



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

Date:	Monday 25 th March 2024 at 5.00pm	
Venue:	School	
Present:	I Devereux-Roberts ID-R Chair H Coy HC Vice Chair M Hill MH T O'Neill TO'N A Critchley AC R Allerston RA A Canham AC N Davies ND M Garvey MG	Co-opted Governor Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor Local Authority Governor
Apologies:	K Lowe and A Heald	
In attendance:	M Vickers John Addison	School Business Manager 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 Chair welcomed all present. Apologies for absence were received and accepted from K Lowe and A Heald.
Agenda item 2	MINUTES OF THE LAST MEETING
Discussion:	The Governing Body considered the minutes of the meeting of the Governing Body held on 11th December 2023.
Resolved:	That the minutes of the meeting of the Governing Body held on 11th December 2023 be approved as a correct record.
Agenda item 3	ACTION LOG
Discussion:	The Action Log was reviewed and updated.
Agenda item 4	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 22nd January 2024; • Resources Committee held on 11th March 2024; and • PDBA Committee held on 12th February 2024

Resolved:	That the reports be noted
Discussion:	<p><u>Strategic Planning Day</u></p> <ul style="list-style-type: none"> • Evaluation of Governing Body Strategic Planning Day held on 9th March 2024. Governors commented that they had found the day extremely useful and purposeful and that it was worthwhile continuing with the event next year. • Governing Body Development Plan 2024/25. ID-R advised that a key objective of the Governing Body Development Plan was to ensure that the membership of the Governing Body had sufficient capacity to effectively carry out its duties and implement the Development Plan. In this regard ID-R advised that the vacancy for a Staff Governor would be filled shortly and that Sarah Harrison, Headteacher at Kingsley Primary School had agreed to become a Co-opted Governor • Parental Engagement Development Plan. The final section of the Parental Engagement Development Plan had been completed following the final meeting of the Working Party on 20th March 2024.
Resolved:	<ol style="list-style-type: none"> 1. That a Strategic Planning Day be scheduled for March 2025. 2. That the Governing Body Development Plan 2024/25 be approved. 3. That Sarah Harrison be appointed a Co-opted Governor for a 4-year term of office to 24th March 2028. 4. That the Parental Engagement Development Plan 2024/25 be approved

Agenda item 5	RESOURCES																								
Discussion:	<p><u>2024/2025 Budget</u> MV submitted the draft 2024/25 Budget for Governors approval.</p> <p>Governors were advised that at the meeting of the Resources Committee held on 11th March 2024, the Committee had received the draft 2024/25 Budget and 3 Year Forecast which showed as follows</p> <table border="1"> <thead> <tr> <th></th> <th>Forecast 2023/24</th> <th>Forecast 2024/25</th> <th>Forecast 2025/26</th> </tr> </thead> <tbody> <tr> <td>Balance B/Fwd</td> <td>343,149</td> <td>0</td> <td>-387,250</td> </tr> <tr> <td>Projected Income</td> <td>9,235,907</td> <td>9,094,629</td> <td>8,997,476</td> </tr> <tr> <td>Projected Expenditure</td> <td>9,235,907</td> <td>9,481,879</td> <td>9,899,340</td> </tr> <tr> <td>In Yr surplus / deficit</td> <td>0</td> <td>-387,250</td> <td>-901,864</td> </tr> <tr> <td>Projected C/fwd</td> <td>0</td> <td>-387,250</td> <td></td> </tr> </tbody> </table> <p>MV advised that this was a balanced budget which had been achieved after making small cuts in expenditure, a reduction in the wage bill by not filling certain posts. However, there were no reserves and the budget had been set anticipating a carry forward of £344,000 from 2023/24. Provision had been made for a 1% pay award although there was a slight risk that this could be higher and unfunded. ND sought and received assurances that reductions in staffing would not result in staff having to do more.</p>		Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Balance B/Fwd	343,149	0	-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	
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Resolved:	That the draft 2024/25 Budget be approved., signed by the Chair of Governors and submitted to Cheshire West and Chester Council																								
Discussion:	<p><u>SFVS</u> The SBM advised that TO'N had submitted to SFVS to Cheshire West and Chester Council within the authorised timescale. The SFVS contained 2 future actions around the review of the Manual of Internal Financial Procedures and that a benchmarking exercise comparing SLT numbers be undertaken against schools of similar size</p>																								
Resolved:	That the report be noted and MV and TO'N be thanked for their work on this.																								
Agenda item 6	HEADTEACHERS REPORT																								

