



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

<b>Date:</b>	Monday 21st September 2021 at 5.00pm	
<b>Venue:</b>	Via Zoom Video Conferencing	
<b>Present:</b>	Ms G Fullbrook Mr M Hill Mrs F Miller Mr T O'Neill Mrs A Critchley Ms R Clarke Dr A Morley Mr A Wheeler	Co-opted Governor Head Teacher LA Governor Co-opted Governor Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor
<b>Absent:</b>		
<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>APPOINTMENT OF CHAIR AND VICE CHAIR</b>
<b>Discussion:</b>	The Clerk sought nominations for the position of Chair and Vice Chair of the Governing Body to September 2022
<b>Resolved (unanimously)</b>	<b>That Ms Fullbrook and Dr Morley be appointed Chair and Vice Chair of the Governing Body to September 2022.</b>

<b>Agenda item 2</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 Mr I Devereux-Roberts

<b>Agenda item 3</b>	<b>APPOINTMENT OF CLERK TO THE GOVERNING BODY 2021/22</b>
<b>Decision:</b>	<b>That John Addison of Second2None School Support be appointed as Clerk to the Governing Body for 2021/22.</b>

<b>Agenda item 4</b>	<b>ANNUAL DECLARATIONS</b>		
<b>Discussion:</b>	<p>1. Governors were required to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> <li>• Declaration of pecuniary, personal and educational interests;</li> <li>• Code of Conduct; and</li> <li>• Confirmation of eligibility</li> </ul> <p>2. Governors were asked to check their details on the GIAS form were correct.</p> <p>3. Governors were asked to check that the School had an enhanced DBS check for them.</p>		
<b>Action:</b>	<b>What:</b>	<b>Who:</b>	<b>When:</b>
	The information received from the Governors in relation to their pecuniary, personal and educational interests be summarised in readiness for updating the DfEs Government Information About School website (GIAS) .	JA	ASAP
	From the summary form the information was be updated on the GIAS form.	JA	ASAP
<b>Agenda item 5</b>	<b>MINUTES OF THE LAST MEETING</b>		
<b>Discussion:</b>	<p>The Governing Body considered the minutes of the meeting of the Governing Body held on 5th July 2021.</p> <p>The Head Teacher updated Governors on positive discussions held with the local authority around increasing the school's Year 7 PAN to 250</p>		
<b>Resolved:</b>	<b>That the minutes of the meeting of the Governing Body held on 5th July 2021 be approved as a correct record and signed by the Chair.</b>		
<b>Agenda item 6</b>	<b>ACTION LOG</b>		
<b>Discussion:</b>	There were no matters or actions arising from the previous minutes.		
<b>Agenda item 7</b>	<b>GOVERNANCE ISSUES</b>		
<b>Discussion:</b>	<p><u>Vacancies</u> The Chair advised that vacancies existed for 3 parent Governors and 2 Co-opted Governors.</p>		
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. <b>That the process be put in place to seek expressions of interest from Parents who might wish to become members of the Governing Body</b></li> <li>2. <b>That Governors seek expressions of interest from persons who might wish to be co-opted onto the Governing Body</b></li> </ol>		
<b>Discussion:</b>	<p><u>Committees</u> Chair asked for nominations for the position of Chair for the following Committees</p> <ul style="list-style-type: none"> <li>• Quality of Education Committee</li> <li>• Resources Committee</li> <li>• PDBA Committee</li> </ul> <p>Governors also discuss the future format of meetings – virtual or face to face.</p>		
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. <b>That Ms Fullbrook and Dr Morley be joint Chairs of the Quality of Education Committee, Mr Wheeler and Mrs Critchley be appointed as Chairs of the Resources and PDBA Committees respectively.</b></li> <li>2. <b>That subject to circumstances being reviewed, meetings be face to face</b></li> </ol>		
<b>Discussion:</b>	<p><u>Governing Body Strategic Planning Day</u> Governors discussed whether to hold a Strategic Planning Day in January 2022.</p>		
<b>Resolved:</b>	<b>That a Strategic Planning Day be held on Saturday 29<sup>th</sup> January 2022 at a venue to be arranged</b>		

Action:	What:	Who:	When:
	<b>Process commence to seek expressions of interest from parents and other interested persons who might wish to become members of the Governing Body</b>	HT	ASAP
	<b>Venue be sought for the Strategic Planning Day</b>	HT	Jan 2022

