



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

Date:	Monday 17 th July 2023 at 5.00pm	
Venue:	School	
Present:	H Coy HC Vice Chair M Hill MH T O'Neill TO'N A Critchley AC R Allerston RA K Lowe KL M Garvey MG G Fullbrook GF N Davies ND B Clarke BC	Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor Parent Governor Parent Governor Local Authority Governor Co-opted Governor Parent Governor Staff Governor
Absent:		
In attendance:	John Addison	Clerk to the Governing Body

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 Vice Chair welcomed all present. Apologies for absence were received and accepted from I Devereux-Roberts, and A Wheeler.
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 27 th March 2023.
Resolved:	That the minutes of the meeting of the Governing Body held on 27th March 2023 be approved as a correct record.
Agenda item 3	ACTION LOG
Discussion:	The Action Log was reviewed and updated.
Agenda item 4	6TH FORM PRESENTATION
Resolved:	That the presentation on the 6th Form be deferred to the next meeting.

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 10th May 2023; • Resources Committee held on 22nd May 2023; and • PDBA Committee held on 19th June 2023 		
Resolved:	That the reports be noted.		
Discussion:	<u>Terms of Office</u> Governors were advised that the terms of office for T O’Neill and G Fullbrook would expire on 29 th September 2023 and that of A Wheeler would expire on 19 th November 2023. Governors were advised that A Pierre-Louis a parent Governor had resigned in April 2023 and that following a parental ballot N Davies had been elected as a Parent Governor. <u>Vacancies</u> Governors were advised that vacancies existed for 1 Co-opted and 2 Parent Governors. It was agreed that efforts to fill these vacancies be deferred until September once a new cohort of parents for Year 7 would be eligible.		
Resolved:	<ol style="list-style-type: none"> 1. That the membership of the Governing Body be discussed at the next meeting. 2. That the resignation of A Pierre-Louise be accepted. 3. That Nick Davies be confirmed as a parent Governor for a 4-year term of office to 16th July 2027. 		
Action:	What:	Who:	When:
	That the membership of the Governing Body be discussed at the next meeting.	Clerk	Next FGB
Discussion:	<u>Current and Future Governor Involvement in School</u> MH commented that Governor involvement in school felt much stronger than 12 months ago with increased Link Governor visits and a presence on the School Council. HC suggested that in the light of possible membership changes post September, it would be useful to review Link Governor roles and visits at the next meeting.		
Resolved:	That Link Governor roles and future Governor involvement in schools be discussed at the next meeting.		
Action:	What:	Who:	When:
	That Link Governor roles and future Governor involvement be discussed at the next meeting.	Clerk	Next FGB
Discussion:	<u>Governor Training</u> Governors were advised that RA had undertaken a safeguarding visit and KL had undertaken Safer Recruitment training. It was acknowledged that Induction training needed to be arranged for Nick Davies.		
Resolved:	That induction training be arranged for ND.		
Action:	What:	Who:	When:
	Induction training be arranged for ND.	School	ASAP
Agenda item 6	RESOURCES		
Discussion:	<u>3 Year Budget Update</u> Governors received the latest 3 Year Forecast which showed as follows		
		Forecast 2023/24	Forecast 2024/25
	Balance B/Fwd	343,149	0
			Forecast 2025/26
			-387,250

	Projected Income	9,235,907	9,094,629	8,997,476
	Projected Expenditure	9,235,907	9,481,879	9,899,340
	In Yr surplus / deficit	0	-387,250	-901,864
	Projected C/fwd	0	-387,250	

Governors were advised that the data was produced prior to the pay award announcement of 6.5%. which would require school to find an additional £15,000.

Resolved: **That the 3 Year Budget update be noted.**

Discussion: Reprographic Contract
Governors were advised of the need to renew the school reprographic contract.

