



**Part 1 Minutes of the Meeting of the  
FULL GOVERNING BODY  
of Helsby High School**

<b>Date:</b>	Monday 9 <sup>th</sup> December 2019 at 5.00pm	
<b>Venue:</b>	Helsby High School	
<b>Present:</b>	Ms G Fulbrook Chair Dr A Morley Vice Chair Mr M Hill Mr A Wheeler Mrs B Ratcliffe Mrs A Critchley Mr C Jennings Miss R Clarke Mr I Devereux-Roberts	Co-opted Governor Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor Parent Governor Co-opted Governor Staff Governor Co-opted Governor
<b>In attendance:</b>	Mrs S Warburton Mr M Vickers John Addison	Deputy Head Teacher School Business Manager Clerk to the Governors

**The meeting met its quorum.**

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

<b>Agenda item 1</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The Chair welcomed everyone to the meeting and advised that apologies for absence had been received from Mr T. O’Neill, Mrs F. Miller Mrs B. Ratcliffe and Mrs D. Jones
<b>Resolved:</b>	<b>That the apologies be accepted</b>
<b>Agenda item 2</b>	<b>MINUTES OF THE LAST MEETING</b>
<b>Discussion:</b>	The Governing Body considered the Part 1 minutes of the meeting held on 30 <sup>th</sup> September 2019.
<b>Resolved:</b>	<b>That the Part 1 minutes of the meeting of the Governing Body held on 30<sup>th</sup> September 2019, be approved as a correct record and signed by the Chair.</b>
<b>Agenda item 3</b>	<b>APPOINTMENT OF NEW GOVERNORS</b>
<b>Discussion:</b>	The Chair advised that it was proposed to re-designate Mr I Devereux-Roberts from an Associate Governor to a Co-opted Governor. The Chair welcome Rebecca Clarke to her first meeting as a Staff Governor. The Headteacher reported that vacancies existed for 2 Parent Governors and that .4 parents had expressed an interest. Accordingly, it would be necessary to hold an election
<b>Resolved:</b>	<b>1. That Ian Devereux-Roberts and Rebecca Clarke be appointed as Co-opted and Staff Governors respectively for a 4 year term of office to 8<sup>th</sup> December 2023.</b>

	<b>2. That a Parent Governor election be held prior to the end of term.</b>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	<b>That a Parent Governor election be arranged before the end of the Autumn term</b>	<b>SBM</b>	<b>As appropriate</b>
<b>Agenda item 4</b>	<b>COMMITTEE REPORTS</b>		
<b>Discussion:</b>	<p>The Governing Body received the Part 1 reports from the following Committees, viz:-</p> <ul style="list-style-type: none"> <li>• Achievement and Curriculum Committee held on 30<sup>th</sup> September 2019;</li> <li>• Finance Committee held on 8<sup>th</sup> October 2019;</li> <li>• Welfare and Safeguarding Committee held on 21<sup>st</sup> October 2019;</li> <li>• Staffing Committee held on 23<sup>rd</sup> October 2019;</li> <li>• Community Committee held on 5<sup>th</sup> November 2019; and</li> <li>• Premises Committee held on 11<sup>th</sup> November 2019.</li> </ul>		
<b>Resolved:</b>	<b>That the reports be noted</b>		
<b>Agenda item 5</b>	<b>ACTION LOG</b>		
<b>Discussion:</b>	<p>The Action Log was reviewed and updated.</p> <p>The Chair had spoken to Mrs Cawley-Gelling who, although not wishing to be formally appointed to the Governing Body had offered her expertise if needed.</p> <p>MH/SW to investigate the background which would inform whether work experience was taken forward</p>		
<b>Resolved:</b>	<b>That the report be noted</b>		
<b>Agenda item 6</b>	<b>CHESHIRE WEST AND CHESTER COUNCIL SCHOOL BULLETIN NOVEMBER 2019</b>		
<b>Discussion:</b>	<p>The Chair referred Governors to the contents of the latest bulletin in particular the latest GIAS update, School Governance videos and whether the School should consider having a member on SACRE.</p> <p>The SBM advised that Governors should receive updates via GIAS and that he would check the details. The SBM also advised that T O'Neill had attended a workshop organised by Cheshire West and Chester Council in respect of the SFVS.</p>		
<b>Resolved:</b>	<ol style="list-style-type: none"> <li><b>1. That the report be noted.</b></li> <li><b>2. That, as the SFVS must be submitted prior to the next meeting of the FGB, authority be delegated to T O'Neill to submit the SFVS on behalf of the Governing Body</b></li> </ol>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	<b>That Governor details on GIAS be checked</b>	<b>SBM</b>	<b>As appropriate</b>
	<b>That authority be delegated to T O'Neill to submit the SFVS on behalf of the Governors</b>	<b>T O'Neill</b>	<b>By 31<sup>st</sup> March 2020</b>
<b>Agenda item 7</b>	<b>LINK GOVERNOR VISITS – AUTUMN TERM</b>		
<b>Discussion:</b>	<p>The Chair advised that the following Link Governor visits had been undertaken in the Autumn Term viz:-</p> <ul style="list-style-type: none"> <li>• English (AC)</li> </ul>		

