



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

Date:	Thurs Monday 6 13 th December 20 8 21 at 5.00pm	
Venue:	Via Zoom Video Conferencing	
Present:	Ms G Fullbrook Mr M Hill Claire Carman CM Chair Mrs F Miller Mr T O'Neill Mrs A Critchley Ms R Clarke Dr A Morley Mr A Wheeler Mr I Devereux-Roberts Miss H Coy Mrs K Lowe Mr R Allerston Mrs A Pierre-Louis	Co-opted Governor Head Teacher LA Governor Co-opted Governor Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor Parent 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 especially Mrs Lowe, Mr Allerston and Mrs Pierre-Louis who were attending their first meeting following their election as Parent Governors
Agenda item 2	PRESENTATION FROM MRS C TAYLOR – ENGLISH LEAD
Discussion:	<p>Clare Taylor, English Lead attended the meeting to appraise Governors of the initiatives being undertaken in English in KS3 and KS4.</p> <p>In respect of Yr7, time had been spent with the school's primary partners to ensure a smooth transition. School had commissioned the Literacy Company to deliver transition units entitled Pathways to Write. The first unit had been delivered and feedback was really positive with specific areas identified where school needed to concentrate efforts to bring students up to the required level. This had the additional benefit of being effective CPD for teaching staff. School also employed Accelerated Reader for Yr7.</p> <p>For the remainder of KS3 school had produced curriculum booklets aimed at delivering a broad and balanced curriculum. CT outlined an example of a subject covered by a curriculum</p>

	<p>booklet and commented that it gave a consistency across the year group. The booklets had been so successful that a decision had been taken to introduce them into KS4.</p> <p>In respect of KS4, school had been pleased with the Yr11 Pre Public Examination (PPE) 1 results which showed progress from Yr10. CT outlined the process to be followed for PPE2. GF asked when were the PPE2 examinations to be held and was advised that they had been put back to late February 2022 to allow for any further updates/information to be received from examination boards.</p> <p>AC asked how school kept parents informed/engaged. CT advised that school was preparing a booklet which the children could take home advising of what parents could do to help children read at home. School also used social media and was in the process of establishing a Creative Writing Club.</p>
Resolved:	That Mrs Taylor be thanked for her informative presentation
Agenda item 3	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 20 th September 2021.
Resolved:	That the minutes of the meeting of the Governing Body held on 20th September 2021 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	GOVERNANCE ISSUES
Discussion:	<p><u>Committee Reports</u> The Governing Body received the following committee reports:-</p> <ul style="list-style-type: none"> • Quality of Education Committee held on 4th October 2021; • Resources Committee held on 11th October 2021; and • PDBA Committee held on 8th November 2021 <p>GF referred to the minutes of the Resources Committee and enquired as to whether the reference to equality and diversity information referred specifically to those staff putting themselves forward for pay progression or to the school as a whole. MH advised that the information was in respect of the pay progression recommendations but that information in respect of the whole school would be an item for consideration at a future meeting of the Resources Committee.</p> <p>FM asked for an update in respect of the Food Technology power issues. MH advised that Scottish Power were aware of the issue but a solution was still awaited.</p> <p>In relation to the minutes of the PDBA Committee, AC gave an explanation of the rationale behind the Parent Communication Sub-Group. AP-L expressed an interest in joining the Sub-Group.</p>
Resolved:	That the reports be noted
Discussion:	<p><u>Appointment of Parent Governors</u> Governors were advised that Mrs K Rowe, Mr R Allerston and Mrs A Pierre-Louis had recently been elected as Parent Governors.</p>
Resolved:	That Mrs K Rowe, Mr R Allertson and Mrs A Pierre-Louis be confirmed as parent Governors for a 4-year term of office to 12th December 2025
Discussion:	<u>Instrument of Government</u>

	Governors reviewed the Instrument of Government.		
Resolved:	That the Instrument of Government be approved.		
Action:	What:	Who:	When:
	Whole school equality and diversity information be an item for consideration at a future meeting of the Resources Committee	Headteacher	As appropriate