Discussion:

Strategic Planning Day

MH thanked Governors for the time committed to the Strategic Planning Day at Foxhill on 9th March 2024. As a result of our consideration of the national education context at present and the current priorities of the school and the Governing Body (GB), a draft 2024-25 GB Development Plan had been put together for consideration particular attention was drawn to the following elements within it:

- **GB Event Attendance:** There were 3 events planned for the Summer Term where parents would be in attendance - the Year 6 induction days on Tuesday 2nd and Wednesday 3rd July and the Summer Performing Arts Showcase on Thursday 11th July.

- **School Leader Well-Being:** Including a possible commitment to respond to the Senior and Middle Leader returns in the next staff well-being survey. **It was agreed that the outcome of the Staff Wellbeing Survey be added to the Governing Body Development Plan.**

- **GB Membership:** To confirm the commitment to undertake a GB Skills Audit in the Summer Term and reflect upon GB membership/possible future recruitment at the July Full GB Meeting.

- **School Status GB Working Party:** To confirm the membership of the Working Party which would start to reflect in the Summer Term on the possibilities for the school in the long-term.

Spring Term

Spring term was made up of one very long half-term (6½ weeks in January/February) and one very short, intense one (4 weeks and 4 days before the Spring Break). It began back on 2nd January with a joint INSET Day with our partner primary schools in the Frodsham And Villages Schools Partnership (FAVSP), with FAVSP colleagues meeting in the Hall in the morning to consider primary subject leadership whilst High School colleagues in the Dining Hall focused on developing restorative practice techniques. In the afternoon colleagues from both sectors met together in subject groups to consider curriculum planning within and beyond Key Stages 1 and 2.

Two days later in the first week of term, School held its' first post-Covid Awards Evening. Thank you to governors who attended what was felt was a very successful evening. Former student Neil Briggs, co-founder of the BAC Mono car company was the Guest Speaker and Gail Fullbrook and Andy Wheeler joined him to present awards as Guests of Honour in recognition of their service to the school and the GB over many years.

This term had certainly been a very busy one in terms of assessing and reporting upon student progress. Students in Years 9, 10, 11, 12 and 13 all undertook assessments this term and staff have delivered Parent Consultation Evenings for students in all year groups, alongside the annual Year 9 Options Evening and a Year 11 Sixth Form Evening in mid-February. There had also been three Twilight INSET sessions: a subject-based session focusing on assessment in January; a session where our second-year ECTs (Early Career Teachers) shared the findings of their research projects undertaken as part of their ECT induction in early March and a session focusing on mid-year appraisal review will take place in the final week of term.

Student Progress

Our Year 13 and 11 cohorts appeared to be on track overall after the recent PPE2 examinations. Year 13 predicted grades are only 0.1 below target and Year 11 predicted Progress 8 is +0.01 (up from -0.23 in the Autumn, with particular improvement in Science). It was still very difficult to predict outcomes though post-Covid and staff continued to do their utmost to prepare students for this summer's examinations, with a comprehensive programme of intervention sessions put in place for between now and the start of the examinations in May.

