



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

<b>Date:</b>	Monday 12 <sup>th</sup> October 2020 at 5.00pm	
<b>Venue:</b>	Via Zoom Video Conferencing	
<b>Present:</b>	Ms G Fullbrook – Chair Dr A Morley – Vice Chair Mr M Hill Mrs F Miller Mr T O’Neill Mrs A Critchley Ms R Clarke Mr C Jennings Mrs J O’Hare Mr A Wheeler Mr I Devereux-Roberts	Co-opted Governor Co-opted Governor Head Teacher LA Governor Co-opted Governor Parent Governor Staff Governor Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor
<b>Absent:</b>	Mrs B Ratcliffe Mr G Corker	
<b>In attendance:</b>	Mrs S Warburton Mr M Vickers John Addison	Deputy Head Teacher School Business Manager Clerk

**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 all present and advised that an apology for absence had been received and accepted from Mrs D Jones.

<b>Agenda item 2</b>	<b>MINUTES OF THE LAST MEETING</b>
<b>Discussion:</b>	The Governing Body considered the minutes of the meeting of the Governing Body held on 21 <sup>st</sup> September, 2020.
<b>Resolved:</b>	<b>That the minutes of the meeting of the Governing Body held on 21<sup>st</sup> September, 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>Agenda item 4</b>	<b>HEADTEACHERS REPORT</b>
<b>Discussion:</b>	The Head Teacher advised that in the week since he had written and circulated his report to Governors, the operation of the School had been impacted by the confirmation of two positive cases of Covid 19 in Year 10. The two cases, despite being in the same year group,

had different origins and were not linked in any way so under Public Health England Guidelines this was not classed as an outbreak. However, 83 students were currently self-isolating and staff were working hard to support them.

A letter had been sent to all parents dated 12<sup>th</sup> October 2020, explaining the situation and emphasising to parents that, with the imminent arrival of half term the need to follow routines and practices aimed at reducing the risk of contracting Covid 19 needed to be reinforced to their children. The letter also reminded parents of the guidelines in terms of self-isolation.

The letter also advised of:-

- the arrangements put in place to facilitate remote learning;
- the process to be followed when contacting School;
- the current situation regarding the Summer 2021 examinations;
- the need for parents to use the bus-park when dropping their children off at School; and
- the success of the Virtual Open Evening.

**Dr Morley commented that the contents of the letter to parents was exceptional especially around the half term reminders. In relation to the remote learning package, Dr Morley asked what mechanisms would be put in place to provide high quality feedback on work submitted by students whilst Mrs Critchley sought confirmation that remote lessons would be conducted via TEAMS and not a multiple of platforms. The Head Teacher thanked Governors for the feedback on the letter and explained his rationale behind the clarity of the letter around self-isolation protocols. Remote learning was now exclusively via TEAMS and although there had been some password issues, these had now been resolved. The use of TEAMS would enable staff to provide feedback to students. School was looking at real time lessons where whole classes were isolated but the current situation was difficult as some pupils were in School and some were at home. It was pleasing to observe, however, that staff were gaining confidence in delivering remote learning**

**The Head Teacher reported that as the School now had over 15 students self-isolating it could apply for more laptops from the DfE. Dr Morley asked if there were many digitally impoverished families? The Head Teacher reported that School had conducted a parental survey to gauge IT capacity in student's homes. An issue would arise where there was more than one student self-isolating or where parents were working from home.**

**In respect of parents dropping off students in the Car/Bus Park, Mr Wheeler asked if staff were happy being asked to do the supervision and had the School considered what would happen as the weather deteriorated and mornings and evenings became darker. The Head Teacher advised that there had not been any staff concerns but the increased traffic resulting from parents dropping off/picking up their children was causing some traffic management issues outside School. Mr Wheeler suggested contacting the local PCSO to assist whilst Mr Jennings suggested contacting the local authority to see if they could provide any traffic calming measures.**

School Development Plan

Despite the uncertainty described above, School had constructed a 1-year 2020-21 School Development Plan which formed the basis of 2020-21 Department and Pastoral Development Plans and also 2020-21 Performance Management objectives for individual teaching colleagues.

