



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

Date:	Monday 12 th December 2022 at 5.00pm	
Venue:	School	
Present:	I Devereux-Roberts (ID-R) Chair G Fullbrook (GF) M Hill (MH) M Garvey (MG) T O’Neill (TO’N) A Critchley (AC) A Wheeler (AW) H Coy (HC) K Lowe (KL) R Allerston (RA)	Co-opted Governor Co-opted Governor Head Teacher LA Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor
Absent:		
In attendance:	S Warburton M Vickers John Addison	Senior 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 were received and accepted from R Clarke and A Pierre-Louis
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 26 th September 2022.
Resolved:	That the minutes of the meeting of the Governing Body held on 26th September 2022 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	GOVERNANCE ISSUES
Discussion:	<u>Governor Development Plan</u> Governors received the Governor’s Development section of the School Development Plan (SDP). The section contained the objectives and key areas for development for Governors, detailed the actions aimed at achieving those objectives, resources and costs and expected

	<p>impact/success criteria. ID-R advised that the Governor Development Plan had been constructed as an outcome of the Governor's Strategic Development Day in April 2022 and that he had met with MH to identify the key areas of development. These included the theme of stakeholder consultation and engagement which would involve Governors accessing the Staff Wellbeing Group and the development of expertise in committees. HC commented that as the FGB was currently carrying vacancies for three Co-opted Governors there was a need to ensure that the remaining Governors were not overburdened; that there was an even distribution of responsibilities and that there was a need to ensure that Governors filling the vacancies had the appropriate skills sets.</p>
Resolved:	That the Governor Development Plan be approved.
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 10th October 2022; • Resources Committee held on 28th November 2022; and • PDBA Committee held on 14th November 2022 <p>Governors suggested that should there be a need to take immediate action from the Committee meetings these be summarised on the Headteachers report rather than waiting for the next committee meeting.</p> <p>Governors sought information as to when and how the Class Charts details would be sent to parents as discussed at the PDBA Committee.</p>
Resolved:	That the reports be noted
Discussion:	<p><u>Training Undertaken</u> No training reported as being undertaken since the last meeting</p>
Resolved:	That the report be noted
Discussion:	<p><u>Governor Visits</u> KL had undertaken a Link Governor Safeguarding visit and a copy of her report had been circulated to Governors.</p>
Resolved:	That the report be received
Agenda item 6	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher submitted his report which provided the following detailed information.</p> <p>2022-25 School Development Plan</p> <p>Governors were reminded that a major focus at this term's Committee Meetings had been around long-term strategic planning with the whole-school School Self-Evaluation (SSE) documentation being updated following the Summer 2022 examination results and a 2022-25 School Development Plan (SDP) constructed to outline how the school would develop its provision further in the coming months and years. Following a review of the school's aims and vision at the INSET Day at the very start of term, the Monday 31st October INSET Day was spent focusing on the main SDP priorities for this academic year. The introduction to the SDP presented at the start of the INSET Day was an item for discussion at this meeting.</p> <p>New Senior Leadership Team (SLT)</p> <p>The benefits of a larger SLT this term, with increased capacity and a wider range of skills and expertise within it, were already being felt in school. The four new Assistant Headteachers (Tor Cross, Ricky Davies, Gemma Walker and Natalie Witcher) had settled quickly and smoothly into the team and were already offering much to the school in their new roles. Parent governors in particular would be aware of the focus on improving student behaviour which Ricky and Natalie have led on since September, with clearer expectations of the</p>

responsibilities of all colleagues and new systems introduced for recording and responding to student behaviour issues.

PAN/MAT Governing Body Working Parties

MH thanked those Governors involved in the working party which had given very careful consideration to the complex issue of the possible Pupil Admission Number (PAN) increase.

Although political instability this year had meant that the government's planned Schools Bill to implement the Department for Education White Paper would not now be progressing, the long-term direction of travel towards a Multi-Academy Trust (MAT)-based system lent itself to the discussion as to whether it would be wise for Governors to consider the formation of a new Working Party to meet termly in the first instance to review and monitor the school's options moving forwards in this regard

Summer 2022 Results

A key aspect of school work this term had been the detailed analysis of the Summer 2022 examination results. Department Leaders had analysed students' answers on a question-by-question basis in order to identify strengths and areas for development within the current curriculum delivery, adapting plans for future cohorts as a result of their findings. Despite all their detailed work, which was shared in individual subject meetings held with Senior Leadership last month, nothing had really changed in terms of the 'big picture' summary of the results, with all subjects very much aware of the clear, main area for development - the progress and outcomes of disadvantaged students in the school.

