



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

Date:	Monday 16 th March 2020 at 5.00pm	
Venue:	Helsby High School	
Present:	Ms G Fulbrook Chair Mr M Hill Mr A Wheeler Mrs A Critchley Mr C Jennings Miss R Clarke Dr A Morleys Mr G Corker Mrs J O'Hare Mr T O'Neill Mrs F Miller Mrs D Jones	Co-opted Governor Head Teacher Co-opted Governor Parent Governor Co-opted Governor Staff Governor Co-opted Governor Parent Governor Parent Governor Co-opted Governor LEA Governor Co-opted Governor
In attendance:	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

Agenda item 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The Chair welcomed everyone to the meeting and advised that apologies for absence had been received from Mr I Devereux-Roberts and Mrs B Ratcliffe
Resolved:	That the apologies be accepted
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the Part 1 minutes of the meeting held on 9th December 2019.
Resolved:	That the Part 1 minutes of the meeting of the Governing Body held on 9th December 2019, be approved as a correct record and signed by the Chair.
Agenda item 3	APPOINTMENT OF NEW GOVERNORS
Discussion:	The Chair advised that Mr G Corker and Mrs J O'Hare had been elected as Parent Governors.

Resolved:	That Mr G Corker and Mrs J O'Hare be appointed as Parent Governors for a 4 year term of office to 15th March 2024		
Agenda item 4	CODE OF CONDUCT		
Discussion:	The Chair reminded Governors of the requirement of confidentiality when discussing matters and the need to be strategic in their thinking and not to raise operational issues. The Code of Conduct which was signed as part of the Annual Declaration process would be uploaded onto Sharepoint for Governors to read.		
Resolved:	That the Code of Conduct for Governors be placed onto Sharepoint		
Action:	What:	Who:	When:
	Clerk to send Code of Conduct to SBM for loading onto Sharepoint	Clerk/SBM	ASAP
Agenda item 5	TERMS OF REFERENCE		
Discussion:	The Governing Body considered its' draft terms of reference.		
Resolved:	That the following terms of reference be approved, viz <ol style="list-style-type: none"> 1. Review the impact of the vision and ethos on the school's strategic direction and outcomes for students in their broadest sense 2. Agree key priorities for the current year and over time 3. Review self-evaluation procedures to ensure that they are robust and lead to improvement 4. Receive minutes from committee meetings to increase awareness and allow for questions to be asked 5. Receive regular updates on the school's key priorities and review their success annually 6. Review and receive periodic updates on school development planning relating to Leadership and Management 7. To support the recruitment and appointment of staff 8. To receive a report on what's going well and even better if from a subject, department or theme at the beginning of each meeting, the presentation to last no more than 10 minutes with 5 minutes question time. (summer 2020 onwards) 9. To review annually the governors code of conduct 10. To conduct an annual review of the extent to which the terms of reference have been addressed 11. To revise terms of reference annually to reflect feedback from committees. 		
Agenda item 6	COMMITTEE REPORTS		
Discussion:	The Governing Body received the Part 1 reports from the following Committees, viz:- <ul style="list-style-type: none"> • Quality of Education Committee held on 24th February 2020; • Personal Development of Students, Behaviour and Attitudes Committee held on 2nd March 2020; and • Resources Committee held on 9th March 2020. The Chair thanked all Governors who had attended the meetings		
Resolved:	That the reports be noted		
Agenda item 7	ACTION LOG		
Discussion:	The Action Log was reviewed and updated.		

