

2.05	Governors were asked to complete and return the governor skills audit forms as soon as possible. It was hoped that these would be ready for the new year. Governor profiles are to go on the school website once available.	All governors
2.06	The school has identified the need to engage the newly reconstituted governing body in safer recruitment training, in order for governors to carry out interviews. Richard Harker, David Murray, Jenny Rooney and Anne Woliter have completed this training. These skills are also to be enhanced amongst the leadership team. It was suggested that the training for leadership and governors take place at the same time and that other staff members also be trained in safer recruitment.	
2.07	On 18 November, Thérèse O’Sullivan held a training session on closing the gap. It was recommended that the governing body consider appointing a governor with specific responsibility for Pupil Premium, even though all governors consider Pupil Premium. It was noted that Thérèse O’Sullivan was well-placed to take on this responsibility.	
2.08	<p>Resolved:</p> <ul style="list-style-type: none"> • That Thérèse O’Sullivan take specific responsibility for Pupil Premium. 	
2.09	<p>Committee Membership – Admissions</p> <p>It was felt that the Admissions Committee would benefit from additional members, given that Fr Tim Wiley has limited availability. Jenny Rooney volunteered to join the Admissions Committee.</p>	
2.10	<p>Resolved:</p> <ul style="list-style-type: none"> • That Jenny Rooney join the Admissions Committee. 	
2.11	Regarding admissions, the Diocese has advised that the school should await further information before approving the admissions arrangements for 2016/17.	
3.00	RECONSTITUTION	
3.01	A new governing body structure comprising 16 members was agreed at the last governing body meeting, to meet the 2012 statutory requirements on constitution. The Diocese has approved the new constitution and the resulting instrument of government is now in the hands of a legal team. The Headteacher explained that, once the new instrument arrives at the school, the governing body will be in a position to repopulate the new constitution.	
3.02	The Headteacher reminded governors that Chair and Vice Chair elections took place at the meeting in September 2013.	
4.00	<p>MINUTES OF THE LAST MEETINGS</p> <p><i>Vince Gibbons entered the meeting at this point.</i></p>	

4.01	<p>Resolved:</p> <ul style="list-style-type: none"> That the minutes of the meeting held on Wednesday 24 September 2014 were agreed as a correct record and that the Chair be authorised to sign. 	
4.02	It was agreed that the minutes from Wednesday 9 July 2014 should be approved at the next meeting.	AGENDA
5.00	MATTERS ARISING	
5.01	<p><u>Delegated Authority for Financial Transactions (minute 9.02 refers):</u> The Headteacher confirmed that Jeanette Dahl would be able to clerk the committee meetings.</p>	
5.02	<p><u>Confirmation of Committee Structure, Committee Membership and Terms of Reference (minute 7.00 refers):</u> Leadership and Management have made some amendments to the committee Terms of Reference.</p>	
5.03	<p><u>Register of Governors' Interests (minute 13.00 refers):</u> The Headteacher will check that all forms have now been received.</p>	Headteacher
5.04	<p><u>Headteacher's Report (minute 15.04 refers):</u> A governor commented that the governing body ought to return to the prospect of raising the school's profile through pupils, newsletters, Open Evenings, etc. The following points were raised.</p>	
5.04.01	<ul style="list-style-type: none"> A governor felt that this should be added to future agendas as an ongoing issue. 	AGENDA
5.04.02	<ul style="list-style-type: none"> Mike Gan and Anne Woliter have discussed this issue with Declan Corcoran (AHT). Declan is to provide a link between Cardinal Heenan and the feeder primary schools. He had pointed out that extra-curricular activities could be a focal point, as parents do look for this to be incorporated in the school offer alongside academic excellence. Declan was supportive of the notion that the school needed to employ positive marketing strategies. It was suggested that the website be made to appear more attractive and up-to-date, as this is also something that parents will look at. 	
5.04.03	<ul style="list-style-type: none"> It was felt that there were some children who should be at the school but who were instead travelling to Harrogate. 	
5.04.04	<ul style="list-style-type: none"> A governor emphasised that the school had much to celebrate and that this might be more central to the school's activities. They stressed that the school and its leadership were both very good. 	
5.04.05	<ul style="list-style-type: none"> It was felt that social media might also be better used, as younger parents are likely to use Twitter, Facebook and the school website. Even news such as the school's football results could be posted online to help raise the school's profile. 	
5.05	It was felt that either a working group or the SLT should undertake the task of reviewing and enhancing the school's online presence. Declan is to put together a plan to deal with the website and will coordinate a small team of volunteers to manage this.	

