

CARDINAL HEENAN CATHOLIC HIGH SCHOOL FULL GOVERNING BODY

Minutes of the meeting held on Thursday 19 January 2017 at 6.00pm

PRESENT: Mary O'Shea (Chair) Liz Cox (Headteacher)
Steve Carey Andrew Nelson
Rosie Evans Keith Partridge
Michael Gardner Fernando Ranninger
Richard Harker Fr Timothy Wiley
James Hillyard Anne Woliter

IN ATTENDANCE: Amanda Jahdi (Clerk, Governor Support Service)

WELCOME AND PRAYER

Governors were welcomed to the meeting, which opened with a prayer led by Father Wiley.

ACTION

1.00 APOLOGIES

1.01 Apologies were received and accepted from Paul Connell and Michael Gan.

2.00 MEMBERSHIP MATTERS

2.01 Governors welcomed Fernando Ranninger, a new Foundation Governor, to the Governing Body.

2.02 It was noted that no apologies had been received from David Murray. The Chair said she would make contact with him. There remain two Foundation governor vacancies. Fr Wiley informed governors that he was hoping to find someone from the local area. He requested that any suggestions be forwarded to him.

Fr Wiley

3.00 GOVERNOR DEVELOPMENT

3.01 The Chair reminded governors that the DfE document, Keeping Children Safe in Education had been emailed out for governors to respond to confirm that they had read it. As not all governors have responded, the document will be re-sent.

Headteacher

3.02 The Headteacher had included a Governor Training Record template in the governors' pack of documents to be completed when training has been attended.

4.00 DECLARATION ON INTERESTS

4.01 No new declarations of interest were made.

5.00 MINUTES OF THE LAST MEETINGS

Minutes of the meeting held on 10 November 2016

Resolved:

- That the minutes were agreed as a correct record subject to the following amendments:
 - Minute 8.01: KS4 attainment 2016 – first bullet point should read **Attainment (overall):5.1(national average 4.9)**
 - Minute 8.01: KS4 progress 2016 – first bullet point should read **Progress 8 (overall):-0.15 (close to national average)**
 - Minute 8.03 to be amended to read **The Chair thanked the Headteacher for her detailed presentation of the data. She observed that reviewing and refining the data and predictions was only one of the elements required. Communication and interaction between the school, pupils and their parents should clearly set out the actions and strategies to ensure better outcomes in the 2017 examinations.**
 - Minute 9.04 – to be deleted
- that the Chair be authorised to sign the minutes.

6.00 MATTERS ARISING

6.01 Minute 2.01 – DBS check for a new governor.
It was reported that the DBS check has been completed.

6.02 Minute 3.02 – Attainment and Progress 8 training
The Headteacher reported that a date had been agreed but it will have to be changed as it now clashes with another governor meeting.

6.03 Minute 3.04 – Safeguarding training
R Harker informed the meeting that he had attended the training on 12 December 2016. A Woliter informed governors that three governors still need to attend safeguarding training.

6.04 Minute 4.02 – Governors register
It was confirmed that any outstanding matters on the register had been completed.

6.05 Minute 4.03 – governors profiles
The Headteacher confirmed that to the best of her knowledge, all governor profiles were now up-to-date. Governors were asked to check the information including any new information submitted.

6.06 Minute 4.04 – publication of Governing Body minutes

Headteacher

All

It was reported that the Deputy Headteacher had sought advice. The full Governing Body minutes should be published on the website but it is up to the school to determine whether committee minutes should be published.

6.07 Minute 7.03 – School Improvement Adviser advice on the School Development Plan

The Headteacher reported that she had shared the School Development Plan with Sarah Atkinson, School Improvement Adviser, and had had very positive feedback. S Atkinson thought the School Development Plan was focused and contained just the right amount of information.

6.08 Minute 8.04 – Communications with pupils and parents

The Headteacher informed governors that parents can raise questions or issues at the Parent Forum and a suggestion has been made to include a facility to raise questions on the website. Governors commented that regularly monitoring the website might prove difficult. In response to a governor's question, the Headteacher confirmed that 30 – 40 parents attend the Parent Forum but it tends to be the same people. More parents attended in September with the new intake of Year 7 parents.

In addition, parent questionnaires, with a space to ask questions, are available at all school events and there is a weekly newsletter. Parents have been canvassed about the information in the newsletter which they have said they are happy with.

The Chair asked governors to send any further suggestions to the Headteacher and these will be looked at by a committee.

All

6.09 Minute 9.06 – Governor visits

R Harker reported that he had asked for a meeting with the English and SEND departments and was waiting for a date to be confirmed.