Open Evening

Huge thanks were due to Tor Cross for her leadership of the marketing campaign in lieu of last month's cancelled Open Evening. Tor's strategy had incorporated development of a Digital

	<p>Prospectus and the production of a high-quality film which would be premiered at a 'Virtual Open Evening' on Thursday 15<sup>th</sup> October 2020. School was currently liaising with FAVSP colleagues over the use of the video in partner primary schools and the possibility of setting up 'Zoom'/'Teams' meetings between Year 6 classes and Year 7 students who went to the different schools.</p> <p><b>The Chair asked that the thanks and appreciation of the Governors be conveyed to all those involved in delivering such a successful event</b></p>		
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the thanks and appreciation of the Governors be conveyed to all those involved in delivering the Virtual Open Evening</li> </ol>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	<b>Contact be made with the local PCSO and the local authority in respect of traffic issues around School at drop off/pick up times</b>	JC	ASAP
	<b>Convey the thanks of Governors to all those involved in delivering the Virtual Open Evening</b>	HT	ASAP

<b>Agenda item 5</b>	<b>SAFEGUARDING UPDATE</b>		
<b>Discussion:</b>	<p>The Deputy Head Teacher reported that Governors would shortly be sent a link to the latest version of the Keeping Children Safe in Education document and asked Governors to confirm that they had read it.</p> <p>Current attendance stood at 94.2%.. Student Covid related absences attracted an X Code and there were currently 118 students with this code. Of the 118, 8 were SEND, 14 disadvantaged (so not a disproportionate percentage) with 80+ students self-isolating with a projected return date of 21<sup>st</sup>/22<sup>nd</sup> October. Pastoral staff were making calls to these students just to make sure that there were no major issues. 2 Year 11 students had not returned to School since September, 1 being a medical absence and 1 because of Covid issues. School had contacted the Education Welfare Service and was acting on their advice.</p> <p>In respect of Free School Meal Vouchers, families who qualified but were not in School or where there were families where children were awaiting test results had been offered a packed lunch for each day of absence. Families isolating for periods of 7 or 14 days were being offered a food parcel from the School's catering contractor or a £15 shopping voucher per week of absence.</p> <p>With such a large number of students being out of School it was necessary to follow the Local Authority Vulnerable Children Process , however, none of the School's 118 students met the criteria.</p>		
<b>Resolved:</b>	<b>That the Safeguarding Report be noted.</b>		

**Mr Devereux-Roberts here left the meeting**

<b>Agenda item 6</b>	<b>SCHOOL DEVELOPMENT PLAN</b>		
<b>Discussion:</b>	<p>The Head Teacher advised that the intention of the original School Development Plan was through self- evaluation, to produce a 3 Year Plan but for obvious reasons, this had to be revised. Accordingly, a 1 Year Plan had been prepared which would contain the following objectives, viz:-</p> <p><b>Effectiveness of Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Implement revised SSE processes, at whole-school level, which evaluated the school's</li> </ul>		

work against new Ofsted Framework in order to inform the production of a 2021-24 SDP which aimed to develop the school's provision to 'Outstanding'.

- Construct a 3-year 2021-24 SDP which aimed to develop the school's provision to 'Outstanding'.
- Ensure all staff had clarity over roles and responsibilities, their work underpinned by effective performance management (PM) and CPD processes.
- Support students so that their curriculum coverage and learning progress was back on track by Summer 2021 following 2019-20 Covid-19 disruption.
- Support the Governing Body (GB) to further develop working processes in order that Governors could continue to provide appropriate support and challenge for the school's Senior Leadership Team.
- Review school's financial position in light of Covid-19 disruption and develop a medium- to long-term financial strategy as a result.

#### **Personal Development, Behaviour and Welfare**

- To further develop and embed pastoral systems in order to further enhance student support and wellbeing.
- To improve student attendance, particularly that of SEND and D students.

#### **Quality of Teaching, Learning and Assessment**

- To plan, deliver and evaluate a high quality, ambitious and broad recovery curriculum to ensure best outcomes for all learners.
- To develop teaching strategies to boost students' learning allowing them to become more independent learners.
- To continue to facilitate opportunities for reading in order to broaden vocabulary and cultural capital so that all learners continued to make substantial progress.

