

# CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Wednesday 5 July 2017 at 6.00pm

**PRESENT:** Mary O'Shea (Chair) David Murray  
Steve Carey Michael Gardner  
Rosie Evans Anne Woliter  
Michael Gan

**IN ATTENDANCE:** Naomi Batten (Clerk, Governor Support Service)  
Craig Clement (soon to become a governor)

## WELCOME AND PRAYER

Governors were welcomed to the meeting, which opened with a prayer led by Mary O'Shea.

## ACTION

1.00

### APOLOGIES

Apologies were received and accepted from Elizabeth Cox, Richard Harker and Andrew Nelson. Apologies were not received from Keith Partridge and Canon Tim Wiley.

2.00

### MEMBERSHIP MATTERS

2.01

#### Foundation Governor Term of Office

Foundation Governor Michael Gan's term of office expires 19 October 2017. He will not renew for another term. Governors thanked M Gan for seven years of service on the board, particularly as head of T&L Committee.

2.02

#### Foundation Governor Vacancies (2.01 from 4 May FGB)

- There is a vacancy for a foundation governor since Paul Connell's term of office expired in June
  - Fernando Ranninger tendered his resignation.
- The diocese may fill vacancies, but the governing body can also propose candidates.

2.03

#### LA Governor Vacancy (2.01 from 4 May FGB)

The position of LA Representative is vacant since James Hillyard's term of office expired at the end of May. The Clerk informed the Local Authority about the Local Authority vacancy on 5 May.

2.04

#### Parent Governor Vacancy (2.01 from 4 May FGB)

The school advertised the parent governor vacancy and Craig Clement applied. His appointment is subject to DBS checks. Clerk to send induction pack once DBS in place.

Clerk

C Clement was welcomed and asked to provide a pen portrait and a photo for the governors' board.

C Clement

3.00

### GOVERNOR DEVELOPMENT

3.01

#### Induction Training

M Gardner attended induction training.

3.02

#### Safer Recruitment Training

A number of more experienced governors have resigned and the

need for more governors to be trained in safer recruitment was raised. A Woliter, R Evans and D Murray are all safer recruitment trained.

GSS training brochure to be emailed to governors.

Clerk

**4.00 DECLARATION OF INTERESTS**

There were no new declarations of interest.

**5.00 MINUTES OF THE LAST MEETING**

**5.01 FGB Meeting Held Thursday 4 May 2017**

**Resolved:**

That the minutes of the meeting held on Thursday 4 May 2017 were agreed as a correct record and the Chair was authorised to sign the minutes.

**5.02 FGB Meeting Held Wednesday 7 June 2017**

**Resolved:**

That the minutes of the meeting held on Wednesday 7 June 2017 were agreed as a correct record and the Chair was authorised to sign the minutes, subject to the following amendment:

- Chair to provide amendment to clerk

It was agreed that these minutes would not be published on the website, as they concern recruitment.

**5.03 FGB Meeting Held Wednesday 14 June 2017**

**Resolved:**

That the minutes of the meeting held on Wednesday 14 June 2017 were agreed as a correct record and the Chair was authorised to sign the minutes.

It was agreed that these would not be published on the website, as they concern recruitment.

**6.00 MATTERS ARISING from the meeting of 4 May 2017**

**6.01** There were no matters arising from the recruitment meetings of 7 and 14 June 2017.

**6.02 Bespoke Ofsted Training for School (3.02 refers)**

A Woliter emailed the diocese, but has not yet received a reply.  
Carried forward.

A Woliter

**6.03 National Governance Association (3.03 refers)**

Governors have joined the NGA.

**6.03 Academies (6.02 refers)**

From previous minutes: The Headteacher advised that she was still waiting for a response from Simon Flowers, Executive Headteacher at Carr Manor Community School.  
Carried forward.

Head

**6.04 External review of governance (6.03 refers)**

The Chair contacted the Governor Support Service to arrange an

Chair

external review of governance. Carried forward.

