

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BODY

Minutes of the meeting held on Wednesday 24 September 2014 at 6.00pm

PRESENT	David Murray (Chair)	Liz Cox (Headteacher)
	Helena Angstmann	Richard Harker
	Paul Connell	Andrew Nelson
	Jackie Doyle	Mary O'Shea
	Rosie Evans	Fr Tim Riley (part of meeting)
	Mike Gan	Anne Woliter

IN ATTENDANCE: Eileen Murray (Clerk, Governor Support Service)
Vincent Gibbons (Deputy Headteacher)
Therese O'Sullivan (Associate Governor)

1.00	APOLOGIES	ACTION
1.01	The Chair welcomed governors to the meeting, which the Headteacher opened with a prayer. As this was the first meeting of the year it was agreed to deal with the Matters Arising from the Minutes at the next meeting.	Name of governor responsible for action
1.02	Apologies were received and accepted from James Hillyard, Bernard Poulter and Jenny Rooney.	
2.00	MEMBERSHIP ISSUES AND GOVERNOR DEVELOPMENT	
2.01	Membership Issues	
2.01.01	The Headteacher proposed that the matter of governor vacancies be put on hold until Item 3 (reconstitution) is dealt with.	
2.01.02	Mike Gan's term of office comes to an end as Parent Governor in October. Following confirmation from the Parish Priest Mike will take up an appointment as Foundation Governor from 20/10/14.	
2.01.03	Therese O'Sullivan was in attendance as an Associate Member of the Governing Body. The Headteacher indicated Therese would be able to re-join as a full member when reconstitution had been dealt with.	
2.01.04	The Governing Body has a vacancy for a parent governor. Keith Partridge has been elected as Parent Governor.	
2.01.05	Resolved: <ul style="list-style-type: none">Keith Partridge be appointed as a Parent Governor.	
2.01.06	The Headteacher told the meeting that governors had an envelope containing relevant information for them to access G-EL (Governors E-Learning module). J Dahl had provided comprehensive instructions for use.	

2.01.07 Re the governor skills audit and governing body self-evaluation. The Chair asked governors to be as honest as possible in completing these forms. The Headteacher explained the reasoning behind the skills audit. A pen portrait profile of each governor was also requested.

2.01.08 The Chair asked those present if they would be happy if the pen portraits were put onto the school website. A proforma (format) of the document would be produced and some examples circulated to governors.

2.01.09 **Resolved:**

- That the pen portrait and skills audit would be included in the governors' section of the school website.

2.01.10 The timescale for completion of the audit was set for before the next full Governing Body meeting (date to be agreed later in the agenda.)

2.02 **Governor Development**

2.02.01 The Clerk informed governors that the venue for all further governors' briefings would be in the East Room at the Civic Hall.

3.00 **RECONSTITUTION OF THE GOVERNING BODY**

3.01 The Headteacher proposed that the reconstitution of the Governing Body take place as soon as possible; the item had been previously placed on the agenda and the relevant notice had been given.

3.02 School must choose one of three models, depending on what size of governing body it would prefer. School has at present 17 governors on the body. Options for size were either 12, 14 or 16 members. The Chair asked the meeting if any governor would like to step down from their role. Jackie Doyle (staff governor) told the meeting that she would like to step down.

3.03 **Resolved:**

- That the governors accept the resignation of Jackie Doyle as staff governor.

3.04 There remains an option to appoint co-opted governors to the governing body identified in some of the models.

3.05 The Headteacher agreed to contact Jenny Rooney to ascertain her wishes re: her continued membership of the governing body.

Headteacher

3.06 A proposal was made that the governing body adopt Model 3 which incorporates a governing body of 16 members, structured as follows:

- 1 Headteacher

- 9 Foundation governors
- 2 Parent governors
- 1 LA governor
- 1 Staff governor
- 2 Co-opted governors

3.07

Resolved:

- That Model Number 3, as detailed above, be adopted by Cardinal Heenan Catholic High School Governing Body, with an effective date of 1 November 2014.

