



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

Date:	Monday 11 th December 2023 at 5.00pm	
Venue:	School	
Present:	I Devereux-Roberts (ID-R) Chair H Coy (HC) – Vice Chair M Hill (MH) M Garvey (MG) T O’Neill (TO’N) N Davies (ND) A Canham (AC) A Heald (AH) K Lowe (KL) R Allerston (RA)	Co-opted Governor Co-opted Governor Head Teacher LA Governor Co-opted Governor Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor
Apologies:	A Critchley	
In attendance:	S Warburton V Cross M Vickers John Addison	Senior Deputy Head Teacher Head of 6 th Form 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 especially Amy Heald and Andy Canham who were attending their first meeting of the FGB following their election as Parent Governors. An apology was received and accepted from A Critchley
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 25 th September 2023.
Resolved:	That the minutes of the meeting of the Governing Body held on 25th September 2023 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	6TH FORM PRESENTATION
Discussion:	<p>At the meeting of the Quality of Education Committee held on 10th October 2022, VC gave an in-depth presentation around her vision for the 6th Form since assuming the role of Head of 6th Form.</p> <p>The Quality of Education Committee had been so impressed with the presentation that it resolved that it should be made available to all Governors when possible. Owing to a number of factors such as the Ofsted Inspection, this meeting of the FGB was the first opportunity for the presentation to be made to all Governors.</p> <p>Accordingly, VC delivered her presentation, updated since the meeting of the Quality of Education Committee.</p> <p>The presentation covered a wide range of issues but focus was particularly made to the following:</p> <ul style="list-style-type: none"> • The structure of the 6th form; • What the 6th form of Helsby High School offered to students both internal and external, in essence, “Why study with us”; • The preparation involved in making students equipped to move onto the next stage of their life; and • Valuing Young Voices to Foster Future Achievements
Resolved:	That VC be thanked for her informative presentation.
Agenda item 5	GOVERNANCE ISSUES
Discussion:	<p><u>Membership of the FGB</u> Governors were advised that following a parental ballot, Amy Heald and Andy Canham had been elected as Parent Governors.</p> <p>Governors were also advised that the term of office of the Chair, Ian Devereux-Roberts initially was due to expire on 8th December 2023 but that this was extended to September 2024 to reflect his appointment as Chair of Governors for the 2023/24 academic year.</p> <p>Governors were also advised that vacancies existed for 3 Co-opted Governors and a Staff Governor. In respect of the Staff Governor vacancy there had been no expressions of interest to date. KL stressed the importance of having a none SLT staff member on the FGB.</p> <p>In respect of the vacancies for Co-opted Governors, efforts would continue to be made to seek suitable appointments, but Governors felt that the Skills Audit should be re-visited in the Spring term to identify any skills gaps on the FGB which might inform the appointments and discussion at the Governor Development Day</p>
Resolved:	<ol style="list-style-type: none"> 1. That the appointment of Any Heald and Andy Canham as Parent Governors for a 4-year period of office to 10th December 2027, be confirmed. 2. That the period of office of Ian Devereux-Roberts be extended to the first meeting of the Governing Body in the 2024/25 academic year. 3. That the Skills Audit be re-visited in the Spring term.
Discussion:	<p><u>Governor Development Plan</u> Governors received:</p> <ul style="list-style-type: none"> • An evaluation of the 2022/23 Plan; and • A draft 2023/24 Plan. <p>The 2023/24 Plan detailed the strategic objectives and key areas for development, the actions needed to achieve these, any resource implications and expected outcomes.</p> <p>It was also suggested that the Governor Development Plan should mirror the financial year</p>

