



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

Date:	Monday 19th April 2021 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 H Coy Mr A Wheeler Mr I Devereux-Roberts Ms R Clarke Mr C Jennings	Co-opted Governor Co-opted Governor Head Teacher LA Governor Co-opted Governor Parent Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Co-opted Governor
Absent:		
In attendance:	Mrs S Warburton Mrs K Neal (for item 2) Mrs G Walker (for item 2) Mr M Vickers John Addison	Deputy Head Teacher Senior Assistant Head Teacher SENDCO 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. An apology for absence was received and accepted from Mrs O’Hare

Agenda item 2	QUALITY OF EDUCATION
Discussion:	<p>Mrs Neal, Senior Assistant Head Teacher gave a detailed presentation in respect of the Quality of Education provision at Helsby HS.</p> <p>The first slide detailed the changes made to the Curriculum from Summer term 2019 to date. Mrs Critchley asked if the changes had been major or merely minor adjustments? Mrs Neal replied that changes depended very much on subject matter. Some subjects such as science which were dependent on conducting experiments didn’t lend themselves well to remote learning. Mrs Critchley asked if it was possible to catch up on science experiments? Mrs Neal responded that some practical subjects such as art and drama had had to be taught in classrooms rather than in specialist areas and although teachers had tried really hard, it was not the same. There was a need to ensure that skills and experiences were maximised going</p>

forward. Mrs Critchley suggested that there was a need to reassure parents that School was conscious of these issues and was taking steps to address them.

The presentation then went on to describe what the objectives would be in 2020/21 in respect of the quality of teaching and learning and what monitoring would be undertaken.

Mrs Neal commented that many strengths had been identified via Departmental Self Review and was consistent across all Departments.

The outcomes identified as a result of the review of remote teaching and learning suggested that the following areas had been identified as requiring further development

- Difficulty in judging the completion of work, understanding and progress when students did not engage fully in remote lessons
- Employing the most effective ways of monitoring & supporting those students who did not engage
- Monitoring the level of disengagement and creating a focused monitoring list
- How to improve return/submission rate of MS Teams assignments
- Developing ways of reading and analysing longer texts online that avoided cognitive overload for students
- Exploring ways to encourage independent student engagement with some practical work which needed more time spent on them than just in lessons
- Gathering student voice to aid future learning
- How to better support SEND students
- Encouraging periods of silence for reflection on learning and deeper thinking

As a result of these development areas the following actions had been put in place

- Subject staff were swiftly building a picture of where each student was at in terms of their learning and assessing through class and homework tasks against end of year grades
- Individual and whole class support and interventions were taking place in each curriculum area for all students identified below target but especially Disadvantaged students
- National Tutoring Programme catch up was in place for identified students in Core Subjects after School
- SEND Dept was providing targeted support for specific SEND needs
- Pastoral colleagues were providing support for students experiencing attendance, social & emotional issues.

The Chair asked if there were any summary documents of the findings of Departmental Surveys which Governors could consider. Mrs Neal advised that she would circulate these to Governors.

In respect of the overview of progress and attainment Governors were advised as follows, viz:-

- Summer 2020 return of year 10 & 12 – time in School exploited to ascertain progress through lots of **low stakes assessment** eg quizzing, multi-choice activities, games, verbal questioning etc & retrieval practice activities– anecdotal evidence suggested progress was not as bad as feared although some gaps in knowledge identified with difficult concepts/ curriculum areas
- Similarly for all students on their return in September 2020 lots of low stakes assessment & retrieval practice tasks carried out in addition to new curriculum

	<p>coverage</p> <ul style="list-style-type: none"> Autumn Term – Assessment Week for KS3 took place in lessons with core tasks providing data on progress – correlation between lack of engagement with remote T & L and progress but assessment also focussed on recent work covered No formal testing or high stakes assessments carried out due to regular periods of self isolation by groups of students due to Covid Yr 10 & 12 Assessment week planned for January did not take place due to the lockdown Jan- March 2021 Regular assessment eg Core Tasks carried out remotely via Assignments on MS Teams – once again a high correlation between the progress made and the extent of engagement but also difficulty in assessing accurately due to “open-book” nature of Assessments March 2021 –current lots of low stakes assessment & mini-tests etc carried out in class Post Easter 2021 – Full schedule of Assessments & data reporting to resume <p>Mrs Neal advised that these initiatives would produce data which could be shared with Governors. In respect of SEND students, Mrs Walker commented that the engagement of SEND students to remote learning had worked well although some had found it challenging. SEND specific data would be available after the half term assessments. The low stakes assessments could identify students who had a cause for concern and which could be referred to the SENDCO for review of individual needs. The lack of Yr6 data had been an issue.</p> <p>Mrs Neal advised that the data would be inputted into the SISRA analytic tool to give predicted grades. Any specific issues would be discussed with individual students. Mrs Critchley re-iterated her previous comment around communicating what School was doing with parents.</p> <p>The presentation concluded with the Support provided to students during lockdown together with student voice and performance management.</p> <p>The Chair asked what had gone well and what lessons had been learned by School. Mrs Neal advised that every pupil/parent had been contacted personally to check on welfare. This had built up good relationships with families. Yr 10 and 11 students had shown a degree of anxiety over exam concerns which could lead to some mental health issues. Some students had found returning to a structured school environment difficult. Ms Clarke commented that a major strength was the communication with staff and parents. Mrs Walker commented that School had developed an efficient lesson monitoring and tracking model which enabled contact to be made with students who were not engaging with remote learning. The Chair asked Mrs Walker if it would be possible to talk to Yr6 children transitioning into School in September 2021? Mrs Walker advised that every effort would be made to do so. Mr Devereux-Roberts commented that it was important to have such a discussion especially where children were vulnerable.</p>		
Resolved:	That Mrs Neal and Mrs Walker be thanked for the informative presentation		
Action:	What	Who:	When
	That Departmental analysis of remote teaching and learning by individual Departments be circulated to Governors	KN	ASAP