4.00

MINUTES OF THE LAST MEETING

4.01

Resolved:

- That the minutes of the meeting held on 9 July 2014 be agreed as a correct record subject to the following amendment to Health and Safety (minute 6.01.01 refers), which should read 'The Governing Body was reassured that Health and Safety were under keen scrutiny and that the school was working towards compliance'.
- Also: Ofsted Data Dashboard (minute 4.06 refers): Thanks were given to governors Mike Gan, James Hillyard, Rosie Evans and Therese O'Sullivan for volunteering to be interviewed by Ofsted.

5.00

MATTERS ARISING

5.01

This item had been agreed to be carried over until the next governing body meeting.

6.00

AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY

6.01

This item had been discussed at length at the first meeting of the year this time last year by governors.

6.02

Resolved:

- That participation in governing body meetings would remain as agreed in September 2013 whereby no method other than the physical presence of a governor would be acceptable.

7.00

CONFIRMATION OF COMMITTEE STRUCTURE, COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

7.01

Governors reviewed the committee structure and committee membership. A draft document was brought to the meeting by the Headteacher with proposed committee membership and SLT/Curriculum Link Review teams.

7.02

The logic behind this is that each of the 5 members of the SLT

link with governors for specific curriculum/areas of responsibility. Each SLT member would be linked with two governors.

Fr Wiley arrived at this point.

- 7.03 The adoption of this link system would reduce the number of times governors meet on an evening (the Head had counted 42 evening meetings of committees over the past academic year.)
- 7.04 No staff governor would be able to act as a Link for professional reasons. Fr Wiley expressed an interest in being included in the linking.
- 7.05 **Resolved:**
- That the following committee structure and memberships be confirmed.
- 7.05.01 **Leadership and Management Committee**
J Hillyard (Chair), E Cox, M Gan, R Harker, D Murray, M O'Shea, Fr T Wiley.
- 7.05.02 **Teaching and Achievement Committee**
T O'Sullivan (Chair), D Murray, R Evans, E Cox, A Angstromann, M O'Shea, R Harker, P Connell.
- 7.05.03 **Pupil Behaviour and Safety Committee**
M Gan (Chair), R Evans, A Woliter, E Cox, B Poulter, A Nelson.
- 7.05.04 **Pay Committee (including Headteacher Appraisal)**
D Murray, J Hillyard, M O'Shea.
- 7.05.05 **Admissions Committee**
R Evans (Chair), E Cox, B Poulter, Fr Wiley.
- 7.06 The Chair reminded governors that any governor can attend any committee of the governing body without notification, with the exception of the Pay & Headteacher's Appraisal Committee.
- 7.07 Governors reviewed the terms of reference for each committee and delegated powers.
- 7.08 **Resolved:**
- That the terms of reference be adopted without amendment.
 - That all powers be delegated to each of the committees accordingly.
 - That the Leadership and Management Committee have delegated powers to agree the School Budget.

7.09 This leaves the School Admissions Policy as the only committee matter which must be brought back to the full Governing Body for approval.

7.10 The Headteacher apologised to governors for not having circulated all papers for tonight's meeting 7 days in advance.

8.00 DELEGATION TO HEADTEACHER

8.01 Appointment of staff other than the Headteacher and Deputy Headteacher: Mrs Cox confirmed that governors are always involved in the contractual appointment of staff in school.

9.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

9.01 **Resolved:**

- That authority be delegated to the Head teacher to vire sums of up to £8000.
- That signatories for authorisation of orders and invoices be approved as follows: E Cox, V Gibbons, K Briggs, D Murray, J Turner, S Eglinton, M Maitland and R Lian.
- That the local authority's financial regulations and standing orders and contract procurement regulations be adopted.
- That the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

9.02 It was agreed to ask J Dahl if she had capacity to minute all further committees of the governing body.

Headteacher

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

10.01 **Resolved:**

- That delegated powers to JCC be listed as an agenda item for the next Leadership & Management Committee.
- M Gan to oversee this process.

