



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

<b>Date:</b>	Monday 18 <sup>th</sup> July 2022 at 5.00pm	
<b>Venue:</b>	School	
<b>Present:</b>	Ms G Fullbrook Mr M Hill Mr T O'Neill Mrs A Critchley Ms R Clarke Miss H Coy Mr R Allerston Mrs A Pierre-Louis Mrs K Lowe	Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor Staff Governor Co-opted Governor Parent Governor Parent Governor Parent 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>WELCOME AND APOLOGIES FOR ABSENCE</b>
<b>Discussion:</b>	The Chair welcomed all present. Apologies for absence were received and accepted from Mr. A. Wheeler and Mr I Devereux-Roberts.
<b>Agenda item 2</b>	<b>PRESENTATION FROM SAM DUNCOMBE – HEAD OF SCIENCE</b>
<b>Discussion:</b>	Sam Duncombe, Head of Science attended the meeting and updated Governors on what had been put in place since his appointment including <ul style="list-style-type: none"> <li>• The preparation of a new scheme of work for KS3 science;</li> <li>• Emphasis on building a single science team;</li> <li>• There had been a large staff turnover with 4 teachers leaving the profession being replaced by high quality motivated staff;</li> <li>• Teaching and learning needed to improve ; and</li> <li>• The commitment to science by the rolling programme of lab replacements</li> </ul>
<b>Resolved:</b>	<b>That Sam be thanked for his informative presentation.</b>
<b>Agenda item 3</b>	<b>MINUTES OF THE LAST MEETING</b>
<b>Discussion:</b>	The Governing Body considered the minutes of the meeting of the Governing Body held on 14 <sup>th</sup> March 2022.

<b>Resolved:</b>	<b>That the minutes of the meeting of the Governing Body held on 14<sup>th</sup> March 2022 be approved as a correct record and signed by the Chair.</b>
<b>Agenda item 4</b>	<b>ACTION LOG</b>
<b>Discussion:</b>	The Action Log was reviewed and updated.
<b>Agenda item 5</b>	<b>GOVERNANCE ISSUES</b>
<b>Discussion:</b>	<u>Committee Reports</u> The Governing Body received the following committee reports:- <ul style="list-style-type: none"> <li>• Quality of Education Committee held on 13<sup>th</sup> June 2022;</li> <li>• Resources Committee held on 23<sup>rd</sup> May 2022; and</li> <li>• PDBA Committee held on 4<sup>th</sup> July 2022</li> </ul>
<b>Resolved:</b>	<b>That the reports be noted</b>
<b>Discussion:</b>	<u>Proposal for the Election of Chair and Vice Chair of Governors 2022/23</u> The Chair had circulated a suggested process for the election of Chair and Vice Chair of the Governing Body for 2022/23 and asked that any nominations be communicated to the Clerk 1 week before the scheduled meeting on 26 <sup>th</sup> September 2022
<b>Resolved:</b>	<b>That the update be noted</b>
<b>Discussion:</b>	<u>Vacancies</u> Governors were advised that a vacancy still existed for a Co-opted Governor. MH suggested that as school would receive various companies as part of the Futures Day that could present an opportunity to seek expressions of interest in becoming a Co-opted Governor
<b>Resolved:</b>	<b>That efforts be made to fill the existing vacancy</b>
<b>Discussion:</b>	<u>Current and Future Governor Involvement in School</u> The Chair asked that if any Governors were visiting school for a specific purpose then they make a short report to the next FGB. Governors also discussed the desirability of re-introducing Link Governor visits post Covid.  HC and AC outlined the contents of recent visits to the school.
<b>Resolved:</b>	<b>That the report be noted.</b>
<b>Discussion</b>	<u>Details of Any Training</u> The Chair advised Governors of a Cheshire West and Chester Council Virtual School training session for Chairs and Governors on 14 <sup>th</sup> October 2022 and urged any interested Governor to register. It was also reported that Safeguarding training for Governors would be included in the business for the FGB meeting on 26 <sup>th</sup> September 2022
<b>Resolved:</b>	<b>That the report be noted.</b>
<b>Agenda Item 6</b>	<b>UPDATE ON LEADERSHIP AND MANAGEMENT SECTION OF THE SCHOOL DEVELOPMENT PLAN</b>
<b>Discussion:</b>	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.
<b>Resolved:</b>	<b>That the update be noted.</b>
<b>Agenda Item 7</b>	<b>WHOLE SCHOOL SELF EVALUATION</b>
<b>Discussion:</b>	Governors received the Leadership and Management section of the SEF.  <b>The Chair referred to section 1(b) Use of CPD and enquired if this also included support staff as this could address the issue high staff turnover. MV advised that school was about to launch a Personal Development Plan process for support staff which would include CPD</b>