	rather than the academic year so that any outcomes/recommendations could be considered at the annual March GB Strategic Planning Day
Resolved:	That the 2023/24 Governor Development Plan be approved and reviewed each March/April.
Discussion:	<p><u>Committee Reports</u></p> <p>Governors reviewed each Committee's terms of reference.</p> <p>The Governing Body received the following committee reports:-</p> <ul style="list-style-type: none"> • Quality of Education Committee held on 9th October 2023; • Resources Committee held on 27th November 2023; and • PDBA Committee held on 13th November 2023 <p>Each Committee Chair gave a brief resume of the discussions at their respective committee. Specific reference was made to the school expansion project discussed at the Resources Committee and the impact this would have on parking and traffic management in and around the school. The project would inevitably cause parents some issues, but the safety and welfare of the pupils was the ultimate priority of the school.</p>
Resolved:	<ol style="list-style-type: none"> 1. That the reports be noted. 2. That Governors be kept informed of any parental feedback around traffic management issues arising from the school expansion project
Discussion:	<p><u>Training Undertaken</u></p> <p>HC advised that she had attended the Safe Schools, Sound Futures: Estate Management for Governing Boards training provided by the NGA on 10th October 2023</p>
Resolved:	That the report be noted
Discussion:	<p><u>Governor Visits</u></p> <p>KL had undertaken a Link Governor Safeguarding visit on 3rd November 2023 and KL read out her report to Governors.</p> <p>KL also advised of the contents of a discussion undertaken with the School Business Manager on 13th November 2023. One of the topics discussed was around Safer Recruitment procedures and Single Central Record. ID-R asked if there were enough Governors who had completed the Safer Recruitment training. MV advised that it was good practice to have 1 Governor who had undertaken the training on an appointment panel whilst SW advised that the SLT would be undertaking refresher training.</p> <p>TO'N advised that he had attended the National Apprenticeship Fair.</p> <p>HC referred to the Health and Safety Audit as reported to the Resources Committee.</p> <p>RA had met with Ian Duffell to review the Pupil Premium Strategy for the coming year.</p> <p>HC and RA had attended a meeting of the Stanley Norman Trustees.</p>
Resolved:	That the report be received
Agenda item 6	HEADTEACHERS REPORT
Discussion:	<p>The Headteacher submitted his report</p> <p>By way of context, the report set out the challenges facing the education sector in general and the school in particular around the following issues:</p> <ul style="list-style-type: none"> • Recruitment and retention of teaching staff. ND asked what had changed in the last 20 years to make teaching so challenging. MH suggested that post pandemic, there was a lack of flexibility in the teaching profession around working arrangements which was not reflected in other professions, such as working from home, flexibility

around what days a person worked etc. ID-R commented that, in his opinion, the quality of candidates going into further education to look at teaching as a career was not as high. The drop out rates were increasing and the £30,000 starting salary was not the incentive that the Government thought it would be;

- Finance;
- The continuing increase in the number of SEND students and the impact this has on schools in trying to manage the ever increasing number of students with complex needs;
- Safeguarding and the rise in the number of referrals post Covid;
- Student attendance and student behaviour both of which had been impacted by Covid.

The Headteachers' report did outline some cause for optimism in that there was a recognition that the Ofsted Framework would change with a new Chief HMI being in place in January 2024. There was a recognition that teacher workload was a factor in the recruitment and retention of high quality candidates into teaching and that work was being undertaken to evaluate the potential impact of artificial intelligence on the teaching profession. **ND asked if there had been any positive comments arising from the last staff Survey. MH advised that, as expected, workload was the biggest concern.**

The Headteachers Report went on to advise as follows

School Development Planning

Slightly later than school would have done due to the wait for the Ofsted report, school had been finalising the 2023-24 School Development Plans this term. These would be presented at relevant Governor Committee meetings in the Spring Term and had been informed by evaluation of the 2022-23 Development Plan, updated School Self-Evaluation, the Summer 2023 examination results and the July 2023 Ofsted report.

Year 11 and 13 Progress

Both Year 11 and 13 students had sat their first 'PPE' ('mock') examinations this half-term and full analysis of student progress would be presented to the Quality of Education Committee meeting in January. Year 13 progress was sound overall and similar to that of previous cohorts at this stage. Year 11 progress was more concerning at this point, in no small part due to a much higher number of long-term non-attenders than school had had in the previous few Year 11 cohorts. School had begun the process of exploring how these students would be able to sit GCSE examinations next summer, with a much higher number likely to be sitting examinations in their own homes than had been the case previously. **HC asked how many and was advised that there were around 8 students.**

NASUWT Industrial Action

The NASUWT's national 'action short of strike action' had required careful liaison with professional association representatives during this term. **HC asked if this was having an impact in school. MH advised that there had not been any major issues.** This dialogue had enabled any issues arising to be discussed and resolved in an open and transparent manner, ensuring that the strong culture established between senior leaders and staff, built on mutual respect, has not been weakened and staff continued to choose to offer high levels of discretionary effort in areas such as the school's highly-regarded enrichment programme.