Agenda item 8	HEADTEACHERS REPORT
<b>Discussion:</b>	<p>The Headteacher submitted his report which provided the following detailed information.</p> <p><b>End of the Summer Term</b>  The last few weeks of the 2021 Summer Term had been challenging, with large numbers of students having to self-isolate as a result of ‘close contact’ with positive Covid cases right up to, and beyond, the end of term. Looking back, school did not have a huge number of positive cases (around 10), but hundreds of students ended up affected by the need to self-isolate. After all that students, parents and staff had been through in 2020-21, it seemed a very cruel way to finish the academic year.</p> <p>Amongst all the challenges there were two definite highlights that lifted everybody’s spirits as the end of term approached. Unlike many secondary schools, school welcomed Year 6 students into the school for a day’s transition ahead of joining in September. Although the logistics behind keeping students in their primary school ‘bubbles’ meant that this was a huge undertaking, it seemed to be very much appreciated by the students and their parents and hopefully had made the start of their time at Helsby HS much smoother. The highlight of the term for all staff was the very final afternoon as staff gathered to say good-bye to leaving colleagues and celebrate their achievement in surviving all that the academic year had thrown at them. The sun shone, food and drink were served by parents and there was no doubt that it would be remembered as a very enjoyable end to a very difficult year.</p> <p><b>Summer 2021 Exam Results</b>  As previously shared with governors in press releases and staff briefings, the Year 11 and 13 Results Days were very positive occasions with the majority of students able to progress on to their planned destinations and almost universal respect for the integrity of the results determined by staff. To only have 3 appeals that had now progressed to ‘Stage 2’ was a testament to the quality of the enormous amount of work that staff undertook and that senior and middle leaders led to oversee the generation of the ‘Teacher Assessed Grades’.</p> <p><b>Summer School</b>  By the end of the week beginning Monday 9<sup>th</sup> August, around 20 of the most ‘vulnerable’ Year 7 students were attending our Summer School provision. It was a fun-packed week of fun learning activities that quite clearly had a big impact on the students’ confidence in school and the positive relationships which they built with key members of staff. This could only have helped the transition of our Year 7 cohort as a whole, who appeared to have settled very well at the start of their secondary education.</p> <p><b>Autumn Term</b>  The start of the new term had generally gone well, although there had undoubtedly been challenges, some of which hinted at the fact that this academic year was not likely to be entirely straightforward:</p> <p><b>On-Site Testing:</b> The smooth way in which 1,000+ students undertook two on-site Lateral Flow Device test in the first 6 days of term was a tribute to the maturity of the students and the leadership and management of the ‘test centre’. Only two positive results were returned and to date the number of students with Covid this term (around 20) was much less than had</p>

been experienced by other local secondary schools.

**Mrs Coy commented that the on-site testing had gone well and had picked up two positive cases, however, there were 20 positive cases and asked if these had been confirmed through Lateral Flow Tests. The Head Teacher confirmed this to be so as the LFT had either been undertaken at home, where family members had tested positive or where students had displayed symptoms and had sought a PCR test. Mrs Coy asked if there were any linkages between the 4 staff who had tested positive and could school cope with the staffing shortages. The Head Teacher responded that he was not aware of any obvious link between staff and students who had tested positive and that there was a concern around the shortage of supply staff as other school also experienced staffing issues,**

**Sixth Form Recruitment:** Although 125 students had enrolled into Year 12, this had been a source of relative disappointment as indications had been that numbers might have been around 140. Very unusually, around 20 students who had told us that they weren't looking anywhere else had not returned. They had not gone to any one particular college or other destination, instead going to a range of colleges, specialist courses or apprenticeships. Ultimately it might be that their necessarily challenging time with school at Key Stage 4 meant that it was easier for them to leave us or, in quite a few cases, full-time education altogether. On a more positive note, in-year admissions during the summer meant school was now over-subscribed with a waiting list in each of Years 7, 8, 9 and 10. This would eventually help with Sixth Form recruitment, although the current small Year 11 would provide a particular challenge in this academic year, especially given that their experience with school had also been so affected by Covid over the last 18 months.