Agenda item 6	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher submitted his report which provided the following detailed information.</p> <p>Covid Update</p> <p>The return to near-normal expectations of schools whilst the pandemic still significantly affected day-to-day operations had at times made this term the most challenging of any since it began. Cases, both staff and student, rose quickly through September and October and, along with all secondary schools, staff absence presented a significant challenge in October in particular. Whether it was the half-term 'fire-break', the smoothly-ran vaccinations which took place in early November or a degree of 'herd immunity' amongst the school population (or a combination of all three) but the picture in this second half-term had been very different. Student cases had dwindled to almost zero (unlike in partner primary schools, for whom this half-term had been much more challenging) and although there had still been a small number of staff cases, staff absence had been considerably less of an issue than earlier on in the term.</p> <p>Such had been the sustained drop in cases, if it wasn't for the emergence of Omicron variant school would otherwise be looking at lifting some of our Covid restrictions in the Spring Term. Measures such as not having assemblies and the split break/lunchtime might well be the reason why school had been affected by student Covid absence much less than most other secondary schools, and hence they had been worth keeping in place, but they did have other longer-term impacts, on student behaviour in particular. It would be preferable to continue avoiding the on-off, implementing and lifting of restrictions which other schools had followed this term, but it would be good to return fully to 'normal' ways of working at the earliest possible opportunity. GF asked how many positive cases had been recorded over the past 2 weeks. MH advised that numbers had been small last week, however, 28 positive cases had been recorded today which was a concern.</p> <p>AW referred to the departure of Mr Cooney who had been instrumental in preparing the original risk assessment and asked who would be assuming responsibility for this. MH advised that he, along with SW and MV would be assuming responsibility for the risk assessment.</p> <p>School Vision and Curriculum Intent</p> <p>Documents had been circulated in advance of the meeting which contained the school's two key 'aims' which the governing body endorsed at its last strategic planning day in January 2020 and turned them into a vision for the school and also a statement of the whole-school curriculum 'intent'. Once agreed by governors, these would be referred to subject leaders to consider how they implemented the school's curriculum intent through their own curriculum delivery. Not only would this strengthen the school's embedding of its values and ethos into its day-to-day work in classrooms, it would also begin the process of preparing subject leaders for the vital role which they would play in the next Ofsted inspection, which was likely to be any time in the 2022-23 or 2023-24 academic year.</p> <p>In many ways it is more apt than ever that the curricula of schools and the work of subject leaders was at the heart of the Ofsted framework (which was written before the emergence</p>

of coronavirus), as their leadership of the curriculum was the most crucial aspect of the recovery process from the disruption to learning caused by the pandemic. Subject leaders had worked hard to re-write schemes of learning, identifying the acquisition of key knowledge and skills needed for progression in each subject and constantly adjusting curriculum delivery to respond to information gained from assessing that acquisition.

Student Progress

Although not completely unaffected by student Covid absence, the Year 11 and 13 PPE examinations went ahead smoothly earlier this term. For the students concerned it was their first experience of formal examinations since the pandemic began and hence anxiety was noticeable as they commenced. They responded well though and staff had commented on the increased focus of Year 11 in particular since their examinations. Although it was very difficult to know how students in other schools were doing (and hence what grades students might be on track for), subject leaders seemed pleased with the progress of both cohorts. The overall data was positive, Schemes of Learning had been adjusted in response to the findings of question-level analysis of students' responses and the next 'wave' of after-school 'catch-up' intervention programme had begun. The Year 11 Progress and Pastoral Leader had also met with 30+ students' parents where progress was of concern to evaluate the key barriers in place and plan extra support for those and other students.

Focus was being maintained on preparing students for examinations next summer and, frustratingly, it had been necessary to reschedule the planned Spring Term Year 11 PPE2 window to accommodate the planned 7th February release of further support information for next summer's examinations. School was mindful of the government's recently released contingency arrangements though and if doubt still existed over whether or not examinations would go ahead next summer, school would need to ensure that the Spring Term PPE examinations fulfilled the necessary criteria to enable them to be used for Teacher Assessed Grade (TAG) determination if required.

