

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Wednesday 14 September 2016 at 6.00pm

PRESENT: Mary O'Shea (Chair) Liz Cox (Headteacher)
Paul Connell Rosie Evans
Michael Gan Michael Gardner
Richard Harker James Hillyard
David Murray Keith Partridge
Reverend Father. Timothy Wiley* Anne Woliter

*Associate member until re-appointment confirmed

IN ATTENDANCE: Liz Thornton (Clerk, Governor Support Service)
Vince Gibbons (Deputy Headteacher)

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 Andrew Nelson.

2.00 ELECTION OF CHAIR AND VICE CHAIR

2.01 Election of Chair

Mary O'Shea was nominated for the position of Chair. There were no other nominations received.

Resolved

- That Mary O'Shea was elected as Vice Chair for a one year term of office.

2.02 Election of Vice Chair

James Hillyard was nominated for the position of Vice Chair. There were no other nominations received.

Resolved

- That James Hillyard was elected as Vice Chair for a one year term of office.

3.00 MEMBERSHIP MATTERS

3.01 The Headteacher was pleased to report Rosie Evans had been re-elected as Staff Governor for a further four year period.

3.02

The Clerk tabled a paper which set out details of the current membership of the Governing Body and the term of office for each member. It was noted there were two existing vacancies for Foundation Governors and of the remaining seven seats for Foundation Governors, five had a term of office which would

3.03	<p>either expire this month or before the end of the year. Father Wiley advised that the diocese were making efforts to identify governors to fill the vacancies for Foundation Governors but this was proving to be a difficult task. Governors were asked to consider whether they could identify any individuals who were interested which the diocese might be able to approve. Paul Connell reported that a parent had approached him to express an interest in joining the Governing Body. He agreed to pass on the details to the Chair.</p>	Paul Connell
3.04	<p>Father Wiley advised that for those governors whose terms of office were due to expire this month the diocese were processing applications as quickly as possible to confirm re-appointment. Re-appointment forms were provided for other governors where their terms of office were due to expire before the end of the year.</p>	
3.05	<p>Due to time constraints the agenda purposefully omitted the approval of the previous minutes, matters arising and committee reports and these will be addressed at the next full governing body meeting.</p>	Agenda for next meeting/Clerk
4.00	Re-constitution of the governing body	
4.01	<p>Governors noted the proposal to reduce the governing body by one co-opted member. It was agreed not to reduce at this stage and this could be considered again if necessary at a later date.</p>	
5.00	Governor development	
5.01	<p>Anne Woliter agreed to retain responsibility for governor training and development. As this was the first meeting of the year governor's had no new training to report. An up to date list of the training attended would be provided to governors by the school for information. The information about training provided by the Governor Support Service was noted.</p>	Headteacher
6.00	REGISTER OF GOVERNORS' INTERESTS	
6.01	<p>Governors noted the need to review the register and each governor was asked to complete a governors' register of interests form which had been provided. They were asked to submit the form before they left the meeting.</p>	Governors
7.00	CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES	
7.01	<p>Governors noted the need to review the Code of Conduct and each governor was asked to complete a governor's Code of Conduct form which had been drafted and presented by the school. They were asked to submit the form before they left the meeting.</p>	Governors

8.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY

8.01 This item had been discussed by governors at previous meetings.

Resolved:

- That participation in governing body meetings would remain as agreed in September 2014 whereby no method other than physical presence of a governor would be acceptable.
- If urgent decisions were needed in between meetings business could be conducted by e-mail.

9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE

9.01 Richard Harker commented that the decision to amalgamate two committees to form the Leadership and Management committee had, in his opinion, made the workload unmanageable. The Chair acknowledged that the governing body did need to look at the way business in committees was managed. This included the issue relating to the same items being discussed at more than one committee as well as by the full governing body. Governors agreed that it might be helpful if a cover sheet could be attached to papers which made it clear what was required when papers were circulated for meetings. For example whether they were for information, approval or noting and also which committee had lead responsibility. The Chair agreed to take this forward.

Chair

9.02 On the issues of workload in committees, the Chair reminded governors that any governor could attend any committee meeting without prior notification, with the exception of the Pay and Headteacher's Performance Committee. She proposed that committee agendas were circulated as a matter of routine to all governors for information.

Resolved:

All committee agendas to be circulated to all governors prior to each meeting.

School Administrator

9.03 Governors reviewed the terms of reference for each committee and delegated powers.

Resolved:

- That the terms of reference were accepted without amendment.
- That all powers be delegated to each of the committees accordingly.

- That the Leadership and Management Committee have delegated powers to agree the School Budget.
- Matters relating to the Area Inclusion Partnership including the budget are delegated to the Learning and Management Committee.

Delegation to the Headteacher

9.04 Appointment of staff other than the Headteacher and Deputy Headteacher: the Headteacher confirmed that governors are usually involved in the contractual appointment of staff in school.

10.00 AREA INCLUSION PARTNERSHIP

10.01 The Headteacher advised governors that the purpose of the Area Inclusion Partnership (AIP) is to prevent pupil exclusion and that it top slices its budget from school. The Headteacher stated that she attends the AIP panel meetings to address any issues in the seven schools within the partnership.

