

## CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Wednesday 1<sup>st</sup> July 2015 at 6.00pm

**PRESENT:**

James Hillyard (Chair)	Andrew Nelson
Liz Cox (Headteacher)	Mary O'Shea
Rosie Evans	Thérèse O'Sullivan
Richard Harker	Keith Partridge
Paul Connell	Jenny Rooney
Father Tim Wiley	Anne Woliter
Helena Angstmann	

**IN ATTENDANCE:** Monika Baker (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

Apologies were received and accepted from Mike Gan and David Murray.

#### 2.00 MEMBERSHIP ISSUES

2.01 It was noted that Andrew Nelson would be leaving his role at the school but would remain as a governor.

2.02 Governors were asked to inform school of any changes to their declarations of interest. The Clerk advised that it is the duty of each governor to update school with declarations of interest and that they should keep this in mind throughout the year.

2.03 Father Wiley advised that the appointment of a Foundation governor is on-going.

2.04 The Chair stated that Mike Gan had chaired the Behaviour and Safety committee during its last meeting but that governors should consider whether they would like to put themselves forward for the role given that Mike had now taken on the role of Chair of Leadership and Management.

*All governors*

#### 3.00 RECONSTITUTION OF THE GOVERNING BODY - CONFIRMATION

**Resolved:** That the Governing Body has reconstituted as follows :

One Headteacher

One staff governor  
Two parent governors  
One LEA governor  
Nine Foundation governors  
Two co-opted governors  
Total- 16 governors

There remains the one Foundation governor vacancy.

#### **4.00 GOVERNOR DEVELOPMENT**

##### **Governing body action plan/ Training**

The Chair reminded governors that the recent skills audit will be used to determine the training required for governors. The Clerk advised that it is not only training by the Governor Support Service and Diocese that should be noted but also any other relevant training recently undertaken by governors in their professional lives.

The Chair stated that he will be attending the upcoming Preparing for Ofsted training provided by the Diocese.

##### **Leeds Education Hub**

It was noted that Jeanette Dahl has emailed governors with the logon details to enable access to the Leeds Education Hub.

Due to a recent inquorate committee meeting, it was agreed that governors should aim to commit to more than one committee to prevent inquorate meetings from reoccurring. The Clerk suggested that governors could attend different committee meetings to see where they feel that they could provide the most valid contribution before committing to being a committee member. It was noted that the Admissions Committee has lots of work to do in the Autumn term which would be helped by sharing the workload with more governors. It was noted that committee membership would be reviewed fully at the first full governing body meeting of the new academic year.

*All governors/  
AGENDA*

#### **5.00 MINUTES OF THE LAST MEETING**

##### **Resolved:**

- That the notes of the inquorate meeting held on 26<sup>th</sup> March 2015 are agreed as a correct record.

##### **Resolved:**

- That the minutes of the meeting held on 19<sup>th</sup> November 2014 are agreed as a correct record and that the Chair be authorised to sign subject to the removal of Anne Woliter's name under item 2.06.
- That the minutes of the meeting held on 6<sup>th</sup> May 2015 are agreed as a correct record and that the Chair be authorised

to sign.

**6.00 MATTERS ARISING – FROM MINUTES OF THE 26<sup>TH</sup> MARCH MEETING**

**6.01 Membership matters and governor development (minute 2.01 refers)**

At the extraordinary meeting held on 6<sup>th</sup> May 2015, James Hillyard was appointed as Chair until September 2016 and Mary O’Shea as Vice Chair until September 2016.

**6.02 Reconstitution (minute 3.01 refers)**

The new Instrument of Government and membership has been formally approved by governors at this meeting.

**6.03 Minutes of the last meeting (minute 4.01 refers)**

The minutes of the meeting dated 19<sup>th</sup> November 2014 were agreed as a correct record and signed by the Chair at this meeting.

**6.04 Minutes of the last meeting (minute 4.02 refers)**

It was noted that the Leadership and Management Committee was still to resolve the issue of First Aid.

L&M  
Committee

**6.05 Matters arising (minute 5.02 refers)**

It was noted that a few governors had not completed their skills audit, pen portrait and confirmed governor eligibility and they were encouraged to do so at their earliest convenience.

