



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

Date:	Monday 14 th March 2022 at 5.00pm	
Venue:	School	
Present:	Ms G Fullbrook Mr M Hill Mr T O'Neill Mrs A Critchley Ms R Clarke Mr A Wheeler Miss H Coy Mr R Allerston Mrs A Pierre-Louis	Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor Staff Governor Co-opted Governor Co-opted 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. Apologies for absence were received and accepted from Dr A Morley, Mr I Devereux-Roberts and Mrs K Lowe.
Agenda item 2	PRESENTATION FROM MR C ZOLMAN – MATHS LEAD
Resolved:	That this item be deferred to a future meeting
Agenda item 3	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 13 th December 2021.
Resolved:	That the minutes of the meeting of the Governing Body held on 13th December 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:	<u>Committee Reports</u> The Governing Body received the following committee reports:- <ul style="list-style-type: none"> • Quality of Education Committee held on 24th January 2022; • Resources Committee held on 28th February 2022; and • PDBA Committee held on 7th March 2022 		
Resolved:	That the reports be noted		
Discussion:	<u>Skills Audit</u> GF advised that the completed skills audit had been circulated to governors and which showed no obvious weaknesses or lack of experience. GF advised that she had looked at the Cheshire West and Chester Council (CWaC) training website which unfortunately did not have any training specific to secondary school governors and recommended that governors who had identified specific training needs should visit the NGA and/or Modern Governor websites for training modules. TO’N asked if governors still needed to complete the Safer Recruitment course. MH advised that once these re-started, governors would be informed.		
Resolved:	That the update be noted		
Discussion:	<u>Appointment of Local Authority Governor</u> Governors were advised that CWaC Council had advised that an application had been received from Mr M Garvey to be appointed to the local authority governor vacancy and had sought the views of the FGB.		
Resolved:	That no objection be raised to Mr M Garvey being appointed as the local authority representative on the governing body		
Action:	What:	Who:	When:
	That CWaC Council be advised that the governing body had no objection to the appointment of Mr M Garvey as the local authority representative.	Clerk	ASAP
Agenda item 6	RESOURCES		
Discussion:	<u>2022/23 Budget</u> The School Business Manager submitted the draft 2022/23 Budget for Governors approval. Governors were advised that with one month of the financial year remaining the School was on course to carry forward a significant surplus for reasons provided to Governors at previous meetings of the Governing Body. For the purpose of drafting the budget a carry forward of £950,000 has been predicted. This could change as there was still some outstanding issues to be settled with local authority. The SBM advised that the carry forward figure was as a result of a set of unique circumstances which the school had found itself in over the past two years but as the figure exceeded the 5% claw back figure, governors might want to consider reducing the amount . AW suggested that it would be prudent to keep the figure at around 5% but to review again once the final figures were known. The SBM advised that the school had been recommended to budget for a teacher’s pay award of 2% but other advice suggested that a figure of 3.9% could be more accurate. If this was so, then it would have a significant impact on the carry forward amount. GF reminded those present that governors needed to be cogniscent of the fact that the surplus was for staff and students who were currently at Helsby HS and should not be earmarked for use in future years. MH advised that it had been a difficult budget to set as there were so many unknowns at the present time around increased NI payments, energy costs and teachers pay awards and whilst accepting the point made by the Chair asked governors to bear those issues in mind when reviewing the budget at the Resources		

	Committee in May, 2022.
Resolved:	That the draft 2022/23 Budget be approved.
Discussion:	<u>SFVS</u> The SBM advised that TO’N had submitted to SFVS to Cheshire West and Chester Council within the authorised timescale.
Resolved:	That the report be noted
Agenda item 7	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher submitted his report which provided the following detailed information.</p> <p>In opening his report, MH stated that it had been a very sad and difficult term in school following the sudden and tragic death of one our students, in January. GF commented that this had been a very difficult time for both the Head and Deputy Head and wished it known that they had the full support and backing of the Governing Body.</p> <p>Covid Measures MH reminded Governors that not so long ago, staff took their laptops home at the end of last term in anticipation of possible remote learning delivery at the beginning of January. However, less than 3 months on and with the passing of the Omicron ‘wave’ many of the measures in place in society and school had now been removed. The return to ‘normality’ was most certainly welcome, even if one source of major worldwide anxiety had now been replaced with another one in Ukraine. However, staff absence due to Covid was still affecting the running of the school on a day-to-day basis. Covid absence within the Senior Leadership and pastoral teams in particular had had a significant impact on the ground over the last few weeks. HC asked if school was managing to cover the sickness absence. MH advised that it was very challenging with supply staff being difficult to access and retain</p> <p>Staff were beginning to make longer-term plans with greater certainty for the first time since the beginning of the pandemic, with plans for Year 6 transition, a school production, music concerts and a celebration for students and staff who had left Helsby over the last two years all starting to take shape. The Senior Leadership Team were currently finalising the whole-school self-evaluation, from which the 3-year 2022-25 School Development Plan would emerge, and look forward to sharing and working on this with governors at the Strategic Planning Day on 23rd April.</p> <p>Year 11 and 13 Progress The release by the examination boards of information relating to the content of this summer’s examinations necessitated putting back this term’s Pre-Public Examinations (PPEs) so that the papers could take the new information into account. As a result Year 11 and 13 students would be finishing their PPE2 examinations on Friday 10th March. Although it was difficult to be sure how well they were progressing compared to their peers in other schools, school continued to be impressed by the students’ resilience and focus. Particularly noticeable were the levels of anxiety within Year 13 students though as they approached their summer examinations without the reassurance of previous success in national examinations behind them.</p> <p>Inevitably, supporting Year 11 and 13 students in their preparations for this summer’s examinations, taking the awarding bodies’ guidance into account, would be a major part of the work of teaching staff over the next 3 months.</p> <p>Sixth Form Recruitment Governors were reminded that recruitment for September 2022 had been a major focus this academic year, with promotion of the Sixth Form and its courses on-going with Year 11</p>