	Progress reports were made on the Maglock door whilst the SBM was asked to conduct investigations with colleagues in other School around the sale of alcohol during various events.
Resolved:	That the report be noted

Agenda item 8	GOVERNOR "LINK" OR CHAMPION ROLES
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Discussion:	<p>The Chair asked Governors to consider whether they would be willing/interested in undertaking the role of Link or "Champion" Governor for the following areas.</p> <ul style="list-style-type: none"> • SEND (reporting to the Personal Development of Students, Behaviour and Attitudes Committee); • Safeguarding (including Single Central Record)(reporting to the Personal Development of Students, Behaviour and Attitudes Committee); • Careers (reporting to the Quality of Education Committee); • SFVS/Budget (reporting to the Resources Committee); • PP and Disadvantaged Students (reporting to the Quality of Education Committee); • Website Compliance; and • Health and Safety (reporting to the Resources Committee) <p>MH suggested that whichever Governors took on the roles then they should be a member of the reporting Committee. A discussion ensued around Committee membership and the ramifications of having a discrete membership whilst extending an invitation to all Governors to attend Committees if they so wished. The SBM pointed out that in respect of the Resources Committee a discrete membership would be needed to satisfy the requirements of the Manual of Internal Financial Procedures around delegated authority to incur expenditure above a certain limit.</p> <p>The Chair advised that Committee membership was something that would be revisited shortly.</p>
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Resolved:	That Governors contact the Chair via e-mail should they wish to express an interest in becoming a Link Governor.
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Action:	What:	Who:	When:
	Governors to contact the Chair around Link Governor roles.	Governors	w/e 27/03/20

Agenda item 9	CHESHIRE WEST AND CHESTER COUNCIL SCHOOL BULLETIN FEBRUARY 2020
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Discussion:	The Chair referred Governors to the contents of the latest bulletin in particular around Covid 19 and the Edsential Update for Governors.
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Resolved:	That the report be noted.
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Agenda item 10	HEADTEACHERS REPORT
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Discussion:	<p>The Headteacher submitted his Spring Term Report.</p> <p>The report provided detailed information under the following headings, viz:-</p> <p><u>Student Numbers</u></p> <p>There were currently 1376 students on roll.</p>
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Recruitment for September 2020 had been healthy. Student numbers in partner primary schools' current Year 6 cohorts this year were less than last, so a repeat of the September 2019 intake of 250 was always unlikely. On the 2nd March 'Admissions Day' it was revealed that School was once again theoretically over-subscribed for September 2020, with 225 places offered and 6 students on our waiting list, although we were aware that there might be more 'late' applications to follow. Analysis of the offers made revealed the make-up of the intake was quite similar to that predicted, although an above-expected number from outside of our catchment area had been balanced by a significant reduction in the number of students coming from St Luke's Catholic Primary School with only 5 coming in September as opposed to 20 last year. The remaining 15 places would be made up from out of area placements. **The Chair commented that it might be useful to have a conversation with St Lukes to ascertain if there was any underlying reasons for the drop in numbers.**

In terms of Sixth Form recruitment for September 2020, it was very much still 'all to play for', with work with our current Year 11 cohort revealing that a much larger number of students than normal were still undecided between staying with ourselves and going to Sixth Form College. Names of these students had been passed on to staff to inform their conversations with individual students and marketing based on our 2019 Sixth Form examination success was being used. The final decisions these students made would determine whether the Year 12 cohort in September 2020 was considerably greater or less than usual.

Student Outcomes

The publication earlier this term of the Summer 2019 Department for Education Performance Tables generated an expected mixture of emotions. Staff were disappointed that a tiny change in our Progress 8 calculation resulted in a final 2019 KS4 figure of -0.01 (having previously been exactly 0), with the publication of the KS5 tables revealing a much more pleasing picture of how results compared to other sixth forms, as publicised in the following press release:

<https://www.helsbyhigh.org.uk/2020/01/24/dfе-performance-tables-reveal-helsby-highs-sixth-formsuccess/>

What was particularly pleasing was that neither the publication of the KS4 or KS5 Performance Tables revealed anything that staff or governors would not have already been aware of, confirming both the accuracy of our initial autumn term analysis, led by Amy Pritchard-Roberts, and also the evaluation and resulting action planning based on that analysis. The progress of this year's examination cohorts continued to be strong, with initial analysis of current Year 11 progress following their recent PPE2 examinations showing a predicted Summer 2020 Progress 8 figure of +0.28 and the most recent Year 13 progress figure ahead of last year's at the same point at -0.05. Co-ordinated and focused intervention and support of both year groups was on-going in order to realise this success and the use of 'predicted' grades with both cohorts seemed to have had a positive effect in terms of providing students with reassurance or challenge as appropriate. At the very least, these predicted grades would enable some focused conversations to take place with colleagues and departments in September if our predicted 2020 examination success was not quite realised.