	<ul style="list-style-type: none"> <li>6<sup>th</sup> Form (CJ)</li> </ul> <p>Governors were requested to write up the findings of their visits</p>
<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 8</b>	<b>KEEPING CHILDREN SAFE IN EDUCATION</b>
<b>Resolved:</b>	<b>That it be recorded that Governors confirmed that they had received and read the Keeping Children Safe In Education document.</b>
<b>Agenda item 8</b>	<b>HEADTEACHERS REPORT</b>
<b>Discussion:</b>	<p>The Headteacher submitted his Autumn Term Report.</p> <p>The report provided detailed information under the following headings, viz:-</p> <p><u>Student Numbers</u> There were currently 1377 students on roll. Reference was made to the inability to backfill the numbers in Year 7 to reach PAN whilst Years 8 and 10 were oversubscribed. 6<sup>th</sup> Form recruitment had been strong whilst 191 first choice applications had been received for September 2020 and there was a strong possibility that the School would be at its PAN of 225.</p> <p><u>Summer 2019 Results</u> Governors received an update since the meeting of the Achievement and Curriculum Committee. The report highlighted the success of the Year 11 Awards Evening</p> <p>As reported to the Governors' Achievement and Curriculum Committee in September, this Summer's results were however mixed. Results at KS5 were strong, and although national KS5 progress data was not available, their attainment was very high, with a 2019 'B-' average grade only bettered in CWAC in 2018 by three independent school Sixth Forms. KS4 results were more disappointing, with 2019 Progress 8 exactly 0, meaning that by this measure last year's Year 11 cohort made national average progress at the school. Particular success in the Arts and Humanities subjects was counter-balanced by disappointment in English and particularly Pupil Premium students</p> <p>A key feature of departments' work this term had been the in-depth analysis of this Summer's KS4 and KS5 results in order to inform the curriculum, teaching and preparation of this year's Year 11 and 13 students in particular. In November, Subject Leaders then presented their findings and conclusions at two 'panel' meetings, a KS4 'panel' with the Head Teacher, Deputy Head Teacher and Dr Pritchard-Roberts and a KS5 'panel' with Head Teacher and Director of 6<sup>th</sup> Form. Although time-consuming, these events were very purposeful, serving a dual role of holding Subject Leaders to account and also providing professional development opportunities in terms of the analysis, interpretation and hence use of student performance data. In general the School was confident that Subject Leaders had reflected thoughtfully upon results and learned lessons which could be applied to future cohorts. There was certainly currently much optimism around the progress of our current Year 11 cohort. Students recently collected their predicted GCSE results following their PPE1 examinations at a 'Mock Results Day' event and for the majority this provided them with much reassurance and confidence. If these predicted grades were achieved the school's 2020 Progress 8 figure would be +0.26, although there remained much work to do, with intervention plans progressing at both subject and whole-school level.</p> <p><b>The Chair questioned why there was optimism? The Head Teacher responded that this was</b></p>

based on exam performance and P8 score and was confident that the evidence was robust.

AM asked how the School maintained progress if students were told that they were doing well? The Head Teacher responded that the message to students was about maintaining confidence in what they were doing. The physical act of opening an envelope on Mock examination day was a very powerful motivator to either maintain progress or to address any issues.

#### School Development Plan

Work was well under way in respect of the 2019-20 School Development Plan with the first formal monitoring event due at the end of term. A key area of work this term had been the construction of Department Development Plans in which subject areas had outlined how they intended to contribute to the school's overall 'Teaching, Learning and Assessment' and 'Outcomes' Development Plan objectives. The actions staff had identified on these Department Development Plans had then become their 2019-20 Appraisal actions and feedback from staff on this alignment of the school's three main improvement processes had been positive.