<b>Resolved:</b>	<b>That the update be noted.</b>
<b>Agenda item 8</b>	<b>HEADTEACHERS REPORT</b>
<b>Discussion:</b>	<p>The Headteacher submitted his report which reprised the year to date and updated Governors on the recent appointments to the Senior Leadership Team</p> <p><b>GCSE and A-Level Examinations</b> Despite all the challenges students had faced over the last 2+ years, including on-going uncertainty until well into the Spring Term over whether or not their examinations would actually go ahead this summer, Year 11 and 13 students could be very proud of how well they had coped with this year's examinations with their attendance at examinations, their calmness and optimism and their levels of support for each other more than ever could have been hoped for. The contribution of staff to this was acknowledged last month by the Quality of Education Committee, with the pastry treats provided for staff much appreciated. The summer's examinations results were awaited with far more uncertainty than was usually the case. Although school was cautiously optimistic, only in August would it find out how well the students had coped with (or been affected by) the challenges of the last two years compared to students across the country.</p> <p><b>Summer Term</b> After two very Covid-restricted Summer Terms in 2020 and 2021, it had been uplifting to see all the opportunities provided for students in the second half of this term ranging from the Proms for Years 11 and 13, a full Year 6 transition programme and a careers-based activity week in the final week of term just some of the many highlights. Still to come were the Summer Music Concert on Thursday 14<sup>th</sup> July and the Leavers' Event on the afternoon of Thursday 21<sup>st</sup> July, with governors warmly invited to both events. <b>AC asked for an update on the transition days. MH advised that they had gone really well and made school realise how much the structure of the process had been missed over the past 2 years</b></p> <p><b>2022-23 Academic Year</b> With a new Senior Leadership Team in place and a new 3-year School Development Plan to be launched it will hopefully provide an opportunity for the school to 'move on' after the inevitable focus on managing the pandemic over the last three academic years. Late 2022-23 or early 2023-24 was also likely to see our next Ofsted inspection and ensuring readiness for the visit was likely to form a key part of work in the next academic year - particularly with Subject Leaders, who would have a key part to play under the new Inspection Framework. Governance would also be an important aspect of the inspection and it was suggested that the September Full Governors' Meeting incorporated refresher Safeguarding Training for all governors and then the December Meeting contained an overview for governors of the current Ofsted Framework.</p> <p><b>Department for Education 'White Paper'</b> Published in March, the White Paper contained two main challenges for the school - one which could be readily addressed in the next academic year and the other a much greater issue which, with no exaggeration, would significantly affect the long-term future of the school:</p> <p><b>Length of the School Week:</b> At present the school did not quite deliver the 32.5-hour week required of all schools by September 2023. Hence a review of the timings of the school day would be required in the Autumn Term. <b>HC asked how short school was and was advised that this was 5 minutes per day</b></p> <p><b>A Multi-Academy Trust (MAT) Led School System:</b> The White Paper contained the commitment that all schools would be part of a 'strong' MAT by 2030, or in the process of</p>