Resolved: **That the lease with Copyright be renewed.**

Agenda item 7	HEADTEACHERS REPORT
Discussion:	<p>In introducing his report MH commented that this term had been an exceptionally busy one in school, supporting Year 11 and 13 students through their external examinations, providing all the usual summer term opportunities for current (and future) students and planning in earnest for the new academic year that would begin in September.</p> <p>External Examinations The GCSE, A-Level and Vocational Qualification examinations went very smoothly, not least due to all the careful planning and preparation that went in beforehand. Seeing my own son go through this experience as a Year 11 student this year reminded me that as much as subject preparation was important, equally important was ensuring that students had the resilience and organisational skills required to get through so many examinations (over 20 papers per student on average) over a period of 4-5 weeks. School now awaited the results with less certainty than would have been the case pre-Covid, with the impact of the government's alignment of this summer's outcomes to pre-pandemic 2019 results very difficult to predict.</p> <p>End of Term Activities Hopefully governors would be aware from our social media sites of all the opportunities that staff had offered to students in this half-term in particular. In amongst various educational visits, events of particular note included very successful Proms for our Year 11 and 13 cohorts and our 'Futures Week' in the final week of term, giving students in all years the opportunity to deepen their understanding of the world of work and develop vital employability skills.</p> <p>Planning for September Planning for the new academic year took many forms - timetable construction, re-writing of schemes of learning and creation of new teaching groups just a few of the many elements involved. This had also involved planning for a new school day from September following governors' decision to lengthen the school day from the start of the new academic year.</p> <p>Despite well-publicised challenges nationally with regard to teacher retention and recruitment, staff turnover has been relatively low this summer and all teaching posts for September have been filled. Thanks to the Chair of Governors for various actions taken to allow us to respond quickly and flexibly in our management of staffing this term.</p> <p>September 2023 New Year 7 Induction In recent weeks School had welcomed both the new Year 7 students and their parents into school. As reported in previous governor meetings, there had been a reduction in the number of out-of-catchment-area students this year. Despite this School was still over-subscribed on our PAN (Pupil Admission Number) of 225, although students from partner primary schools who were on the waiting list had now gained places as the admissions process had progressed. TO'N advised that as a Governor of a local primary school he had spoken to</p>

some Yr6 children who would be attending HHS and confirmed that they were really looking forward to coming to school.

Sixth Form Recruitment

Sixth Form recruitment remained a considerable challenge for all the reasons discussed in previous governor meetings. If, despite all the very best efforts this year, the increasing awareness of other options available, and the willingness of students to explore and embark on different types of course in different institutions, resulted in another smaller intake than School was used to pre-Covid then it would be important to undertake a strategic review of the Sixth Form provision early in the Autumn Term. There was nothing wrong with a smaller Sixth Form, as long as it is well-planned and delivers high-quality provision in a financially efficient manner.

SEND

Governors would no doubt be aware from discussions in meetings this year of the pressure on the SEND system at a national, Local Authority and school-level. Hence, I am very grateful for governors' support of the re-structuring of our SEND department in order to provide greater capacity in an attempt to meet the ever-increasing demands in this area. At the time of writing appointments were being made to new roles with a view to the new arrangements being in place from the start of the Autumn Term. **MG advised that he had undertaken a Learning Walk with Gemma Walker around SEND and had been concerned that school had a significant number of named pupils for whom it had been identified their specific needs would be better met in a specialist school setting, however was currently not able to be actioned due to the local authority having no available places. MH commented that the local authority had a number of places in specialist schools but that they tended to be taken by primary school children whose parents were reluctant to allow them to transition into mainstream secondary education. MG offered to draft a letter of concern from the FGB about the lack of specialist secondary school places.**

The School's Financial Position

Governors will also be aware that the savings made during the pandemic were now a distant memory, with the pressure on all school budgets this year, including our own, severe and well-publicised in the national media. Careful planning of staffing moving forwards meant that school had not needed to replace two colleagues who were moving on from Helsby at the end of this term, however there was a need to manage finances very carefully in this financial year to remain in a stable position by the end of it and beyond.

Site Development

Financial constraints inevitably restricted the ability to develop the school site at present. However, plans for the new 4-classroom teaching block were progressing smoothly and school looked forward to the area of the school at the eastern end of the building being transformed by the building work, which was currently due to begin January 2024 and be ready for use at the start of the 2024-25 academic year.

NEU Industrial Action

Since writing, a pay offer of 6.5% had been recommended for acceptance. School had budgeted for 3% in the 2023/24 budget whilst Government had offered a 3% grant leaving school to find the remaining 0.5% which equated to c£15,000.