**6.05 Admissions Policy (6.04 refers)**

From previous minutes: A minor alteration to wording of the admissions policy was suggested which Richard Harker said he would pick up with the Diocese for use going forward.

**Richard  
Harker**

This was discussed with Vince Gibbons. Carried forward.

**6.06 Headteacher's Report (8.01 refers)**

B11 is an external review, similar to an Ofsted review. There has been a further report from the SIA, which was circulated to governors for discussion in this meeting (see 7.00 below).

**6.07 Letters to Staff Leavers (8.03 refers)**

The Chair spoke to the Headteacher about her intention to write to individual staff members when they left or retired. Concerning the Headteacher's own retirement following eighteen years of service at school, governors had hoped to present her card and gift at this meeting. This will be done at the Leavers' Mass on 18 July instead.

**6.08 Exit Questionnaires (8.04 refers)**

Exit questionnaires are good practice and will be added to school's exit procedures.

**6.09 Partnership Report (13.02 refers)**

Previous minutes: Chair asked for a report listing all the partnership work carried out by the school for the Leadership and Management Committee on 7 June 2017.  
Carried forward.

**Head**

**7.00 GOVERNOR MONITORING OF SCHOOL DEVELOPMENT PLAN (SDP) PRIORITIES**

**7.01 B11 Report**

*Note of Visit and Contact (NOVAC)* from SIA visit of 16 May 2017 was distributed to governors. Progress has been made since the previous inspection. A number of recommendations were made, including having a School Improvement Advisor (SIA) work with governors in preparation for Ofsted.

**Chair**

**7.02 Background**

The last Ofsted inspection took place in 2014 and school was judged to be Good. Prior to that it was judged Requires Improvement (RI) for a short period. This was a short dip, as it had been Good in the past. It is hoped that school will retain its Good judgement. Another inspection is due to take place at any time now.

**7.03 Governor Preparation for Ofsted**

The leadership team and staff work to the SDP. Governors need to be prepared for an inspection. A lot is expected of school governors, so a programme is put together at the beginning of each academic year.

**7.04 Questions/Comments**

- 7.04.01 Summary/Key Points of the Visit, bullet point 8  
 Q: Has Rachel Mortlock given any feedback?  
 A: This is not known and will be followed up.
- 7.04.02 Summary/Key Points of the Visit, bullet point 7  
 Q: What is meant by the statement “39 pupils identified last year had approximately 100 subjects missed from the possible 10 ...”?  
 A: Governors speculated but were not sure. The statement does not seem correct, or could be worded more clearly.
- 7.04.03 A governor noted that predicted Year 11 half term 4 predictions are very positive. However, if disadvantaged boys do not do well, it may trigger an inspection. Likewise for outliers (e.g. pupils in offsite provision, pupils on managed curriculum), although there are very few outliers in this year’s Year 11 and context is known.
- 8.00 QUESTIONS ABOUT THE HEADTEACHER’S REPORT**  
 The Headteacher’s report was circulated to governors for discussion and the chair invited questions.
- 8.01 General Comments**  
 The Chair asked that pupil names be removed from the report as it is a public document.
- 8.02 Attendance**
- 8.02.01 Attendance figures are good, and are above national average for every year group. However, governors noted that attendance drops year on year as cohorts move up school.
- 8.02.02 Pupils remain on role until 9 June. This means they are still on role after their exams are complete. Another school has very good attendance in Year 11 and it may be worth asking how they manage to achieve this.
- 8.03 Racial Incidents**  
 Work being done to minimise discrimination. A number of incidents were recorded. Incidents include accusations of racist language.
- 9.00 COMMITTEE REPORTS**  
 An overview of the committee structure was provided for new governor C Clement, to help him decide which committee/s may be of interest.
- 9.01 Achievement & Teaching Committee Meeting**
- 9.01.01 Minutes of the meeting were provided and committee chair Michael Gan highlighted that A&T meetings are not attended by curriculum leaders (just SLT), but curriculum leaders reports were useful.
- 9.01.02 Governors noted that it would be useful to have curriculum leaders attend meetings periodically to discuss concerns. Recent opportunities would be discussion of art course options, and pupils missing PE and geography classes for additional tuition on cores subjects. The chair gave an example of excellent subject leadership. It would be nice if governors had an opportunity to thank and

R Evans

R Evans

congratulate them.

