



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

Date:	Monday 21 st September 2020 at 5.00pm	
Venue:	Via Zoom Video Conferencing	
Present:	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	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
Absent:		
In attendance:	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

Agenda item 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The Chair welcomed all present and advised that apologies for absence had been received and accepted from Mrs D Jones and Mr I Devereux-Roberts

Agenda item 2	APPOINTMENT OF VICE CHAIR FOR 2020/21
Discussion:	The Chair sought nominations for the position of Vice Chair of the Governing Body for 2020/19 2020/21 Academic Year.
Resolved (unanimously)	That Dr A Morley be appointed Vice Chair of the Governing Body for the 2020/21 Academic Year

Agenda item 3	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 25 th August, 2020. The Head Teacher advised Governors that consequent upon a discussion held at the last meeting the School Risk Assessment had been re-visited to address the issues of students being outside the building during inclement weather

Resolved:	That the minutes of the meeting of the Governing Body held on 25th August, 2020, be approved as a correct record and signed by the Chair.
Agenda item 4	ACTION LOG
Discussion:	The Action Log was reviewed and updated.
Agenda item 5	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher reported that although the start of the Autumn Term, and the return to school of students, had gone as well as it possibly could have done, there could be no doubt that this was going to be a very challenging academic year for the school. Hopefully staff briefings and parent letters had kept Governors updated with much of the operational detail of the School's work.</p> <p>Euan Anderson Euan's tragic death cast a shadow over everything that had happened this month and had been a source of upset for staff and students who knew him well. As a school we offered our support to the family via the local vicar, would make direct contact with them at the appropriate moment and would ensure that anything done as a school to mark Euan's life was done with the family's blessing. The Head Teacher further updated Governors that he would be contacting Euan's mother on 22nd September to discuss what support could be offered by the School. The Chair commented that the social media comments reflected well on the School and its students</p> <p>September Return The return to school had gone smoothly, with very high student attendance whilst School was currently in contact with the families of the small number of students who had yet to return. The measures put in place felt appropriate and appeared to have been well-received by parents. The vast majority of students had settled back into learning and into the new arrangements very impressively and student behaviour in and around school had on the whole been very pleasing. Ms Clarke commented that staff had been really impressed with the student's behaviour.</p> <p>There could be no doubt that the work of staff was exceptionally challenging within the current arrangements. In order to reduce student movement around the School, and hence potential virus transmission, they were travelling considerable distances from one lesson to the next and their teaching was considerably constrained by teaching out of area and being restricted in how they could move around a classroom. The curriculum delivery of many subjects was also limited by rooming restrictions and hence any frustration felt by staff would be completely understandable. National developments had also meant that even in the first week back optimism that such constrained working might only be temporary had reduced significantly, which hadn't made things any easier.</p> <p>Despite this, staff had worked hard to ensure the smooth start to the term. They had also undertaken the task of ringing the parents of all the students in their tutor group to check on their well-being as they returned, following up on conversations they had when making similar phone-calls in the summer term.</p> <p>Even after only just a week of the new term, all the signs were there to indicate the scale of the challenges ahead keeping a functioning school open. A considerable number of students had already been tested as a result of showing Covid-19 symptoms and it was probably inevitable that at some stage the School would join the other CWAC secondary schools that have already had positive Covid cases this term. In these other schools, large number of students had been asked to self-isolate, hence the acceleration of the School's plans for the delivery of remote learning . In addition, self-isolation as a result of family members awaiting</p>

test results had already resulted in not insignificant staff absence (not helped by the increase in time spent for results to be returned nationally) . The recent appointment of 3 Cover Supervisors would form part of the School’s strategy for dealing with this challenge. **Mrs Miller asked if the School had received its 10 test kits? The Head Teacher confirmed that the School did have the kits but with over 1,000 students had ordered additional stocks and expected to receive another 20. To date only 2 kits had been given out. Mrs Miller asked if the kits had a “life span”? The Head Teacher was not aware of any specific life span as they were in sealed containers but care needed to be taken when they were handed out to avoid contamination**

Year 7

One by-product of the way the School was set up this term was that Year 7 students had their own ‘zone’ in school and this had undoubtedly helped them to settle quickly despite the limitations on transition activity before they arrived. Usual Year 7 challenges such as navigating the building and interacting with older students were not an issue at present as a result of current ways of working and feedback from students, parents and staff was that Year 7 students felt very happy after only a short while with us.

Year 12 Recruitment

Once again the school had recruited well to its Sixth Form, with 125 students enrolling into Year 12, enabling viable delivery of nearly all of our planned Year 12 curriculum. **Mr O’Neill congratulated the School on its successful recruitment.**

Remote Learning

It was clear that the provision of effective remote learning was likely to be a very important part of our work this year and the recent increase in the national and local prevalence of Covid had encouraged the School to increase the speed of planning in this regard. At the Twilight INSET on Wednesday 16th September, staff would focus on two main areas of planning to meet future need in this area:

- The use of MS Teams to provide ‘live’ learning for whole classes who were working from home.
- The development of departmental approaches to easily and effectively provide work for individual students who were working at home for any Covid-related reason - work which would allow them to learn in line with their peers in lessons in school.