Year 11 PPE1 Examinations

Evaluation of the performance of Year 11 students in their PPE1 (ie first set of 'mock') examinations earlier this term showed that they were where school would probably expect them to be at this stage in the academic year, with a current predicted Progress 8 score of -0.25 showing that there was still much work to do between now and the summer. The full analysis of the current progress of both the Year 11 and Year 13 cohorts would be presented at the January Quality of Education Committee Meeting. **AC sought clarification around what school would be doing to address the Progress 8 score. MH reported that he was not overly concerned at present as predictions tended to be over cautious, however, Yr11 Leaders had had meetings with the parents of children who were under performing**

Student Attendance

Through presentation at November's Personal Development, Behaviour & Attitudes Committee Meeting, regular correspondence with parents and frequent promotion through the school's social media channels, Governors would be aware of the focus on student attendance this term. In line with the government's national campaign, Phil Howe was leading a relentless approach to the promotion and recognition of good attendance - and support and intervention where attendance was less good. This would remain a key priority for the school in the medium- to long-term too, especially with regard to the attendance of disadvantaged students. Despite the above-average levels of absence due to illness at present, the overall attendance for this term was currently well above 92%, a significant increase on the Covid-affected, below-90% figure for the 2021-22 academic year.

Ofsted IDSR Release

With the next Ofsted inspection getting ever closer, the release of Ofsted's IDSR (Inspection

	Data Summary Report) for the school took on even more significance than normal. It contained no surprises, with the identified strengths of the school (KS4 EBacc entry and attainment) and areas for development (the progress and attendance of disadvantaged students) already identified and reflected in the self-evaluation documentation (which judged us to be 'Good' in all areas against the current Inspection Framework, in line with our 2018 Report) and the new Development Plans. HC asked what this document contained. MH gave a brief update and advised that the document would be on the Spring Term committee agendas for discussion.
Resolved:	That the report be noted.
Agenda item 7	2022-2025 SCHOOL DEVELOPMENT PLAN - OVERVIEW
Discussion:	<p>As described in the Headteachers Report, MH gave a presentation on the introduction to the SDP presented at the start of the INSET Day held on Monday 31st October 2022 which was spent focusing on the main SDP priorities for this academic year. Specific attention was drawn to the changing context of the school since before Covid in 2019 together with the Progress 8 gap between pupil premium and non-pupil premium children which had been reflected in the Summer examination results</p> <p>Following the presentation the Governing Body received a leaflet which detailed the School Priorities as detailed in the School Development Plan in the areas of</p> <ul style="list-style-type: none"> • Quality of Education; • Behaviour and Attitudes, • Personal Development • Leadership and Management; and' • 6th Form <p>Following a question from AC it was confirmed that the leaflet would be circulated to parents.</p> <p>MG asked if there had been any feedback from staff about the content of the SDP in respect of improving the outcomes for PP students. MH advised that staff had undertaken a great deal of work around individual Subject Development Plans which would address the objectives for all students not just PP students. MG stated that he was impressed with the content of the SDP but asked how school would know if it had been successful. MH advised that this would be shown by improved outcomes</p>
Resolved:	That the update on the School Priorities 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. This section also had two sub sections dealing with SEND/PP and Mental Health and Wellbeing.
Resolved:	That the update be noted.
Agenda Item 9	PROPOSED INCREASE IN PUPIL NUMBERS
Discussion:	<p>HC reminded Governors of the context behind establishing the Working Party in that on 7th July 2022, the local authority had asked the school to give consideration to a permanent increase in the Published Admission Number (PAN) for the school from 225 to 252 pupils.</p> <p>HC, as Chair of the Working Party, advised that it had met on 2 occasions following which it</p>