Governors recommend raising involvement with middle leaders.

**A&T  
Agenda**

9.01.03 If governors are allocated responsibility for subject areas it is easier to ensure oversight of all subjects. Governor visits on subjects would be required as part of this responsibility.

**Agenda**

9.01.04 Q: How to accommodate these concerns?  
A: Reports have been very helpful in flagging issues in subjects that governors would not otherwise be aware of.

9.01.05 Geography and History Results  
Results show genuine concerns for the future of non-core subjects such as geography and history. Cardinal Heenan puts a great deal of effort into Maths and English. Options for students who prefer the less academic subjects are reducing. If pupils find subjects difficult, behavioural issues ensue. This is a problem nationally because of the priority of the Progress and Attainment 8 measures. This concern will be raised with the incoming Headteacher to see if anything can be done.

**A&T  
Agenda**

## **10.00 PARTNERSHIP WORK**

A copy of the agreement to join the Area Inclusion Partnership North East Area was distributed to governors.

### **10.01 ARM Cluster**

10.01.01 School has signed up to Alwoodley, Roundhay and Moortown (ARM) Cluster to take advantage of support services. It was highlighted that some cuts to services have had to be made due to funding cuts.

10.01.02 Behavioural services are of particular use to Cardinal Heenan and it would be difficult to provide these in house in the event that they were unavailable in the Cluster.

10.01.03 R Evans attended the last Cluster meeting (which was previously attended by a DHT who has resigned), but now no one from school attends. It is important that Cardinal Heenan has representation at these meetings, to ensure their requirements are heard. R Evans to raise with incoming Headteacher.

**R Evans**

10.01.04 Q: How many meetings are there?  
A: One per term, which is three per year. However, they are lengthy meetings.

## **11.00 REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES**

### **11.01 PFI meeting on 28 June 2017**

Minutes of the meeting will be circulated when they are finalised. M Gardner attended the meeting and highlighted the following:

#### School Meal Charges

A letter concerning an increase in School Meal Charges was distributed. The cost of meals has increased due to 3.4% inflation. It

is recommended that the increase be approved, or school will be required to subsidise these.

**Resolved:**

That the increase to school meal charges be approved.

11.01.02 Impact of Universal Credit on Free School Meals (FSM)

FSM are still in place at present, but due to Universal credit, detail gets lost and the families who would be entitled to FSM may not be identified by the Local Authority (LA).

A governor suggested that the governing body write to the benefits service and ask how they plan to identify pupils entitled to FSM. Steve Carey to draft a letter for the governing body.

**S Carey**

Q: Should this be done before we accept the increase in charges?

A: No, the increase should be approved. At present, everyone who receives Universal Credit is entitled to FSM. It is probably worth reminding parents, as the funding is of benefit to families and school.

11.01.03 Discussions with Parents

Receipt of funding can be a sensitive topic. Governors are aware that some other schools have people available on parents evenings for informal and discreet talks with parents. Leaflets could be provided, and also simple information in the school prospectus.

Q: Who will lead this initiative?

A: R Evans to speak to M Martland. It has been difficult to find guidance from the LA, which S Carey will follow up.

**R Evans  
S Carey**

11.01.04 Security

Following some incidents in Leeds schools, an emergency contingency plan is being drafted by LA, which will be passed to school when available.

A review has been conducted at Cardinal Heenan:

- governors were pleased to note that cameras are well-placed to see all visitors
- the cladding on school buildings it is being checked that it is fire retardant
- fire alarms were found to be in good working order in the recent inspection, but a full audit needs to be redone and will be organised for the new academic year.