School Development Plan

As reported in this term's governor committees, the 2019-20 School Development Plan continued to be implemented, with the monitoring of associated 2019-20 Department Development Plans at the heart of the mid-year reviewing of teaching colleagues'

performance management targets. Work had been started on a comprehensive self-evaluation of the school's performance and provision against new Ofsted framework criteria, which would result in the construction of a 2020-23 School Development Plan aimed at delivering outstanding provision based upon the school's reaffirmed aims of 'Achieving Success' and 'Valuing Others'. This 2020-23 Plan would inform Senior and Extended Leadership Team roles and responsibilities moving forwards, as well as the support staff provision necessary to facilitate proposed developments. Once completed, it would be beneficial to construct a 2020-23 Governor Development Plan which outlined the proposed on-going work and development of the Governing Body aligned to the School Development Plan

Governance

The Head Teacher placed on record the thanks of the Senior Leadership Team for the work that the Governing Body had put in this term reaffirming the strategic direction of the school and considering ways in which their work could be structured to provide the school with the best possible support and challenge in order to develop further and be as successful as possible. The time and thought put in at Willington Hall on 25th January and in planning the first meetings of the subsequent new committees had been much appreciated and the Senior Leadership Team were committed to working with governors to ensure that new ways of working could be developed to be as effective as possible. I would particularly like to thank Gail Fullbrook for the huge amount of work undertaken as Chair to steer the Governing Body through a successful period of self-reflection and repurposing - work which had been taken on with both determination and sensitivity.

Curriculum Planning

As described at the recent Quality of Education committee meeting, plans had been put into place to further develop our curriculum offer from September 2020, with the two major developments being the increased vocational offer at KS4 and KS5 to hopefully better cater for the full range of abilities and aptitudes of our students and the introduction of a fortnightly 'form tutor' lesson with the intention of strengthening the role of the form tutor in overseeing and supporting the academic and personal development of students. Subject Leaders continued to reflect upon the curriculum in their own subject areas in line with new Ofsted framework requirements and a recent visit from Barry Cook from the Specialist Schools and Academies Trust (SSAT) highlighted the strength of our team of Subject Leaders. Barry spoke to each of our Faculty and Department Leaders about their thinking and their structuring of their curriculum offer and was very complimentary about the quality of work discussed, concluding that "there is a desire to make education as exciting and interesting as possible".

Staffing

Whereas 2019 was a time of considerable classroom teaching staff turnover, 2020 was shaping up to be a year of significant change at middle leader level. Retirements and promotions, together with a Progress and Pastoral Leader vacancy, had created considerable challenge in terms of recruitment in very important areas of the school's work.

As always however, such changes created opportunities and the proposed merging of the current Design & Technology and Food/Health & Social Care departments into one overarching, strong 'Design & Technology' Faculty was an exciting development for the school. This was one of a few proposed changes to the TLR structure for 2020-21 which would help to create a strong team of 'Curriculum Leaders' who would be able to drive the school's

curriculum provision forwards in the coming years. Also worthy of staffing note was the continued successful progress of all of our 2019-20 Newly Qualified teachers, ably supported by Karen Neal, and our increased Initial Teacher Training (ITT) provision, with a total of 9 Trainee Teachers having worked in the school to date as a result of Ian Duffell proactively forming partnerships with a wide range of local ITT providers. Less positively, I would also like to pay tribute to a number of departments (three) who had had to deal with the long-term absence of colleagues this term, which always posed considerable challenge, not least when the absence was at Department Leader level, which it had been in two cases. A very significant staffing development at the end of the autumn term was the appointment of a full-time Learning Resource Manager who had already undertaken a thorough audit of the Library's resources and the introduction of the Accelerated Reader software package was an exciting initiative as we looked to develop the support given to students' reading development, which was rightly a key expectation in the new Ofsted framework.

