



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

Date:	Monday 7 th December 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 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 Parent Governor Co-opted Governor Co-opted Governor
Absent:	Mr G Corker	
In attendance:	Mrs S Warburton Mr I Duffell Mr M Vickers John Addison	Deputy Head Teacher Head of 6 th Form 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 an apologies for absence had been received from Ms R Clarke and Mr C Jennings.
Resolved:	That the apologies for absence received from Ms R Clarke and Mr C.Jennings be accepted.

Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 9 th November 2020.
Resolved:	That the minutes of the meeting of the Governing Body held on 9th November, 2020, be approved as a correct record and signed by the Chair.

Agenda item 3	ACTION LOG
Discussion:	The Action Log was reviewed and updated. Governors were advised that in relation to the traffic management issues previously discussed, School had been informed that Cheshire West and Chester Council proposed to reduce the speed limit outside School to 30mph and to install a pedestrian crossing.

Agenda item 4	HEADTEACHERS REPORT
	<p>The Headteacher submitted the following report to Governors.</p> <p>The School was coming towards the end of a very challenging term and, the commitment and resilience of staff continued to impress. Apart from two long-term absences of teaching colleagues due to Covid, staff absence had been minimal, enabling the School to operate as smoothly and effectively as it could given the circumstances. Not only had staff continued to operate all necessary Covid measures, they had also undertaken very important Key Stage 3 assessments and had to support a significant number of students who had had to undertake periods of self-isolation at home.</p> <p>Aside from enforced self-isolation periods, student attendance had continued to be high with Years 9 and 10 in particular having been affected by a small number of positive Covid cases which had generally resulted in about 10% of students having to self-isolate at any one time, which was lower than the 20% reported nationally a couple of weeks ago. The Key Stage 3 assessment window in November was relatively unaffected by Covid-related absence and the resulting data would be invaluable in terms of evaluating student progress after a disrupted 2020 and informing future teaching and intervention in 2021.</p> <p>Looking forward to next term there had been some relatively positive news recently in terms of the reduction of Covid cases locally and nationally and also the vaccination plans for the next few months, inevitably as a Senior Leadership Team School had started to think about how it could slowly return to more 'normal' ways of working and give students a fuller curriculum experience. The uncertainty of the effect of the Christmas period on the Covid picture meant that School had decided to continue with current arrangements at the start of Spring Term but had begun planning how students in all cohorts might get greater access to specialist teaching rooms once local and national confidence began to grow, hopefully later on in the Spring Term (maybe at the start of February or after the February half-term break). This was something which School had started to discuss as a Frodsham and Villages Schools Partnership as it was felt that it would be reassuring for parents if both ourselves and our primary partners started to widen the curriculum offer and ways of working at a similar moment in the academic year.</p> <p>One key introduction to School working in the Spring Term would be the beginning of the 'Catch-Up' programme, using monies from the £1bn national fund to provide intervention planned to assist students to 'catch-up' following the disruption to their learning due to the pandemic. Amy Pritchard-Roberts had put a lot of work into the construction of our 'Catch-Up' plan and it was suggested that Amy was invited to present further detail to governors in the Spring Term. Mr Devereux-Roberts commented that the presentation by Amy Pritchard-Roberts to the primary sector was really beneficial as to how the School was proposing to use the Catch-Up Funds. The Headteacher advised that the School was expecting to receive in the order of £90,000.</p> <p>Looking to the future, government announcements last week had provided much detail and context for the rest of this academic year and work with Years 11 and 13 in particular. GCSE and A-Level examinations were clearly going to go ahead, with the introduction of extra support likely to result in a delay to our Year 11 and 13 PPE examinations in the Spring Term in order that they could undertake 'mock' examinations which would be similar to those that they would experience in the summer.</p> <p>Although results would not be reported publically in the form of the Department for Education Performance Tables, the announcement made it clear that schools should and would be held accountable for summer 2021 examination results, with measures such as Progress 8 being calculated and shared with bodies such as Ofsted. With such a focus on keeping students, families and staff safe this term there had been times when such levels of</p>

	<p>accountability would have probably felt a little unreasonable for schools (none more so than those where whole Year 11 and 13 cohorts had been self-isolating). However hopefully more settled spring and summer terms would mean that such approaches started to feel more appropriate as a return to more 'normal' ways of operating emerged.</p> <p>The Chair commented that it would be really useful to find out what it was like to be a student at the moment especially in Yrs 11 and 13. The Headteacher advised that he knew that Yr11 students had been anxious as to whether examinations would take place, however, following the recent Government pronouncement that anxiety had now transferred to what GCSE topics would be offered and what aids would be available to them.</p> <p>It was noted that students would also have a concern that in future years, employers would not look at students lower grades and correlate them to the disruption to their education caused by Covid. Mrs Critchley commented that as a parent of a Yr10 student they had different concerns about the future.</p> <p>Finally, Governors enquired about the health of the 2 teachers who were currently absent owing to Covid. The Headteacher advised that one was making positive progress although one member of staff was not making such good progress.</p>
Resolved:	That the report be noted.