Agenda item 4	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 15 th March 2021.
Resolved:	That the minutes of the meeting of the Governing Body held on 15th March 2021, be approved as a correct record and signed by the Chair.
Agenda item 5	ACTION LOG
Discussion:	The Action Log was reviewed and updated.
Agenda item 6	GOVERNANCE
Discussion:	The Chair recommended Governors to visit the NGA Weekly Bulletins which were both informative and brief. The NGA also offered access to various forums which were also very useful
Resolved:	That the report be noted.
Agenda item 7	HEADTEACHERS REPORT
	<p>In opening his report, the Head Teacher commented that It seemed a long time now since that first Monday evening in January when Schools were closed as part of a second major national lockdown. Since then students had been taught remotely for 8 weeks and then welcomed them back into the building for the final 4 weeks of term. It had been abundantly clear to all how pleased students were to return to School. It was apparent that many of them found the recent lockdown much more difficult than the first, not least because the winter weather limited so much outdoor activity - in contrast to the warmth and sunshine of last spring and summer.</p> <p>Student attendance remained high throughout the final 4 weeks of the Spring Term and the vast majority of students were very compliant with all the Covid measures in place in School, with no reported issues regarding the wearing of face-coverings in classrooms. The vast majority of students also appeared to have continued to participate in the asymptomatic testing programme, joining staff in taking two Lateral Flow Device tests at home per week. Although there had been some staff absence due to the taking of these tests more widely (their children testing positive or childcare challenges due to their children having to self-isolate as a result of 'close contact' with a positive case), there had only been the one positive test result directly connected to the School. This was the positive result on Friday 19th March which resulted in over 50 Year 10 students going home to self-isolate, although that direction was withdrawn the following day as a result of a negative confirmatory PCR test result.</p> <p>Summer Term As Governors would be aware from the Friday 26th March Staff Briefing 5 key areas had been identified upon which School would focus during what would be another challenging term (although hopefully relatively much less so in terms of Covid-disruption):</p> <p>Return to specialist classroom-teaching at some stage: This was something that staff and students alike were very much looking forward to, particularly in terms of the learning opportunities which would open up as a result. However, it would need careful management, especially now that current ways of working had become so embedded, and it would also be an opportunity to re-affirm expectations of student conduct around School. Recent news that</p>

face-covering wearing in classrooms (and all the other elements of the DfE's expected 'Hierarchy of Controls' in Schools) would continue until at least 17th May probably meant that any different ways of working won't be possible until that date at the earliest though.

Assess and grade Year 11 and 13 with accuracy and integrity: Not receiving national guidance until the final week of term had created real pressure on Schools - as had the various contradictions and the many areas of vagueness within the guidance. School was fortunate to have a very strong team of subject leaders who would rise to the challenge this task would provide. They had already responded to the guidance at very short notice to inform students' work over the Spring Break and would need to work together in the first week back after the break to finalise arrangements for the 5-week assessment window which would begin on Monday 26th April. Tribute needed to be paid to Year 11 and 13 students and parents - despite all the anxiety that must be present there had been no pressure at all from them, in contrast to that being described by the media as occurring in other Schools. By way of an update, the Head Teacher advised that a meeting of the SLT had been held that day and the process was progressing at good pace

The Chair suggested appointing a specific Governor to ensure that School was receiving all the support required and suggested Mr Jennings could adopt this role for Yr13. Governors should contact the Chair if they were interested in supporting School in respect of Yr11.

Assess and report student progress in Years 7/8/9/10/12: Governors would be aware from previous correspondence that the biggest pressure for teaching staff in the summer term would come from meeting all the assessment and reporting demands upon them. This was a very important piece of work though: not only would it inform and hopefully provide reassurance (for students and parents) in terms of student progress, but also the information gained after such a disrupted 12+ months would prove invaluable in terms of 'recovery' curriculum planning for the 2021-22 academic year. A virtual parents evening would be arranged to provide the relevant information.

Successfully transition Year 6 students: It was hoped that Year 6 students would be able to visit the School this July, although inevitably the transition programme would be different from that in previous years. Senior Leaders were looking forward to working with Gemma Walker and our partner primary schools to put in place a programme which provided the best possible support, including accessing government funding for a summer school as part of our provision for the most vulnerable Year 6 students. However, nothing concrete could be put in place until definitive Government guidance had been received.