Sixth Form Recruitment

There was concern over Sixth Form recruitment next summer, with the school's experience being similar to that shared by all the headteachers of 11-18 schools. The experience of current Year 11 students over the last 18+ months had not been a positive one due to circumstances and so many of the opportunities which normally drew students closer to the school (sports fixtures, performing arts productions, school trips, etc) had just not been possible. The concern was even greater due to the smaller size of the Year 11 cohort this year. There was a real collective determination to do everything possible to address this in both the short- and longer-term and this had been a real area of focus at both Senior Leadership Team and Middle Leader level. The on-site Sixth Form Open Evening was well-attended and very positively received, the application process had been adjusted (with an initial window which had recently closed and plans for enrolment on Year 11 Results Day next summer) and plans were in place to enhance both Year 11 marketing and the actual Sixth Form experience in 2022.

Staffing

For a considerable length of time now, various bodies had been predicting a movement within and out of the profession as the pandemic started to ease and that was what school had started to see happening this term. James Cooney's departure was not expected and had resulted in a significant change to the Senior Leadership Team's roles and responsibilities for January. With the Chair's support, 5 staff were recently interviewed who had expressed

	<p>interest in joining the Senior Leadership Team for the remainder of the academic year and were delighted to appoint Jason Callaghan (currently Department Leader for PHSCE) and Natalie Eastwood (currently Department Leader for Design & Technology) to the team. Making two appointments had allowed Jason and Natalie to share James' current responsibilities and also keep their current Department Leader roles. With 4 of the 7 members of the Senior Leadership Team on temporary contracts in January, there was much flexibility in terms of planning for September. That planning had already started in earnest and it would be desirable to involve governors in the process.</p> <p>One area of recruitment concern was in the area of support staff recruitment. It might well be that the well-publicised shortages in relatively low-paid work nationally (such as drivers and in hospitality) were generating wage increases which were making school support staff salaries even less attractive and hence recruitment (and retention) even more difficult. School had struggled to recruit Teaching Assistants, Cover Supervisors and technicians and increasingly were having to resort to supply solutions, which were relatively expensive and not ideal in terms of managing staff and holding them accountable for their work. HC asked if school had been able to manage the increase in staff absence or had some classes not been held. MH advised that school had covered all absences via a mixture of supply staff or staff giving up free periods or PPE time.</p> <p>Proposed 2022-23 Term Dates</p> <p>A list of term dates had been circulated in advance of the meeting and which required Governor approval. Although school followed Cheshire West and Chester Council's term dates, school's governing bodies were responsible for setting the five INSET days within the school calendar.</p> <p>A56 Cycle Path Update</p> <p>The construction of the cycle path between Frodsham and the school was due to take place between January and March 2022. Along with local residents, school continued to have concerns about the location of the toucan crossing (next to the junction with Godscroft Lane) and the absence of plans to reduce the 40mph speed limit outside school. Very belatedly, the Local Authority had begun to liaise with the school over their plans and at present clarification was awaited of several mitigation actions they promised to consider. Once they were clarified a decision needed to be made whether or not to publicly support the scheme, stay silent on the issue or share our concerns with parents. TO'N suggested that should contact be made with the local authority, a discussion should be held around variable speed limits if school wanted a reduction in the 40mph speed limit. MH commented that the illogical response was that the road was too fast to reduce the speed limit with an average speed of up to 37mph being recorded so that the Police were against reducing it. However, if the path was constructed this would reduce the width of the road which might slow down traffic and thus possibly allow for a reduction in the speed limit. AM asked what the position in respect of the children from Hillside Primary School was accessing the sports field. MH commented that it was possible that they had not been consulted as the scheme did not affect them.</p>
<p>Resolved:</p>	<ol style="list-style-type: none"> 1. That the report be noted. 2. That the term dates including INSET days be approved. 3. That the School Vision and Curriculum Intent be endorsed. 4. That T O'Neil be authorised to continue discussions on behalf of Governors in respect of the A56 Cycle Path scheme. 5. That the thanks and appreciation of Governors be conveyed to all staff for their continued efforts in ensuring that the impact of staff absences was minimised.

