



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

Date:	Monday 25th September 2023 at 5.00pm	
Venue:	School	
Present:	I Devereux-Roberts (ID-R) H Coy (HC) M Hill (MH) M Garvey (MG) T O’Neill (TO’N) A Critchley (AC) R Clarke (RC) K Lowe (KL) R Allerston (RA)	Co-opted Governor Co-opted Governor Head Teacher LA Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor Parent Governor
Absent:		
In attendance:	S Warburton (SW) M Vickers (MV) 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	APPOINTMENT OF CHAIR AND VICE CHAIR
Discussion:	The Clerk sought nominations for the position of Chair and Vice Chair of the Governing Body to September 2024.
Resolved (unanimously)	That I Devereux-Roberts and H Coy be appointed Chair and Vice Chair of the Governing Body to September 2024.

Agenda item 2	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	The Chair welcomed all present and advised that apologies for absence had been received and accepted from N Davies, G Fulbrook and A Wheeler

Agenda item 3	APPOINTMENT OF CLERK TO THE GOVERNING BODY 2023/24
Decision:	That John Addison of Second2None School Support be appointed as Clerk to the Governing Body for 2023/24.

Agenda item 4	ANNUAL DECLARATIONS		
Discussion:	<p>1. Governors were required to read, complete and sign the declaration statement in relation to the following:</p> <ul style="list-style-type: none"> • Declaration of pecuniary, personal and educational interests; • Code of Conduct; and • Confirmation of eligibility <p>2. Governors were asked to check their details on the GIAS form were correct.</p> <p>3. Governors were asked to check that the School had an enhanced DBS check for them.</p>		
Action:	What:	Who:	When:
	The information received from the Governors in relation to their pecuniary, personal and educational interests be summarised in readiness for updating the DfEs Government Information About School website (GIAS) .	JA	ASAP
	From the summary form the information would be updated on the GIAS form.	JA	ASAP
Agenda item 5	MINUTES OF THE LAST MEETING		
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 17th July 2023.		
Resolved:	That the minutes of the meeting of the Governing Body held on 17th July 2023 be approved as a correct record.		
Agenda item 7	GOVERNANCE ISSUES		
Discussion:	<u>Instrument of Governance</u> Governors were advised that there had been no amendments to the Instrument of Governance		
Resolved:	That the Instrument of Governance be approved		
Discussion:	<u>Terms of Office/Vacancies</u> The Chair advised that the term of office of T O'Neill and G Fulbrook would expire on 29 th September 2023 and that of A Wheeler would expire on 19 th November 2023. Both A Wheeler and G Fulbrook had advised that they would not seek re-appointment. Taking into account the above, vacancies currently existed for a Co-opted Governor and 2 Parent Governors. MV advised that 2 expressions of interest had been received so far from parents with a deadline of 2 nd October 2023. There was also a possible expression of interest around a Co-opted Governor vacancy		
Resolved:	<ol style="list-style-type: none"> 1. That T O'Neill be appointed as a Co-opted Governor for a 4-year term of office to 28th September 2027. 2. That a report be made to the next meeting in respect of appointments to Parent and Co-opted Governor vacancies 		
Action:	What:	Who:	When:
	Governing Body membership be discussed at the next meeting	Clerk	Next FGB
Discussion:	<u>Committees</u> Details of membership for the following Committees were circulated <ul style="list-style-type: none"> • Quality of Education Committee 		