All governors

**6.06 Matters arising (minute 5.05 refers)**

Governors were reminded to provide their declarations of interest forms to school if they had not already done so (as per item 2.00 of this meeting)

All governors

**6.07 Matters arising (minute 5.06 refers)**

The Headteacher confirmed that there will be no financial liability on school in joining the JCC.

**6.08 Achievement and Learning Committee (minute 8.03.01 refers)**

The minutes of the Achievement and Learning committee are to be covered during this meeting.

**6.09 Behaviour and Safety Committee (minute 8.05.04 refers)**

This it to be covered under the item 7.03 below.

**6.10 Any other urgent business (minute 13.01 refers)**

It was agreed by governors that the school could be closed an hour earlier than usual to allow staff four hours to revisit the schemes of work in detail.

**6.11 Date and time of next meeting (minute 14.02 refers)**

A full governing body meeting took place before the Leadership and Management Committee meeting on 6<sup>th</sup> May 2015 to allow for Chair and Vice Chair elections to take place.

## **7.00 COMMITTEE REPORTS**

### **7.01 Leadership and Management Committee**

The minutes of the Leadership and Management committee meetings held on 7<sup>th</sup> January 2015, 11<sup>th</sup> March 2015 and 6<sup>th</sup> May 2015 had been previously circulated and were tabled. The minutes of the meeting on 9<sup>th</sup> June 2015 had not been circulated yet. The January, March and May meetings had largely discussed staffing and the budget. The Chair provided governors with a summary of the 9<sup>th</sup> June 2015 meeting which included the following items:

- Jo Coluccio had been invited to talk about the Leeds 14- 19 Catholic Partnership
- Approval of the budget
- It was agreed that IT upgrade/replacement would mainly operate on a lease arrangement as opposed to outright purchase
- Approval of policies

### **7.02 Achievement and Teaching Committee**

The minutes of the Achievement and Teaching committee meetings held on 15<sup>th</sup> January 2015 and 31<sup>st</sup> March 2015 had been previously circulated and were tabled. Thérèse O'Sullivan provided governors with a summary highlights of which included the following:

- There is an increase in numbers of pupils being admitted to school with specific needs. The school is yet to implement evac chairs and modify toilet facilities. The Headteacher stated that she is awaiting an update from Belrock about this. Governors were concerned about the delay as this is a Health and Safety issue.
- It was noted that there is a low number of teaching assistant roles and that any future teaching assistants should be employed on a full time basis.
- It had been observed that the school has achieved 85% for good or outstanding lessons for which school is to be commended. Where there are points for improvements governors are satisfied that there are plans in place to tackle them.
- Some policies were approved and others deferred to the next meeting due to time constraints.

Headteacher

### **7.03 Behaviour and Safety Committee**

The Headteacher stated that with Andrew Nelson leaving school that his responsibilities would need to be distributed to other staff. It was agreed that it was a huge benefit to increase the number of candidates in school who could deal with the responsibilities.

## **7.04 Admissions Committee**

Rosie Evans advised governors that following Diocesan advice the current policy will be used for admission for 2016, and that the model policy will be adopted for 2017 admissions. A lot of discussions took place about appeals.

Mr Gibbons explained that, since July 2014, the LA will no longer be offering voluntary aided schools a service to handle their admissions appeals. Other school categories are also likely to lose their services. Mr Gibbons stated that he has written to the LA to ascertain the cost of them handling admissions appeals. This year, a three-day period has been booked with the LA to hear the appeals. The Immaculate Heart of Mary Catholic Hall has been booked for next year with the kind permission of Father Wiley.

## **8.00 HEADTEACHER'S REPORT**

The report had been previously circulated to governors and the following points highlighted:

- 8.01**
  - The Aspire Governor Dashboard was previously circulated and tabled. It looks retrospectively at school's performance. It shows that for attainment, overall pupils are doing well and this is broadly in line with the National average. The data would have been higher if some of the vocational courses completed by year eleven had been captured. These courses have since been added to the data.
- 8.02**
  - Mr Gibbons stated that the curriculum model has changed a lot and that the school is well placed to achieve good progress.
- 8.03**
  - Raiseonline had previously been circulated to governors and was tabled. The Headteacher stated that it shows the school's performance and focuses on pupil premium and non-pupil premium and shows that school is increasingly closing the gap on pupil premium. It was noted that the Teaching and Learning Committee has studied the data in detail.
  - It was noted that the performance of boys is being targeted with strategies being implemented to engage them in reading.
  - Performance in English and Maths is improving.
  - Performance in PE and Design and Technology has improved under new leadership.
  - Other subjects such as RE are also doing well.
  - Projections of predicted grades are good at this stage
- 8.04**
  - A governor stated that there was a lot of information to dissect in these reports. This statement was acknowledged by Mr Gibbons who said that for this very reason school has devised its own in-house "Press

	<p>release” which helps to make sense of the data on an A4 sheet.</p>	
<b>8.05</b>	<ul style="list-style-type: none"> <li>• Sarah Atkinson the SIA, had produced a note of visit and contact (NOVAC) dated 1<sup>st</sup> April. The 2015 projection for A*-C including English and Maths is 67%. Although the gap is closing between disadvantaged and others, Governors noted that it needs to be a continued focus.</li> </ul>	
<b>8.06</b>	<ul style="list-style-type: none"> <li>• The in-house monitoring includes six tables which were circulated to governors. Staff enter data on a half termly basis of predictions of pupils’ attainment. Performance forecast is usually close to actual results. The only difference is the MOCK which is based on actual rather than forecast and which sets the agenda for intervention and pupil challenge. Work done between December and August is to drive the grades up and the data shows that predictions are close. A governor asked whether in term two there is also a prediction made and was advised not. A governor queried if the data should dip that much and was advised that it is a consistent pattern.</li> <li>• A governor asked whether some less resilient pupils may give up on seeing their MOCK results. Mr Gibbons stated that once pupils are identified they are given additional support. Teachers try to build pupils’ self- esteem to aid their progress. Some boys in the challenge group have a complacent attitude. By doing it this way and involving parents early enough it helps to make the difference. A governor queried how many students fall under this intervention and was advised it was about 20.</li> </ul>	Headteacher.
<b>8.07</b>	<ul style="list-style-type: none"> <li>• The SEF and SDP were tabled. The Headteacher stated that she was in the process of updating the 20 priorities for 2015/2016. The Leadership and Management committee has been rigorously looking at self-evaluation systems.</li> </ul>	
<b>8.08</b>	<ul style="list-style-type: none"> <li>• Mr Gibbons stated that study leave will be handled in such a way that the well performing students will have study leave as usual, pupils needing support will be closely monitored by teachers every day and others will be undergoing study programmes provided externally.</li> </ul>	
<b>8.09</b>	<ul style="list-style-type: none"> <li>• A Vision Statement will be drawn up of what objectives school has. It will outline what milestones are needed every term for pupils to achieve and will be a mini version of the SDP. A governor asked when this will be valid from and was advised that it will be from September 2015. A governor queried how the plan would be approved and was advised that the school will draw it up and the governing body will ratify it. It was agreed that the Chair and Vice Chair would share out the monitoring of the SDP to committees.</li> </ul>	Chair and Vice Chair
<b>8.10</b>	<ul style="list-style-type: none"> <li>• The schedule of training recently attended by staff was discussed. A governor asked whether the Diocese is doing anything to support school and was advised that the Catholic Education Service has provided training.</li> <li>• A governor commented that IT training looked expensive</li> </ul>	

and probed if that was being funded by school and the Headteacher confirmed that it was.

## **9.00 SAFEGUARDING**

It was noted that governors had received the Keeping Children Safe in Education report provided by the Child Protection/ Safeguarding Lead. It was agreed that Jeanette Dahl would contact all governors and ask them to confirm that they had read the guidance.

Jeannette Dahl

## **10.00 REPORT OF FORMAL BUDGET FOR 2015/2016**

The Headteacher informed governors that the budget had been approved by the Leadership and Management Committee. There will be a £218k surplus carry forward into 2016. There is a projected deficit for 2018, however this assumes current staffing levels and is the worst case scenario outlook so it is likely to change nearer the time. A governor queried whether school's revenue trend is on a decline going forward. The Chair commented that the revenue is linked to the number of pupils so it's likely to be better due to pupil appeals and so on. He stressed that the predicted deficit was a worst case scenario.

