

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 7 July 2016 at 6.00pm

PRESENT: James Hillyard (Chair) Liz Cox (Headteacher)
Mike Gan Thérèse O’Sullivan
Richard Harker Keith Partridge
Andrew Nelson Father Tim Wiley
Mary O’Shea

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

	WELCOME AND PRAYER	ACTION
	Fr Wiley opened the meeting with a prayer.	
1.00	APOLOGIES	
1.01	Apologies were received and accepted from Rosie Evans, Michael Gardner, Paul Connell, Anne Woliter and David Murray	
2.00	MEMBERSHIP MATTERS	
2.01	Governors noted that this would be T O’Sullivan’s last meeting. Thérèse was thanked for the contributions she had made to the Governing Body and to the school in general. This will leave a vacancy for a co-opted governor.	Chair
2.02	There are two remaining Foundation vacancies which Fr Wiley hoped would be filled by September. M O’Shea made a suggestion of someone who might be interested in being a governor.	Fr Wiley
3.00	GOVERNOR DEVELOPMENT	
3.01	All governors present, with the exception of T O’Sullivan, had attended Safeguarding training prior to the meeting presented by Claire Dodds from the Local Authority.	
4.00	DECLARATION OF INTERESTS	
4.01	There were no new declarations of interest.	
5.00	MINUTES OF THE LAST MEETING	
	Resolved:	
	<ul style="list-style-type: none">That the minutes of the meeting held on 28 April 2016 are agreed as a correct record and the Chair be authorised to sign them.	
6.00	MATTERS ARISING	
6.01	<u>Minute 6.02 – Governor website</u>	

All governor pen portraits are now complete

6.02 Minute 7.28 – Exclusion

The Headteacher's report now indicates whether the same student has been excluded more than once.

6.03 Minute 9.01 – Formal budget

This item is on the agenda for the meeting.

6.04 Minute 13.02 – Governing Body review

The Headteacher reported that she had made contact with the Governor Support Service who will be in touch in due course.

Headteacher/
Governor
Support
Service

6.05 Item 16.00 – St John Fisher, Harrogate

6.05.1 The Chair thanked Mrs O'Shea for the work she had done on this subject.

6.05.2 The Headteacher informed governors that she had not drafted a letter to Fr Swindlehurst but she had met with Angela Cox from the Diocese regarding the arrangements at St John Fisher.

6.05.3 R Harker commented that for two years, St John Fisher had been taking in more students than their admission number would allow, therefore Cardinal Heenan needs to be ready to respond when they make the application to have their Pupil Admission Number (PAN) legalised.

6.05.4 With regard to the working party, R Harker reported that no-one had been in contact with him, therefore, he has concluded that the Governing Body does not want to form a working party.

6.05.5 The Chair suggested that another meeting should be arranged with Angela Cox / Fr Swindlehurst to clarify the actual situation regarding St John Fisher. Governors then discussed the need to write to Fr Swindlehurst and Angela Cox again. The Headteacher added that it might be prudent to wait until September to see how many students St John Fisher admit, then there would be proof that they had gone beyond their PAN again. Mr Harker cautioned that that might be too late as the new admissions round starts in September and suggested the final option would be to write to the Regional Schools Commissioner.

6.05.6 **Resolved:**

Mr Harker to draft a letter to Fr Swindlehurst with a copy to Angela Cox and the headteacher and Chair of Governors at St John Fisher requesting a further meeting. The draft to be sent to the Chair.

R Harker/Chair

7.00 HEADTEACHER'S REPORT

The Headteacher's report had been circulated previously and the following points were highlighted:

7.01 Headings included within the report were:

- Staffing update
- CPD by department for the period 01/05/16 to 22/07/16
- Pupil numbers
- Work of the school including spiritual life
- Attendance
- Exclusions
- Racial incidents
- Prevent incidents – none to report

7.02 Governors asked for clarification on the Pupil Learning Centre. The Headteacher explained that this was an area for students, who might be in danger of going into isolation, who need additional support before going back into class; for example, they could have been absent and need to catch up. Mr Corcoran will be in charge and it will provide support on a one to one basis.

7.03 The B11 report had been circulated for governors' information.
7.03.1 The Headteacher explained that the peer review had been conducted by Anthony Briggs and Sarah Atkinson (from the Local Authority), along with senior staff from Lawnswood School. The judgements ranged between 2b and 2c. This was a reciprocal arrangement and there were aspects that could be worked on together.

Page 7 of the report identifies the areas that the school should think about and the school's response and action taken on those areas was also circulated.

7.03.2 Q: How did Mr Caldwell's visit to Lawnswood go?
A: Mr Caldwell visited Lawnswood to look at setting up Teaching and Learning groups. This will lead to improving pedagogy. One thing that was learnt was to do fewer lesson observations as a means of monitoring, but to do more learning walks and book scrutinies so progress over time can be measured rather than a snapshot of what is going on in the classroom.

7.03.3 The Headteacher reported that the information was shared with staff at the training day and it had a positive impact. The Departmental Self- Evaluation 2016 -2017 was circulated, the detail of which has been shared with the Chair.

7.03.4 Questions were invited.

Q: As the grades were mainly 2c, how do this compare with expectations?

A: Would have liked them to be higher but when it was discussed with Anthony Briggs, the issue was with Pupil Premium children. The school had already identified that the gap in Year 11 was not reducing and that was picked up by the review.

7.04 The 2016 data had been circulated. 69% are predicted to get 5A*-C EM. The current Year 10 are more able; the boys should do relatively the same. Of those students who are not achieving as they should, there will be early meetings with parents.