	<p>joining one. A Department for Education Review (<a href="https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/108222/academies-regulation-and-commissioning-review-terms-of-reference.pdf">Academies regulation and commissioning review: terms of reference (publishing.service.gov.uk)</a>) will shed more light on potential ways forward by the end of 2022, but for now it is a case of considering options and this issue was definitely something that governors should begin to discuss in earnest in the Autumn Term.</p> <p><b>Future Pupil Admissions Number (PAN)</b>  At a meeting with the Local Authority on Thursday 7<sup>th</sup> July, 2022 the school was asked to give consideration to an increase in PAN in light of current numbers in partner primary schools. School had offered 261 places for September 2022 and current numbers suggested a similar demand for at least the next 3 years. A permanent change in PAN (for example, to 250) would unlock capital ‘basic need’ funding which would provide the accommodation required for expansion. However, longer-term risks to an increase in PAN were the much smaller cohort numbers currently in Years 1 and 2 in local primary schools. The Local Authority had suggested that they would support a reduction in PAN at that stage, assuming that there was no change to national admissions processes by then. Unfortunately, the Local Authority had requested an answer by the end of this term, a time-scale which did not seem appropriate given the complexity of the issue and they also paused the planning for the new 4-classroom block in lieu of our increased September 2022 intake whilst this bigger picture was considered. <b>Governors expressed concern over the extremely short timeframe in which to thoroughly discuss such an important and far-reaching proposal</b></p>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That approval be given, in principle, to the increase in the school PAN to 252 subject to the receipt of acceptable written assurances from the local authority over financial support for the expansion required to support such an increase and over its support for a reduction in PAN in the future should indicative numbers from feeder primary schools suggest that a reduction would be appropriate.</li> <li>3. That in respect of the proposals contained in the Government White Paper, a small Working Party be established in the new academic year to progress the matter</li> </ol>
<b>Agenda item 9</b>	<b>SAFEGUARDING</b>
<b>Discussion:</b>	Governors received the Record of Visit undertaken by the Cheshire West and Chester Council Safeguarding Team. SW advised that as school was currently implementing new processes and procedures in school, a further visit would be arranged in 12 months time.
<b>Resolved:</b>	<b>That the report be noted</b>
<b>Agenda item 10</b>	<b>FINANCE</b>
<b>Discussion:</b>	MV submitted the latest budget monitoring report to the end of June 2022 which took into account the minor budget alterations made at the Resources Committee at its meeting on 23 <sup>rd</sup> May 2022. <b>The Chair requested that a breakdown of the allocation of the training budget across SLT/Middle Leaders/Support Staff be made on an annual basis.</b>
<b>Resolved:</b>	<b>That the position regarding the 2022/23 budget be noted.</b>
<b>Agenda item 11</b>	<b>POLICIES</b>
<b>Discussion:</b>	<p>Governors were asked to approve the Equality Objectives and advised that Equality Information and the Accessibility Plan would be submitted to the next meeting. Governors were also asked to ratify the following policies following review at the committees indicated.</p> <ul style="list-style-type: none"> <li>• <b>Resources Committee</b> <ul style="list-style-type: none"> <li>○ Premises Management Policy</li> </ul> </li> <li>• <b>Quality of Education Committee</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ Capability Policy and Procedures (Teaching and Support Staff);</li> <li>○ Careers Education &amp; Guidance Policy (inc. Careers Programme &amp; Provider access Statemen)</li> <li>○ Induction of Early Career Teachers Policy</li> <li>○ Leave Policy</li> <li>○ Staff Discipline, Conduct and Grievance Procedures</li> <li>● <b>PDBA Committee</b> <ul style="list-style-type: none"> <li>○ Anti-Bullying Policy</li> <li>○ Behaviour Policy (including Flow-Chart &amp; Behaviour Principles Written Statement)</li> <li>○ Exclusion Policy</li> <li>○ SEND Policy</li> <li>○ Sex and Relationship Policy</li> </ul> </li> </ul>
<b>Resolved:</b>	<ol style="list-style-type: none"> <li>1. <b>That the Equality Objectives be approved.</b></li> <li>2. <b>That Equality Information and the Accessibility Plan be considered at the next meeting</b></li> <li>3. <b>That the following Policies be ratified.</b> <ul style="list-style-type: none"> <li>● <b>Capability Policy and Procedures (Teaching and Support Staff)</b></li> <li>● <b>Careers Education &amp; Guidance Policy (inc. Careers Programme and Provider Access Statement);</b></li> <li>● <b>Induction of Early Career Teacher Policy;</b></li> <li>● <b>Leave Policy;</b></li> <li>● <b>Staff Discipline, Conduct and Grievance Procedures;</b></li> <li>● <b>Anti Bullying Policy;</b></li> <li>● <b>Behaviour Policy (including Flow-Chart &amp; Behaviour Principles Written Statement);</b></li> <li>● <b>Exclusion Policy;</b></li> <li>● <b>SEND Policy;</b></li> <li>● <b>Sex and Relationship (SRE) Policy.</b></li> </ul> </li> </ol>
<b>Agenda item 11</b>	<b>ITEMS OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	<p><u>School Uniform Review - Update</u>  SW gave an update on a proposed review of the PE Kit for 2023 and advised that full costings would be submitted to the next meeting.</p>
<b>Resolved:</b>	<b>That the update be noted</b>
<b>Agenda item 12</b>	<b>DATES OF FUTURE MEETINGS</b>
<b>Decision:</b>	<p>Mon 26<sup>th</sup> September 2022– FGB  Mon 10<sup>th</sup> October 2022 – QoE Committee  Mon 14<sup>th</sup> November 2022 – PDBA Committee  Mon 28<sup>th</sup> November 2022 – Resources Committee  Mon 12<sup>th</sup> December 2022 – FGB Meeting</p> <p>Mon 23<sup>rd</sup> January 2023 – QoE Committee  Mon 13<sup>th</sup> February 2023 – PDBA Committee  Mon 13<sup>th</sup> March 2023 – Resources Committee</p>

	Mon 27th March 2023 – FGB
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	Mon 8 <sup>th</sup> May 2023 – QoE Committee
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	Mon 22 <sup>nd</sup> May 2023 – Resources Committee
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	Mon 19th June 2023 – PDBA Committee
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	Mon 17 <sup>th</sup> July 2023 – FGB Meeting
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**There being no further business the meeting ended at 6.45pm**