

## CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 4 May 2017 at 6.00pm

**PRESENT:** Mary O'Shea (Chair) Liz Cox (Headteacher)  
Steve Carey Paul Connell  
Michael Gan Michael Gardner  
Richard Harker James Hillyard  
Father Tim Wiley Anne Woliter

**IN ATTENDANCE:** Keith Briggs (Senior Assistant Headteacher)  
Liz Thornton (Clerk, Governor Support Service)

### WELCOME AND PRAYER

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

### ACTION

#### 1.00 APOLOGIES

1.01 Apologies were received and accepted from Andrew Nelson, Rosie Evans and Keith Partridge.

#### 2.00 MEMBERSHIP MATTERS

2.01 Two members of the governing body were attending their last meeting. James Hillyard and Paul Connell informed governors that they had decided to step down when their terms of office expired at the end of May and beginning of June 2017 respectively. This would create a vacancy for a Local Authority Governor and a Parent Governor. There remained a vacancy for one Foundation Governor. Fr Wiley advised that Fernando Ranningger was expected to tender his resignation shortly so in summer there would be two vacancies for Foundation Governors. Fr Wiley informed governors that he was hoping to find someone from the local area to fill the vacancies for Foundation Governors. The Clerk said she would inform the Local Authority about the Local Authority vacancy. The Headteacher explained that the vacancy for a Parent Governor would be advertised in the next newsletter.

**Fr Wiley/  
Clerk**

2.02 The Chair thanked James Hillyard and Paul Connell on behalf of governors for the significant contribution they had made as to the governing body and the wider school. This was echoed by the Headteacher on behalf of the school.

#### Election of Vice Chair

2.03 The Chair advised that as a consequence of James Hillyard's departure there was a vacancy for Vice Chair. She asked governors for nominations to fill the position.

## Nominations

Steve Carey and Michael Gardner were both nominated. The Chair proposed that they should be elected as joint Vice Chairs.

### **Resolved:**

- The Governing Body voted unanimously to elect Steve Carey and Michael Gardner as joint Vice Chairs until September 2017.

## **3.00 GOVERNOR DEVELOPMENT**

3.01 Anne Woliter presented a report which set out all the training undertaken by governors so far this academic year. The report was noted.

3.02 The Chair informed governors about a training course at Hinsley Hall covering Ofsted training and asked Anne Woliter to explore the possibility of bespoke training for the school.

3.03 The Headteacher asked governors whether they had considered joining the National Governance Association which provided advice and guidance to governing bodies and bespoke training for individual schools.

**Anne Woliter**

## **4.00 DECLARATION ON INTERESTS**

4.01 No new declarations of interest were made.

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

### **Minutes of the meeting held on 19 January 2017**

#### **Resolved:**

- That the minutes were agreed as a correct record subject to two minor amendments and that the Chair be authorised to sign the minutes.

## **6.00 MATTERS ARISING**

6.01 Minute 6.02 – Attainment and Progress 8 training  
The Headteacher confirmed that this training had now been delivered.

6.02 Minute 6.11 – Academies  
The Headteacher advised that she was still waiting for a response from Simon Flowers, Executive Headteacher at Carr Manor Community School.

**Headteacher**

6.03 Minute 9.02 – External review of governance  
The Chair advised that she would be contacting the Governor Support Service to arrange an external review of governance. This would require an additional meeting of the Full Governing Body to be arranged before the end of term. Governors would be notified of the date and format of the meeting.

**Chair**

- 6.04 Minute 12.03 – Voluntary aided admissions  
Richard Harker referred to a copy of the Admissions Policy 2018 which had been circulated. He reminded governors that this was the Diocesan Policy which has been adapted slightly for the school and had been formally approved at the meeting on 19 January 2017. He explained that subsequently an error had been identified in the policy around the criteria for entry. This had now been corrected and an updated version circulated for approval. A minor alteration to wording was suggested which Richard Harker said he would pick up with the Diocese for use going forward.

**Resolved:** the updated version of the admissions policy was approved.

The Headteacher and Senior Assistant Headteacher were asked to leave the meeting for this item,

- 6.05 Minute 13.02 – Recruitment of the new Headteacher  
The Chair updated the full governing body on the Headteacher recruitment panel process.

The Headteacher and Senior Assistant Headteacher re-joined the meeting.

## 7.00 SCHOOL DEVELOPMENT PLAN

- 7.01 The Chair advised that the School Development Plan 2016-17 priorities were the focus of discussions at every Committee meeting and key priorities within the plan were being worked through. She said that the system which allowed governors to attend any committee meeting if they wished and making the papers available to all governors was working well. Specific issues and questions should be discussed in detail in the relevant Committees.