	<p>Performance Management Mid-Year Reviews As mentioned above, a Twilight INSET session on Monday 25th March would provide teaching staff with the opportunity to reflect on their work so far this academic year - including the progress of their classes and the contributions they have made to Department and Pastoral Development Plans. This reflection would inform subsequent discussions with line managers, enabling all mid-year performance reviews to be completed by the end of April. Meanwhile, support staff appraisal continues to be introduced with different cycles in place for colleagues working in different areas of school (finance, attendance, etc).</p> <p>Parental Engagement Particular thanks to governors on the Parental Engagement Working Party for their ideas and insight into the development of our work in this area. The final section of the Parental Engagement Plan will be shared at the 25th March following the final meeting of the Working Party on the 20th March.</p> <p>September 2024 Admissions Analysis of the 211 Year 7 admissions for September had shown that recruitment from both our main partner primaries and out-of-catchment primaries had held up (with an increase in places offered to out-of-catchment students). The reason for the small drop compared to 2023 and to expected totals was a fall in applications from smaller primary schools on the edge of our catchment - from Elton, Kingsley St John's and Aston-by-Sutton. It would be important to discuss this with headteachers from these schools, to understand the reasons and possible ways in which recruitment from these schools could be increased in the future. Meanwhile, applications to our Sixth Form continue to be received, with September 2024 numbers looking similar to the last few years, confirming that it was the right course of action to review the post-16 curriculum offer with a view to cohorts of approximately 80 becoming the norm moving forwards. Governors stressed the need to speak to Headteachers in an effort to identify any possible trends around parents not choosing Helsby High School</p> <p>2024-25 (and Future) Budget Planning Governors would be aware from discussions at the Strategic Planning Day and the recent Resources Committee that the tightness of national school funding at present combined with the decrease in numbers in the Sixth Form and Key Stage 3 would create challenges to be overcome in the next few years. Key to the on-going positive financial health of the school would be ensuring that the curriculum and associated staffing reflected lower numbers in school and much work and planning had already been undertaken to make sure that school would transition smoothly and successfully to being a slightly smaller school over the next 2-3 years.</p> <p>New Build One particular source of excitement in school at the moment is the progress of the construction of 4 new classrooms at the eastern end of the building. Although the start was delayed by a week due to complications with the removal of the old mobile classrooms, progress since then has remained on schedule and handover was still planned for late August. Pleasingly, there has been little disruption to the rest of the school (apart from a smoke alarm being set off at 9am on the coldest, wettest morning of the year!) and, thanks to sound planning and the co-operation of parents, there had been little congestion at the start and end of the school day despite the restrictions on available parking on site.</p>
<p>Resolved:</p>	<ol style="list-style-type: none"> 1. That the Headteachers Report be noted. 2. That the Chair, Vice Chair, Mike Garvey, Andrea Critchley and Andy Canham form the School Status GB Working Party

Agenda Item 7	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. The Governing Body Development Plan along with plans for Mental Health and Wellbeing and 6 th Form were also circulated.
Resolved:	That the update be noted.
Agenda item 8	ANNUAL IMPACT STATEMENT
Discussion:	Governors received the Annual Impact Statement which had been prepared by Dr Pritchard-Roberts and contained various information in respect of the school context and the impact of actions taken
Resolved:	<ol style="list-style-type: none"> 1. That the report be noted. 2. That Dr Pritchard-Roberts be thanked for her work on the document.
Agenda item 9	POLICIES
Discussion:	<p>Governors were asked to approve the Behaviour Principals and Written Statement and to ratify the following policies following review at the committees indicated.</p> <p>Resources Committee</p> <ul style="list-style-type: none"> - Lettings Policy -Health and Safety Policy <p>PDBA Committee</p> <ul style="list-style-type: none"> - Designated Teacher for Looked-After and Previously Looked-After Children Policy
Resolved	<ol style="list-style-type: none"> 1. That the Behaviour Principals and Written Statement be approved. 2. That the following Policies be ratified. <ul style="list-style-type: none"> • Lettings Policy • Health and Safety Policy • Designated Teacher for Looked After and Previously Looked After Children Policy.
Agenda item 10	DATE OF NEXT MEETING
Decision:	<p>.</p> <p>Monday 15th July 2024 at 5.00pm</p>

There being no business the meeting ended at 6.20pm