



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

<b>Date:</b>	Tuesday 7 <sup>th</sup> July 2020 at 3.30pm	
<b>Venue:</b>	Via Zoom Video Conferencing	
<b>Present:</b>	Ms G Fulbrook (GF) Chair Dr A Morley (AM) Vice Chair Mr M Hill (MH) Mr A Wheeler (AW) Mrs A Critchley (AC) Mr C Jennings (CJ) Miss R Clarke (RC) Mr T O'Neill (TO'N) Mrs D Jones (DJ) Mrs F Miller (FM)	Co-opted Governor Co-opted Governor Head Teacher Co-opted Governor Parent Governor Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor LEA Governor
<b>In attendance:</b>	Mrs S Warburton (SW) Mr M Vickers (MV) Mr John Addison (JA)	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 I Devereux-Roberts, and Mrs J O'Hare
<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 16th June 2020.
<b>Resolved:</b>	<b>That the Part 1 minutes of the meeting of the Governing Body held on 16<sup>th</sup> June 2020, be approved as a correct record and signed by the Chair.</b>
<b>Agenda item 3</b>	<b>ACTION LOG</b>
<b>Discussion:</b>	The Action Log was reviewed and updated.
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 4</b>	<b>UPDATE RE SCHOOL OPERATION</b>
<b>Discussion:</b>	<p>The Headteacher submitted the following information to Governors</p> <p><b>'Vulnerable Student and Key Worker Children School'</b>  With the Government not considering it was necessary for Schools to stay open this summer for key worker children, this provision would be coming to an end in the next two weeks. Compared to other school's provision, the Headteacher felt that the School's had been well-advertised, easily-accessible and had offered a welcoming and caring environment. With so many colleagues having given up holidays and Teaching Assistant and Student Support staff having been in school full-time since early June to oversee this work the Headteacher felt that the School could be proud of the support it had provided our community in this way during the height of the crisis.</p> <p><b>'Year 10 and 12 Supported Home Learning Schools'</b>  Attendance had remained very high (just below 90% for Year 10 and over 90% for Year 12), indicating that the students had found the sessions of value. In comparison to local schools whose provision had been in smaller 'bubbles', our students had had more contact time overall, more contact with their own teachers and support with a greater number of subjects. Feedback from students, parents and staff had been entirely positive and all concerned consider the provision to have had a considerable impact in terms of students' confidence, their progress in terms of supporting their learning and informing teachers' work in classrooms in the Autumn Term.</p> <p><b>The Chair asked if there had been any parental concerns about children coming back into School? The Headteacher commented that some of the parents of those Yr10 and 12 students who had not returned to School had made contact to express some understandable concerns given medical issues in their families. It was thought that parents were waiting for full details about what arrangements would be in place in September. The Chair suggested that it might be re-assuring to parents if any correspondence to parents outlining arrangements came from the Governing Body as well as the Headteacher</b></p> <p><b>Mr Jennings asked if there was any breakdown of the reasons why 10% of students had not returned. The Headteacher reported that Form Tutors had been in contact with the students and had conversations around their concerns so School was able to identify and address the concerns. It was imperative that these students returned to School by the end of term, if possible, as any concerns which they had now would be greater in September. They didn't have to engage in lessons just to make contact</b></p> <p><b>'Remote Learning School'</b>  Teaching staff had continued to diligently support students' learning at home and had also provided support recently in the form of tutor phone-calls, which had been positively received by students and parents. For a variety of reasons, compared to some schools the School had been relatively cautious in developing the use of alternative ways of delivering on-line learning. Following a recent review of our remote learning provision by the Strategic IT Group School was going to implement the wider use of Microsoft Teams across staff, providing CPD before the end of this term so that this platform could be used in the Autumn Term in the event of further school closure or supporting students unable to return to the building. This would enable more interactive work with students, including more straightforward submission of student work and provision of teacher feedback.</p> <p><b>Staff Well-Being</b>  Teaching staff who had been working in school with Year 10 and 12 students, which was the majority of colleagues, had reported that they had really enjoyed the work and also appreciated the ability to work from home at all other times, particularly given that many</p>