6.10 Minute 9.07 – Governor visit reports

The Chair reported that she had not received any feedback reports from governor visits and reminded governors to complete notes of any visit they make that can then be shared with the Governing Body.

6.11 Minute 11.01 – Academies

The Headteacher reported that she still needs to make contact with Simon Flowers, Executive Headteacher at Carr Manor Community School, regarding exploring ideas for partnership working.

Headteacher

7.00 SCHOOL DEVELOPMENT PLAN

7.01 The School Development Plan summary 2016-17 had been circulated along with the RAG rated Monitoring and Tracking document showing progress in half terms 1 and 2. The Headteacher explained that this document forms part of the Headteacher's report because it is connected to the outcomes and

predicted outcomes of students.

- 7.02 The Headteacher introduced the first priority, School focus on the progress of all disadvantaged pupils, particularly boys, and explained that the pupil voice objective has been moved to HT3. Questions were invited:

Q: The second objective; all department SAP, SEF and DDP documents completed with clear focus on D/DB, why is this amber?

A: The department development plans are being constantly reviewed and honed. This document is discussed with the Senior Leadership Team link on a fortnightly basis and sent back to the department if necessary. The school has bought into a supplementary package called PIXEL which has been fed into this document.

- 7.03 Priority 2, secure improvement in outcomes in English

Q: Looking at the information in the plan, it is not clear if everyone in the English Department has bought into the improvement plan.

A: The staff are highly competent and there has been buy in. The issue is about process rather than strategy. There have been concerns about the workload and entering data onto a second database, SIMS is already used in school, and whether this should be an administrative role. The marking done by the English Department is largely summative and needs to be more formative and focused. However, there is a need to provide balance for what is a word rich subject, unlike Maths, and streamlining the intensive marking process. This is one of the reasons why the school is using the PXEL system. An example quoted was that there are a lot of 8s in Maths but fewer in English, therefore, the department is looking to see where grade boundaries fall.

This year, the department has been cautious with their marking and therefore in HT3, they have surmised there will only be one grade improvement from the mock examination results.

Q: How is this being moderated?

A: Moderation has taken place with another school and there is also a working group for PXEL.

- 7.04 Priority 3: Improve consistency and accuracy of predictions across year groups and subjects, in particular English.

In English, it is important to have accurate data on which to make predictions.

- 7.05 General questions and comments:

The Chair commented that these priorities were felt to be right at the beginning of the year and asked if they had been reviewed. The Headteacher responded that they are the right priorities and they will drive school improvement.

Fr Wiley asked for an update on the Chaplaincy. The Headteacher informed governors that Caroline O'Neill has been undertaking the

duties but Gemma Haydn will be returning from maternity leave on 23 March and will take over and continue with the Lourdes visit. There is now a staff chaplaincy group and C O'Neill has done a lot of work on faith and justice. The Headteacher informed governors that she was keen to see the Bishop's work on the lay chaplains. At that point, the school's approach will be reviewed.

Q: Has the change of the confirmation dates been built in?

A: This affects KS2 children. The Headteacher added that she would attend meetings at Hinsley Hall to support the primary headteachers and the young people. C Devanney is developing a programme, launched in September, to develop traits and virtues which sounds exciting.

Q: In priority 1, Personal development, behaviour and welfare, why are there no actions against the objective for parental meetings?

A: The member of staff responsible went on maternity leave. Someone has taken on this area and it has been moved to HT3.

8.00 HEADTEACHER'S REPORT

The Headteacher' report had been previously circulated, and questions from Governors were invited. The key points highlighted were:

8.01 School standards analysis

The Headteacher introduced the reports showing the residuals for each subject for years 8, 10 and 11. Year 7 data had not been included because the students are new to school and Year 9 data because they have just started their GCSE courses. Data for these two year groups will be available after the February half term.

The residuals show how one subject is performing compared to the others with a range from -0.3 to +0.3. There are still some issues with regards to gender with girls doing better than boys e.g. in RE, girls perform one grade better.

The Headteacher explained how to read the tables. 0 would indicate that one subject performs similar to other subjects. The school would become concerned at the -0.3 level when interventions would be put in place. Equally, subjects with a residual of +0.3 would be looked at to find out why they are doing so well.

Q: How is the A*-C percentage arrived at?

A: A teacher uses all the information and data they have for a student to make a prediction on what they will get.

Q: How is this verified?

A: We would use triangulation. We would rigorously look at examples of work of different grades work.

Q: Are you happy with the English predictions?

A: It would be the same for Maths. We are not happy as they are

brand new exams and we do not know where the grade boundaries will be. Therefore we are using proportions from the exam boards which are being applied cautiously.