Stakeholder Voice

MH stated his wish to bring to Governor's attention, a couple of particular highlights from the work in school this year. Governors quite rightly identified the need to re-establish, after the pandemic, access to the views of students, parents and staff to inform our own self-evaluation and development-planning moving forwards. The new Student Councils had already become highly effective sources of student voice, parent survey feedback had been

	<p>both reassuring and purposeful and the staff well-being group was pro-actively looking into issues on behalf of colleagues. Many thanks to governors who had supported the developments in all of these different areas.</p> <p>Student Attendance Another positive aspect of work this year had been the improvement in student attendance relative to national levels as a result of proactive work in this area. Attendance remained a priority, both nationally and for the school, but 2022-23 had hopefully provided a base for further improvement in future academic years. There was no simple solution in this area, with an-going relentlessness required to continually promote and monitor student attendance and work with families, supporting and challenging as appropriate.</p> <p>Ofsted The school would be the subject of an Ungraded Inspection on 17th and 18th July. This was not the best time of year for the Inspection, but MH and Governors were very confident that staff would rise to the occasion and come back refreshed in the Autumn.</p> <p>School Development Planning The Senior Leadership Team had been updating the whole-school self-evaluation documentation this month and identifying areas of focus for 2023-24 and beyond. This process had been supported by feedback from staff, who were given the opportunity to contribute to the process in early June. Areas of focus identified would be refined early in the Autumn Term following reflection on the summer exam results and then addressed through a new School Development Plan that would be constructed in September/October.</p> <p>Multi-Academy Trusts (MATs) DfE Guidance on the position in relation to Multi Academy Trusts had recently been published and it might be a good time to convene the Governing Body’s MAT Working Group in the Autumn.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the Headteachers Report be noted. 2. That the decision, following consultation with parents and staff to change the school hours to 8.40am – 3.10pm from September 2023 be confirmed. 3. That the following decisions taken under Chair of Governors Action be approved; <ul style="list-style-type: none"> • To provide x2 TLR3 payments to science colleagues who covered the interim period in between Department Leaders during May. • A TLR3 payment to recognise that the Deputy Department Leader SEND covered much of the work of the SENDCo during a period of absence. • To amend the TLR structure so that the Deputy Department Leader SEND role was now a TLR 2c (was 2a) role in response to national challenges in this area. • x2 TLR3 payments to facilitate a temporary leadership structure in the science department during the 2023-24 academic year following the arrival of the new Department Leader in June (one to add to the existing TLR2a role to make it a TLR2b-equivalent role and one to oversee A-Level Chemistry on a TLR 2a-equivalent salary). 4. That the MAT Working Group be convened in the Autumn term
Agenda Item 8	UPDATE ON LEADERSHIP AND MANAGEMENT SECTION OF THE SCHOOL DEVELOPMENT PLAN
Discussion:	Governors received the latest Leadership and Management section of the School Development Plan (SDP) following the updates made in April and which would be reviewed in September.
Resolved:	That the update be noted.

Agenda item 9	SAFEGUARDING
Discussion:	KL advised that she had attended the Local Government Safeguarding Audit and that feedback had been very positive. The final report would be shared with Governors at the next meeting.
Resolved:	That the report be noted.
Agenda item 10	POLICIES
Discussion:	<p>Governors were asked to approve the undermentioned policies and to ratify the following policies following review at the committees indicated.</p> <ul style="list-style-type: none"> • SEND Policy • Behaviour Policy • Attendance Policy (Governors placed on record their thanks to Phil Howe for his extensive work on this policy) <p>Resources Committee</p> <ul style="list-style-type: none"> - Data Protection Policy - Premise Management documents <p>Quality of Education Committee</p> <ul style="list-style-type: none"> - Capability Policy and procedures (Teaching and Support Staff) - Induction of Early Career Teachers Policy - Leave Policy <p>PDBA Committee</p> <ul style="list-style-type: none"> - Anti Bullying Policy - Exclusions Policy - Sex and Relationships (SRE) Policy
Resolved	<ol style="list-style-type: none"> 1. That the SEND Policy, Behaviour Policy and Attendance Policy be approved. 2. That the following Policies be ratified. <ul style="list-style-type: none"> • Capability Policy and Procedures (Teaching and Support Staff) • Induction of Early Career Teachers Policy • Leave Policy • Anti-Bullying Policy • Exclusion Policy • Sex and Relationship Education (SRE) Policy
Agenda item 11	DATES OF FUTURE MEETINGS
Discussion:	<p>Monday 25th September 2023 - FGB Monday 9th October 2023 - QofE Committee Monday 13th November 2023 - PDBA Committee Monday 27th November 2023 - Resources Committee</p> <p>Monday 11th December 2023 - FGB</p> <p>Monday 22nd January 2024 - QofE Committee Monday 12th February 2024 - PDBA Committee Monday 11th March 2024 - Resources Committee</p>

	Monday 25th March 2024 - FGB
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	Monday 13th May 2024 - QofE Committee
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	Monday 20th May 2024 - Resources Committee
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	Monday 17th June 2024 - PDBA Committee
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	Monday 15th July 2024 - FGB
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There being no business the meeting ended at 5.45pm