

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 10 November 2016 at 6.00pm

PRESENT: Mary O'Shea (Chair) Liz Cox (Headteacher)
Michael Gan Michael Gardner
Richard Harker James Hillyard
Andrew Nelson Reverend Father. Timothy Wiley
Anne Woliter

IN ATTENDANCE: Liz Thornton (Clerk, Governor Support Service)
Vince Gibbons (Deputy Headteacher)
Steve Carey, Governor (subject to the completion of appointment procedures).

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, Rosie Evans, Keith Partridge and Fernando Ranninger.

2.00 MEMBERSHIP MATTERS

2.01 Governors welcomed Steve Carey a new Co-opted Governor, subject to the satisfactory completion of a DBS check. It was noted that one of the vacancies for a Foundation Governor had been filled by Fernando Ranninger; his apologies were recorded for this meeting.

2.02 Governors noted two documents which had been circulated in advance of the meeting namely; 2016-17 proposed Committee membership and SLT/Curriculum Links. Both had been updated.

2.03 The Chair reminded Link Governors to contact the Headteacher to arrange visits to their subject departments.

3.00 GOVERNOR DEVELOPMENT

3.01 All governors in attendance confirmed they had received the DfE video '*Questions Ofsted may ask*'

3.02 The Chair proposed that all Governors should have the opportunity to attend training on Attainment 8 and Progress 8 to enable them to clearly understand how these new measures will be calculated and the changes

that will apply in 2017 and 2018.

3.03 The Headteacher agreed to explore options for the most appropriate training available. **Headteacher**

3.04 It was also agreed that Governors should be invited to attend the safeguarding training which had been organised for teaching staff. Information would be circulated to all governors. **Headteacher**

4.00 DECLARATION ON INTERESTS

4.01 No new declarations of interest were made.

4.02 Governors noted the register which had been circulated containing details of the documentation currently held in school and that for each member of the Governing Body. Governors were asked to check the register and any outstanding matters were addressed as soon as possible. **All Governors**

4.03 James Hillyard asked all Governors to check their personal profile of the school website to ensure that they were up to date. Vince Gibbons advised that profiles for the two new members of the Governing Body would be uploaded as soon as they were available. **All Governors**

4.04 The Chair asked whether the minutes of Full Governing Body Meetings were available on the school's website. Vince Gibbons advised that some had been published but not all. The Chair asked the Clerk to check if it was a statutory requirement for the minutes of meetings including committee meetings to be published on the website. **Clerk**

5.00 MINUTES OF THE LAST MEETINGS

7 July 2016

Resolved:

- That the minutes of the meeting held on 7 July 2016 were agreed as a correct record and the Chair be authorised to sign them.

All matters arising had been dealt with satisfactorily.

14 September 2016

Resolved:

- That the minutes of the meeting held on 14 September 2016 were agreed subject to a minor amendment to paragraph 18.06; Achievement and Learning Committee to read Teaching and Achievement Committee. The Chair was authorised to sign the minutes once this

amendment had been made.

6.00 MATTERS ARISING FROM THE MEETING HELD ON 14 SEPTEMBER 2016

6.01 Item 3.03

The Headteacher advised that Paul Connell had not provided any information about a prospective governor.

Item 9.01

The Chair thanked the Headteacher for developing a cover sheet to attach to papers when they were circulated for meetings.

Item 14.02

The Headteacher confirmed that a copy of the school staffing structure had been circulated.

Item 18.02

The Headteacher advised that following a discussion with the bus company this issue had been resolved.

Item 18.03

The Headteacher advised that no further information had been provided about incidents of smoking on school premises and no issues of concern in relation to smoking had been raised in school.

7.00 SCHOOL DEVELOPMENT PLAN(SDP)

7.01 The SDP summary document 2016-17 had been circulated. The Headteacher advised that the SDP focused on three key priorities:

- Key Priority 1: Impact on the progress of all disadvantaged pupils, particularly boys
- Key Priority 2: Improve the progress for all pupils across all subjects in order to secure the highest standards
- Improve consistency and accuracy of predictions for academic outcomes across all year groups.

7.02 Governors reviewed the SDP 2016-17 summary document. The Headteacher pointed out that a key priority for 2016-17 would be a focus on the progress of all disadvantaged pupils particularly boys. Governors noted the strategies and systems aimed at supporting the school to achieve improved outcomes for all pupils including disadvantaged pupils were clearly set out in the Plan. Progress against the SDP would be RAG rated to ensure that progress was monitored effectively.

7.03 The Chair asked if the School Improvement Advisor (SIA) had been involved in the development of the key priorities and whether she had agreed that these were correct for the school. The Headteacher advised that she would be

sharing the SDP with the SIA following the meeting but a focus on the progress of disadvantaged pupils and in English had been discussed with her at previous meetings.

7.04 The Headteacher confirmed that the SDP Summary had been circulated to every member of staff.

7.05 In summary the Chair said Governors were happy to approve the SDP She was particularly pleased to note that the Plan would be RAG rated and subject to careful scrutiny in the appropriate sub committees. Those elements with a red rating would be escalated for discussion at Full Governing Body meetings.