#### **Outcomes**

- Ensure all assessment of students' academic progress, behaviour and social and emotional needs was accurate, and that these assessments were evaluated in a timely and effective manner.
- Ensure the consistent use of assessment data across the school that was tracked and monitored effectively and was communicated to all stakeholders in a clear and informative manner.
- Ensure the effective planning, implementation and evaluation of the 'Catch-Up' Support to ensure students' learning and progress was back on track by Summer 2021 following the 2019-2020 Covid-19 disruption.

#### **Post -16 Provision**

- Ensure that all students in the Sixth Form achieved outcomes at least in line with national progress expectations.
- Promote the Sixth Form effectively to Year 11 to ensure School maintained a thriving Sixth

	<p>Form of at least 250 students.</p> <ul style="list-style-type: none"> <li>• Ensure all Sixth Form students could access a programme of personal development and had a record of their experiences.</li> </ul> <p>It was anticipated that each of the objectives would have its own Plan which could be discussed in detail at the appropriate Committees. The objectives would be included in a 3 Year Plan from September 2021.</p> <p><b>There was a consensus from Governors that the Plan should be shared with parents as a demonstration that the School was planning for the future and that it was seeking to become outstanding. There was also a recognition that Governors needed to be continually aware of the School's financial position.</b></p>
<b>Resolved:</b>	<b>That the report be noted</b>

<b>Agenda item 7</b>	<b>FINANCE UPDATE</b>
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<b>Discussion:</b>	<p><u>Month 6 Update</u></p> <p>The School Business Manager had previously circulated a Month 6 Budget Summary for the information of Governors. The SBM suggested that at this point, there would normally be an expectation that some 50% of the Budget would be remaining, however, owing to the current, unusual circumstances, balances currently stood at 64%. However, this would reduce as the School's wage bill would rise as a result of the recent pay award although this had been budgeted for. Governors were advised that it would be prudent for them to begin consideration of the 2021/22 financial position in the Spring term.</p> <p><b>The Chair asked if this positive financial position gave the School scope to address issues such as supervising the car/bus parks plus any additional pastoral support work undertaken as a result of the Covid situation. The SBM advised that additional funding for pastoral support work had already been considered and that Departments had received increased capitation allowances. The situation in respect of the car/bus park would be kept under consideration.</b></p> <p><b>In response to a question from Mr Wheeler, the SBM gave a breakdown of the spending on invigilators fees.</b></p> <p><b>Mr Wheeler also referred to the underspends on educational materials and photocopying. The SBM advised that staff and pupils had not been in School for a large proportion of the year, however, with staff and pupils back on site and when combined with the different ways of working it was expected that these budget headings would rise significantly.</b></p> <p><b>Mr Jennings asked if the School would be close to the local authority claw back carry forward ceiling? The SBM commented that he did not anticipate the local authority would be looking to claw back monies and would adopt a position of looking a finances over a 3 year period.</b></p> <p><b>The SBM advised that parents had been refunded for the cancelled ski and London trips but that progress in processing insurance claims remained slow.</b></p> <p>.</p>
<b>Resolved:</b>	<b>That the Month 6 Budget Update be noted.</b>

<b>Agenda item 8</b>	<b>STATUTORY POLICIES</b>
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<b>Discussion:</b>	The Chair reported that Governors needed to discuss how statutory policies would be reviewed in the future. This requirement had been shared with the Chairs of Committee's and would be a topic for discussion in the Spring Term
<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 9</b>	<b>3G PITCH UPDATE</b>
<b>Discussion:</b>	Mr Wheeler had circulated a report detailing the current position regarding the construction of the 3G Pitch.  Mr. Wheeler advised that there was a necessity to undertake some ground works which would be made significantly easier if Governors agreed to a slight re-positioning of the Changing Pavilion.
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. That the progress report in respect of the 3G Pitch be noted.</li> <li>2. That authority be given to re-position the Changing Pavillion</li> </ol>
<b>Agenda item 10</b>	<b>DATES OF FUTURE MEETINGS</b>
<b>Decision:</b>	<b>Monday 9<sup>th</sup> November 2020 at 5.00pm</b> <b>Monday 7<sup>th</sup> December 2020 at 5.00pm</b>

**There being no further business the meeting ended at 18.00**