Festive Season

Although the end of this term was very early, a full 10 days before Christmas Day itself, school had still once again very much enjoyed the start of the festive season. Given all the financial pressures at play currently, school had been overwhelmed by the generosity of parents and local businesses in their support of the Christmas Hamper collection, enabling school to deliver hampers to far more members of the local community than we ever imagined being able to. On 1st December school welcomed over 40 Senior Citizens to the annual Christmas

	<p>Party, where they were served food and drink, entertained and looked after by Year 11 students in what was a wonderful afternoon. And we are now very much looking forward to our 'School of Rock' school production in the final week of term, which promised to be a spectacular end to the term.</p> <p>Finally, the Headteacher thanked governors for all their support once again this term.</p>
Resolved:	That the report be noted.
Agenda Item 8	LEADERSHIP AND MANAGEMENT SCHOOL SELF EVALUATION (SSE)
Discussion:	Governors were advised that the Leadership and management Section of the School Self Evaluation had been reviewed following the Ofsted Inspection and remained as "Good"
Resolved:	That the update be noted.
Agenda Item 9	UPDATE ON LEADERSHIP AND MANAGEMENT SECTION OF THE SCHOOL DEVELOPMENT PLAN
Discussion:	<p>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 Mental Health and Wellbeing.</p> <p>KL referred to the most recent Parent Survey and asked if any progress had been made in engaging with the hardest to reach parents as it was important that school received the whole parent voice. HC responded that as a result of the comments made in the Ofsted Judgement around communication with parents, a Working Party would be meeting to address this issue and that if Governors had any anecdotal evidence around communication with parents the Working Party would be happy to receive it. SW suggested that Class Charts could be useful in identifying hard to reach parents.</p>
Resolved:	That the update be noted.
Agenda item 10	2023-2026 SCHOOL DEVELOPMENT PLAN - OVERVIEW
Discussion:	<p>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
Resolved:	That the update on the School Priorities be noted.
Agenda Item 11	FINANCE UPDATE
	<p>The SBM advised that the following information had been shared with the Resources Committee at its meeting on 27th November 2023.</p> <p>3 Year plan – 2023-2026</p> <p>Financial information was circulated in advance of the meeting which advised Governors as follows following:</p>

- The current budget (2023/24) set earlier this year showed a forecast surplus of £886.
- A draft budget for 2024/25 showed a forecast deficit of £159,520
- A draft budget for 2025/26 showed a forecast deficit of £1,013,838

The SBM advised that indications at the end of November 2023 was that school would be in line for an estimated in year saving in the region of £300,000 which did not include FAVSP monies. This saving had resulted from estimated underspends on the school wage bill and savings on energy costs. However, this might still be not enough to balance the 2024/25 Budget.

2024/25 – Income

School's basic funding included an estimated increase of between 1.4% and 1.84% when compared to 2023/24. The number of students in Key Stage 3 and 4 had fallen by 16 when compared to the previous year. Therefore, this had had an impact on the expected levels of basic funding.

High Needs funding had increased slightly. This was based on current funding levels and assumed that all funded students remained at the school. Unlike with basic funding, High Needs funding was removed if the student left during the year, so this funding could fall or rise throughout the year.

6th form funding had decreased when compared to 2023/24. This was as a result of falling roll in 6th form, with 23 less students in the census return of 2023 when compared to 2022. As 6th form funding was lagged, school would also bear the impact of a full year of funding of a smaller 6th form next year, when 2023/24 was slightly protected from still receiving some funding for a larger year (April-July 2022 funding, which schools received in 2023/24, was based on the 2021 census return which had more students). **ND asked what monies were raised by hiring out school facilities. MV advised that income was generated from hiring out school facilities but when compared with the amounts lost from falling school numbers would not make a significant contribution. It was also stressed that in respect of the 3G Pitch, an amount was set aside each year to cover the cost of replacement.**

It also included an estimated in year saving from 2023/24 which might be higher when the financial year ends in March 2024, (or lower).