8.00 HEADTEACHER'S REPORT

8.01 The Headteacher presented her report and invited questions from Governors. The key points highlighted were:

Secondary (key stage 4) performance 2016(supported by the FFT Aspire School Dashboard document)

KS4 attainment 2016

- Attainment and Progress 8 (overall):5.1(national average 4.9%)
- % A*-C English & Maths: 62 %(national average 58.7%)

KS4 Progress 2016

- Attainment and Progress 8 (overall):-0.15 (close to national average)
- % A*-C English and Maths: -6%(in line with national average)

Progress update for Half Term 1 predicted data

8.02 A data booklet had been circulated showing predicted data 2016/2017 for:

- All pupils
- Pupil Premium
- Non pupil premium
- Boys
- Girls
- Pupil Premium Boys
- each subject

8.03 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 to ensure that pupils and parents retained confidence in the school and the teachers. The school must be clear and transparent in communicating to

pupils and parents the problems experienced last year, where the predictions were over positive, particularly in English. Communication and interaction between the school, pupils and their parents should clearly set out the actions and strategies that have been put in place to ensure better outcomes in the 2017 examinations and also what was required from them.

- 8.04 The Chair and the Headteacher agreed to discuss the most effective way of communicating this message to pupils and parents.

Chair/Headteacher

9.00 COMMITTEE REPORTS

- 9.01 The minutes of the Chairs of Committees meeting on 14 September 2016 were noted. Richard Harker advised that the next meeting of the Admissions Committee would take place on Tuesday 15 November 2016.

- 9.02 The Chair invited Richard Harker, Link Governor for English to provide some feedback on his recent visit to the English Department.

- 9.03 Richard Harker advised that he had met with the Director of English on 8 November 2016, as a priority the meeting had focused on the measures and strategies that were in place to support Year10 and Year11 pupils to ensure improved outcomes in GCSE examinations.

- 9.04 Overall he reported that he had been re-assured by what he had seen and was confident that the strategies and actions outlined in the Departmental Development Plan for English were being implemented effectively. More capital had been made available to enhance the resources available to pupils and past exam papers were being used to ensure that pupils were more familiar with their content and layout. A sample booklet of exam papers was available for Governors to see after the meeting if they wished to do so.

- 9.05 Richard Harker advised that further meetings with the Director of English were planned for January 2017, where the focus would be on Year7, Year 8 and Year 9 and for May 2017 to focus on the progress against the Development Plan for English.

- 9.06 The Chair thanked Richard Harker for undertaking the visit and his feedback report.

- 9.07 The Chair advised Governors that feedback reports from their visits to school would be a substantive agenda item for the next meeting.

Clerk

- 10.00** The following policies were approved:

- Child Protection policy
- SEND policy and local offer (reviewed by the Behaviour and Safety Committee on 19 October 2016 and recommended for approval)
- Supporting pupils with medical conditions (reviewed by Behaviour and Safety Committee in June 2016 and recommended for approval)

10.01 James Hillyard advised that the Teacher Pay Policy was still under review by the Pay Committee. A recommendation for approval would be made to the Leadership and Management Committee in due course.

11.00 PARTNERSHIP WORKING

The Headteacher reminded Governors that the Governing Body had made a commitment to continue to support the ARM cluster with funding from 1 April 2017.

11.01 The Headteacher advised that a meeting was taking place at Hinsley Hall that evening about academy conversion. She said that in her view there needed to be more effective partnership working across Catholic schools in Leeds. She was intending to arrange a meeting with the Simon Flower, Executive Headteacher at Carr Manor Community School and would extend an invitation to all Governors once the meeting had been arranged.

12.00 PUPIL PREMIUM

12.01 The Chair invited Michael Gan, Chair of the Teaching and Achievement Committee to provide an update on Pupil Premium.

12.02 Michael Gan advised that the Teaching and Achievement Committee had met on the 9 November 2016. The primary focus of the meeting had been disadvantaged pupils and governors had reviewed the School Development Plan (SDP) summary document and discussed in detail the key priority for 2016-17 which was to focus on the progress of all disadvantaged pupils particularly boys. Governors had discussed the strategies and systems aimed at supporting the school to achieve improved outcomes for disadvantaged pupils which were clearly set out in the Plan. A summary of the school's Pupil Premium Strategy Statement 2016-2017 had also been reviewed. The document set out the desired outcomes and the criteria for measuring success. He advised that the Strategy Statement would be published on the school website.

12.03 He advised that the Committee were clear that Governors would need to be assured that all the actions to support

the Strategy Statement turned into reality over the forthcoming year and did not remain high level aspirations. The minutes of the meeting would be available to all governors in due course.

13.00 CHAIR'S BUSINESS

13.01 There was no Chair's business.

14.00 CLERK'S BUSINESS

14.01 There was no Clerk's business.

15.00 ANY OTHER URGENT BUSINESS

Budget review Virement

15.01 The Headteacher advised that a budget review meeting had taken place on 21 October 2016. The updated three year budget based on this review had been circulated and contained details of the required virement of the school budget to take account of this review.

15.02 Resolved

- The budget virement figures set out in the Virement Sheet was agreed and the Chair authorised to sign the documentation.

16.00 DATE OF NEXT MEETING

Thursday 19 January 2017 at 6.00pm.

The Chair closed on the meeting at 8.00pm