	<p>currently had childcare challenges themselves due to school closures. School had tried to provide as much clarity and certainty for them in their work as possible and this was one of a number of reasons why making phone-calls home was preferable in terms of student/parent communication to producing written reports or inviting students into the building for brief 'meetings'.</p> <p><b>September</b></p> <p>The Headteacher felt sure that all staff were excited at the prospect of the return to school of all students at the start of the Autumn Term, but also apprehensive about the possibility of further outbreaks and the scale of the work ahead, both in terms of operational preparations before September and also the challenge of supporting the return and 'catching-up' of all students at the same time. The Senior Leadership Team would provide some general information for students, parents and staff in the coming weeks, but were very mindful that the national Covid-19 picture in 6 weeks' time (mid- to late-August) might be very different to now and would need to be considered before much of the specific detail could be finalised and shared. For this reason the Headteacher suggested that a Governors' meeting in late August would be desirable to formalise the full re-opening of the school in September. It was clear that the focus of the 2020-21 academic year needed to be the 'recovery' phase after the disruption to learning this year. Hence the 2020-21 School Development Plan, which would be finalised early in the Autumn Term, would focus on this challenge, allowing staff to concentrate on their core work of curriculum planning, high-quality teaching and learning and supporting students' after what they had been through since March.</p> <p><b>The Chair asked if any consideration had been given as to how any Catch Up Funding would be used? The Headteacher advised that no information was available at present as to who would get the funding, how much it would be or what it could be used on.</b></p> <p><b>Autumn Term 2021 Governor Meetings</b></p> <p>The following dates were suggested for Autumn Term meetings:</p> <ul style="list-style-type: none"> <li>- Tue 25<sup>th</sup> August (3pm) Full GB Meeting (via Zoom)</li> <li>- Mon 21<sup>st</sup> Sept (5pm) Full GB Meeting</li> <li>- Mon 12<sup>th</sup> Oct (5pm) Full GB Meeting (if required)</li> <li>- Mon 9<sup>th</sup> Nov (5pm) Quality of Education Committee</li> <li>- Mon 16<sup>th</sup> Nov (5pm) Personal Development of Students, Behaviour &amp; Attitudes Committee</li> <li>- Mon 23<sup>rd</sup> Nov (5pm) Resources Committee</li> <li>- Mon 7<sup>th</sup> Dec (5pm) Full GB Meeting</li> </ul> <p><b>2021-22 Term Dates</b></p> <p>The Headteacher had circulated the proposed term dates for the 2021/22 academic year. <b>In response to a question from Mrs Critchley, the Headteacher gave an explanation behind the scheduling of 4 Inset Days in the Autumn Term and also drew attention to the joint Inset Days with Primary Schools which facilitated some excellent joint working</b></p>
<p><b>Resolved:</b></p>	<ol style="list-style-type: none"> <li><b>1. That the report be noted and the Head Teacher thanked for the informative content.</b></li> <li><b>2. That the proposed Autumn Term Governor Meeting dates be approved.</b></li> <li><b>3. That the term dates for the 2021-22 academic year be approved.</b></li> </ol>

<p><b>Agenda item 5</b></p>	<p><b>UPDATED RISK ASSESSMENT</b></p>
<p><b>Discussion:</b></p>	<p>The Headteacher advised that the SLT met each evening to review the risk assessment based on what had happened in School that day whilst the views of the professional associations were sought on the content on a weekly basis. Some very minor changes had been made but none of such importance as to be drawn to the attention of Governors.</p> <p>The consideration of the Risk Assessment for the full return of students in September would</p>