The Head Teacher confirmed, at the meeting, that all the necessary infrastructure work had been completed.

Open Evening

Unsurprisingly, CWAC secondary schools had agreed that no on-site Open Evenings would take place this term. The School was currently reviewing its’ marketing strategy in order to develop suitable alternative promotional approaches to compensate for this.

The Head Teacher gave a further update that the response from the School’s marketing company had been disappointing, however, the partner of a member of staff who had a marketing background had offered to undertake some work at a cost of £750. In addition, School was exploring the possibility of producing a video which would be launched on a specific date and could be followed up by a live “question and answer” type session. It was felt that the production of a video rather than hosting a live event was safer in terms of IT reliability. **Dr Morley suggested that School could explore the possibility of involving primary schools in the launch as it could reach more parents by doing so rather than putting the video on the School website. The Head Teacher advised that the cost of producing the video was in the region of£3,500.**

	<p>School Development Plan</p> <p>Having evaluated the 2019-20 plan, reflecting upon the progress that was made with intended developments in what was a very disrupted academic year, staff were currently finalising a one-year 'recovery' 2020-21 School Development Plan which would outline the School's response to the challenges caused by Covid and also picked up incomplete 2019-20 actions as appropriate. This plan should be ready to share with Governors at the next Full Governing Body Meeting.</p> <p>The Head Teacher updated Governors that subject to any official guidance, the wearing of face masks by students would be considered .Mrs Miller asked if students would be given notice of any decision requiring them to wear face masks. The Head Teacher responded that that would be so although national guidance sated that students should already have their own face masks but that it made sense for the School to have a supply available for any students who didn't have their own</p>
Resolved:	<ol style="list-style-type: none"> 1. That the report be noted. 2. That authority be given to engage the partner of a member of the School staff to undertake appropriate marketing activities

Agenda item 6	SAFEGUARDING UPDATE
Discussion:	<p>The Deputy Head Teacher updated Governors on the following safeguarding matters, viz:-</p> <ul style="list-style-type: none"> • All new staff had received the appropriate training prior to the Summer break with further refresher training planned for the near future; • Child protection meetings continued to be held remotely; • The 2 new Progress and Pastoral Support Leaders and the new SENDCo had settled in well; • Each Year Group had its own satellite student support provision; and • The revised Keeping Children Safe in Education document would be circulated to Governors shortly for them to read and sign. <p>Governors were advised that only 5 students did not return to School on re-opening of which 3 were for health reasons and School was making every effort to encourage them to return. In addition, there were 4 persistent school refusers.</p> <p>Current attendance stood at 94.5% which was disappointing but this could be down to parents being over cautious regarding minor illnesses. In respect of Covid related absence, 3 students were self- isolating for 14 days but there had been no positive cases involving staff or students. Student Covid related absences attracted an X Code and there were currently 47 students with this code. This could be due to the time taken to get test results, however, Governors were advised that a further 23 students had today informed School that they were awaiting test results.</p> <p>In response to a question from the Chair, the Deputy Head Teacher advised that there was no current data showing how Helsby was comparing to other Schools but it would be reasonable to assume that there would be no major differences.</p> <p>Dr Morley asked if absences were common across all year groups and if disadvantaged pupils had a higher absence rate? The Deputy Head Teacher advised that the data suggested that there was not a significant issue across year groups or disadvantaged pupils'</p> <p>Mr Wheeler asked how students were responding to students who coughed or sneezed. It was reported that everyone knew the symptoms of Covid and there was no significant concerns in this regard.</p>

Resolved:	That the Safeguarding Report be noted.

Agenda item 7	A NEW APPROACH TO GOVERNANCE AT HELSBY HIGH SCHOOL
Discussion:	<p>The Chair submitted a discussion paper in respect of future Governance arrangements at the School.</p> <p>By way of introduction, the Chair reminded Governors that there was a general acceptance that during the time when COVID-19 was leading to specific school arrangements, Governors would continue to meet monthly by Zoom, however, once the situation allowed, the following Governance Model would be introduced. It was also accepted that should any matter require urgent consideration, then a special meeting of the Governing Body would be called.</p> <p>The timings listed related to post-COVID times.</p> <p>Tier 1 Full Governing Body Core function Vision, ethos and strategic direction including leadership and management Timing Governors would usually meet twice in the Autumn term, once towards the end of September, once in second half of the term, and once in the Spring and Summer term. <i>If necessary this pattern would be changed to reflect the needs of governors and the school.</i></p> <p>Tier 2 Committees - Core functions Minutes and reports from each core function group would be circulated to the Full Governing Body prior to each termly meeting. Quality of Education including overview of progress and attainment; quality of teaching and learning; curriculum; SEND provision and outcomes; and performance management Personal Development of Students, Behaviours and Attitudes including safeguarding and online safety: attendance, punctuality, behaviour and wellbeing; PSHE and the wider curriculum; and community liaison including links with feeder primary schools. Resources including finance; asset management; capital projects; staffing; and pay panel.</p> <p>Timing The committees would meet once each term, usually early in the second half of the term to allow the Tier 3 working groups to meet in the first half of the term.</p> <p>Tier 3 Working groups The Chair of each Core Function Group (CFG) would be appointed at the first full governors meeting of the school year. Each Summer the Core Function Group would agree the agenda of business for the following academic year. They would agree Champions for appropriate areas of responsibility and the timetable for their discussion. This should not prohibit the ability to respond to specific situations should the need arise. The School would nominate a member of staff to link with Champions when the role was active. Champions would meet with 2/3 people drawn from within the CFG or if appropriate, a Governor with specific interest or knowledge, during the first half of each term to gain information and put together a report. This would be shared with the CFG at their meeting in</p>