Richard Harker, Andrew Nelson, Rosie Evans and Vince Gibbons offered to participate in this working group. They will provide an update at the next meeting.

AGENDA

6.00 HEADTEACHER PERFORMANCE MANAGEMENT

6.01 As Sarah Atkinson is away sick, the Headteacher proposed that Rob Jones carry out the role of external adviser in the Headteacher's Performance Management. The Headteacher explained that Rob undertakes a lot of outsource work for Leeds City Council and that he assisted with the B11 review and the Dashboard.

6.02 Resolved:

- That Rob Jones be the external adviser in the Headteacher's Performance Management.
- That the Headteacher's objectives be shared with the entire governing body.
- That Monday 15 December be agreed as a performance management review date, subject to confirmation from all those involved. The possibility of a half-yearly review is to be confirmed.

6.03 Governors confirmed that David Murray, James Hillyard and Mary O'Shea would be the three Performance Management (Appraisal) governors.

7.00 APPOINTMENT OF A PANEL TO HEAR APPEALS AGAINST PAY DECISIONS

7.01 Resolved:

- That Mike Gan, Richard Harker and Jenny Rooney form a panel to hear appeals against pay decisions, should the need arise.

8.00 CONFIRMATION OF DELEGATION TO EXTENDED SERVICES JOINT COLLABORATIVE COMMITTEE (JCC)

8.01 Mike Gan was invited to explain the JCC Terms of Reference and memorandum of understanding, both of which were circulated to governors prior to the meeting. He highlighted the following points:

- 8.01.01 • Areas marked in red on the Terms of Reference highlighted alterations made to the previous Terms of Reference. These changes were not thought to be a cause for concern.
- 8.01.02 • Mike Gan drew governors' attention to statements in the Terms of Reference which referred to the governing body's liability in signing up to the JCC.
- 8.01.03 • Areas of the memorandum highlighted in yellow were noted to represent some slight alterations to the memorandum from the previous year. Once again, they were not thought to be of concern.

8.02 Within the memorandum, there was a reflection of the governing body's need to take care of financial commitments. Governors

	raised the following concerns:	
8.02.01	<ul style="list-style-type: none"> • Q: If the JCC were to end, would the governing body's budget be liable for any costs? A: It was thought that the governing body would not be liable, but it was recommended that this be clarified. 	
8.02.02	<ul style="list-style-type: none"> • Mike Gan explained that the Terms of Reference indicated that the 'contract' holder school would have liability. However, it was noted that Allerton High School's position was effectively no different to that of Cardinal Heenan, and so this point was questionable. It was nonetheless noted that Allerton High School must have taken on responsibility for the budget with an awareness of the risks involved. It was therefore thought that risk levels be quite low. 	
8.03	Governors queried whether the Terms of Reference ought to be adopted given that there were some uncertainties. A governor asked whether they could seek clarification regarding the redundancy position. The Headteacher agreed to check this along with the level of risk posed to the school.	Headteacher
8.04	<p>Resolved:</p> <ul style="list-style-type: none"> • That the JCC Terms of Reference and memorandum of understanding be adopted, subject to there being no financial risk to the governing body's budget. • That Mike Gan continue to represent the governing body on the JCC. 	
9.00	COMMITTEE REPORTS INCLUDING DECISIONS MADE UNDER DELEGATED POWERS	
9.01	<p>Leadership and Management Committee</p> <p>Minutes of the meeting held on Tuesday 21 October 2014 were circulated to governors. A couple of key points were highlighted as follows:</p> <ul style="list-style-type: none"> • The school is six months through the financial year and the budget is on track. • The committee is considering the proposed revisions to the Staff Pay Policy. The school will continue to work with the existing policy until such a time as the new policy is ready for approval. 	
9.02	<p>Achievement and Teaching Committee</p> <p>Minutes of the last meeting, held on Tuesday 29 September 2014, were circulated to the governing body. The following points were noted:</p> <ul style="list-style-type: none"> • The committee scrutinised the school data. Governors raised lots of questions, focusing largely on Pupil Premium and on closing the gap. • Concerns were raised regarding GCSE Geography and the achievement of A and A* grades in GCSE Physics. • Governors noted that the grades achieved in GCSE Art had improved on the results from previous years. • It was thought that homework ought to remain a priority and governors looked at the possibility of setting more 	

open-ended ('stretch') tasks.