	<p>be the main focus of discussion of the Governors meeting in August. Guidance suggested that the main focus was not enforcing social distancing but reducing contact between pupil groups.</p> <p>The Headteacher advised that Cheshire West and Chester Council had inspected the School's Risk Assessment and gave very positive feedback Two comments were made around the lack of a Staff Wellbeing Section and the fact that the document was unsigned. The upgraded Risk Assessment for September would include a Staff Wellbeing Section.</p> <p><b>Dr Morley commented that in view of the very positive feedback from Cheshire West and Chester Council, reference should be made in the next Newsletter</b></p>
<b>Resolved</b>	<b>That the report on the Updated Risk Assessment be noted.</b>

<b>Agenda item 6</b>	<b>FINANCE</b>
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<b>Discussion:</b>	<p>The SBM reported that little had changed since the last update on 16<sup>th</sup> June 2020. Expenditure at Month 3 meant that the remaining budget was at 79% rather than the profiled projection of 75%. This was not a cause for concern given the exceptional circumstances prevailing at the moment. It was anticipated that expenditure would rise once School fully re-opened, however, for obvious reasons, a significant overspend was expected on cleaning materials.</p> <p><b>The Chair sought clarification as to whether the carry forward monies had been used to balance the budget. The SBM advised that it hadn't but that a large sum had been set aside for capital projects around the Food Technology Project and the Upgrading of the Security Fencing. Owing to the nature of the work, the Food Technology Project would not now take place until Summer 2021 so another large carry forward could be anticipated next year. The SLT would need to discuss the size of the carry forward at the appropriate time</b></p> <p><b>The Chair also sought assurances that sufficient monies were available to finance the School Development Plan.</b></p> <p><b>Mr O'Neill asked if the School would be reimbursed following the purchase of the additional laptops. The SBM advised that the laptops had been purchased via the IT Budget which had two advantages in that it allowed staff to work from home and also improved the IT provision in School.</b></p>
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 7</b>	<b>STAFFING</b>
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<b>Discussion:</b>	The SBM updated Governors on the staffing movements since the last meeting
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 8</b>	<b>SAFEGUARDING</b>
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<b>Discussion:</b>	<p>The Chair asked the Deputy Headteacher to update Governors in respect to any safeguarding issues.</p> <p>SW advised Governors as follows, viz:-</p> <ul style="list-style-type: none"> <li>• 22 was the maximum number of children of key workers who had accessed childcare on any one day, with 5 new students in Yr7;</li> <li>• Support for Vulnerable Students in School was being provided via 2 Student Support</li> </ul>
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	<p>Co-ordinators, with one supporting childcare and one supporting Yr10</p> <ul style="list-style-type: none"> <li>• All Form Tutors were in contact with their students to address any student wellbeing issues and to “touch base” before September;</li> <li>• In respect of Free School Meals, uptake was still high with families not accessing the facility being contacted. One parent was still not responding to messages so a home visit was being arranged;</li> <li>• Safeguarding training had taken place small groups in School and via Teams; and</li> </ul> <p>In respect of the Government Laptop Scheme, 3 students in Yr10 had met the criteria and had received a laptop whilst some other laptops for children with a social worker had been distributed via the local authority.</p>
<b>Resolved:</b>	<b>That the report be noted.</b>

<b>Agenda item 9</b>	<b>GOVERNANCE</b>
	The Chair reported that she had prepared a paper on future arrangements for Governance which would be uploaded onto Sharepoint. Governors were requested to feedback any comments to the Chair.
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 10</b>	<b>ALL WEATHER PITCH</b>
<b>Discussion:</b>	<p>At the request of the Chair, Mr Wheeler updated Governors on the current position in regard to the All Weather Pitch Project.</p> <p>Mr Wheeler advised that the Project was still on programme for a January 2021 opening and was within budget..</p>
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 11</b>	<b>THANKS TO STAFF</b>
<b>Discussion::</b>	The Chair proposed that the Governors should write to all staff thanking them for all their work during lockdown. The Chair asked that Governors considered what might be sent to staff and asked the Headteacher to arrange the most suitable form of despatch
<b>Resolved:</b>	<b>That the report be noted.</b>

**There being no further business the meeting ended at 16.25pm**