11.00 CONFIRMATION OF DELEGATION TO EXTENDED SERVICES JOINT COLABORATIVE COMMITTEE (JCC)

11.01 The Headteacher confirmed that the school did not have a cluster with a JCC.

12.00 CONFIRMATION OF COMMITTEE STRUCTURE, COMMITTEE MEMBERSHIP

12.01 Governors reviewed the committee structure and committee membership. A draft document was brought to the meeting by the Headteacher with the proposed committee membership and SLT/ Curriculum link review teams.

Resolved:

- That the following committee structure and memberships be confirmed.
- That committee chairs are to be elected by each committee

Leadership and Management Committee

Mary O'Shea (c), James Hillyard, Liz Cox, Richard Harker, Fr Tim Wiley, David Murray, Paul Connell and Michael Gardner.

Teaching and Achievement Committee

Mike Gan (c), David Murray, Rosie Evans, Liz Cox, Keith Partridge, Richard Harker, Paul Connell and James Hillyard.

Pupil Behaviour and Safety Committee

Rosie Evans (C), Liz Cox, Keith Partridge, Michael Gardner, Anne Woliter and Andrew Nelson.

Pay Committee (including Headteacher Performance)

Mike Gan, James Hillyard and Mary O'Shea.

Admissions Committee

Richard Harker (C), Liz Cox, Father Tim Wiley, Mike Gan, David Murray, Rosie Evans and Anne Woliter.

13.00 PERFORMANCE MANAGEMENT OF THE HEADTEACHER

13.01 Resolved:

- That Mike Gan, James Hillyard and Mary O'Shea will conduct the Headteacher performance management.
- That the SIA, Sarah Atkinson continues in her role as external adviser for the performance management of the Headteacher.
- That the performance management committee has delegated authority to agree the performance management cycle; when targets are set and progress review meetings are held.
- That the performance management committee will advise the full governing body if the Headteacher's objectives have been met.

14.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

14.01 Resolved:

- That governors take specific responsibility for the following areas:
 - Health and Safety and PFI – Michael Gardner
 - Pupil Premium – Mike Gan
 - Complaints – this responsibility will be allocated as and when required
 - Child Protection and Looked After Children – Keith Partridge
 - SEN - Richard Harker
 - Equalities – Andrew Nelson (subject to discussion with Andrew)
 - Attendance – Anne Woliter
 - Training – Anne Woliter
 - Governor to accompany the School Improvement Adviser on school visits - It was agreed that governors would wait to hear from the

Headteacher when the School Improvement Adviser intended to visit and that they would then determine which governor would attend.

- SLT links for subjects to be clarified following the meeting.

Cluster link- Rosie Evans

14.02 The Chair requested that the Headteacher circulate a copy of the school staffing structure and Senior Leadership Team Structure and responsibilities to all governors. The new SDP would be available from middle of October following completion of the new SEF.

Headteacher

15.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Resolved:

- That authority be delegated to the Headteacher to vire sums of up to £10,000.
- That signatories for authorisation of orders and invoices be approved as follows: Liz Cox, Vince Gibbons, Keith Briggs, Mary O'Shea and Janet Turner.
- That the local authority's financial regulations, standing order and contract procurement regulations be adopted.
- That the Chair, on behalf of the governing body be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

16.00 CHAIR'S BUSINESS (including correspondence)

16.01 There was no Chair's business.

17.00 CLERK'S BUSINESS

17.01 The Clerk advised governors of upcoming Governor Briefings.

18.00 ANY OTHER URGENT BUSINESS

18.01 Paul Connell as parent governor raised the following issues on behalf of parents.

School bus routes

18.02 Several parents had raised concerns about the reconfigured school bus routes which was adding 30 minutes to the journey for pupils from the Roundhay area. Rosie Evans advised that the school had no jurisdiction over services provided by First Buses however she recognised that this was a matter of concern. She agreed to investigate the issue and report back to governors via e-mail.

Rosie Evans

Pupils smoking in school

- 18.03 A complaint had been made about pupils smoking on school premises. The Headteacher said she was not aware of any incidents of pupils smoking on the premises and the school policy was very clear. If more details could be provided this would be investigated further.

**Paul Connell/
Headteacher**

Exam results

- 18.04 Parents had been unclear about the how the details of this year's examination results and the school's performance had been communicated and several had suggested that a summary sheet should have been produced to provide headline information. The Head teacher said that a detailed discussion and analysis of the results would take place at the Achievement and Teaching Committee meeting scheduled for 28 September 2016.

- 18.05 The Deputy Head teacher advised that summary information had been published on the school website and a letter had been sent to all parents.

- 18.06 The Chair requested that all governors receive the papers for the Achievement and Learning Committee on 28 September 2016 and as many as possible consider attending the meeting to listen to the discussion and explanation of the data and results.

**School
Administrator**

19.00 DATE OF NEXT MEETING

Thursday 10 November 2016 at 6.00pm.

The meeting ended at 7.00pm