8.00 COMMITTEE REPORTS

8.01 Leadership and Management

8.01.1 The minutes of the Leadership and Management Committee meetings held on 5 May and 8 June 2016 were circulated. Mr Gan reported that there were no major areas to highlight.

8.01.2 Mr Harker commented that this committee has a very long agenda which indicates that the workload might be bigger than expected. The Headteacher suggested a model of reviewing policies together which then takes the time needed for policies out of the main committee meetings. It was agreed that either the agenda needed reducing or more meetings need to be scheduled.

8.01.3 Mr Gan reported that there have been occasions in committee when items which appear to need very little discussion on the face of it turn out to be quite lengthy discussions as governors need more information. There is also the issue of items being discussed at more than one committee; for example the duplication of data at the Teaching and Learning Committee and the full Governing Body meeting.

Resolved: that the committee agendas will be discussed at the chairs of committees meeting in September.

8.02 Pupil Behaviour and Safety

Mr Nelson spoke to the minutes of the meeting held on 15 June 2016. The following items were discussed:

8.02.1 Behaviour management in terms of behaviour for learning, in particular the gap for boys and Pupil Premium boys. This will be a focus on the School Improvement Plan for 2016-17

8.02.2 Attendance and punctuality; looking at the different cohorts, specifically SEND

8.02.3 Safeguarding - since the meeting, the Local Authority has undertaken an audit. The school voluntarily worked with Children's Services on the review of processes and systems in school. Some aspects were judged to be good and some exemplary. Congratulations were passed onto Mr Corcoran and the team for the good work in that area. K Partridge informed governors that R Aujla will be reviewing how the school deals with parental complaints in this area.

8.02.4 The practice behind the policies for administering medication, the storage of medicines and Anaphylaxis was discussed. The Headteacher re-assured governors that the administration of medicines will be audited to ensure the policy is being followed.

8.02.5 Q: What plans are in place for the Chaplaincy?

A: The Headteacher had met with C Devanney and identified some staff who can help out in the interim with support from C Devanney,

although there is not much capacity within school. It was also suggested that Fr Wiley could be approached and another idea was to approach Corpus Christi Catholic College who have a Chaplaincy team.

9.00 BUDGET

9.01 The budget had been reviewed and approved by the Leadership and Management Committee on 5 May 2016. The recommended the budget position was.

In Year deficit	£(191,720)
Balance b/f from 2015/16	£367,930
Forecast contingency 2016/17	£176,210

In 2017-18, the deficit is estimated to be approximately £71,000, and in 2018-19 it is estimated to be approximately £340,000.

9.02 Governors were reminded that in the previous financial year, the forecast position had been considerably worse but measures had been taken throughout the year to get to a better current forecast position. The Chair added that it was not unusual to see a forecast deficit of this nature but recommended caution on staff costs.

Resolved: that the budget be approved as reported.

10.00 CHAIR'S BUSINESS

10.01 The Chair asked for an update on partnership working.

10.1.1 M O'Shea reported that a meeting linked to the Academy Working group had taken place at Corpus Christi Catholic College and a couple of meetings have taken place to look at the criteria. Any considerations from the first meeting were delayed to allow the LARCH (Leeds Area Roman Catholic Headteachers) meeting to take place. This resulted in a proposal to write to the Bishop to look at an alternative model but no tangible proposals were put forward. The consensus of the meeting was that a letter should be sent but this was not agreed, or signed, by Cardinal Heenan.

A second Academy Working Group meeting was held, again with a mix of views, and much of it was about the timing and what is happening with the primary schools. It was agreed that the schools in favour would draft a mission statement

10.1.2 M O'Shea, (Vice Chair) and the Headteacher have met with the Headteacher and Chair at Corpus Christi where it was made clear that Corpus Christi were in the same position as CHCHS. It was concluded that there has been a lot of partnership working between the two schools and it would be a good idea to meet with Angela Cox to ask for more information. Feedback was also received from St Mary's Menston who recommended not to do it alone as there is a lot of work involved.

10.1.3 A second meeting took place when A Cox provided an update of

what the Diocesan plans were. It was noted that not all schools could convert at the same time because of the resources available. After A Cox had left the meeting, it was agreed to continue the momentum of the partnership working between the two schools and to involve Mount St Mary's. It had been agreed to invite Simon Flowers to a meeting to understand the partnership working at Carr Manor, and to look at how savings and efficiencies could be achieved across the school as well as school to school support.

10.1.4 Governors were informed that an advert for the Academy has been published. The financial expertise will be provided by Trinity.

10.1.5 The Headteacher reported that she, S Mort (Corpus) and Fr Wiley plus three primary Headteachers, had met to draft the mission statement.

Q: have the Diocese got plans in place for support services such as HR and finance?

A: This is one of the outstanding questions but the impression is that it would happen through the MAT (Multi Academy Trust).

The Headteacher added that she has sought information from the NE schools on partnership working and from Paul Brennan, who used to work for the Local Authority, on background information.

10.1.6 M O'Shea reported that one concern about establishing an academy is the impact on Cardinal Heenan in terms of timing, which is something the working group needs to be aware of. No-one appears to be in a rush and a further statement is expected around Christmas. The Headteacher emphasised that although Cardinal Heenan is happy to work with the NE schools in terms of cooperation, it was made clear that the school would be formally working with the Diocese.

10.02 A schedule of suggested meeting dates had been previously circulated. Governors were asked to consider which committee they would like to be a member of and any specific requests should be sent to the Chair, to be agreed at the meeting in September.

11.00 DATE AND TIME OF NEXT MEETING

14 September 2016, 6.00pm.

Meeting ended at 7.30pm