



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

Date:	Monday 5th July 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	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
Absent:	None	
In attendance:	Mrs S Warburton Mr J Cooney Mr M Vickers John Addison	Deputy Head Teacher Assistant 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.

Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 14 th June 2021.
Resolved:	That the minutes of the meeting of the Governing Body held on 14th June 2021, be approved as a correct record and signed by the Chair.

Agenda item 3	ACTION LOG
Discussion:	The Action Log was reviewed and updated.

Agenda item 4	PRESENTATION – OUR WAY OF WORKING
Discussion:	<p>Mr Cooney attended the meeting to give a brief presentation on Our Way Of Working.</p> <p>Governors were advised that Our Way of Working was an initiative of the West Cheshire Children’s Trust which was seeking to develop a common and consistent approach to how it worked with children and families across the partnership. This way of working drew on Trauma Informed Practice and Motivational Interviewing and two frameworks for multi-agency review, reflection and decision making: Multi Agency Group Supervision and Learning Conversations.</p> <p>Schools were integral partners to this vision and the Trust wanted to use its’ emerging shared language and understanding of the impact of trauma to start to shape and develop practice, systems and process.</p> <p>During Covid-19 the multi-agency partnership had researched and built upon Our Way of Working to develop a Covid-19 Recovery approach to support all front-line workers including schools. The document reflected on how Our Way of Working could be developed and applied within a school context. It considered key principles which underpinned Trauma Informed Practice, approaches which were aligned with Trauma Informed Practice, as well as training which was available to schools in Cheshire West and Chester (CW&C).</p> <p>Mr Cooney commented that, in children, trauma could be described as Adverse Childhood Experiences (ACEs) and could arise from abuse, neglect or household dysfunction.</p> <p>In giving his presentation Mr Cooney referred to a document prepared by West Cheshire Children’s Trust which gave detailed information under the following headings:-</p> <ul style="list-style-type: none"> • What was trauma; • Trauma Informed Practice; • What was Motivational Interviewing; • Covid-19 Recovery; • Aim of the Trauma Informed Continuum; • Applying OWOW; and • Developing OWOW through creating trauma informed schools. <p>Following the presentation, Mr Cooney asked Governors for any questions or points of understanding.</p> <p>Mrs Critchley asked if this was an area which Governors needed to have a better understanding of and whether it needed to be shared with a wider audience. Mr Cooney advised that it was an area for Governor development but suggested that staff needed to be fully trained before being exposed to a wider audience. It was a big shift in the way schools operated and it needed to be embedded into the organisations culture. Ms Clarke asked about timescales for staff training. Mr Cooney advised that it would be included in the staff CPD calendar, but it was not a quick process, and it would be some time before it became embedded into the organisation.</p> <p>In response to a question from the Chair about how it could make a difference, Mr Cooney outlined a scenario involving a Year 7 pupil around how a change in approach advocated in OWOW led to a positive experience rather than the pupil becoming disengaged.</p> <p>Mrs Coy advised that the process was being used by Elton Primary School who were using it to tailor its approach to specific children which was having a big impact but asked if this would necessitate a review of some of the school’s policies. Mr Cooney agreed that some of the language contained in the school’s policies would need to be reviewed.</p>