Governors were also advised of the recent appointment of the new SENDCo and the Departmental Lead for Science.

Ofsted

With regard to the Ofsted priorities from the previous inspection in 2018, very cautious optimism continued to be the theme. The current progress of students suggested an improving picture, both of boys and in Maths and MFL, although staffing instability continued to affect both departments. There were two forthcoming maternity leaves in Maths and particular instability in MFL, with one maternity leave just begun, and 2 staffing departures. The third Ofsted priority had seen mixed progress, with a reduction in the proportion of Pupil Premium students who were persistent absentees not being matched by a significant improvement in overall Pupil Premium student attendance. At the time of writing, Steve Dool, our School Improvement Partner had undertaken the first of his two-day Pupil Premium Review of the school's provision for disadvantaged students and the School looked forward to being able to build the resulting recommendations into our 2020-23 School Development Plan.

Student Behaviour

Despite the huge amount of successful work undertaken by Senior Leaders introducing new pastoral systems and structures from last September, the departure of so many of our pastoral leaders last summer, taking with them all the relationships they had developed with students and parents, was never going to make this academic year straightforward in terms of managing student behaviour. As described to the recent Personal Development, Behaviour and Attitudes committee meeting, the new systems were bedding in successfully, with further changes planned to assist this process. Whilst staff reported very few significant issues in terms of behaviour in classrooms, the failure of some of our older students to adapt to the new provision and the continuation of some of their old habits in terms of lesson truancy together with some serious, yet unconnected, incidents around December/ January, one of which resulted in a permanent exclusion of a Year 9 student, caused understandable concern for all staff. Since then the issue of lesson truancy had been greatly reduced, not least through the directing of the education of four Year 11 students to Frodsham Library. The inability of these students to engage in lessons in school was having a very unsettling effect and their education and GCSE prospects had been transformed through their new specialist provision, with the associated benefit to the atmosphere in school very clear. The challenge of managing students at break and lunchtimes, with so few staff available to supervise 1100 KS3 and KS4 students in a very large building, remained and would be a focus of attention, with the need for Senior Leadership Team reflection upon how these times could be best managed. Seeing

student misbehaviour as unmet need requiring support was a challenge for all pastoral staff and yet crucial to the caring ethos we wished to further develop at the school. To that end, worthy of special mention was the 'Achieve in Mind' Intervention project being trialled with selected KS3 students benefiting from a programme designed to use the power of sport and physical activity to develop students' confidence and mental health. This programme began on Wednesday 12th February with a briefing for all teaching staff and a whole-day workshop for the students led by Jenna Downing, former Inline Skating World Champion.

Finance and Premises

As reported by the School Business Manager to the Resources Committee meeting, the careful management of the 2019-20 budget, together with considerable income which could not be assumed when the budget was set (such as CWAC Growth Fund monies to acknowledge our September 2019 Year 7 PAN increase and the reimbursement of an unexpectedly high water bill increase during 2018-19 due to a water leak) meant that the School would end the 2019-20 financial year with a significant surplus. Adding this to the much-publicised improved government funding for 2020-21, with the raising of the minimum AWPU to £5,000 per student making a big difference to schools like ourselves, meant that the School was in a much stronger financial position than had been the case for a long time. Careful thought would be needed by governors and senior leaders as to the setting of the 2020-21 budget however -smaller numbers currently coming through our primary schools meant that student numbers (and hence overall budget) might reduce in the next 5 years or so any increases in staffing provision for example needed to be considered with necessary caution. The above though does provide confidence that it might well be possible to build upon the impressive developments to the site which had taken place in recent years. Accordingly the School was currently progressing plans in areas identified by the former Premises Committee in the autumn term, both in terms of teaching and learning (with the development of the new Design and Technology Faculty) and also site security (with the fencing of the eastern side of the site to safeguard students and staff from public entry via the bus-park).