- The next committee meeting will take place after January to enable a fuller evaluation of data from the current term. At this meeting, governors will also consider progress.

9.03

Admissions Committee

Minutes of the meeting held on Wednesday 5 November 2014 were circulated to governors. Rosie Evans provided a brief summary of the matters discussed:

- Governors looked at the committee Terms of Reference and made a slight amendment, as recorded in the minutes.
- Governors reflected on the pupil numbers from last year's admissions. They observed that half of the pupils from Immaculate Heart of Mary and St Paul's Catholic Primary Schools were going to school elsewhere.
- The Open Evenings were well-attended and staff received positive feedback from parents at these events.
- There is no Chaplain at the school at present. It was noted that Hannah Davis had built some good links with feeder primary schools and that it would therefore be beneficial for school publicity to recruit another Chaplain. The school is now advertising for someone to fill this post.
- There are no concrete admissions application figures available at this present time but an initial review of the numbers looks to very encouraging. There may be more Catholic children applying for places this year.
- Future Admissions Committee meetings have been suspended until the Diocese makes a model Admissions Policy available. The policy is currently going through a consultation period. It is hoped that the policy will be ready in early December, at which point a meeting will be organised.
- The committee studied admissions numbers for 2013-14 and found that the number of Catholic pupils coming from the feeder primary schools had risen.

9.04

Governors made the following comments:

- A governor expressed that it would be beneficial to have Year 11 pupils attend the Parents' Evenings at the feeder primary schools. This thought was echoed by another governor, who pointed out that parents at the Open Day were impressed by the pupils with whom they spoke.
- A governor felt that, if admissions went well, the number of pupils attending school in Harrogate might be reduced. It was also noted that the changing demographics in Harrogate might impact on school choices.
- It was stressed that the school had much to celebrate and that this was sometimes overlooked as a matter of course.

9.05

Behaviour and Safety Committee

It was noted that the minutes of the last committee meeting were still in a draft stage. Of the discussions that took place, the following were highlighted:

- The Child Protection Policy was approved. Governors discussed how to tackle presentations on Child Protection within the school. Keith Partridge made some good suggestions and follow-up action is to take place based on these recommendations. It was noted that some hard-hitting presentations took place last year at Corpus Christi and it was questioned whether these could be extended to Cardinal Heenan.
- Engaging with feeder primary schools re Child Protection and supporting parents in identifying warning signs were suggested as future actions for the school.

10.00 HEADTEACHER'S REPORT

10.01 The Headteacher's Report was circulated to governors. The first section focused on school standards and presented both internal and externally verified data. Governors were also provided with Year 11 data from HT1, produced near the end of October 2014 and scrutinised in early November.

10.02 School Standards – Floor Standard Report

10.02.01

- Cardinal Heenan is one of few schools in the Leeds area to meet the floor standards. In terms of attainment, other schools have not managed to reach these standards. As such, achievement appears more favourable in areas which have caused some concern (e.g. English, where achievements have not been as high as expected). The school is interested in the Leeds schools which have achieved higher percentages in English and Maths. Staff are being encouraged to make contact with these schools.

10.02.02

- It was noted that some schools will be able to adjust their figures according to mobility in the school.

10.03 School Standards – FSM Gap Report

10.03.01

- Governors were presented with a summary of the school's performance in the context of other local secondary schools. This showed that the gap between Pupil Premium children and non-Pupil Premium holders in school is still very significant and greater than the national gap. Cardinal Heenan will be working with Roundhay School to narrow the gap. The gap has narrowed since last year but is not reducing quickly enough.