	<p>Ms Clarke asked what the ramifications for students were who witnessed a new approach in that an action which might have previously attracted a sanction now might not. Mr Cooney suggested that it centred around teaching staff dealing with the issue in a different manner and being aware of the implications of language used or further disengaging certain children/families.</p> <p>Finally, Dr Morley commented that it was a useful research based approach which could inform how PHSE was taught in school.</p>
Resolved:	That Mr Cooney be thanked for his informative presentation.
Agenda item 5	GOVERNANCE
Discussion:	<p><u>Provisional Dates of Future Meetings</u> The following provisional dates of future meetings were put before Governors for approval</p> <ul style="list-style-type: none"> • FGB Business Meeting – 20th September 2021 • Quality of Education Committee – 4th October 2021 • Resources Committee – 11th October 2021 • PDBA Committee – 8th November 2021 • FGB – 13th December 2021 <p>What format the meetings should take in the Autumn term was still in doubt although the Chair asked that if any Governors intended to visit school, they took a Lateral Flow Test before doing so. In respect of membership of the Committees, the Chair suggested that because of the large number of parent governor vacancies, all governors be invited to attend the meetings until the vacancies had been filled.</p> <p><u>Membership</u> The Chair advised that Mr C Jennings and Mrs J O’Hare had tendered their resignations from the FGB.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the provisional meeting dates for the Autumn term be approved. 2. That the format of meetings be re-visited in the Autumn term. 3. That the resignations of Mr Jennings and Mrs O’Hare from the FGB be accepted and governors place on record their appreciation of their service.
Agenda item 6	HEADTEACHERS REPORT
	<p>The Headteacher introduced his report by stating that he had hoped that his final report of the academic year would have been a reflection on how the school had overcome the many challenges it had faced since last September and then a look ahead to a much more straightforward 2021-22.</p> <p>However, that was not possible, as the school, just like wider society, waited to see what restrictions would still be in place in the Autumn Term. Not only was that limiting what operational plans could be made for the start of September (for example, mass testing of students before they returned), but it was also affecting the ability to plan strategically for 2021-22. It was not possible to plan the re-launching of expectations of teaching and learning for example when it was unknown whether compulsory rows of seating, face-coverings, seating plans and the 2m teacher-student distance would still be a part of everyday classroom practice after the summer holiday.</p> <p>Even if school received the required guidance for September, it was debatable how much time could have been devoted to its implementation, as the all-consuming task of managing the significant rise in Covid cases seemed at times overwhelming for the Senior Leadership Team. School now had 12 positive cases and had nearly 200 students self-isolating at home.</p>

To have to enter a classroom and ask an unsuspecting student to pack their stuff away and come to a Hall to await collection from their parents and an enforced break from school and any plans that the family had for their lives was very upsetting for staff. The experience could only be traumatic for the young person and a source of frustration for their family. It had also added yet another pressure on teaching staff at this late stage in the term as they juggled lessons in school with remote learning provision, often simultaneously if they had classes who were half present and half self-isolating. School currently had no new cases now since 1st July, but the prospect of further increases in numbers of cases threatened a chaotic end of term for schools across the country. **Mrs Critchley asked how the blended learning offer was being received. Ms Clarke stated that from a staff viewpoint there did not appear to be any issues.**

Return to specialist classroom-teaching at some stage

The return to specialist classrooms continued to have a very positive effect on curriculum delivery and hence student behaviour. Of course, Year 11 and 13 having left and the large number of self-isolating students meant that currently only about 850 of the 1370 students were actually on-site, which further added to the present sense of calm in the building.

Assess and grade Year 11 and 13 with accuracy and integrity

School had submitted the Yr11 and 13 grades and provided the samples as directed, and now await any further news on whether the grades had been accepted or whether further moderation would be required. Plans were currently being progressed for the two Results Days in the middle of August and the management of the appeals process that was likely to follow in the last 3 weeks of the summer break.

Assess and report student progress in Years 7/8/9/10/12

Having assessed students, reported on progress and almost finished delivering the virtual parent consultation evenings (which had been very well-received by parents and staff), hopefully students and parents felt they had a good understanding of progress as the academic year drew to a close. The progress data itself was a 'gold-mine' of information on how learning had been affected by the events of the last 15 months and with GCSE and A-Level examination performance analysis not needed this September, analysing this data and using it to inform curriculum delivery would be a key part of the work at the start of next term.