School Events

Details were provided in the report.

Mrs Critchley referred to the cancellation of the Year 11 Parent Consultation Evening which had caused some concern amongst parents about not receiving student reports. The Head Teacher advised that he would write to parents with the reports.

Extra-Curricular Activities

In view of the current situation regarding corona virus all extra-curricular activities were subject to review.

Coronavirus

It seems remarkable that the word 'Coronavirus', which we had never heard of when I wrote my previous Headteacher's Report back in December, should now appear to be the single biggest issue currently facing the world. It was only right therefore that mention was made of the school's approach in this report. As the School had throughout and would continue to do, would be constantly monitoring and implementing all the guidance provided by Public Health England for schools, updating staff and parents as appropriate. The importance of good hygiene had been communicated to students and extra soap, tissues and wipes had been purchased accordingly. As a Senior Leadership Team we were preparing plans which we very much hope did not need to implement in terms of how the School would support students to

	continue their learning in the event of an enforced closure of the school and also the School would manage the school in the event of a large number of staff being absent. Hopefully these would remain just plans, but if their implementation became increasingly likely then parents would be informed in advance of the actions so that they too could be as prepared as possible.
Resolved:	That the report be noted and the Head Teacher thanked for the informative format.

Agenda item 11	UPDATE ON SCHOOL DEVELOPMENT PLAN
	Governors considered the Effectiveness of Leadership and Management and Disadvantaged Students Sections of the 2019/20 School Development Plan. The sections comprised of a number of objectives together with actions aimed at achieving those objectives, who was responsible and progress made which was RAG rated. The Head Teacher pointed out that the RAG rating was time dependant so that some of the actions were rated as red as those objectives had not started and not through lack of progress. For future updates these actions would be kept black
Resolved:	That the update on the School Development Plan be noted.

Agenda item 12	DRAFT 2020/21 BUDGET APPROVAL																												
Discussion:	<p>The SBM advised that the process for the preparation of the 2020/21 budget differed from previous years in that Cheshire West and Chester Council required Schools to submit their draft budgets by 31st March rather than by the end of May as was the usual case. This had meant that the budget had only been finalised this day. This had meant that it had not been possible to circulate details of the budget to Governors prior to the meeting.</p> <p>Governors agreed that the SBM should give a high level appraisal of the budget figures following which a small Working Party would meet with him to scrutinise the budget in detail.</p> <p>Accordingly the SBM provided the following information.</p> <p><u>Income</u></p> <table> <tr> <td>£5,753,506</td> <td>Block Grant for KS3&4</td> </tr> <tr> <td>£1,119,354</td> <td>6th Form funding</td> </tr> <tr> <td>£139,815</td> <td>High Needs Funding which could change because of EHCP issues</td> </tr> <tr> <td>£81,861</td> <td>Estimated Teachers Pay Grant</td> </tr> <tr> <td>£195,310</td> <td>Pupil Premium – estimated using nos. of existing FSM</td> </tr> <tr> <td>£248,498</td> <td>Estimated Teachers Pensions Grant</td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>£8,008,817</td> <td></td> </tr> </table> <p><u>Expenditure</u></p> <table> <tr> <td>£6,019,500</td> <td>Staff costs inclusive of new appointments</td> </tr> <tr> <td>£76,000</td> <td>Indirect employee costs</td> </tr> <tr> <td>£741,500</td> <td>Premises Costs</td> </tr> <tr> <td>£8,000</td> <td>Transport Costs</td> </tr> <tr> <td>£163,500</td> <td>IT Costs inc. investment</td> </tr> <tr> <td>£755,000</td> <td>Other Services</td> </tr> </table>	£5,753,506	Block Grant for KS3&4	£1,119,354	6 th Form funding	£139,815	High Needs Funding which could change because of EHCP issues	£81,861	Estimated Teachers Pay Grant	£195,310	Pupil Premium – estimated using nos. of existing FSM	£248,498	Estimated Teachers Pensions Grant	-----		£8,008,817		£6,019,500	Staff costs inclusive of new appointments	£76,000	Indirect employee costs	£741,500	Premises Costs	£8,000	Transport Costs	£163,500	IT Costs inc. investment	£755,000	Other Services
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	<p>£245,317 Departmental Budgets inc 20% increase</p> <p>The SBM advised that the budget had been balanced utilising a small amount from the 2019/20 carry forward figure, however, the final carry forward figure still looked healthy.</p> <p>CJ asked how robust the estimate of staffing costs were and if there was any risk if there was a high turnover in staff. The SBM advised that the figure in the Staffing budget accounted for all staff and anticipated appointments. The School always worked on a worse- case scenario that when teaching staff left their replacements were appointed on the same salary or at the top of the grade when in reality many replacements were NQTs.</p> <p>The Headteacher advised that the School normally saved money on staffing between March and May for the reasons outlined above.</p>
Resolved:	<ol style="list-style-type: none"> 1. That a Working Party comprising the Chair, CJ,AJ and TO’N be appointed to meet with the SBM to interrogate the draft Budget and e-mail any findings to Governors. 2. That authority be delegated to the Chair to submit the Budget to Cheshire West and Chester Council by 31st March 2020