**Ms Fulbrook echoed the disappointment of the Head Teacher in respect of the reduced Year 12 numbers. Governors were advised that school had expected a further 22 students who had indicated that they would be returning to school and that it was possibly a last minute decision not to or as a result of Covid imposed restrictions. Ms Clarke asked if students could return to school if they subsequently changed their minds. The Head Teacher responded that 3 students had already returned. Mrs Miller asked if school had attempted to initiate contact with the students who hadn't returned to find out their reasons. The Head Teacher responded that would be a very difficult conversation to have. There was no obvious common thread but that it might be because students had become more aware of the options open to them or that they had had a less than positive school experience in the last two years**

**Staff Absence:** Already this term, staff absence was a huge challenge and it was putting pressure on the organisation in a way that it hadn't at any stage previously during the pandemic. Unfortunately, four colleagues had now tested positive for Covid and a significant number of others were suffering from cold/flu-like illnesses. Childcare where other family members had tested positive for Covid had also added to the pressure on the school. Normally at this stage in September staff absence would be minimal, if not zero.

**Covid Arrangements:** School's approach to this term, with less constraints in classrooms aligned to continued use of control measures around school (such as the one-way system and staggered breaks/lunchtimes), seemed to be one which staff, students and parents were very comfortable with. There had been no concerns raised that restrictions should be either increased or further removed and, given the uncertainty over whether cases nationally might rise significantly in the coming weeks, meant that school was likely to continue with the current arrangements until the picture became clearer.

**Vaccinations:** Current plans indicated that students were likely to be vaccinated just after the October half-term. Although the use of the school as a venue was the only real role it would play in this process, the experience of local schools who had been used to vaccinate their sixth-formers suggested that this could present challenges given that for some it was a very emotive issue. At least by being towards the end of the Local Authority's vaccination process

	<p>school should have an insight into preparations that might need to be made ahead of the event.</p> <p><b>Senior Leadership Team:</b> There was no doubt that this had been a demanding start to the term for the Senior Leadership Team. On top of time-intensive activities such as setting up and running the on-site testing centre, the effect of the losing most of the last 3 weeks of the Summer Term to endless management of positive Covid cases was something that was still being recovered from as that time would have been spent doing a significant amount of strategic and operational planning for the new academic year. Despite putting in a lot of work over the summer holiday, there had still been a sense of starting the new year ‘on the back foot’. However, over the last two weeks the 2021-22 School Development Plan had come together and it would be presented to staff on the INSET Day on 23<sup>rd</sup> September, 2021. Senior Leadership Team work this year was going to have to be a very fine balance between operating at high level in the present, on-going monitoring and managing of Covid and planning strategically for the future.</p> <p><b>Looking Ahead</b> Despite all the uncertainty and challenges described above, there was still much to look forward to this academic year. Staff and students were enjoying being able to deliver and follow a much more ‘normal’ curriculum offer and the next few of weeks would see the long-awaited return of the extra-curricular provision. Plans were currently being finalised for the forthcoming Open Evenings, which governors were very welcome to attend and support, and the start of our new governor committee structure this term would be another step along the journey back to ‘normality’.</p> <p><b>Thank You</b> Finally, the Headteacher acknowledged the work of Senior Leadership Team over the last two months from running the test centre, overseeing the 2021 results process, re-establishing the high expectations of student behaviour at the start of term and Kirsty smoothly slotting into the Director of Sixth Form role were just some of the many contributions governors would also appreciate.</p>
<b>Resolved:</b>	<b>That the report be noted.</b>

<b>Agenda item 9</b>	<b>POLICIES</b>
<b>Discussion:</b>	<p>The following Policies were put before Governors for approval</p> <ul style="list-style-type: none"> <li>• Helsby High School Policies and Procedures Document; and</li> <li>• Helsby High School Bursary Fund Policy</li> </ul> <p><u>Helsby High School Policies and Procedures Document</u> Governors were advised that the rationale behind the policies and procedures document was that the Governing Body potentially could have 125 policies/procedures to review and approve. Clearly to manage such a large number of documents with the required levels of rigour was an incredibly difficult challenge for a Governing Body. In addition it also represented an approach which contradicted the work of the Chair in bringing about a greater focus on the ‘Core Functions of Governance’, which had underpinned the creation of the new Governing Body Committees Structure.</p> <p>It was, therefore, proposed to progress the status of the 125 policies/procedures as follows:</p> <ul style="list-style-type: none"> <li>- To have 34 policies (the 31 applicable statutory DfE ‘policies’, plus 3 non-statutory policies Asset Disposal, Flexible Working and Leave Policies) as detailed in Appendix A to the</li> </ul>