	<p>would seek to submit the following recommendation to the FGB.</p> <p>That the request from the local authority for a permanent PAN increase should be rejected. The uncertainty in pupil numbers from within the catchment area post 2026 posed a risk to the school in accepting a permanent PAN increase. Without significant additional infrastructure the linear build of the school and its existing facilities would not be sufficient to accommodate the additional pupils without a negative impact on the quality of education for pupils in the catchment area.</p> <p>It was further recommended that where the admission numbers were higher than the existing PAN the school should consider accepting a bulge PAN as in recent years.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the recommendation of the Working Party not to increase the PAN to 252 be endorsed. 2. That the Working Party be thanked for their work on this matter.
Agenda Item 10	STRATEGIC FUTURE OF THE SCHOOL
Discussion:	<p>MH referred to the recent statement from the Secretary of State for education that the Education Bill would not now be progressing, the long-term direction of travel towards a Multi-Academy Trust (MAT)-based system. However, he asked Governors to consider if it was prudent to continue discussions in respect of the strategic future of the school by the formation of a new Working Party to meet termly in the first instance to review and monitor the school's options moving forwards in this regard.</p>
Resolved:	That a Working Party comprising Andrea Critchley, Mike Garvey, Andy Wheeler and Gail Fullbrook be established for this purpose.
Agenda Item 11	PROPOSAL TO CHANGE THE HOURS OF THE SCHOOL DAY
Discussion:	<p>MH advised that a proposal was contained in the Education White Paper to increase the school week to 32.5 hours but that currently, the school week was 32 hours and 5 minutes which meant that an increase of 5 minutes per day was needed. MH suggested that the school day should be from 8.45am to 3.15pm but that this proposal would need to be consulted upon with the local authority in respect of any possible impact on school transport provision.</p>
Resolved:	That Governors agree to the school day becoming 8.45am to 3.15pm and that this be consulted upon with the local authority.
Agenda Item 12	CRITICAL INCIDENT MANAGEMENT PLAN
Discussion:	<p>MV submitted the Critical Incident Plan which had been updated to reflect changes in the SLT and Governing Body membership. Governors were asked to let MV know of any changes to their details.</p>
Resolved:	That the Critical Incident Plan be approved.
Agenda Item 13	PROVISION OF SCHOOL UNIFORM FROM SEPTEMBER 2023 ONWARDS
Discussion:	<p>MV advised that school currently sold all branded elements of the school uniform direct to parents (blazer, ties and PE kit) and had done this for many years. Parents ordered the uniform on line via the school's website and paid using the school's payment system (SCOPAY). If the uniform was in stock (e.g. in school) children would collect it from the Finance Office, the following day.</p> <p>The school ordered the uniform directly from its suppliers, Trutex and Price & Buckland. The cost of each item was reviewed annually and updated in April each year. For the large orders, (e.g. the new Year 7 intake) these were ordered in the autumn for delivery the following summer. The school did not make any money from the sale of uniform. Following Governors</p>

	<p>approval some years ago the decision was taken to sell each item with a very small profit margin. This profit was then used to contribute to the cost of the bank charges the school received for the transactions made on line by parents and carers.</p> <p>Providing uniforms took up a significant amount of time for the Finance team, particularly in the run up to the start of an academic year, when parents were ordering new uniform across all year groups. None of this cost was currently passed on to parents (e.g. by including it in the price of uniform) as it had always been the school's intention to keep uniform costs as low as possible.</p> <p>MV then placed a proposal before Governors whereby the supply of the school uniform would be undertaken by a third party provider which would reduce costs to the school and free up time in the Finance Team.</p> <p>Governors discussed this proposal in detail and whilst not being against the measure in principle, would wish to receive additional information around returns arrangements and the actual cost of the school of providing the service.</p>		
Resolved:	<ol style="list-style-type: none"> 1. That Governors acknowledge that the proposal to outsource the provision of school uniforms to a third party provider was worthy of further discussion. 2. That the SBM consult with other schools in respect of their returns policy and how this operated. 3. That further information be provided to the Governing Body on the impact on the cost of items of uniform of including the costs currently born by the school in respect of bank charges and staff time but not containing any profit element 		
Action:	What:	Who:	When:
	That the SBM consult with other schools in respect of their returns policy and how this operated	SBM	As appropriate
	That further information be provided to the Governing Body on the impact on the cost of items of uniform of including the costs currently born by the school in respect of bank charges and staff time but not containing any profit element	SBM	Next FGB
Agenda Item 14	FINANCE UPDATE		
Discussion:	<p>The SBM advised that the undermentioned information had been presented to the Resources Committee at its meeting on 28th November 2022.</p> <p>Budget 2022-23 A budget monitoring report was circulated which provided a line by line details of the income and expenditure incurred by the school during the current financial year. The SBM advised that a draft 2023-24 budget would be submitted to the next meeting of the Resources Committee.</p> <p><u>Expenditure</u> <u>Staffing</u> Despite the award of a higher than expected pay rise for all staff, teaching and non-teaching, school was on course to be able to accommodate the expected wage bill from the budget.</p> <p>The teaching pay award had applied an average of 5% across the pay ranges, although the school had budgeted for 3.9%. The non-teaching pay award had applied an average of 7% across the pay ranges, with school budgeting for 1.75%.</p> <p>School was able to accommodate the effect of these pay awards because of in year movement of staff since the budget was set in May, 2022 and covering some vacancies with supply staff. However, it did mean that there would not be a significant underspend of the wage bill at the</p>		