Agenda item 5	SUMMER 2020 YEAR 13 DESTINATIONS
Discussion:	<p>The Head of 6th Form (ID) submitted details of the destinations of those students who had left 6th form in 2020. ID stressed that the destinations had been checked and chased and the information provided was as up to date as possible. Information was provided under the following headings, viz</p> <ul style="list-style-type: none"> • University; • Degree Apprenticeship; • Apprenticeship; • Employment; • College Course; • Gap Year; • Resitting Year 13; and • Destination Unconfirmed. <p>ID commented that the numbers of destinations unconfirmed was higher than normally expected. Mrs Critchley asked if the School could offer any support to these former students. ID advised that School was maintaining its commitment to these individuals by way of access to the Careers Advisor and would keep in touch with them into the New Year.</p> <p>The Chair asked how the School compared with other High Schools in the area. ID advised that there was no specific comparative data but was confident that most Schools were in the same position.</p> <p>ID advised that School was working with the current Yr13 students about possible future destinations but because of not being able to attend open days or walk around the campus on Universities, students seemed less enthusiastic about identifying choices. Dr Morley confirmed that this was the case across the sector and that Universities might be looking at their offer criteria owing to the Covid situation.</p>
Resolved:	That the report be noted

Agenda item 6	6th FORM MARKETING
Discussion:	<p>The Head of 6th Form (ID) advised that the School had up-dated its 6th Form prospectus which was now on the website for external candidates whilst current Yr11 students had been given hard copies. A virtual Open Evening had been held and around 150 families had dialled in. The format was a 30 minute presentation followed by a question and answer session. Mr Wheeler advised that he had attended the event and found it to be pitched at the right level to engage students and stressed the whole 6th form experience rather than just the academic offer.</p> <p>ID advised that further initiatives revolved around the production of a professionally produced video featuring current 6th form students and offering Yr 11 students virtual taster sessions around what a 6th form lesson looked like. It was hoped to do live sessions in the Summer term should regulations allow.</p>
Resolved:	That the report be noted

Agenda item 7	SAFEGUARDING UPDATE																																																																																																																														
Discussion:	<p>The Deputy Head Teacher submitted the following Autumn 2020 attendance data correct as at 27th November 2020, viz:-</p> <table border="1"> <thead> <tr> <th>Year group</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Number of students</td> <td>223</td> <td>245</td> <td>224</td> <td>198</td> <td>228</td> <td>1118</td> </tr> <tr> <td>% absence</td> <td>3.89%</td> <td>5.03%</td> <td>6.32%</td> <td>7.38%</td> <td>5.11%</td> <td>5.55%</td> </tr> <tr> <td>% attendance</td> <td>96.11%</td> <td>94.97%</td> <td>93.68%</td> <td>92.62%</td> <td>94.89%</td> <td>94.45%</td> </tr> <tr> <td>Number of PA students</td> <td>26</td> <td>33</td> <td>32</td> <td>35</td> <td>33</td> <td>159</td> </tr> <tr> <td>% PA absence</td> <td>11.66%</td> <td>13.47%</td> <td>14.29%</td> <td>17.68%</td> <td>14.47%</td> <td>14.31%</td> </tr> <tr> <td>Number of D students</td> <td>53</td> <td>40</td> <td>48</td> <td>32</td> <td>44</td> <td>217</td> </tr> <tr> <td>% D absence</td> <td>6.91%</td> <td>10.36%</td> <td>10.53%</td> <td>19.49%</td> <td>9.33%</td> <td>11.32%</td> </tr> <tr> <td>% D attendance</td> <td>93.09%</td> <td>89.64%</td> <td>89.47%</td> <td>80.51%</td> <td>90.67%</td> <td>88.68%</td> </tr> <tr> <td>Number of D PA students</td> <td>12</td> <td>10</td> <td>10</td> <td>13</td> <td>15</td> <td>60</td> </tr> <tr> <td>% D PA</td> <td>22.64%</td> <td>25%</td> <td>20.83%</td> <td>40.63%</td> <td>34.09%</td> <td>28.64%</td> </tr> <tr> <td>Number of CLA students</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>6</td> </tr> <tr> <td>% CLA absence</td> <td>0%</td> <td>0</td> <td>33.18%</td> <td>0</td> <td>10.42%</td> <td>8.72%</td> </tr> <tr> <td>% CLA attendance</td> <td>100%</td> <td>100%</td> <td>66.82%</td> <td>100%</td> <td>89.53%</td> <td>91.27%</td> </tr> <tr> <td>Number of CLA PA</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>% CLA PA</td> <td>0%</td> <td>0%</td> <td>50%</td> <td>0%</td> <td>100%</td> <td>33.3%</td> </tr> <tr> <td>Number of SEND EHCP</td> <td>1</td> <td>6</td> <td>0</td> <td>3</td> <td>1</td> <td>11</td> </tr> <tr> <td>% SEND</td> <td>4%</td> <td>19.64%</td> <td>0</td> <td>34.78%</td> <td>19.61%</td> <td>15.60%</td> </tr> </tbody> </table>	Year group	7	8	9	10	11	TOTALS	Number of students	223	245	224	198	228	1118	% absence	3.89%	5.03%	6.32%	7.38%	5.11%	5.55%	% attendance	96.11%	94.97%	93.68%	92.62%	94.89%	94.45%	Number of PA students	26	33	32	35	33	159	% PA absence	11.66%	13.47%	14.29%	17.68%	14.47%	14.31%	Number of D students	53	40	48	32	44	217	% D absence	6.91%	10.36%	10.53%	19.49%	9.33%	11.32%	% D attendance	93.09%	89.64%	89.47%	80.51%	90.67%	88.68%	Number of D PA students	12	10	10	13	15	60	% D PA	22.64%	25%	20.83%	40.63%	34.09%	28.64%	Number of CLA students	1	1	2	1	1	6	% CLA absence	0%	0	33.18%	0	10.42%	8.72%	% CLA attendance	100%	100%	66.82%	100%	89.53%	91.27%	Number of CLA PA	0	0	1	0	1	2	% CLA PA	0%	0%	50%	0%	100%	33.3%	Number of SEND EHCP	1	6	0	3	1	11	% SEND	4%	19.64%	0	34.78%	19.61%	15.60%
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EHCP absence						
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Number of SEND K	22	14	22	17	16	91
% SEND K absence	6.82%	4.98%	10.37%	10.31%	5.15%	7.53%
% SEND K attendance	93.18%	95.02%	89.63%	89.69%	94.85%	92.47%
Number of SEND K PA	3	3	6	6	4	22
% SEND K PA	13.64%	21.43%	27.27%	35.29%	25%	24.53%