students. 60 have said that they were definitely returning to the Sixth Form, 30 probably would and another 30 might but were currently looking elsewhere. This information had come from focused interviews with students to ensure that the curriculum planning for September matched the numbers of students returning and their course choices. The developing 'Wednesday Period 5' enrichment offer had proved to be popular with students, with the breadth of options provided showing just how committed and determined all colleagues were that the school continued to have a thriving Sixth Form. **AC asked if these numbers were normal for this time of year. MH advised that they were slightly lower than normal, as a result of a smaller Year 11 cohort, students being more aware of their options and their academic experience over the past two years. AC suggested that consideration should be given to holding another parent event**

Admissions for September 2022

Tuesday 1st March was 'national secondary offer day', when Year 6 students and their parents (and schools) found out the results of their secondary school applications. In total there were 364 applications to join Year 7 in September, of which 250 were 'first preference' applications. 251 places had been offered by the Local Authority, with 18 students on the waiting list. Although this number was predicted, hence the 250 PAN (Pupil Admissions Number) and new-build funding, it was still pleasing to know that the reputation of the school had been maintained despite the on-going disruption caused by the pandemic.

Staffing

MH pointed to the concerning results of the Times Educational Supplement Teacher 2022 Well-Being Survey, as reported in the NGA Newsletter on 30th January. Only 38% of teachers reported feeling confident performing their roles (compared to 79% in 2020), with 67% feeling that their workload was unmanageable (compared to 22% in 2020). Over half felt they didn't have a voice in school and less than 40% felt that their school had a vision for the future.

MH suggested that it would be naïve to think that Helsby was immune to this concerning issue affecting those in the front-line of the profession and the post-pandemic reasons had been discussed in length in this term's Governing Body committee meetings. Once this results in staff absence or departures, it of course puts all colleagues under even greater pressure and this term had certainly been made much more difficult by missing colleagues in lots of areas of the school, not least the Senior Leadership Team.

It was probably inevitable that the pandemic had restricted the opportunities to work with staff on, and share, a vision for a school. It will be good to not only work with governors next term on the whole-school self-evaluation and strategic planning, but also with staff and plans were in place to add the views of staff to the self-evaluation and development planning work that the Senior Leadership Team had begun this term. After two years of focusing on operational Covid management, everyone was looking forward to returning to the longer-term planning needed for the school to continue to develop and thrive, and to enable its students to carry on 'achieving success' and 'valuing others'. **HC asked if this scenario reinforced the need to have a staff questionnaire. MH advised that SW was attending a DfE Senior Lead Training Programme part which looked at staff wellbeing and mental health and once this had been completed a questionnaire would be produced. This would form part of the 2022/23 SDP. RC asked if this could be brought forward as the issues around student behavior were impacting on staff morale and staff needed to feel supported by seeking their views. MH suggested that it was a question of timing whilst SW stated that care was needed as to the questions asked and that capacity and resources existed to implement what staff thought should happen.**

AC asked if it was possible to commission an external facilitator. AW advised that he would send details of the approach utilized by his company which used an anonymized approach.

Resolved:	That the report be noted.
Agenda Item 8	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. MH drew attention to page 5 of the document which dealt with mental health and wellbeing.
Resolved:	That the update be noted.
Agenda item 9	SAFEGUARDING
Discussion:	SW advised that there were no specific safeguarding issues to bring to the attention of governors
Resolved:	That the report be noted
Agenda item 10	POLICIES
Discussion:	Governors were asked to approve the Safeguarding Policy as to ratify the following policies following review at the committees indicated. Resources Committee - GDPR and Data Protection Policy - Lettings Policy Quality of Education Committee - Flexible Working Policy PDBA Committee - Supporting Pupils at School with Medical Conditions Policy - Designated Teacher for Looked-After and Previously Looked-After Children Policy - Children with Health Needs that Cannot Attend School Policy - Protection of Biometric Information Policy
Resolved:	<ol style="list-style-type: none"> 1. That the Safeguarding Policy be approved. 2. That the following Policies be ratified. <ul style="list-style-type: none"> • GDPR and Data Protection Policy • Lettings Policy • Flexible Working Policy • Supporting Pupils at School with Medical Conditions Policy • Designated Teacher for Looked-After Children and Previously Looked-After Children Policy • Children with Health Needs that Cannot Attend School Policy • Protection of Biometric Information Policy

Agenda item 11	ITEMS OF ANY OTHER BUSINESS
Discussion:	<p><u>Interviews for Deputy Head Teacher</u> GF, TO'N and ID-R would be interviewing for the Deputy Head Teacher post on 28th and 29th March 2022.</p> <p><u>Schools Bulletin</u> GF drew attention to various segments of the Schools Bulletin which governors might find interesting/useful.</p> <p>.</p>
Resolved:	That the updates be noted
Agenda item 12	DATES OF FUTURE MEETINGS
Decision:	<p>Monday 23rd May 2022 at 5.00pm Resources Committee Monday 13th June 2022 at 5.00pm Quality of Education Committee Monday 4th July 2022 at 5.00pm Personal Development of Students, Behaviour and Attitudes Committee. Monday 18th July 2022 at 5.00pm FGB</p>

There being no further business the meeting ended at 6.15pm