	<p>end of the financial year, which had been the case in previous years.</p> <p>- The pay awards would be implemented in December 2022 and January 2023 so the impact of these pay awards was not included in the monitoring report.</p> <p>It was anticipated that there would be a significant overspend on the supply budget owing to unforeseen long term absence (currently 3 teaching staff were off on long term absence) and , covering vacant positions with supply staff, mainly in support roles – TA, Cover Supervisors, Reception and DT Technicians. .</p> <p>Recruiting in these areas was proving very challenging and had meant that the school had had to rely on supply, more frequently than in previous years. Whilst this had meant an in-year underspend on the wage bill (which had allowed schools to absorb the effect of the higher than anticipated pay awards) it would lead to overspend on supply.</p> <p>Indirect staff costs – School was on course to remain on budget. With the effects of COVID starting to reduce, the CPD expenditure was growing to pre-pandemic levels.</p> <p>Premises costs – School was on course to remain on budget. Capital expenditure spend had progressed on the Food Technology classroom relocation and Science Lab refurbishment. A small overspend was expected on maintenance and equipment, the latter caused by the decision to install new long jump pits and replace equipment in the kitchens (ovens). This had been done in the knowledge that school had a sizeable reserve which could fund this additional one off expenditure.</p> <p>- A small saving was expected on energy costs, though the exact amount would become clearer towards the end of the financial year.</p> <p>Transport costs – School was on course to remain on budget.</p> <p>Communications & IT costs – School was on course for a small overspend. This was as a result of the decision to take advantage of the sizeable reserve and update the iMacs in Media. Again this was a one-off expenditure.</p> <p>ID-R asked what the impact on the original carry forward figure in school was having to absorb the increased pay awards .MV suggested that it would be around 50% of that originally forecasted.</p>
Resolved:	That the Finance Update be noted
Agenda item 15	POLICIES
Discussion:	<p>Governors received the following update in relation to Policies.</p> <p>Policies to be reviewed and ratified at this meeting</p> <ul style="list-style-type: none"> - Admission Arrangements - Complaints Procedure <p>Policy to be ratified following review at the Resources Committee</p> <ul style="list-style-type: none"> - Charging and Remissions Policy - Whole School Pay Policy

	<p>Policies to be ratified following review by the Quality of Education Committee</p> <ul style="list-style-type: none"> - Flexible Working Scheme Policy - Staff Discipline, Conduct and Grievance Procedure <p>Policies to be ratified following review by the Performance Development Behaviour and Attitudes Committee</p> <ul style="list-style-type: none"> - Protection of Biometric Information of Students - Access to School for Students with Medical Needs - Medical Conditions Policy
Resolved:	That the Policies be approved
Agenda item 11	ITEMS OF ANY OTHER BUSINESS
Discussion:	<p><u>Term Dates</u> ID-R advised that he had utilised Chairs Action to approve the term dates for 2023/24 to bring the school in line with local primary schools.</p> <p><u>Recruitment and Retention of Staff</u> MG requested that recruitment and retention of staff and staff wellbeing be a specific item for discussion at the Governor Strategic Development Day.</p> <p>.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the action of the Chair in approving the term dates for 2023/24 be confirmed 2. That recruitment and retention of staff and staff wellbeing be a specific item for discussion at the next Governor Strategic Development Day
Agenda item 12	DATES OF FUTURE MEETINGS
Decision:	<p>Monday 23rd January 2023 at 5.00pm Quality of Education Committee Monday 13th February 2023 at 5.00pm Personal Development of Students, Behaviour and Attitudes Committee Monday 13^h March 2023 at 5.00pm Resources Committee. Monday 27th March 2023 at 5.00pm FGB</p>

There being no further business the meeting ended at 7.20pm