PA = persistent absentee (student with less than 90% attendance)

The RAG rating had been based upon how close the School data was to full cohort historic national data. Any categories for which there was national data was RAG rated: green if it was in line with or better than national data, amber if it was below but close to national data and red if there was a significant difference between School data and national data (the percentage considered to be significant varied depending upon the size of the values being considered and varied from 2% to 18%).

In respect of the impact of Covid on attendance data, students who were absent due to the need to quarantine or through self-isolation were marked with an X code in the register. X codes were not included in absence figures so, if a student missed 10 school days or 20 sessions due to self-isolation, the number of possible sessions they could attend in an academic year reduced by 20. This meant that this period of absence was not counted as part of their absence record but also resulted in each day of absence counting as a slightly higher percentage of their overall attendance. This would be relatively insignificant for one period of isolation but not for several. However, if a student had a positive Covid test, the code changed from X to I, which did count as part of their absence record.

The following actions were taking place:-

- School staff continued to have weekly attendance focus meetings to monitor attendance below 90%, identify concerns and ensure that the actions on the attendance flow chart (previously circulated to Governors) were implemented; and.
- Disadvantaged and SEND student attendance mentoring for PA students was starting in December (Disadvantaged) and January (SEND). PPLs/ SENDCO were identifying students to be supported in this way. Students would be put on an IAP – individual attendance plan – to support improvement.

The Chair asked if it was possible to compare this data against other local high schools. The Deputy Headteacher advised that it was difficult to compare as other Schools were reluctant to share their data but that she was confident that Helsby HS compared reasonably favourably. Persistent absence was still a major challenge with the same children being identified year upon year. School took all necessary measures including