	<ul style="list-style-type: none"> Resources Committee PDBA Committee <p>Discussions also took place around the composition of the Pay Panel</p>
Resolved:	<ol style="list-style-type: none"> That, subject to a review at the FGB meeting on 11th December 2023, the membership of the above Committees be approved That Chairs and Vice Chairs be appointed at the first meetings of the Committees. That the Chair, Vice Chair and T O'Neill be appointed to the Pay Committee
Discussion	<p><u>Link Governor Roles</u> Governors discussed the appointment of Link Governors.</p>
Resolved:	That the appointment of Link Governors be referred to the appropriate Committees
Discussion:	<p><u>Governing Body Strategic Planning Day</u> Governors confirmed that the Strategic Planning Day would be held on 9th March 2024.</p>
Resolved:	That the matter be noted.
Agenda item 8	OFSTED INSPECTION REPORT
Discussion:	<p>The report of the Ofsted Inspection held on 18th and 19th July 2023 had been circulated to Governors in advance of the meeting and MH confirmed that the judgement was that Helsby High School continued to be a “Good” school. MH thanked those Governors who had supported the school during the inspection process. The report had been shared with staff who were pleased with the judgement and following official publication on 26th September 2023, would be shared with parents.</p> <p>MH commented that he felt that the report was an accurate reflection of the school but that the wording of the areas for improvement around the way the curriculum was taught, support for pupils who struggled to read and parental engagement, was vague and could be open to misinterpretation.</p> <p>Governors held an in-depth discussion around the need to improve parental engagement. Various suggestions were made around a re-wording of the Complaints Policy to make it a more positive document. This was suggested as a mechanism for school dealing with parental concerns before going to a formal complaint. MH commented that engaging with parents was becoming a recurring theme in Ofsted Inspection Reports and could be an inheritance from virtual meetings during the pandemic. All the areas for improvement would be reflected in the objectives contained in the School Development Plans.</p> <p>MH advised that he would send a covering letter to parents stressing that school is addressing the concerns around parental engagement together with the other areas for improvement but also celebrating the many positive aspect contained in the report</p>
Resolved:	That Governors express their congratulations to staff and students on the positive Ofsted Inspection Report.
Agenda item 9	HEADTEACHERS REPORT
Discussion:	<p>MH submitted his report stating that although there had only been 15 school days since the last FGB there was much to report including the fact that school had been subjected to an Ofsted Inspection</p> <p>Summer Amongst several, two particular contributions by staff over the summer holidays were worthy of bringing to governors’ attention: - A number of staff ran the Year 6 Summer School from Tuesday 22nd to Thursday 24th August. Led by Ricky Davies, the Summer School enabled 20 of the most ‘vulnerable’ Year 6 students to spend time in school developing relationships with key staff ahead of joining Year 7 in September 2023. Inevitably, this would have increased their confidence ahead of the new academic year and made their transition to high school</p>

more straightforward.

Many thanks were due to Jack Price, a member of the PE department, who accompanied the Year 11 and 12 students to Kenya on their 4-week Camps International trip. Inevitably a trip of this length and complexity threw up challenges and several parents had gone out of their way since the trip to let school know how much they appreciated the support that Jack gave to the students during the month-long expedition.

Summer 2023 Examination

Both the Year 11 and Year 13 Results Days over the summer were characterised in the main by very happy students, pleased with their results and able to successfully progress to the next stage of their lives. A school's set of exam results was a very large and complex data-set, inevitably with stronger and weaker areas, and attempts to summarise our results to colleagues were made as follows on the INSET Day at the start of this term:

"Year 13 results seemed strong, with the vast majority of students able to progress successfully on to their destinations of choice."

"Year 11 results were sound, Progress 8 figures appeared to be very similar to last year (with PP progress an exception - much better than in 2022). The challenge now was how school moved on from the very solid base (results and Ofsted-wise) - from a school where students made progress in line with national average overall to one where students' progress was above average."

MH expressed his thanks in advance to members of the Quality of Education Committee for the detailed consideration they would give to the results, starting with meeting with Department Leaders in the final week of September.

Start of the Autumn Term

Inevitably preparations for the start of this term were distracted by the Ofsted visit in the final week of the summer term. Hence the focus of the INSET Day on the first day back, and the first few weeks of term, had been on getting the new academic year off to a good start, establishing high expectations and learning the lessons from this year's examination results as quickly as possible in order to inform the work with the new Year 11 and 13 cohorts. Once reviewing last year's work was complete, and the Ofsted report fully reflected upon, it would be exciting to shape how we wanted the school to move forwards from the very firm foundations that were now in place.

