

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 12 November 2015 at 6.00pm

PRESENT: James Hillyard (Chair) Liz Cox (Headteacher)
Mike Gan Mary O'Shea
Rosie Evans Keith Partridge
Richard Harker Jenny Rooney
Andrew Nelson Anne Woliter

IN ATTENDANCE: Karamjeet Bhuhi (Clerk, Governor Support Service)
Vince Gibbons (Deputy Headteacher)

WELCOME AND PRAYER

Governors were welcomed to the meeting, which opened with a prayer.

1.00 APOLOGIES

1.01 Apologies were received and accepted from Fr Tim Wiley, Paul Connell, David Murray and Therese O'Sullivan.

2.00 MEMBERSHIP MATTERS

2.01 Governors were informed that Helena Angstmann, Foundation Governor, had resigned.

2.02 There are now two governor vacancies.

3.00 GOVERNOR DEVELOPMENT

3.01 The Chair said that safeguarding training for governors has been arranged for 28 April 2016 at 5pm, prior to the FGB meeting.

3.02 The Chair explained that the school website will include the following governor information:

- Structure and remit of the FGB and committees and names of the chairs of each.
- For each governor who served at any point over the last 12 months – name, date of appointment, term of office, who appointed and if applicable date stood down.
- Governor interests.
- Attendance record at committee and full governing body meetings over the last academic year.
- Governor photographs.
- Governor pen portraits.

Governors were shown and taken through the governor page on the school website.

4.00 MINUTES OF THE LAST MEETINGS

4.01 1 July 2015

ACTION

Resolved:

- That the minutes of the meeting held on 1 July 2015 are agreed as a correct record and the Chair be authorised to sign them.

4.02 10 September 2015

Resolved:

- That the minutes of the meeting held on 10 September 2015 are agreed as a correct record and the Chair be authorised to sign them, subject to the following amendments:
 - Mr Gan to be included in the list for those present.
 - Minute 11.00 (4th bullet point) should say Attendance and SEND - A Woliter and A Nelson respectively instead of Attendance and SEN - A Woliter / A Nelson.

5.00 MATTERS ARISING

5.01 FGB - 1 July 2015

School Admissions – implications of St John Fisher increasing their pupil admission numbers (minute 14.01.01 refers) – The Headteacher and Mr Harker will be drafting a letter. Mr Harker will speak with the Diocese and report back.

Headteacher
and Mr Harker

6.00 HEADTEACHER'S REPORT

6.01 The Headteacher's report had been circulated previously. The report had included updates on:

- School standards – 2015 results analysis
- School SEF and Development Plan 2014-15
- Staffing – including staff training
- Pupil numbers
- Work of the school including spiritual life
- Attendance – including comparison of the attendance of pupil premium pupils and others
- Exclusions and racial incidents

6.02 The Headteacher invited questions. The main points of discussions that followed were as follows:

6.03 The Headteacher spoke about the three School Development Plan (SDP) priorities:

- Addressing issues of achievement raised in the 2015 results,
- Narrowing the Gap (Disadvantaged pupils)
- School Self Evaluation.

6.04 The gap between disadvantaged (Pupil Premium) pupils and others had closed year on year. The trend showed that there was a disparity between boys and girls (both PP and NPP) and

the Headteacher explained that the priority was both disadvantaged boys and other boys.

- 6.05 The Headteacher noted the targets for next year explaining the Progress 8 and Attainment 8 measures being introduced in 2016.
- 6.06 **Q:** Is the school working with other schools for staff to look at assessment and is it being cascaded down?
A: This does happen. The School Improvement Advisor is also involved in this process. Some English Department staff have attended training.
- 6.06.01 Mr Harker said that the issue of over-predicting needs to be looked at as cascading training down to other staff does not always work. The Headteacher said that there was evidence that some examiners do not always mark correctly or accurately. She added that in 2015 there had been 21 re-marks out of which eight were changed to a higher grade. Mr Harker said that he was not totally convinced as this issue had come up for two consecutive years. The Headteacher reassured governors that the school is taking this issue seriously.
- 6.07 **Q:** Has there been any feedback from other schools?
A: Some schools had noted inconsistencies in the marking and in results.
- 6.08 The Headteacher informed governors about the strategies put in place with regard to lower sets. Parents had been informed about this.
- 6.09 Mr Gibbons explained the school would not be following the International GCSE (IGCSE) option following the changes to the exam system in England.
- 6.10 P.E. – The Headteacher said that there had been a number of meetings with the Head of P.E. Targets have been set and an eight week programme of support had been put in place.
- 6.11 SEF / SDP – The draft document had been circulated previously. The Headteacher talked through the summary document, highlighting key areas and vision statements. The Chairs of Committees will discuss these and decide on an overall vision statement.
- 6.11.01 The Committees will work through the main and summary SDP documents. They will hold the school to account, with the aim of driving it through to outstanding.
- 6.12 The Headteacher invited further questions.
- 6.13 **Q:** How much should community engagement be part of the SDP?
A: Parents are engaged in the work of the school and this is

Committee
Chairs

Committee
Chairs

looked at in committees.