	sending Fixed Penalty Notice paperwork to the local authority but School was not advised if any action was subsequently taken. It was also reported that certain families were familiar with the process and sent their children back into School for a short time during the monitoring period to temporarily improve attendance and avoid being issued with a fine.		
Resolved:	That the report be noted		
Agenda item 8	GOVERNANCE		
Discussion:	<p><u>Skills Audit</u> The Clerk advised that most of the skills audit pro-formas had been returned and a narrative prepared. Once this had been shared with the Chair of Governors and the Headteacher, this would be circulated to Governors.</p> <p><u>Future Governance Focus</u> The Chair had requested Governors to begin to give some thought prior to this meeting into areas of governance that should be considered in the Spring and Summer terms. The following areas were suggested</p> <ul style="list-style-type: none"> • Overview of progress and attainment; • SEND provision and outcomes; and • behaviour in School. <p>The Headteacher suggested that overview of progress and attainment and behaviour in School could be covered at the next meeting whilst SEND provision and outcomes would be an area for discussion later in the Spring term as the School's recently appointed SENDCo would have formed a judgement on how the School was progressing.</p>		
Resolved:	<ol style="list-style-type: none"> 1. That the position in relation to the Skills Audit be noted. 2. That progress and attainment and behaviour in School be items for discussion at the next meeting 		
Action:	What:	Who:	When:
	Arrangements be put in place to circulate the outcome of the Skills Audit to Governors	Clerk	ASAP
	Progress and Attainment and Behaviour In School be items for discussion at the next meeting	Clerk	Next Meeting
Agenda item 9	FINANCE UPDATE		
Discussion:	<p><u>Month 8 Update</u></p> <p>The School Business Manager had previously circulated the Budget Control Statement as of November 2020 and advised Governors that as per previous meetings the key area to look at was the final column - 'Variance from Total Budget'. November was period 8 of 12 in the financial year so School should have at least 33% of its budget remaining.</p> <p>The School was on track to come in under budget and a report would be made to Governors in the New Year as to the potential size of the surplus. As previously reported, there would be an overspend on cleaning/cleaning materials (Covid related) maintenance (Covid related) marketing (as a result in decisions to invest in virtual meetings) and IT (improvements to infrastructure and purchase of laptops and iMacs).</p> <p>The School Business Manager reminded Governors of a previous decisions to allocate £125,000 of School funds for capital projects involving the refurbishment of the Food Technology Classrooms and security works involving fencing the School perimeter. By its nature, the Food Technology Project could not be done during the Summer when the country was in national lockdown as a result of Covid 19 and could not be done whilst students were in School and owing to the level of disruption caused and would have to be re-scheduled to</p>		

	<p>Summer 2021. In relation to the fencing of the School perimeter, some works had been completed (c£15,000) but the remainder would have to wait for the completion of the 3G pitch. Accordingly, the School Business Manager sought the approval of Governors to vire the remaining £110,000 to a number of budget headings. It was stressed that the monies would be available to complete the capital works in 2021 and that the proposal was an accounting measure. The proposed virement would be as follows:-</p> <ul style="list-style-type: none"> • £36,000 to the Maintenance Budget heading; • £35,000 to the IT Budget heading; • £15,000 to the Cleaning Budget heading; • £18,000 to the Furniture Budget heading (to purchase replacement Dining Room furniture); and • £5,000 to the Security Budget heading (to purchase a system to allow doors to be locked and require a swipe card to gain entry in the toilets) <p>Governors sought and received assurances that the capital monies were not part of the School's DFC funding and that the projected virement to increase the budget headings indicated would not increase the School's carry forward figure to such an extent that it would make the School subject to any clawback from the local authority.</p> <p>Mrs Critchley asked if any thought had been given to providing extra cover for students when they were expected to be outdoors in cold and wet weather? The School Business Manager advised that the provision of outdoor canopies had been considered when planning the re-opening of the School in the Summer. It was considered to be very expensive and likely to be a temporary measure as it was hoped that School could return to normal procedures early in the New Year which would result in students not having to spend as much time outside.</p> <p>Mr Devereux-Roberts enquired if the School was proposing to seek reimbursement from Government for the additional cleaning products purchased. The School Business Manager advised that he was not confident of any success in any claim but would investigate further.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the month 8 Budget update be noted. 2. That approval be given to vire the following amounts to the budget headings indicated <ul style="list-style-type: none"> ○ £36,000 to the Maintenance Budget; ○ £35,000 to the IT Budget; ○ £18,000 to the Furniture Budget ○ £5,000 to the Security Budget 3. That the School Business Manager investigate the possible reimbursement of costs incurred in purchasing additional cleaning materials.
Agenda item 10	POLICIES
Resolved:	That this matter be deferred to the next meeting
Agenda item 11	3G PITCH UPDATE
Discussion:	<p>Mrs Critchley had circulated a report detailing the current position regarding the construction of the 3G Pitch.</p> <p>The report detailed revised income and expenditure figures and gave an update on booking details of the Frodsham Junior Football Club.</p> <p>In addition, Mr Wheeler reported that there had not been any significant changes.</p>

	<p>The revised location of the Changing Pavilion had been agreed, the blocked drain had been identified and a contingency plan developed for the operation of the facility.</p> <p>The project remained within budget, however, the completion date was significantly compromised, with the facility opening date remaining at June 2021.</p>
Resolved:	That the progress report in respect of the 3G Pitch be noted.
Agenda item 11	DATES OF FUTURE MEETINGS
	<p>Monday 18th January 2021 at 5.00pm Monday 22nd February 2021 at 5.00pm Monday 15th March 2021 at 5.00pm</p>

There being no further business the meeting ended at 18.20