11.01.05 Training

Q: Many schools have recently had lockdown training. Can CH have this?

A: Yes.

11.01.06 Doors

Q: It is possible to lock some rooms from the outside, so people can be locked in. This also means you cannot lock yourself in if

threatened. Can this be risk assessed and possibly altered?  
A: Yes. Details of which rooms to be emailed to M Gardner. There is a sinking fund which can be used for such changes.

R Evans

**11.02 Leavers' Mass**

The Leavers' Mass was very moving. It was very well-attended by parents, staff and pupils and the choir performed beautifully.

**12.00 EVALUATION OF GOVERNING BODY EFFECTIVENESS AND PLANNING FOR THE NEXT ACADEMIC YEAR**

Carried forward.

**13.00 CONFIRM FULL GOVERNING BODY MEETING DATES FOR THE NEXT ACADEMIC YEAR**

The proposed annual calendar of meetings was circulated and will be finalised at the first FGB meeting of the new academic year. Dates are as follows:

Agenda

**13.01 Full Governing Body (Proposed Dates)**

Wednesday 13 September 2017 at 6:00pm (Business Meeting)  
Thursday 9 November 2017 at 6:00pm  
Thursday 18 January 2018 at 6:00pm  
Thursday 3 May 2018 at 6:00pm  
Thursday 5 July 2018 at 6:00pm

**13.02 Chairs of Committees (Proposed Dates)**

Wednesday 13 September 2017 at 5:15pm  
Thursday 12 October 2017 at 5:15pm  
Thursday 7 December 2017 at 5:15pm  
Thursday 19 April 2018 at 5:15pm  
Wednesday 6 June 2018 at 5:15pm

**13.03 Achievement & Teaching Committee (Proposed Dates)**

Wednesday 27 September 2017 at 6:00pm  
Wednesday 8 November 2017 at 6:00pm  
Thursday 11 January 2018 at 6:00pm  
Wednesday 25 April 2018 at 6:00pm  
Wednesday 20 June 2018 at 6:00pm

**13.04 Leadership & Management Committee (Proposed Dates)**

Thursday 12 October 2017 at 6:00pm  
Thursday 7 December 2017 at 6:00pm  
Thursday 8 February 2018 at 6:00pm  
Thursday 19 April 2018 at 6:00pm  
Wednesday 6 June 2018 at 6:00pm

**13.05 Admissions Committee (Proposed Dates)**

Wednesday 20 September 2017, time TBA  
Tuesday 14 November 2017, time TBA  
Tuesday 21 November 2017, time TBA  
Wednesday 7 March 2018, time TBA

**13.06 Behaviour & Safety Committee (Proposed Dates)**

Wednesday 18 October 2017, time TBA

Wednesday 21 February 2018, time TBA

Wednesday 13 June 2018, time TBA

**13.07 Academies Working Party**

TBA

**14.00 CHAIR'S BUSINESS**

**15.00 CLERK'S BUSINESS**

**16.00 ANY OTHER URGENT BUSINESS**

**16.01 Reports on predicted grades for Year 11**

*Final Predictions for Year 11 (HT5), Attainment 8 by Year Group and Whole School Synopsis of results – Commentary* were distributed.

Q: Are we over-predicting?

A: Potentially a bit, but good results are to be expected. This is a very good cohort.

**16.02 Senior Leadership Team**

*V3 Draft Senior Leadership Model 2017* was distributed for confidential discussion.

**16.03 Headteacher Recruitment**

Headteacher recruitment is in progress and a confidential update was given.

**16.04 Academies**

The board of St Gregory the Great Catholic Academy Trust is now in place. It is not yet known which schools are converting at this stage. Cardinal Heenan investigated academies a few years ago and revisited it more recently. A decision to academise has not yet been made.

**17.00 DATE AND TIME OF NEXT MEETING**

Wednesday 13 September 2017 at 6:00pm (Business Meeting)

The Chair closed the meeting at 7:54pm.