AGP) and Changing Pavilion, access</li> </ul>  |              |                               |

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|                       | <p>provision, drainage and soft landscaping works. The AGP would be suitable for playing Football Association competitive fixtures;</p> <ul style="list-style-type: none"> <li>• The project was progressing well and was on schedule to submit funding applications in October, 2019;</li> <li>• If successful, the project would commence early 2020 and be completed Summer 2020;</li> <li>• The project budget would be met from various funding bodies for the full amount;</li> <li>• Helsby High School would have no capital payments or financial contingency liability; and</li> <li>• Helsby High School would not be required to budget for any net increase in operating costs in the school accounts, other than the previously agreed reinvestment of the rental income for the grass pitches in to the 3G operating fund.</li> </ul> <p><b>Dr Morley suggested that the publicity around the project needed to be handled carefully so that there was not the impression that the project was being funded by the School. Mr Wheeler acknowledged the point but advised that no publicity would happen until all the funding had been put in place. SBM advised that the project involved a number of parties and that a joint approach was advisable but that in any event, any advertising campaign needed to stress the positive outcomes arising from the project.</b></p> |
| <b>Resolved:</b>      | <p><b>1. That the Governing Body support the application for funding to the Football Foundation in the sum of £700,000.</b></p> <p><b>2. That the Governing Body express its thanks and appreciation to all those who had been involved in the project.</b></p>  |
| <b>Agenda item 14</b> | <b>DATES OF NEXT MEETINGS</b>  |
| <b>Decision:</b>      | <b>5.00pm on Monday 9<sup>th</sup> December, 2019</b>  |

**There being no further business the meeting ended at 18.30**