Dr Morley asked if there would be any extended transition arrangements for the current year 7? The Head Teacher commented that there was a need for a second round of transition arrangements as Yr7 students had not been able to access a large part of the School building

Be ready for the start of the new academic year in September: As well as designing the crucial curriculum plans described above, and all the usual operational work, this would include construction of another 1-year 'recovery' 2021-22 School Development Plan, ensuring School was fully staffed for September and the considerable number of developments to the premises which were planned. Tor Cross and Aaron Needham had been appointed to the roles of Extended Leadership Team member and SEND Deputy Department Leader just before the end of term and currently there were four teaching roles to be filled (D&T Faculty Department Leader, Food, History and PE). The announcement that construction of the 3G Pitch was about to start had given everybody a real lift and the School site promised to be very busy this summer with major work also planned in the Design and Technology, Science, Media and English areas.

Resolved:	That the report be noted.		
Action:	What	Who:	When
	Expressions on interest in becoming the Yr11 support Governor be made to the Chair.	Governors	ASAP

Agenda item 8	SAFEGUARDING UPDATE
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Discussion:	<p>Mrs Warburton presented the following:-</p> <p>Attendance summary from 2nd September 2020 to 1st April 2021</p> <table border="1"> <thead> <tr> <th>Group</th> <th>2 Sept – 18 Dec</th> <th>4 Jan – 5 March</th> <th>8 March – 1 April</th> <th>2 Sept – 1 April</th> </tr> </thead> <tbody> <tr> <td>Y7</td> <td>95.8%</td> <td>73.8%</td> <td>94.5%</td> <td>94.7%</td> </tr> <tr> <td>Y8</td> <td>94.7%</td> <td>49.7%</td> <td>95.4%</td> <td>93.5%</td> </tr> <tr> <td>Y9</td> <td>93%</td> <td>41.5%</td> <td>94.5%</td> <td>91.8%</td> </tr> <tr> <td>Y10</td> <td>92.8%</td> <td>20.1%</td> <td>94.9%</td> <td>91.6%</td> </tr> <tr> <td>Y11</td> <td>94.6%</td> <td>46.8%</td> <td>95.5%</td> <td>93.8%</td> </tr> <tr> <td>Whole school</td> <td>94.2%</td> <td>46.4%</td> <td>95.0%</td> <td>93.1%</td> </tr> </tbody> </table> <p>In respect of safeguarding the following information was provided:-</p> <table border="1"> <thead> <tr> <th></th> <th>Yr7</th> <th>Yr8</th> <th>Yr9</th> <th>Yr10</th> <th>Yr11</th> </tr> </thead> <tbody> <tr> <td>CP</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CIN</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> </tr> <tr> <td>TAF</td> <td>1</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> </tbody> </table>					Group	2 Sept – 18 Dec	4 Jan – 5 March	8 March – 1 April	2 Sept – 1 April	Y7	95.8%	73.8%	94.5%	94.7%	Y8	94.7%	49.7%	95.4%	93.5%	Y9	93%	41.5%	94.5%	91.8%	Y10	92.8%	20.1%	94.9%	91.6%	Y11	94.6%	46.8%	95.5%	93.8%	Whole school	94.2%	46.4%	95.0%	93.1%		Yr7	Yr8	Yr9	Yr10	Yr11	CP	1					CIN	1	1	2	1	2	TAF	1	4	4	4	4
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Resolved:	That the report be noted
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Agenda item 9	FINANCE UPDATE
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Discussion:	<p><u>Latest Financial Position</u></p> <p>The SBM advised that the draft budget had been submitted to the local authority although School had until the end of May to make any changes. A report would be made to the May meeting of the FGB which would involve Departmental spending.</p> <p>The predicted carry forward figure was in the region of £694,000 although this was likely to increase as School had been advised by the local authority that some additional income in the region of £50,000 could be expected in respect of grant income.</p> <p>The Chair asked the SBM to liaise with Mr Wheeler as Finance Link Governor before the next meeting to produce a headline report</p>
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Resolved:	That the latest financial position be noted
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Discussion:	<u>Manual of Internal Financial Procedures and Bad Debts</u>
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Resolved:	That these items be deferred to the next meeting.
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Discussion:	<p><u>Latest Position re 3G Pitch</u></p> <p>Mr Wheeler had advised Governors that enabling works on the 3G pitch had commenced on 8th April 2021 and that the main building work would commence on 17th May 2021. The project was still within budget and still had a contingency fund of £45,000. A time lapse camera had been installed so as to record progress which could be loaded onto social media.</p>
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	Mrs Critchley advised that the Steering Group would recommence meeting and that a Twitter account had been set up
Resolved:	That the position be noted
Agenda item 10	DATES OF FUTURE MEETINGS
	Monday 10th May 2021 at 5.00pm Monday 14th June 2021 at 5.00pm Monday 5th July 2021 at 5.00pm

There being no further business the meeting ended at 18.35