Q: Is there a reason why the percentages in Year 10 seem higher than in Year 11?

A: There is the potential for the Year 11 data to be more accurate with that year group having been in school longer. The data is reviewed every half term as the teachers work more with students and are able to get a better picture. The focus has been on Year 11 but when staff have more of a sense of the grades and boundaries, they can be applied to In Year 10.

Q: You mentioned cautious marking which can affect students as some may be disappointed. How is this being managed?

A: It is the top sets where the grades seem lower. It could be harsher marking which will be communicated to the students to build up confidence. The main point is that students need to be clear about what they need to do to move forward.

Q: How do the gradings of A*-C correlate with 9-1?

A: Some subjects have been converting the old grades to the new 9-1 so this year, there will be a hybrid of grades; English will be using 9-1 and others may not. Currently a 4 equals a C however, the DfE are saying that a C will equal 5. Therefore, 5 will be used as the driver for improvement. Currently, 104 students in English and 120 students in Maths are predicted to achieve a 5. We need to check how this compares with similar schools.

8.02 The other headings in the Headteacher's report were;

- School Performance Management report (teachers) – report attached
- Staffing update
- CPD by Department
- Pupil numbers on roll
- Work of the school including spiritual life
- Pupil attendance – analysis included
- Exclusions

8.03 The Chair invited questions on the remainder of the Headteacher's report:

Q: There were eight different exclusions in Year 9, how do we know how many students were involved?

A: Four different students were excluded in the bullying incident but they should have an asterisk by them.

9.00 COMMITTEE REPORTS

9.01 The following committee minutes had been previously circulated and questions were invited:

Teaching and Achievement Committee held on 9 November 2016
Admissions Committee held on 15 November and 22 November

2016
Leadership and Management Committee held on 1 December
2016

- 9.02 There were no questions. The Chair informed governors that the Leadership and Management Committee had discussed asking Governor Support Service to undertake a review of governance. Governors will be notified of the date and format of the meeting.

Chair

10.00 SAFEGUARDING/CHILD PROTECTION

- 10.01 Keith Partridge reported that he had met with Declan Corcoran. Keith confirmed that he was happy with the school processes but there is a need to be vigilant because when future cases occur can be very unpredictable.

- 10.02 Governors were reminded that the recent Safeguarding Audit had judged this aspect of the school to be outstanding.

11.00 REPORTS FROM GOVERNORS WITH SPECIFIC RESPONSIBILITIES

- 11.01 The Chair reported that M Gan had not been able to attend the PFI meeting but there are no issues at present. The Headteacher reported that Moira Martland will be finalising the Fire Risk Assessment.

12.00 VOLUNTARY AIDED ADMISSIONS 2017-18 AND TERM DATES 2017-18

- 12.01 Admissions Policy 2017-18

- 12.1.1 R Harker informed governors that the Admissions Policy has been published on the website and no objections had been received before the end of the consultation. One comment had been received about the word 'parishes' which has now been sorted out. Therefore, the Admissions Policy was being recommended for approval.

- 12.1.2 J Hillyard queried the definition of the categories which meant that any child looked after who was not a Catholic would be much lower down in the list of priorities. This meant that any child looked after who lives in the area or goes to one of the primary schools in the area could not be prioritised. This was confirmed as correct.

- 12.1.3 Governors were informed that the Policy was the Diocesan policy which had been tweaked for the school. The only changes had been around the catchment areas where some of the boundaries did not correspond to the maps. The Headteacher agreed to clarify the position.

Headteacher

Resolved: that the Admissions Policy be approved.

- 12.02 Term dates
The Headteacher informed governors that the term dates for 2017-

18 will follow those of the feeder primary schools. The Christmas holidays will start on 20 December instead of 15 December.

13.00 CHAIR'S BUSINESS

13.01 Academy update

13.1.1 The Headteacher reported that at a recent meeting of the primary schools, she had been asked to collate questions from staff and primary colleagues with a view to asking A Cox, Diocesan Director of Education, to attend a meeting.

13.1.2 The Chair reminded governors that the Catholic MAT now exists but the Governing Body has a duty to review their position on academy status and asked if governors would like to arrange another meeting. Governors were happy to keep their options open and attend any meetings that have been organised by third parties.

13.02 Minutes of the recent meeting for the recruitment of the new Headteacher will be circulated.

Chair

14.00 CLERK'S BUSINESS

14.01 There was no Clerk's business.

15.00 ANY OTHER URGENT BUSINESS

There was no other urgent business.

16.00 DATE OF NEXT MEETING

Thursday 4 May 2017 at 6.00pm.

The Chair closed on the meeting at 7.40pm