Year 7 and 12 Recruitment

The new Year 7 cohort, 224 in total, seemed to have settled well into the school over the past fortnight and very soon attention would turn to the new Year 6 admissions process, with planning already underway for the Open Evenings in early October.

Approximately 90 students had joined Year 12 this September, an increase on last year which was accompanied by what appeared to be a positive reputation for our post-16 provision. Comparison with a few years ago, when numbers were nearer to 120-130 showed that the difference was not necessarily more students choosing to do A-Levels at other providers (such as Sixth Form Colleges), but a large number of middle-ability Year 11 students who used to progress to A-Levels but now were much more aware of, and willing to pursue, other options such as apprenticeships and specialist vocational courses in Colleges. As a result, school was currently reviewing the Sixth Form offer to ensure that it remained financially viable in the event that current post-16 pathway take-up patterns (and numbers) continue. **KL asked if school had a separate marketing strategy for the 6th form. MH commented that school had done some work but nothing specific. SW advised that Tor Cross as Head of 6th Form had started to look at a 5 year plan to target students entering HHS at Yr7 to consider further**

	<p>education at this school rather than an alternative provider. BC suggested that HHS could look at a more interactive marketing presentation to draw to pupils' attention of the benefits of attending HHS 6th form.</p> <p>NASUWT Industrial Action Governors were reminded that all the teaching unions accepted the 6.5% pay offer from government and called off their planned strike action this term. What had been far less well-publicised was that one union, the NASUWT, also balloted for action short of strike action. This had not been called off and their members had now begun this action this term. The impact of this action was not yet clear, although it was hoped that the careful consideration school always give to what work staff were asked to undertake meant that any impact on students would be very limited.</p> <p>RAAC Many schools had had a much more difficult start to the new academic year due to the impact of RAAC (Reinforced Autoclaved Aerated Concrete) on their premises. Once the Department for Education widened their concern to all school buildings built between 1930 and the 1990s, the Local Authority (our 'responsible body' as a maintained school) arranged for a further inspection of our buildings. This was carried out on Wednesday 13th September and found no evidence of RAAC in the school, allowing MH to provide reassurance to parents by letter.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the report be noted. 2. That Governors thank Jack Price for his commitment to pupils during the 4 week Camps International event.
Agenda item 10	GOVERNORS BEHAVIOUR PANEL
Discussion:	<p>SW advised Governors that it was proposed to hold one Behaviour Panel per half term and that dates would be circulated shortly.</p> <p>HC asked if there was any possibility of some form of training beforehand. SW suggested that there was nothing specific available, but that time would be made available prior to the Panel in order that staff could brief Governors</p>
Resolved:	That the matter be noted.
Agenda item 11	FINANCE
Discussion:	<p>MV advised that on current projections, school could expect to achieve a small underspend on the 2023/24 budget. However, an overspend were expected on Alternative Provision which was being addressed by SLT and a possible overspend could occur on the salaries budget as the 6.5% pay award was not fully funded.</p> <p>Further budget updates would be made at meetings of the Resources Committee</p>
Resolved:	That the finance update be noted.
Agenda item 12	POLICIES
Discussion:	<p>The following Policies were put before Governors for approval</p> <ul style="list-style-type: none"> • Allegations of Abuse Against Staff Policy; • Governors' Allowances Policy; and • Safeguarding Policy. <p>SW also advised that she would circulate the latest Keeping Children safe in Education document for Governors to read</p>
Resolved:	<ol style="list-style-type: none"> 1. That the Policies be approved. 2. That Governors confirm to SW once they had read the Keeping Children Safe in

	Education document
Agenda item 13	DATES OF FUTURE MEETINGS
Decision:	Monday 11th December 2023 Monday 25th March 2024 Monday 15th July 2024

There being no further business the meeting ended at 7.05pm