Successfully transition Year 6 students

Once traditional transition became impossible this year, most secondary schools moved their provision on-line. Having had the foresight as a local partnership to plan delivery of a 'bubble' model though, school had been able to go ahead with the planned on-site programme. Hopefully the opportunity to visit the school before the end of term would make a real difference to the confidence of Year 6 students ahead of joining school in September. **Mrs Coy asked if there was any more information on the Summer Catch-Up. The Head Teacher advised that all plans were in place to deliver a face-to-face programme week commencing 10th August.**

Be ready for the start of the new academic year in September

The process of 'back-filling' following the recent Senior Leadership Team appointment was now almost complete. More challenging had been support staff recruitment, with numbers of applicants much lower than usual (possibly linked to the on-going national furlough scheme). Construction of the timetable was almost complete and staff had been focusing on curriculum planning, with information provided by partner primary schools on their Year 6 curriculum coverage this year forming a really important part of that planning.

School Published Admission Number (PAN) and Potential New-Build

In recent weeks Cheshire West and Chester Council (CWaC) had commissioned a review of the

current school accommodation. Consideration of current use (for example the establishment of the Student Support Centre to compensate for a reduction in support services outside of school) had resulted in a reduction in the overall Net Capacity from 1449 to 1378 (current number on roll 1363). If 2 classrooms were removed (for example the two mobile classrooms which were nearing the end of their life-span) this would drop to 1341. If two classrooms were added it would rise to 1417.

The reason for commissioning this review was that the Local Authority anticipated a significant increase in applications for September 2022 due to current Year 5 numbers in local primary schools. They originally suggested a permanent increase in PAN (from 225 to 240/250) but anticipated numbers beyond 2022 did not warrant such a move and now CWaC had asked school to accept a 'bulge' PAN for September 2022 of 240/250 (as was the case in 2019).

If this bulge PAN was agreed then CWaC had offered to add the 'expansion' money which it would generate to money they had put aside for mobile replacement to build a brand new 4-classroom teaching block to replace the 4 mobile classrooms. Although this was a very attractive offer, it would not actually increase the overall net capacity and, with a small Year 10 cohort due to leave next summer, school actually have a net increase of over 50 students in September 2022 (not taking into account any Sixth Form number increases). The net capacity would be no greater - and could be significantly less if the building works (which were bound to be on-going at that point) temporarily reduced the number of classrooms available. What was limiting the expansion money available was the number of unused 'workspaces' the school currently had due its design - with large offices and rooms which could theoretically accommodate small classes of students.

The timing of the Local Authority's expansion money claim from the DfE meant that school needed to decide whether or not to accommodate the 2022 bulge PAN before the end of this term. If it was decided this wasn't possible then school would just get the 2 new classrooms from the money the Local Authority had put aside for mobile replacement (which would replace two of the mobiles).

The basic issue was whether school could accommodate 2 extra classes of students in the current building. Coincidentally, this was exactly what the school was about to discover as the next year's timetable was being prepared without the two Food Rooms which would still be in the process of being constructed when school returned in September. How this scheduling of rooming was resolved would inform the Senior Leadership Team's views on how to progress this issue, but it was only right that the Governing Body gave this issue serious consideration. It had only arisen over the last few weeks and the Head Teacher wanted to clarify all the facts before bringing it to governors' attention - it was only in the last week or so that the Local Authority's offer has been made clear. **Governors discussed the matter in great detail and sought further information around future building plans for the area, what were the advantages and disadvantages of permanently raising the PAN and the commitment in the SILEX Plan for the school to replace the mobile classroom which would be at the school's expense.**

The Chair advised that she and the Deputy Chair and Mrs Critchley and Mr Wheeler were meeting with the Head shortly around the workings of the Committees and would discuss the matter again once the school had completed work on the 2021/22 timetable and the impact of operating the school with 2 less classrooms