- 7.02 The Chair referred to a recent meeting of the Teaching and Achievement Committee where the impact of the work to improve progress had been discussed in detail. The Headteacher said that overall gaps were narrowing between disadvantaged pupils and all others and over time the strategies in place were delivering positive results. The gaps between disadvantaged girls and boys were still significant as were gaps between the high ability disadvantaged pupils and their non-disadvantaged peers.

## 8.00 HEADTEACHER'S REPORT

- 8.01 The Headteacher' report had been circulated prior to the meeting along with four supporting documents namely:
- whole school synopsis of results and prediction for the end of the year
  - Attainment 8 for Year 11
  - PiXL mock curve results for English and Maths.
  - B11 report 23 March 2017

	<p>The Headteacher invited questions on her report. In relation to the B11 report the Headteacher informed governors that she was to meet with the school improvement advisor to discuss this on 16<sup>th</sup> May. Following this she would report back to governors.</p>	<p><b>Headteacher</b></p>
<p>8.02</p>	<p>Referring to the staffing update a governor asked who made the final decision when staff requested a change in their contracted hours. The Headteacher said that the final approval lay with governors.</p>	
<p>8.03</p>	<p>The Chair said that she intended to write to individual staff members when they left or retired and would liaise with the Headteacher on this.</p>	<p><b>Chair/Headteacher</b></p>
<p>8.04</p>	<p>Governors had previously discussed the value of exit questionnaires and agreed that they should be introduced in school.</p>	<p><b>Headteacher</b></p>
<p><b>9.00</b></p>	<p><b>COMMITTEE REPORTS</b></p>	
<p>9.01</p>	<p>The following committee minutes had been circulated:  Behaviour and Safety committee held on 22 February 2017  Leadership and Management Committee held on 20 April 2017  Quarterly PFI Project Board held on 18 April 2017 and a copy of the annual fire risk assessment dated 7 March 2017.</p>	
	<p>The reports and documents were noted no questions were raised.</p>	
<p><b>10.00</b></p>	<p><b>REPORT OF THE FORMAL BUDGET FOR 2017/18</b></p>	
<p>10.01</p>	<p>The Chair reminded governors that the Full Governing Body had delegated responsibility for approval of the school budget to the Leadership and Management Committee. She informed governors that the budget for 2017/18 had been discussed at a meeting of the Committee on 20 April 2017 and the minutes of that meeting had been circulated to all governors together with a copy of the budget approval certificate signed by the Chair on behalf of the Governing Body.</p>	
	<p>There were no questions raised.</p>	
<p><b>11.00</b></p>	<p><b>POLICY REVIEW</b></p>	
	<p>There were no policies to review at this meeting.</p>	
<p><b>12.00</b></p>	<p><b>SAFEGUARDING/CHILD PROTECTION</b></p>	
<p>12.01</p>	<p>The Headteacher confirmed that the annual Section 175/157 Child Protection Compliance Return was almost finalised and would be shared with all governors in due course.</p>	
<p><b>13.00</b></p>	<p><b>PARTNERSHIP WORK</b></p>	
<p>13.01</p>	<p>A report from Rosie Evans on a meeting of the Alwoodley,</p>	

Roundhay and Moortown (ARM) Cluster was tabled at the meeting and noted. There were no questions raised.

- 13.02 The 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.

Headteacher

**14.00 REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES**

- 14.01 The Chair reported that detailed reports from recent governor visits had been received and discussed by the Teaching and Achievement Committee on 26 April 2017.

- 14.02 The Headteacher advised that in addition to those visits Andrew Nelson had visited the Geography and History Departments on 5 May 2017. Anne Woliter confirmed that she had attended a meeting to review the data on attendance and Michael Gardner had attended two meetings as Health and Safety Governor. He was pleased to report that there were no major health and safety concerns across the school estate.

**15.00 ADMISSIONS**

- 15.01 The Headteacher confirmed that offer letters had been issued.

**16.00 EVALUATION OF GOVERNING BODY EFFECTIVENESS**

- 16.01 The Chair said this would be discussed further once the review of governance had been completed.

**17.00 CHAIR'S BUSINESS**

- 17.01 The Chair had no business to raise.

**18.00 CLERK'S BUSINESS**

- 18.01 The Clerk had no business to raise.

**19.00 ANY OTHER URGENT BUSINESS**

Academisation

- 19.01 Fr Wiley advised there were no significant developments to report from a Diocesan perspective. It was agreed that academisation should be a standing item for the Leadership and Management Committee meetings to ensure discussions continue on this. Also, as necessary, additional separate meetings could be arranged.

**20.00 DATE OF NEXT MEETING**

Thursday 6 July 2017 at 6.00pm