11.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

11.01 **Resolved:**

- That governors take specific responsibility for the following areas:

11.02 **Complaints** – an ad-hoc group to be established on an as needed basis
Child Protection/ Looked After Children – K Partridge
Training – A Woliter.

12.00 HEADTEACHER PERFORMANCE MANAGEMENT

12.01 Resolved:

- That SIA Sarah Atkinson to continue in her role as external adviser for the performance management of the Headteacher.

13.00 REGISTER OF GOVERNORS' INTERESTS

13.01 Governors noted the need to review the register; each governor was asked to complete the governors' interests form, sent to all governors. They were asked to complete this before they left the meeting.

13.02 The clerk would send copies of the form to absent governors.

Clerk

14.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

14.01 The Code of Conduct had been circulated to all governors before the meeting.

14.02 Resolved:

- That the code of conduct be re-adopted with the only amendment being to change the date to 2014.

15.00 HEADTEACHER'S REPORT

15.01 The Headteacher presented the report, copies of which had been circulated previously. The following points were highlighted:

- 15.01.01 • GCSE Results – School had noticed a slight dip in the results this year over those of 2013, especially in English. Some papers asked for re-marking were still outstanding. The examination now accounted for 60% of the marks for English, whereas school had historically performed well in controlled assessment.
- 15.01.02 • Year on year comparison of results is no longer valid, as we are no longer comparing like for like.
- 15.01.03 • In Maths the percentage of pupils gained A-C grades was stronger than projected.
- 15.01.04 • The Headteacher stressed that Cardinal Heenan's GCSE results are strong compared to other schools. The data presented to governors were provisional tables only.
- 15.01.05 • Comparison of results of Pupil Premium pupils (PP) showed an upward trend against various markers. Governors were asked to note that the intake of the school has changed over time with 32% of pupils carrying pupil premium.
- 15.01.06 • The gap in school between PP pupils and non-PP pupils is closing, but slowly.

- 15.01.07 • The accuracy for 2014 predictions was out by 6%, due to the volatility of the English results.
- 15.01.08 • The KS2 average points score for the Year 11 cohort has fallen again (27.8%).
- 15.02 A governor told the meeting that from Summer 2015 the principal measure of school performance would be Progress 8. This will measure GCSE only.
- 15.03 A comparison table of results for Leeds schools produced by the Local Authority also provided a very useful commentary on the reverse.
- 15.04 A breakdown of the numbers on the school roll by year was given. Admission details from Primary Schools (Year 7) was discussed. The view that Cardinal Heenan pupils should be getting “out there” was raised by several governors. Suggestions that newsletters should be directed at parishes, that school should have a presence at local Primary School Open Evenings, etc. were made.
- 15.05 **Resolved:**
- That the profile of the school be discussed at Partnership/SLT group (SLT member D Corcoran). Link governors to raise this issue and a possible working group may be established.
- 15.06 (A survey completed a couple of years ago asked why children from the feeder primaries had not chosen Cardinal Heenan). Governors were asked to email Anne Woliter and Mike Gan.
- 16.00 GOVERNOR TRAINING UPDATE**
- 16.01 There was no other update.
- 17.00 CHAIR’S BUSINESS (including correspondence)**
- 17.01 There was no business brought by the Chair.
- 18.00 CLERK’S BUSINESS**
- 18.01 Dates of governor network and BME network meeting were received and noted
- 19.00 ANY OTHER URGENT BUSINESS**
- 19.01 The Headteacher asked governors to agree some dates for the 2015/16 school calendar as follows:
- 19.02 Summer term finishes 22 July 2015.
Wednesday 2 September 2015 will be a Training Day.
School starts on Thursday 3 September 2015.

19.03

Resolved:

- That these changes are confirmed.

20.00

SCHEDULE OF MEETINGS FOR THE YEAR

20.01

A schedule of meetings of the various committees was circulated at the meeting.

20.02

Full Governing Body Meetings (at 6.00pm):

- Wednesday 19 November 2014
- Thursday 26 March 2015
- Wednesday 1 July 2015