Estimated other income (sale of food in the Dining Hall, lettings fees and donations) had seen a slight increase when compared to 2023/24. This was to reflect current income rather than predicted as was the case when setting the 2023/24 budget.

Grant income included an estimated PP grant based on 2023/24, the final COVID recovery grant, due in June 2024, the full year of the 2023 Teachers Pay Additional Grant and the continuation of the Mainstream Schools Additional Grant (though this could be absorbed in the 2024/25 basic funding, school awaited an announcement in Spring 2024)

In terms of overall income, the estimated income for 2024/25 was down when compared to 2023/24, even when accounting for the increase in the levels of basic funding and the inclusion of the full year of the Teachers Pay Additional Grant. This was because of the removal of the school led tutoring grant, a reduction in the COVID recovery grant and a fall in 6th form grant income caused by the smaller cohort.

2024/25 – Expenditure

Staff costs included all current staff being retained bar one colleague who was on temporary contract, and one who was leaving in the New Year. It included pay progression for all those who were eligible in 2024. It only included a 1% rise in all salaries and allowances. Any rise higher than this would need to be funded by central government or by further reducing of

costs elsewhere within the budget.

A small reduction in supply expenditure was also included.

The SLT would be working on the 2024/25 timetable in the New Year and, where possible, look to make further savings on the staff pay bill without compromising the quality of the curriculum available to students.

A small reduction in the expenditure on indirect staff costs, provided for by a reduction in expenditure on CPD.

A significant reduction in the expenditure on Premises, caused by a cessation in expenditure on capital improvement projects and an expected reduction in energy costs. There was also an allowance for an inflationary increase in cleaning costs and the build-up of the sink fund for the 3G.

Minimal change to the transport budget when compared to 2023/24.

A small reduction in the expenditure on IT.

An increase in other costs, caused by expected inflationary increases in catering services.

A reduction in departmental budgets and Alternate Provision expenditure, allowing for expenditure on those students currently being educated off site but no others. Also, a reduction in the expenditure on COVID recovery following the cessation of the grant. **At the Committee, HC had sought assurances that reductions in Departmental budgets would not have an adverse impact on the quality of education provided by the school. The SBM had confirmed that he would be asking Departments to spend only what they needed to spend and to be mindful that resources would be scarcer in 2024, any resources which could be purchased in advance of next year should be.**

Despite these changes, school was still predicting an in year deficit in 2024/25. However, this was based on current estimations and these would change over the final 4 months of this financial year. When school was in a position to set a draft budget in March 2024 it would be possible to confirm the income and be more confident of the 2023/24 surplus and thus budget expenditure accordingly to deliver a balanced budget for 2024/25.

2025/26 – Income

The levels of income were predicted to fall as the bulge in current Year 11 would have left the school and no longer be funded. It was unlikely that school would take a bulge in Year 7 in September 2024 to compensate and so the total numbers of students in Key Stage 3 and 4 would be less than in 2023. This would have the impact of a fall in income, unless central Government increased the basic levels of funding.

School would also see the full year impact of lower numbers of students in 6th form, unless there was an increase in the intake in Year 12 in September 2024.

2025/26 – Expenditure

A 1% pay award has been budgeted for all staff and includes pay progression for those eligible. Other levels of expenditure had either been frozen or include small inflationary increases.

There is a significant deficit caused by a combination of falling income and rising costs. However, it was 18 months away and there would be changes to funding, school numbers and overall costs during that time. School would be in a much clearer position in 2024 and adjust the 2025/26 budget accordingly.

Resolved:	That the financial update be noted
Agenda item 12	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 - Mental Health and Wellbeing <p>NB The Complaints Policy and Communications Policy which should have been before this meeting would be submitted to a future meeting.</p> <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 - Children With Health Needs Who Cannot Attend School Policy - Supporting Pupils at School with Medical Conditions Policy - Uniform Policy.
Resolved:	That the Policies be approved
Agenda item 13	DATES OF FUTURE MEETINGS
Decision:	<p>25th March 2024</p> <p>15th July 2024</p>

There being no further business the meeting ended at 7.20pm