As school neared the end of what had been a tumultuous year, characterised by huge changes to our ways of working occurring at very short notice, the Head Teacher placed on record his, and the Senior Leadership Team's, thanks for the support of governors during the year. In contrast to all the circumstances school had encountered, the support of governors had been

	predictable, consistent and unwavering. The Head Teacher was very grateful for that support - without it, a difficult year would have been considerably more difficult and he suspected one which the school would have navigated far less successfully.
Resolved:	<ol style="list-style-type: none"> 1. That the report be noted. 2. That governors be kept informed about the impact on the school timetable for 2021/22 when operating with 2 less classrooms
Agenda item 7	SAFEGUARDING UPDATE
Discussion:	<p><u>Safeguarding</u> Mrs Warburton presented Governors with a report which detailed the relevant safeguarding training undertaken by staff together with details of other training recently completed.</p> <p>The report went on to give details of the numbers of vulnerable students and CPOMS usage for the period 7th-28th June 2021. Mrs Warburton advised governors that the increase in numbers on CPOMS data was mainly around school tightening its stance on uniform, jewellery and make up breaches in preparation for a return to normal expectations in September. Dr Morley asked if it was possible to give an indication of the number of pupils the incidents referred too. Mrs Warburton advised that she did not know whether that information was available but would make enquiries and provide to Governors if it was.</p> <p><u>Attendance</u> Mrs Warburton then presented details of attendance figures for the whole School for the period to 25th June and also gave details of persistent absences by pupil category. Mrs Warburton referred Governors to the data contained in the columns for Yr11 students. The first column related to the last date when the students were physically in school, and the second column related to the date when they should have officially left school. For obvious reasons it did not make sense to have many students in school having completed their assessments particularly taking into consideration the risk of Covid infection. However, as pointed out, this did have a big impact on overall school attendance figures. Dr Morley suggested that a note should be added to the report explaining why the Yr11 students had not been brought back into school</p> <p><u>SEND Report</u> The latest version of the SEND Report had been circulated to Governors. Mrs Warburton advised of a number of minor amendments to the Policy. The Chair asked that Governors read the Policy and advise Mrs Warburton of any comments</p>
Resolved:	<ol style="list-style-type: none"> 1. That the Safeguarding update be noted. 2. That a note be added to the attendance figures explaining the reasons why Yr11 students were not brought back into school following completion of their assessments. 3. That, subject to any comments received from Governors, the SEND Policy be approved
Agenda item 9	FINANCE UPDATE
Discussion:	<p><u>Manual of Internal Financial Procedures</u> The SBM advised that as agreed at the last meeting, he had met with Mr Wheeler to review the Manual of Internal Financial Procedures. The main change was the raising of the limit for obtaining 3 quotations from £2,000 to £5,000 with other changes reflecting changes in dates, personnel or signatories.</p>
Resolved:	That the Manual of Internal Financial Procedures as amended be approved.
Discussion:	<p><u>Bank Mandate</u> The SBM advised of the need to amend the list of signatories on the school bank account.</p>

Resolved:	That the following be approved as authorised signatories on the school bank account <ul style="list-style-type: none"> • Mr M Hill • Mrs S Warburton • Mr M Vickers • Mrs D Robinson • Mrs D Shingler
Discussion:	<u>2020/21 Carry Forward</u> The SBM advised that the carry forward monies had been placed in the school bank account and that a full update on the budget position would be made to Governors in the Autumn term.
Resolved:	That the position be noted
Agenda item 9	ANY OTHER BUSINESS
Discussion:	<u>Installation of Air Source Heat Pump</u> The SBM advised that Cheshire West and Chester Council had been awarded a large sum of money as part of the Government’s Decarbonisation of Public Sector Buildings Programme, Cheshire West had decided to install an air source heat pump at Helsby High School at a cost of £500,000. This would be installed over the summer. The pump would reduce the school’s gas costs but in time would increase its electricity costs, however, this would be offset by the local authority agreeing to install additional solar panels on E Block. This initiative would see the school being deemed Low Carbon.
Resolved:	That the report be noted.
Discussion:	<u>AGP Pitch</u> Mr Wheeler reported that work had ceased on the AGP over the last 2 weeks owing to the necessity to undertake a soil sample. The result had been disappointing with the site needing some stabilisation work which would have a small impact on the duration of the contract. Discussions were ongoing as to who would bear the costs of the works
Resolved:	That the report be noted.
Agenda item 10	DATES OF FUTURE MEETINGS
	Monday 20th September 2021 at 5.00pm

There being no further business the meeting ended at 18.25