#### Pupil Premium

The Summer 2019 KS4 results further highlighted the challenge the school faced in terms of raising the achievement of disadvantaged students, a challenge shared by many CWAC secondary schools. Accordingly, a separate Disadvantaged Students School Development Plan has been constructed which was distributed at the meeting. A key feature of this plan was the distribution of leadership in this area so that all leaders saw raising Pupil Premium students' achievement as a key priority within their area of responsibility.

The Head Teacher advised that the School Improvement Advisor would implement a whole-school PP Review in the Spring Term which would inform and update the School Development Plan.

The Head Teacher then gave a short presentation which had previously been shared with staff around the changing context of the School population. The presentation showed that the School population was subtly changing in that there were more disadvantaged pupils and teaching staff needed to be aware of this in the way they approached teaching, possibly to be more inclusive.

A discussion was held around setting and did this have a positive or negative impact on disadvantaged students.

SW informed Governors how the attendance of disadvantaged students was managed on an individual basis with the aim of breaking down the barriers that impacted on pupil attendance. **AM asked if any consideration had been given to converting days absence to hours or the impact on grades. SW advised that students were made aware of the correlation between absence and the impact on exam grades.**

The Head Teacher raised the possibility of entering into discussions with primary schools to identify and transitioning pupils who had a history of poor attendance.

#### Staffing

Particular reference was made to the implementation of new pastoral systems, including the school's new Student Support Centre. **CJ asked for an update at the next FGB.**

#### Ofsted

Although it was unlikely that the School would be inspected in the near future, Governors

would receive an update on the new Inspection Framework later in the year whilst the School would continue to concentrate on those areas for development identified in the previous inspection report.

#### Finance and Premises

The School was in a sound financial position and continued to invest in the maintenance and improvement of the campus.

#### Primary Liaison

During this term the Head Teacher advised that he had completed visits to every one of our partner primary schools. Although time-consuming, this had been very purposeful in terms of developing further the strong relationships the school had in this area of its work. The Frodsham And Villages Schools Partnership (FAVSP) goes from strength to strength and nowhere was this better demonstrated than in the £25,000 Transition Project funded by the Cheshire West Education Improvement Board (CWEIB). Led by Sharon Wyatt, Headteacher at Horn's Mill and supported by Mrs Neal, this project had already had real impact. Meetings had taken place in many subject areas between primary and Helsby High staff, resulting in a much greater awareness of curriculum delivery at both Key Stages 2 and 3 and several subject groups had already agreed key curriculum milestones at each key stage. In time this work should result in greatly improved curriculum continuity from Years 6 to 7 and would also serve all the schools well when the rationale and sequencing of their curriculum was inspected under the new Ofsted framework.

Governors discussed the possibility of introducing "Show My Homework" into Year 6 feeder primaries prior to transition.

#### School Events

Details were provided in the report.

#### Extra-Curricular Activities

A key part of the wider Helsby curriculum offer was the substantial extra-curricular provision which staff provided for students. The following were highlighted, Viz:

- The Duke of Edinburgh Bronze Award expedition on a very wet weekend in September, successfully attended by 59 Year 11 students.
- The Year 13 'Artists in Tuscany' visit during the October half-term.
- 'Anti-Bullying Ambassador' training for Year 9 and 10 students.
- The Year 7 and 8 boys' cross-country team, winners of both the local and regional finals and hence now one of the favourites for the national championships in Derbyshire in early December.

Governors were also advised of the following proposed residential Educational Visits:

- Years 10-12 Drama Trip to London - 20 March 2020 to 21 March 2020;
- Years 8-10 Ski Trip to Austria - 4 April 2020 to 11 April 2020;
- Year 12 Art/Photography/Biology Trip to Anglesey - 6 July 2020 to 8 July 2020;
- Year 12 Business/Economics & Politics Trip to London - 9 July 2020 to 10 July 2020;
- Year 10 DofE Bronze Award Practice Expedition - 13 July 2020 to 14 July 2020;
- Year 9 PGL Water Sports Holiday to the South of France - 10 August 2020 to 18 August 2020; and
- Ski Trip to Sierra Nevada - 4 April 2021 to 11 April 2021.

