

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 10th September 2015 at 6.00pm

PRESENT: James Hillyard (Chair) Andrew Nelson
Liz Cox (Headteacher) Mary O'Shea
Rosie Evans Thérèse O'Sullivan
Richard Harker Jenny Rooney
Paul Connell Anne Woliter
Father Tim Wiley David Murray
Mike Gan

IN ATTENDANCE: Monika Baker (Clerk, Governor Support Service)
Vince Gibbons (Deputy Headteacher)
Keith Briggs (Senior Assistant Headteacher)

WELCOME AND PRAYER

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

1.00 APOLOGIES

Apologies were received and accepted from Helena Angstmann and Keith Partridge.

2.00 MEMBERSHIP MATTERS

2.01 The Chair notified the committee that there is only one foundation governor vacancy. Father Wiley has approached someone he thought may be interested but unfortunately that person is not able to commit to being a governor at this time.

It was noted there are no governors with memberships nearing expiry.

2.04 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.

3.00 REGISTER OF GOVERNORS' INTERESTS

Governors noted the need to review the register and each governor was asked to complete a governors' register of interests form which had been previously sent to governors. They were asked to submit the form before they left the meeting.

The Clerk will remind absent governors to submit a copy of the form to the Headteacher.

ACTION

AGENDA

Clerk

4.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

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 previously sent to governors. They were asked to submit the form before they left the meeting.

The Clerk will remind absent governors to submit a copy of the form to the Headteacher.

Clerk

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

This item has been previously discussed at length by governors

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.

6.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE

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

Resolved:

- That the terms of office can be 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.

6.02 DELEGATION TO HEADTEACHER

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.

7.00 AREA INCLUSION PARTNERSHIP

The Clerk and Headteacher advised governors that the purpose of the Area Inclusion Partnership is to prevent pupil exclusion and that it top slices its budget from school.

Resolved:

- That the Area Inclusion Partnership budget is to be delegated to the Leadership and Management committee.

The Headteacher stated that she would be attending the AIP panel meeting on Tuesday 15th September 2015 to address any issues in the 7 schools within the partnership.

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

Resolved:

- That the delegated powers to JCC be listed as an agenda item for the next Leadership and Management committee meeting.
- Mike Gan to oversee this process.

Leadership & Management Committee

Mike stated that the North East and Alwoodley clusters merged at the end of July.

9.00 CONFIRMATION OF COMMITTEE STRUCTURE, COMMITTEE MEMBERSHIP

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

M Gan (C), J Hillyard, E Cox, R Harker, M O'Shea, Fr T Wiley and D Murray

Teaching and Achievement Committee

T O'Sullivan (C), D Murray, R Evans, E Cox, K Partridge, M O'Shea, R Harker, P Connell and J Hillyard

Pupil Behaviour and Safety Committee

R Evans (C), T O'Sullivan, E Cox, K Partridge, J Rooney, A Woliter and A Nelson

Pay Committee (including Headteacher Performance)

M Gan, J Hillyard and M O'Shea

Admissions Committee

R Harker (C), E Cox, Fr Wiley, M Gan, J Rooney, R Evans and A Woliter.

The Chair reminded governors that any governor can attend any committee meeting without prior notification, with the exception of the Pay and Headteacher's Performance Committee.

10.00 PERFORMANCE MANAGEMENT

A governor queried if governors could add performance objectives and was advised by the Chair that a proforma is used.

Resolved:

- That M Gan, J Hillyard and M O'Shea will conduct the Headteacher performance management.
- That the SIA, Sarah Parkinson 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.

11.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Resolved:

- That governors take specific responsibility for the following areas:
 - Health and Safety – M Gan
 - Pupil Premium – T O'Sullivan
 - Complaints – an ad hoc group is established on a as needed basis
 - Child Protection and Looked After Children – K Partridge
 - Attendance and SEND – A Woliter and A Nelson respectively
 - Training – A Woliter
 - Governor to accompany the School Improvement Adviser on school visits -The Clerk stated that this role is new. 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 Link for English and Maths – D Murray (L) and H Angstmann
 - SLT Link for RE, History and Music- R Harker (L) and Fthr Wiley
 - SLT Link for Science, ICT and Business – P Connell (L) and J Hillyard

Headteacher

- SLT Link for Art and PSHCE – M Gan (L) and A Woliter
- SLT for Languages, Geography, D&T and Curriculum Support – T O’Sullivan (L) and M O’Shea
- Cluster link – R Evans

Governors noted that Safeguarding is the responsibility of all governors. A governor queried whether all governors could receive training. The Clerk stated that the whole governing body could be trained for £300 and that governing bodies from other schools could attend for an additional cost of £25. The Clerk would advise the Governor Support Service of the training request.

Clerk

12.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Resolved:

- That authority be delegated to the Headteacher to vire sums of up to £8,000.
- That signatories for authorisation of orders and invoices be approved as follows: L Cox, V Gibbons, K Briggs, J Hillyard, S Eglington, M Maitland and R Lian.
- 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.

13.00 HEADTEACHER’S REPORT

13.01 A review of 2015 Examination Results had been previously circulated to governors. The Senior AHT, Mr Briggs, stated that the school has requested some remarking of GCSE papers. The exam board is in the process of reviewing several subjects after which the school will decide whether to request an extended review. A governor queried if the school had received any remarks yet and was advised that they are coming in gradually. A governor asked if the school could receive the script back to review it and was advised that this was not possible until the script had been remarked. Governors were curious to learn on what basis scripts were selected for remarking and were advised the school looks at scores near a grade boundary. The school is required to gain the permission of the pupil and the remarking is quite expensive.

The English Baccalaureate covers a range of subjects so gives a broader picture of how well pupils are doing. Last year the school achieved 38%, this year it was 38.68%. This is in comparison with the national average for last year of 23% and Leeds this year of 25%.

A governor asked what the exam scores are from other local high schools and the Headteacher stated that she did not at this stage know and added that this information is not publicly available unless a school decides to disclose it. A governor probed whether there had been any grade increases in any of the remarks received so far. The Headteacher stated that one grade has increased from C to B. A governor queried how many scripts were being remarked for the school and were told that it is twenty. The last date for submission of marking reviews is 20th September 2015 and the remarking usually takes a couple of weeks.

- 13.02** Governors requested to know the outcome of the remarks and the Headteacher stated that she would inform them at the earliest opportunity. A governor wanted to know if the school expected a big change in grades as a result of the remarking but too early to tell. A governor enquired if the issue was spread over a single class and was advised that it covers three English classes.

A governor probed whether the issue was raised last year and was informed that it was. The Headteacher added that since then a new teacher has started and the Head of Department is aware that this is a focus area.

14.00 CHAIR'S BUSINESS (including correspondence)

There was no Chair's business.

15.00 CLERK'S BUSINESS

The Clerk advised governors of upcoming Governor Briefings and stated that they are a valuable opportunity for governors to network with other governors. The agenda is issued to all governors in advance. Governors noted the dates of the upcoming meetings

16.00 ANY OTHER URGENT BUSINESS

There was no other urgent business.

17.00 SCHEDULE OF MEETINGS FOR 2015/ 2016

Thursday 12th November 2015
Thursday 21st January 2016
Thursday 28th April 2016
Thursday 7th July 2016

All at 6.00pm.

The meeting ended at 7.05pm