Agenda item 7	UPDATE ON SCHOOL PRIORITIES
Discussion:	The Governing Body received a report which detailed the School Priorities as detailed in the School Development Plan.
Resolved:	That the update on the School Priorities be noted.
GF	UPDATE ON LEADERSHIP AND MANAGEMENT SECTION OF THE SCHOOL DEVELOPMENT PLAN
Discussion:	Governors received the Leadership and Management section of the School Development Plan (SDP). The section contained the objectives, detailed the actions aimed at achieving those objectives, who was responsible, and progress made which was RAG rated. In response to a query from GF, MH advised that students would be involved in that part of the process around the re-establishment of the School's Vision.
Resolved:	That the update be noted.
Agenda item 9	FINANCE
Discussion:	<u>Month 8 Update</u> The School Business Manager had previously circulated the Budget Control Statement as of November 2021 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. The School was on track to come in under budget and a report would be made to the Resources Committee in the Spring as to the potential size of the surplus. There would be an overspend on supplies, specifically supply teachers and alternate provision, however, underspends on the staff budget would more than compensate for the overspends. The overspend on alternate provision was mainly attributable to students experiencing difficulties in returning to school post lockdown.
Resolved:	That the Finance Update be noted
Agenda item 10	POLICIES
Discussion:	Governors received the following update in relation to Policies. A Record of Chair's Approval Already Given - Safeguarding Policy Verbal Update on statutory documents - Equality Information and Objectives – MH advised that this was included in the Leadership and Management Section of the School Development Plan and would be part of the School Self Evaluation process. - Register of Business Interests of Headteachers and Governors – JA advised that this was updated annually and was a standard item on all FGB agendas to record any new interests - School Information displayed on the website – MH advised that work was on-going to make the school website more compliant and that quotations had been received to facilitate an upgrade with work expected to be completed early in the Spring term. - Single Record of Recruitment and Vetting Checks – ID-R advised that as part of his

	safeguarding responsibilities he would be meeting SW and MV early in 2022		
	<p>Policies to be reviewed and ratified</p> <ul style="list-style-type: none"> - Admission Arrangements - Allegations of Abuse against Staff - Behaviour Principles Written Statement - Complaints Procedure (Aims to be amended on front page to ensure that complainant knew at what stage the complaint was at) - Governors' Allowances <p>Policy to be ratified following review at the Resources Committee</p> <ul style="list-style-type: none"> - Charging and Remissions Policy <p>Policy to be ratified following review by the Pay Panel</p> <ul style="list-style-type: none"> - Whole School Pay Policy 		
Resolved:	<ol style="list-style-type: none"> 1. That the action of the Chair in approving the Safeguarding Policy be endorsed. 2. That the verbal updates on statutory documents be noted. 3. That the following Policies be approved. <ul style="list-style-type: none"> • Admission Arrangements Policy • Allegations of Abuse against Staff Policy • Complaints Procedure • Governors Allowances Policy 4. That the following Policies be ratified <ul style="list-style-type: none"> • Charging and Remissions Policy • Whole School Pay Policy 5. That a further report on the Equality Information and Objectives be received in the Summer Term. 		
Action:	What:	Who:	When:
	Equality Information and Objectives be an item for discussion during the Summer Term.	Headteacher	As appropriate
Agenda item 11	ITEMS OF ANY OTHER BUSINESS		
Discussion:	<p><u>Artificial Grass Pitch</u> AW advised that construction work completed on 6th October 2021 and that the pitch had been in use every day. The final accounts had been received and an opening ceremony would be arranged for some time in the New Year.</p> <p><u>Schools Forum</u> GF advised that the local authority was seeking a secondary school representative to sit on the School's Forum.</p> <p><u>Mr James Cooney</u> Governors were advised that James Cooney would shortly be leaving school to take up a post with the DfE</p> <p>.</p>		
Resolved:	<ol style="list-style-type: none"> 1. That the position in relation to the AGP be noted and all those involved in its construction be thanked for their efforts. 2. That any Governor interested in becoming a member of the Schools Forum contact the Chair. 3. That the thanks and appreciation of the Governing Body be conveyed to Mr Cooney for his service to the school. 		

Agenda item 12	DATES OF FUTURE MEETINGS
Decision:	Monday 24th January 2022 at 5.00pm Quality of Education Committee Monday 28th February 2022 at 5.00pm Resources Committee Monday 7th March 2022 at 5.00pm Personal Development of Students, Behaviour and Attitudes Committee. Monday 14th March 2022 at 5.00pm FGB

There being no further business the meeting ended at 6.40pm