10.04 School Standards – Secondary School Autumn Data Dashboard 3 Year Trends

10.04.01

- Governors were provided with information from the B11 Report. This used data from the Dashboard to highlight trends in English and Maths over the last three years (2012-14). The Headteacher commented that the gap is closing in English, adding that careful targeting in English has made this possible. Last year, results in English were catching up with the scores gained through controlled assessment, whereas this year, the school is improving on those results. In Maths, the gap is also closing but has not

been narrowed by as great a margin. However, it was noted that pupils taking the foundation paper would not achieve as highly as others.

- 10.04.02 • Overall, although the gap is not as narrow as desired, the school has made headway with the amount of progress made by pupils.
- 10.04.03 • Pupils entering the school with a Level 4 in Maths and/or a Level 5 in English are currently being targeted.
- 10.04.04 • Pupil progress has risen over the last two years for both Pupil Premium and non-Pupil Premium students and the gap has narrowed.
- 10.04.05 • In Maths, the attainment of Pupil Premium holders has been stubbornly consistent. Ofsted have identified this as a focal point.

10.05 **Q:** Is the Pupil Premium funding received by the school being used to specifically target Pupil Premium children?

A: Vince Gibbons is currently reviewing this. Last year, the school ran additional English and Maths classes at lunchtimes. It was felt that these sessions worked well in English but less so in Maths. K Brown's services target Year 11 Pupil Premium students but it was felt that this needed to occur on a longer-term basis. The Headteacher hopes that Pupil Premium holders will have caught up with the cohort by Year 9, which means that efforts must begin as of Year 7. The school is looking into innovative ways of targeting Year 7 pupils and the Headteacher has met with Keith Briggs to discuss this. Providing boys only groups in Maths might be an option, as male Pupil Premium results in Maths remain low. It was felt that targeting Pupil Premium recipients ought to be considered at the next governing body meeting.

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10.06 The Headteacher explained that the gap widens at Year 2. She reiterated that Year 7 therefore needs to be targeted, rather than the school leaving the gap and then trying to close it.

10.07 A governor felt that children were underworked in the upper years of primary school. It was noted that the school has started to give incoming Year 7 pupils some English genre work to carry out over the summer holidays and that this is upheld as good practice. The Headteacher emphasised the need to give youngsters some activities to complete over the summer in order to 'keep the plate spinning for longer'. It was also thought that parents needed to be encouraged to read with their children.

10.08 **Q:** Could the school run activities during the summer holidays?

A: Yes, the school is currently looking into this option. It was thought that if the summer school was already open and running during the holidays, then the site could be used for other activities, even if only for a day. A governor expressed concern that this may be expensive. The Headteacher explained that she would want to see the impacts of this, but that it could be trialled and monitored.

10.09 **Year 11 2014 HT1 Data**

- 10.09.01
- The Headteacher drew governors' attention to the press release section of the Year 11 HT1 data and highlighted that 70.05% of Year 11 pupils were predicted to attain 5 A*-C grades at GCSE including English and Maths. She noted that the predicted grades for English were based only on controlled assessments, which generally generate higher marks than exams.
- 10.09.02
- The following two pages of the HT1 Year 11 data compared Pupil Premium with non-Pupil Premium results. It was pointed out that the English Bacculaureate data showed the gap to be healthier. However, it was also noted that mock exams would be needed for greater clarity. A reason given for the favourable results seen in the EBacc data was that the GCSE options process had altered and some students were targeted to ensure that they could achieve the EBacc with all necessary subjects. The predictions looked healthy and showed a significant improvement for Pupil Premium children.
- 10.09.03
- A governor commented on the need to drive up the number of pupils achieving two science grades, as this figure compares unfavourably with those achieving English and Maths. Staff are currently working on this area.

10.10 **School Development Plan (SDP)**

- 10.10.01
- Governors were provided with a summary of the School Development Plan. It was noted that the plan was still in a draft stage but would be finalised on Monday 24 November.

Thérèse O'Sullivan left the meeting at this point.