	<p>the second half of the term. The minutes of the CFG would be presented to the next Full Governors meeting. It may be necessary to limit the number of Champions who were active at any one time to ensure that their role was given sufficient focus and time without adding significantly to the work of the School.</p> <p>Additional notes</p> <ul style="list-style-type: none"> • Tier 1 Governor Meetings would begin with a short presentation from a department leader about successes, challenges and future plans. This should last no more than 10 minutes. • Governors would continue to be involved in staff appointments where possible. • Champions – the following notes would apply when a CFG agreed that the role was, or had been during the academic year, an active one <ul style="list-style-type: none"> Each Champion should be linked with a member of staff with whom they met termly whilst their role was active The Champion should develop/hold an overview of national expectations (DFE and OFSTED) The Champion and workgroup should develop a clear and <u>objective</u> awareness of the school’s provision, strengths and areas for development (short and long term) Champions should report to the relevant Tier 2 committee at least once each year. • Policy review was the responsibility of CFGs who should make recommendations re adoption to the Full Governing Body. <p>Current Champions July 2020</p> <p>Quality of Education SEND Andrea Critchley PP and disadvantaged students Jenny O’Hare</p> <p>Personal Development of Students, Behaviours and Attitudes PP and disadvantaged students Jenny O’Hare (this role belongs to both the above CFG) Careers education - vocational and academic Chris Jennings Safeguarding Ian Devereaux-Roberts</p> <p>Resources Health and safety Graeme Corker SFVS and budget Terry O’Neil Website compliance Gail Fullbrook</p>
Resolved:	That the report be noted
Agenda item 8	FINANCE UPDATE
Discussion:	<p><u>Month 5 Update</u></p> <p>The School Business Manager had previously circulated a Month 5 Budget Summary for the information of Governors. The SBM suggested that at this point, there would normally be an expectation that some 59% of the Budget would be remaining, however, owing to the current, unusual circumstances, balances currently stood at 70%. However, this would change as the School gradually returned to normal spending patterns.</p> <p>As previously reported, there would be a planned overspend on cleaning materials which was to be expected.</p>

Resolved:	That the Month 5 Budget Update be noted.
Discussion:	<p><u>Policies</u></p> <p>The School Business Manager submitted the following policies for approval :-</p> <ul style="list-style-type: none"> • Charging and Remissions Policy; and • 2020/21 Bursary Fund for Post 16 Policy <p>both Policies remained unchanged from current versions</p>
Resolved:	That the Charging and Remissions Policy and the 2020/21 Bursary Fund for Post 16 Policy be approved
Discussion:	<p><u>Refunds to Parents for School Trips</u></p> <p>The School Business Manager advised that, owing to the current situation, a number of planned School trips had had to be cancelled. Various claims had been lodged with insurers and credit notes had been issued from travel companies covering re-scheduled trips, however, a number of parents had requested immediate refunds and the SBM sought approval from Governors to process the refunds from the School Fund pending resolution of insurance claims or the credit notes used. The amount involved was approximately £33,000</p> <p>Governors sought assurances that it was in order for this course of action to be undertaken and that School was currently not taking any monies from parents in anticipation of future trips. The SBM advised that he had discussed the proposal to utilise the School Fund with the local authority who had not raised any objections. The SBM also outlined the current position in relation to any future trips</p>
Resolved:	That authority be given to utilise the School Fund to reimburse parents for cancelled or re-scheduled School trips.
Agenda item 9	3G PITCH UPDATE
Discussion:	<p>At the request of the Chair, Mr Wheeler updated the Governors in respect of the current position regarding the construction of the 3G Pitch.</p> <p>Mr. Wheeler advised that there had been some issues regarding the drainage survey which would have a knock-on impact on construction. It was likely that the issue would add 4 weeks onto the completion date putting it back to April 2021.</p> <p>Work was progressing well with the off- site construction of the Changing Pavilion</p>
Resolved:	That the progress report in respect of the 3G Pitch be noted
Agenda item 10	DATES OF FUTURE MEETINGS
Decision:	<p>Monday 12th October 2020 at 5.00pm</p> <p>Monday 9th November 2020 at 5.00pm</p> <p>Monday 7th December 2020 at 5.00pm</p>

There being no further business the meeting ended at 18.10