Agenda item 13	SFVS UPDATE
	<p>Governors were reminded that, at the meeting of the FGB held on 9th December, 2019 authority was delegated to T O’N to complete the SFVS on behalf of the Governing Body.</p> <p>Accordingly, TO’N took the Governing Body through the format of the SFVS advising that there were 29 questions to be completed, an increase of 9 from last year. The SFVS also contained benchmarking data comparing Helsby High School to maintained schools within the area. The School compared favourably in all areas.</p> <p>The Manual of Internal Financial Procedures had also been reviewed and the following changes made, viz:-</p> <ul style="list-style-type: none"> • Update on Governing Body and Committee memberships; • List of Departmental Leaders updated; • List of Music Fees updated to reflect current charges; • Sign On fees • List of lettings; and • Emergency closure of School Cascade and Critical Incident Management Plan updated to reflect 2019/20. <p>The SBM paid compliment to the work undertaken by TO’N in the SFVS process</p>
Resolved:	<ol style="list-style-type: none"> 1. That the SFVS be approved for submission to Cheshire West and Chester Council by 31st March 2020. 2. That the changes to the Manual of Internal Financial Procedures be noted.

Agenda item 14	SUMMER TERM GOVERNANCE
	<p>The Chair asked Governors to consider any issues which they would wished to see addressed in relation to Governance issues over the Summer term. The Chair advised that she would be contacting the NGA to enquire about the status of fluid committee memberships.</p> <p>Governors discussed the current operation of the Sharepoint site and it was suggested that a User Guide would be useful.</p> <p>The Chair advised that the dates for the next round of meetings had been recently circulated</p>

	and suggested that as a future agenda item, it would be useful to receive an update from operational staff about the impact made by the Student Support Centre. It was also suggested that Governors might want to engage with the Student Leadership Team in the Autumn 2020 term		
Resolved:	<ol style="list-style-type: none"> 1. That a Sharepoint User Guide be prepared. 2. That an item be placed on the next agenda around the impact of the Student Support Centre. 		
Action:	What:	Who:	When:
	Prepare Sharepoint User Guide	SBM	ASAP
	Item Impact of Student Support Centre be included on the agenda for the next meeting	Clerk	Next Meeting

There being no further business the meeting ended at 18.40