	<p><u>Community</u> Governors were encouraged to keep abreast of all the work which the School did in the community via the various social media sites.</p>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li><b>1. That the report be noted and the Head Teacher thanked for the new informative format.</b></li> <li><b>2. That the Governors support the extra-curricular activities as detailed in the report</b></li> </ol>
<b>Agenda item 9</b>	<b>POLICIES</b>
	<p>That the following Policies considered by the Committees indicated, be approved</p> <p><u>Safeguarding and Welfare Committee</u></p> <ul style="list-style-type: none"> <li>• Complaints Policy;</li> <li>• Safeguarding Policy;</li> <li>• Behaviour Policy; and</li> <li>• Allegations of Abuse Against Staff Policy.</li> </ul> <p><u>Premises Committee</u></p> <ul style="list-style-type: none"> <li>• Working at Heights Policy;</li> <li>• Use and Maintenance of School Minibus Policy; and</li> <li>• Critical Incidents Policy</li> </ul> <p><u>Staffing Committee</u></p> <ul style="list-style-type: none"> <li>• Induction for Newly Qualified Teachers</li> </ul> <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy; and</li> <li>• Pecuniary Interests for Staff Policy.</li> </ul>
<b>Agenda item 10</b>	<b>FUTURE GOVERNANCE</b>
<b>Discussion:</b>	<p>The Chair advised that a Governors Development Day into Future Governance arrangements would be held on 25<sup>th</sup> January 2020 at Willington Hall. An agenda would be circulated nearer the date but in the meantime, the Chair asked Governors to give some thought around what Governors focus should be, and what information they need to be able to carry out their duties efficiently and effectively.</p> <p>The Chair also urged Governors to look at the NGA Learning Link</p>
<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 11</b>	<b>ACCIDENT REPORT</b>
<b>Discussion:</b>	<p>The SBM presented the Accident Report for the period June-December 2019.</p> <p>Governors sought a detailed explanation of the incident involving a student who badly gashed his hand going through a Maglock door.</p>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li><b>1. That the report be noted</b></li> <li><b>2. That the Premises Committee be requested to investigate the issue around the Maglock door</b></li> </ol>

<b>Agenda item 12</b>	<b>ALCOHOL CONSUMPTION ON SCHOOL SITE</b>
<b>Discussion:</b>	AC gave the background to this item in that certain fund raising events had sought information about whether it was possible to sell alcohol on site. It was confirmed that there was no discrete policy in respect of this matter
<b>Resolved:</b>	<b>That Investigations be carried out as to the position adopted by other schools in the area.</b>
<b>Agenda item 13</b>	<b>ARTIFICIAL GRASS PITCH</b>
<b>Discussion:</b>	<p>AW referred Governors to the discussion held at the meeting of the Governing Body on 30<sup>th</sup> September 2019 in respect of the Artificial Grass Pitch in particular that part of the resolution which stated that Helsby HS would have no capital payments or financial contingency liabilities.</p> <p>AW advised that he had today received an e-mail from the Football Foundation seeking changes to the original application for funding. Specifically, that Cheshire West and Chester Council should be sole signatory to the application, that staff appointed to manage the pitch should be the responsibility of the School not the Football Club and that the School would become liable for any financial and legal liabilities.</p> <p>AW also advised that the monies would be released to Cheshire West and Chester Council and that the Football Foundation wanted a response to the e-mail by Friday 13<sup>th</sup> December 2019.</p> <p>Governors discussed the way forward and what options were available to the School.</p>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. <b>That AW, AC and appropriate officers of the School be authorised to discuss the situation with Cheshire West and Chester Council to determine possible ways forward.</b></li> <li>2. <b>That Governors be kept informed of any developments via e-mail and should an immediate response be required to the Football Foundation, delegated authority be given to the Chair to do so subject to any decision being formally ratified by the Full Governing Body.</b></li> </ol>
<b>Agenda item 14</b>	<b>SCHOOL ACTIVITIES ACCOUNT</b>
<b>Discussion:</b>	The SBM sought Governor approval to remove the name of Miss Harriet Taylor from the School Activities Account Bank Mandate
<b>Resolved:</b>	<b>That the name of Miss Harriet Taylor be removed from the School Activities Account Bank Mandate</b>

**There being no further business the meeting ended at 19.10**