	<p>document which would be scrutinised and approved by governors.</p> <ul style="list-style-type: none"> <li>- To retain 40 non-statutory procedures as detailed in Appendix B to the document. Responsibility for these to be delegated to the Headteacher by governors. Senior Leaders would then update them as/when required, keeping them available for reference by both governors and staff.</li> <li>- To terminate 51 non-statutory policies/procedures as detailed in Appendix C to the document, which it was proposed were no longer required as they were now either contained within other policies/procedures or were now considered obsolete. See Appendix C.</li> </ul> <p><b>Dr Morley received an explanation of the rationale behind the 3 non-statutory policies being placed in Appendix A whilst Mr O’Neill suggested that, in his view, the Asset Disposal Policy was better placed in Appendix B</b></p> <p><b>Mrs Miller commented that Governors should have sight of the Anti-Bullying Policy. The Head Teacher advised that Governors have an oversight of the Behaviour Policy which underpinned the Anti-Bullying Policy but as there was an obvious linkage, it should be included in Appendix A.</b></p> <p><b>Mr Wheeler commented that in view of the large financial burden placed on the Strategy Group overseeing the construction of the AGP, it seemed logical that the Lettings Policy should be in Appendix A at least for the next two years.</b></p> <p><b>Dr Morley commented that it was commendable that school had an Invacuation Policy as well as an Evacuation Policy. The Head Teacher commented that the procedure could prove useful if scenes seen at other schools around anti-vaccination were replicated at Helsby HS.</b></p> <p><b>Ms Fulbrook advised that the policies would now be divided between the Committees and a review schedule produced.</b></p>
<b>Resolved:</b>	<b>That subject to the Anti-Bullying and Letting Policies being included in Appendix A and the Asset Disposal Policy being included in Appendix B the proposals contained in the Helsby HS Policies and Procedures Document be approved.</b>
<b>Discussion:</b>	<p><u>Helsby High School Bursary Fund Policy</u> The School Business Manager advised that the School Bursary Fund Policy needed to be approved as the closing date for applications was prior to the next meeting of the Resources Committee which would normally approve the Policy.</p> <p><b>Dr Morley asked what school did to encourage those pupils who were eligible to apply. The SBM advised that the 6<sup>th</sup> Form Team promoted the bursary throughout the year whilst school was aware of those students who qualified and ensured that they knew of the bursary.</b></p>
<b>Resolved:</b>	<b>That the School Bursary Fund Policy be approved</b>
<b>Agenda item 10</b>	<b>ITEMS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p><u>Artificial Grass Pitch</u> Mr Wheeler advised that construction work was scheduled to be completed by 6<sup>th</sup> October 2021 and would be delivered on budget. Mrs Critchley advised that discussions were being held around an opening event. Bookings looked healthy whilst a Leisure assistant had been appointed to manage the pitch.</p> <p><u>Schools Bulletin</u> Ms Fulbrook asked that this be circulated to all Governors whilst Dr Morley asked that the</p>

	<p>NGA Governing Matters distribution list be checked to ensure that all Governors received their copy.</p> <p><u>Forthcoming Events</u>  The Head Teacher advised that an INSET Day would be held on 23<sup>rd</sup> September to ensure that all staff had received the necessary safeguarding training and that a series of Open Evenings for prospective students were being arranged. Governors were welcome at both events.</p>
<b>Resolved:</b>	<b>That the matters be noted.</b>
<b>Agenda item 11</b>	<b>DATES OF FUTURE MEETINGS</b>
<b>Decision:</b>	<p><b>Monday 4<sup>th</sup> October 2021 at 5.00pm Quality of Education Committee</b>  <b>Monday 11<sup>th</sup> October 2021 at 5.00pm Resources Committee</b>  <b>Monday 8<sup>th</sup> November 2021 at 5.00pm Personal Development of Students, Behaviour and Attitudes Committee.</b>  <b>Monday 13<sup>th</sup> December 2021 at 5.00pm FGB</b></p>

**There being no further business the meeting ended at 6.05pm**