- 6.13.01 Mr Gibbons felt that parents can often be made to feel over consulted on certain issues.
- 6.13.02 Mr Harker said that a lot of good work is being done but more can be done with the Catholic community, for example, publicity in churches. Mr Gibbons said that he had received a warm welcome from the Parish priests. This can be taken forward with Parish representatives and plans are there to do this.
- 6.14 **Q:** Are there links to Parish websites?
A: These already exist.
- 6.15 The Chair asked governors if they fully understood and were happy for the committees to take ownership of the five SDP priorities.
- 6.15.01 Governors were also asked to consider whether they thought that the SEF was a fair reflection of where the school stands. The Headteacher said that she had spoken with leadership teams and would like to invite the HMI inspector/B11 to validate this.
- 6.15.02 Mrs O'Shea questioned how the grades were shown in the document. The Headteacher explained the approach. The Chair said that consideration of the grades is part of the committee reviews.
- 6.15.03 The Chair asked if governors were happy with which committee looks at which priority. This could also be linked with governor visits.
- 6.16 **Q:** Is this document being shared with curriculum leaders?
A: Yes, but the priority is for the GB and the SLT to consider and agree the key priorities.
- 6.17 The Chair said that committees need to start looking at this now as the next committee meetings are in most cases not being held until the new year.
- 6.18 With regard to healthy schools, Mr Harker emphasised the importance of promoting Catholic life/values. Mr Gibbons explained that there are action points to do this.
- 6.19 Pupil numbers – There were 909 pupils on roll. It was brought to the governors' attention that the names of leavers should not have appeared in the Headteacher's report.
- 6.20 Attendance – The attendance between 03/09/15 – 14/10/2015 stood at 95.95%, which was slightly down on the corresponding period last year of 96.63%.
- 6.21 Exclusions – There had been eight exclusions during the period

Committee
Chairs

24/06/2015 – 15/10/2015.

6.22 Racial Incidents – There had been two racial incidents during the period 24/06/2015 – 06/11/2015.

7.00 COMMITTEE REPORTS

7.01 Behaviour & Safety Committee

Minutes of the Behaviour & Safety Committee held on 21 October 2015 had been circulated previously. Mrs Evans provided a brief update.

7.01.01 Mrs Evans reported that Declan Corcoran (AHT) will be meeting the school uniform suppliers next week.

7.02 Leadership & Management Committee

Draft minutes of the Leadership & Management Committee held on 15 October 2015 had been circulated previously. Mr Gan explained that these were the draft minutes and confidential until approved. He provided an update highlighting the following:

7.02.01 The main discussion had centred around the middle leadership staffing structure and TLR posts in the core departments.

7.02.02 Governors briefly talked about 'academisation'.

7.03 Admissions Committee

The minutes of the Admissions Committee meeting held on 16 September 2015 had been circulated previously.

7.03.01 It was noted that the Committee had agreed to adopt the Diocesan model policy on admissions arrangement for 2017-18. The consultation period ran for 1/10/15 to 12/11/15.

7.03.02 The school had now entered into a Service Level agreement from the local authority at a cost of £1,000 for 18 appeals and a small charge for each one thereafter.

7.04 Achievement & Teaching Committee

The draft minutes of the Achievement & Teaching Committee meeting held on 30 September 2015 had been circulated. As these minutes had only been circulated recently, governors felt they needed time to read them. The minutes will be considered at the next full governing body meeting.

7.04.01 Breakdown of the numbers of full and part time staff - Mr Harker asked if the information was now available. Mr Gibbons said that it was and the Headteacher said that she would forward this information to Mr Harker after the meeting.

Headteacher

8.00 CHAIR'S BUSINESS

None.

9.00 CLERK'S BUSINESS

9.01 The dates for the Governor's Conference and training dates

were noted.

9.02 Governor's Conference 21/11/15 – The Headteacher suggested that Mrs Evans attends.

10.00 ANY OTHER URGENT BUSINESS

None.

11.00 DATE AND TIME OF NEXT MEETING

11.01 **Schedule of future full governing body meetings:**

Thursday 21 January 2016, 6.00pm

Thursday 28 April 2016, 6.00pm

Thursday 7 July 2016, 6.00pm

11.02 **Committee meetings:**

Committee Chairs meeting – Thursday 3 December 2015, 5.15pm.

Leadership & Management Committee – Thursday 3 December 2015, 6.00pm.

Achievement & Teaching Committee – Thursday 14 January 2016, 6.00pm.

Behaviour & Safety Committee – Wednesday 24 February, 6.00pm.

Admissions Committee – Tuesday 17 November.