- 10.10.02
- Although it was noted that the SDP was a work in progress, governors were invited to ask questions. It was noted that there had been a lot of discussion about the SDP with Rob Jones. The Headteacher reiterated that the document distributed provided a summary of the SDP rather than an exhaustive list of objectives.
- 10.10.03
- A substantive number of new items from the Ofsted framework have been incorporated into the SDP. These include British values and an awareness of female genital mutilation (FGM). The school is aware that these items will require actions. Much of the new material is already covered in subject teaching.

10.11 **Staffing Update**

- 10.11.01
- Jonathan Thelwell has been recruited as a new geography teacher, following a referral from St Mary's. The Headteacher outlined other changes to staffing. A former geography teacher who was on maternity leave has now taken up employment elsewhere. The Curriculum Leader for Science has been absent since 23 September 2014. An ICT teacher has requested a review of TLR which will be considered by the Leadership and Management Committee on Tuesday 25 November.

- 10.11.02 The Headteacher will meet with Human Resources on 27 November to discuss the health status of a member of staff who is currently absent on occupational health. She commented that they were looking forward to the staff member's return.
- 10.11.03 The school has secured Yvonne Duffy on a supply contract in Science which will run from January to June 2015.
- 10.11.04 It was noted that there was some financial risk involved in recruiting new staff members in Science, but it was felt that this would be beneficial to the department.
- 10.11.05 It was noted that students were unsettled by discontinuities in staffing and that measures have therefore been taken to resolve staffing issues and cover absences.
- 10.11.06 Discussions have taken place with Chris Devanny regarding arrangements for a school chaplain.
- 10.11.07 Interviews for a Numeracy Coordinator took place earlier during the day and would continue on 20 November. The Deputy Headteacher has written to counterparts at various Catholic schools in search of a prospective candidate for this role, but the feedback shows that other schools are likewise searching for Maths teachers. The school has adopted a flexible approach and has considered attaching an enhancement to the post. If necessary, further advertisements will take place in January.
- 10.12 **Continued Professional Development (CPD)**
- 10.12.01 Details of staff CPD were provided in the Headteacher's Report.
- 10.12.02 **Q:** How does the school decide whether the level of CPD is appropriate for staff members?
A: Patrick Caldwell assists in this matter and the Headteacher signs off every training request. Training must be attached to a particular need.
- 10.12.02 **Q:** Has the school tracked courses that staff ought to attend but which were missed?
A: The school ensures that training attendances are on the increase. It was felt that the SLDM (part of the SLA) was very good value for money. Where staff want to attend extra courses, the costs involved are taken into account.
- 10.12.03 It was felt that there needed to be some measure to show whether training was relevant and whether it helped the school to advance. The Headteacher commented that training taken over the summer was scrutinised.
- 10.12.04 The Headteacher explained that some members of staff have not taken any refresher training in a long period of time and that this may be problematic. Meanwhile, younger staff may be less experienced but more likely to undertake training.

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- 10.12.05 Significant changes have been made to GCSEs and this will therefore become a training focus. The school will therefore need to find a way to access this sort of training.
- 10.12.06 A significant number of pupils on the autistic spectrum are entering the school. Training took place with 20 staff members on autism, which was very effective. Also, Child Protection training has taken place which is being cascaded to others, thereby making it more cost-effective.
- 10.12.07 Curriculum leaders will have a view on how to provide training to staff. It was questioned whether this should be included in the SDP.
- 10.12.08 Governors raised some questions regarding the format of the training section provided in the Headteacher's Report:
- **Q:** Could this information be presented departmentally in future?
 - A governor commented that there would still need to be some indication of whether the training taken was relevant.
 - **Q:** Could staff be asked to complete evaluation forms which give feedback, an indication of value for money and a description of what they have learnt?
 - **Q:** If staff have particular objectives in relation to their own professional development, are those aims being met? It was felt that this also needed to be considered.
 - **A:** The Headteacher confirmed that all staff have their own CDP plan.
 - The Headteacher explained that curriculum leaders complete an SAP report at the beginning of term. From this, the heads of department then devise their plans, which curriculum leaders then use to identify training needs. Governors requested that the format of training data provided be re-considered in light of the comments made.
- 10.12.09 **Q:** Re the changes to GCSE exams, will there be plenty of guidance/training provided?
A: Yes, training will be delivered by the exam boards. The Headteacher will need to ascertain how many staff members still require departmental exam training.