## **11.00 SCHOOL DEVELOPMENT PLAN**

The Headteacher reiterated that the SDP provides top priorities for the school and should be used by governors at committee level to challenge the school's performance. The Headteacher has worked with middle leaders and has provided training for curriculum leaders. This has increased the responsibility on these staff members for pupils performing well. Some staff members are undertaking the NPQML (National Professional Qualification for Middle Leadership) and others are undertaking an in house version.

## **12.00 CHAIR'S BUSINESS (including correspondence)**

There was no Chair's business.

## **13.00 CLERK'S BUSINESS**

**13.01** The Clerk explained to governors about the National and Local Leaders of Governance and invited governors to put themselves forward for the role.

**13.02** The Clerk enquired if the Governor Support Service (GSS) Level Agreement has been confirmed and signed and the Headteacher advised that the paperwork is to be submitted to the Local Authority to continue with the GSS service.

Headteacher

**13.03** The Clerk advised governors of upcoming Governor Briefings and stated that they are 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

#### **14.00 ANY OTHER URGENT BUSINESS**

The Lawyers for Schools programme runs in partnership with the Adelshaw Goddard law firm and informs pupils about consumer law, employment law, Intellectual Property and so on. Upon completing the programme pupils are given a certificate and a book entitled Young Citizenship Passport. Rosie Evans sought the opinion of governors on whether the Young Citizenship Passport could be distributed to pupils in light of a few pages having contents relating to abortion and contraception. A discussion ensued and it was agreed that this item should be an agenda item on the next full governing body meeting.

AGENDA

#### **14.01 SCHOOL'S ADMISSIONS UPDATE**

- 14.01.01** The Headteacher invited governors to discuss the implications of St John Fisher (Harrogate) increasing their pupil admission numbers (PAN) at the expense of Cardinal Heenan. It was noted that St John Fisher (Harrogate) appears to have made offers in excess of their PAN of 196. This may be a breach of the Admissions Code. Pupils who had previously accepted places at Cardinal Heenan have since been contacted by SJF (i.e. have not appealed to SJF) and have been offered a place which they have decided to take up. A discussion took place and governors were in full support of the view that the Catholic schools should be working together in partnership and not at the detriment of one another.

**Resolved:** That the school take up the implications of St John Fisher (Harrogate) increasing their intake at the expense of Cardinal Heenan with the Diocese. This was unanimously agreed by governors.

Headteacher,  
Chair and Vice  
Chair

- 14.01.02** The Vice Chair suggested that school considers revisiting the possibility of becoming an Academy. She stated that a Working Party had previously explored the idea and it was declined at the time as the Diocese stated that if the school were to be part of an Academy then the model would need to be of 19 schools in Leeds. Angela Cox has been consulted and she stated that the criteria and configuration would be the same. A discussion took place among governors and it was noted that the primary schools may want to remain independent and have autonomy although they see the benefits of being in an Academy. The Vice Chair added that she and the Headteacher met with St Urbans recently. It was discussed that St Urbans is currently a one form entry school and that if it was to expand, that Cardinal Heenan would be happy to work with them to become a through school. St Urbans stated that they were concerned about how the impact of them expanding would affect other Catholic primary

schools in the area. It was noted that the LA has identified Diocesan land behind St Urbans which could be used for expansion. A discussion took place.

**Resolved:** That a Working Party be set up to discuss the future status of the school such as becoming an Academy, through school and the St John Fisher situation.

All governors

All governors were encouraged to email the Chair, Vice Chair or Headteacher stating their interest to join the Working Party.

#### **14.2 SCHOOL UNIFORM UPDATE**

It was noted that the implementation of the new school uniform is going very well. Feedback from parents is very positive. APC has agreed for clothing ordered to be available at school on the enrolment evening which means parents do not need to incur the £5.99 delivery fee. Governors were keen to inform parents that as of next year school uniforms will be available from a wider range of providers.

#### **15.00 SCHEDULE OF MEETINGS FOR 2015/ 2016**

The Headteacher and Chair stated that they would distribute to governors the schedule of meetings for the academic year 2015/ 2016.

Headteacher  
and Chair

Meeting closed 8:15pm