Headteacher

10.13 **School Information**

- 10.13.01 The Headteacher provided a brief outline of the school roll information, adding that Years 10 and 11 were sizeable year groups. In terms of numbers, Year 7 looks much fuller than Year 8 and the figures are also looking positive for next year's Year 7 cohort.
- 10.13.02 The Headteacher also drew governors' attention to details of recent exclusions and racial incidents, adding that the format of this section had been reworked to show only the category of incident and the sanctions used, without any unnecessary detail.

11.00 POLICY REVIEW

11.01 There were no policies to be approved by the full governing body.

12.00 CHAIR'S BUSINESS

12.01 The Vice Chair had no further business to report.

13.00 CLERK'S BUSINESS

13.01 The Clerk drew governors' attention to the dates of forthcoming governor briefing sessions as listed in the agenda. She agreed to send on agendas for these meetings once made available.

Clerk

14.00 ANY OTHER URGENT BUSINESS

14.01 School Closure – Staff Training Day

14.01.01 The Headteacher requested governors' approval of a staff training day on Wednesday 21 January. Although this would mean the school closing at 1.30pm, the afternoon session would enable staff to concentrate in depth on planning for Pupil Premium. The school will make arrangements for child care.

14.01.02 Resolved:

- That the governing body approve the school's closure at 1.30pm on Wednesday 21 January 2015, to enable staff planning for Pupil Premium.

14.02 School Uniform

14.02.01 Governors thanked Rosie Evans for all her efforts in putting together the new school uniform. The following points were noted:

- The school will be moving away from black blazers to a burgundy/wine-coloured blazer. Academies tend to use black blazers and so the school has sought a different colour. The girls' skirts will be tartan but not kilt-style in shape, in order to reduce costs. Trousers will be plain, although it is uncertain whether the colour should be black or grey. It may be that both colours are accepted in order to offer pupils a greater range of choice. The colour and design of the school tie is also undecided, as is the design of the school badge. The possibility of using different ties for the different school houses or for different year groups is an option. They are awaiting details of the minimum PE kit requirement.
- A price list has been provided by APC. It was noted that dealings with Radcliffe's turned out to be problematic last year as the company went into administration. APC used to supply the uniform and feedback so far had been positive. Samples and example embroidery have been delivered on time.
- Rosie Evans has selected pieces of uniform at random and has found the prices to be reasonable. It was noted that all the items would be washable.
- When the Leadership Team realised the options available, and found a reliable supplier able to provide a good quality, reasonably priced and durable uniform with an improved

PE kit, they felt that it was the right way forward for the incoming Year 7 pupils in 2015. The Headteacher strongly recommended the blazer and PE kit chosen as prices are competitive. She felt that the uniform was reasonably priced, smart, and that pupils would be proud to wear it.

14.02.02 Rosie Evans expressed that it was a shame that the supplier was based in Tadcaster without a local shop in Leeds. However, it was noted that APC will come in to school as often as required (e.g. at Parents' Evenings) and that pupils will be able to try on the uniform and then order by form or online. APC can deliver to home addresses or to the school. A governor commented that it was positive that the company would facilitate this.

14.02.03 The school will have to look at how to address unauthorised provision by other suppliers and will need to contact Trading Standards, as the council has not been very supportive in this matter. The school may need to write a letter to parents explaining where items can be purchased, although it would need to be carefully worded. Governors echoed the need to seek proper advice regarding the legalities of the school's rules and recommendations and the wording of any letter to parents.

14.02.04 **Q:** Can the school copyright the badge on the blazer?
A: It was felt that this might be difficult, even though the badge is indeed the school's intellectual property. Advice needs to be sought on this possibility.

14.02.05 **Resolved:**

- That the school proceed with the uniform recommendations and seek parents' feedback.

14.02.06 The school needs to establish with APC by what date a decision would need to be made regarding the uniform in order to enable APC to prepare adequate stock levels. It was reiterated that the school would first want to seek feedback from both pupils and parents.

15.00 DATE AND TIME OF NEXT MEETING

15.01 The next governing body meeting will take place on Thursday 26 March 2015 at 6.00pm.