



up.

6.03 Validated data (minute 8.14 refers) – This was circulated and discussed in the meeting, below.

6.04 Chaplaincy (minute 8.23 refers) - Gemma Hayden, Chaplaincy Co-ordinator, returned to school before half term. She will be on maternity leave from 6 May 2016. A member of staff was to be interviewed for providing some RE support.

## **7.00 HEADTEACHER'S REPORT**

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

- School standards- including RAISEonline 2015 Summary report, Inspection Dashboard 2015 and DfE Schools and College Performance Information.
- SEF & School Development Plan 2015-16 (including targets).
- Staffing changes since the last meeting.
- CPD by department for the period 01/01/16 to 30/04/16.
- Pupil numbers.
- Work of the school including spiritual life.
- Attendance.
- Exclusions.
- Racial incidents and Prevent incidents.

The main points of the discussions that followed were as follows:

7.02 RAISEonline 2015 – The Headteacher spoke about the validated RAISEonline 2015 data. This had been circulated to governors previously and the analysis of the data had been discussed in detail in the Teaching and Achievement Committee meeting on 20/04/16.

7.03 Mr Briggs went through the analysis of the Inspection Dashboard data, providing clarification and answering questions on the following:

- Expected progress and more than expected progress.
- Closing the gaps.
- Value added.
- Average point score.
- Attainment thresholds.
- Absence, exclusions, destinations.
- Context in 2015.

7.04 Governors were invited to challenge the school on any part of the data. They were asked to let Mr Briggs know if they wished to have access to RAISEonline.

7.05 Governors were informed that Good and Outstanding schools would not automatically be having the two day inspection, on the condition that the school continues to be judged as at least

Good after the first day.

- 7.06 Mr Briggs went through the three key points, strengths, weaknesses and floor standards identified in the Inspection Dashboard. He informed governors that the school meets the floor standards.
- 7.07 It was noted that the strengths in 2015 were:
- KS4 value added was broadly average or above in all subject areas.
  - Attendance was above average.
  - Persistent absence was below average.
- 7.08 It was noted that the weaknesses in 2015 were:
- Overall KS4 value added was significantly below average and in the lowest 10% for SEN without EHC/statement.
  - KS4 expected progress from disadvantaged pupils was well below other pupils nationally in English.
  - Attendance was low (in the lowest 10% of all mainstream schools nationally) for FSM, SEN with and without EHC/statement pupils.
- 7.09 Mr Briggs provided an explanation and clarification on the way the data was presented on the charts and graphs. He explained that each graph showed three years data and what it represented. He also explained how value added score and average points score were calculated.
- 7.10 A governor asked whether the weaknesses are shown in the School Development Plan (SDP). Mr Briggs confirmed they were. When challenged, the Headteacher confirmed that disadvantaged pupils were closely monitored and supported through quality first teaching.
- 7.11 **Q:** With regard to closing the gap, have you tracked back to see how these pupils were performing in feeder schools?  
**A:** There is evidence that there were gaps in the primary schools, however the relative gap is measured when the pupils join the school and then measures are put in place to try to close the gap.
- 7.12 Mr Briggs reported that the school was 2<sup>nd</sup> out of the 5 geographically nearest schools for 5 or more A\*-C grades including English and Maths. With regard to the English Baccalaureate the school was top among the 5 schools.
- 7.13 Governors were also presented with an overview of comparison of 2015 results across Leeds Catholic schools. For 5 A\*-C grades the performance was broken down for disadvantaged and others.
- 7.14 A governor commented that some schools were introducing the 'easy' option subjects to raise their value added figure and it was

important that the school should not do this.

- 7.15 The HT4 predictions analysis by subject had been circulated to governors. Mr Briggs went through the HT4 2015 predictions and actual results and comparing them to the HT4 2016 predictions.
- 7.16 Governors were informed that the HT4 predictions in 2015 had been a good indicator of the results in the summer. Assuming this was the case this year there was evidence to suggest the overall results will be improved.
- 7.17 With regard to SEND, there had been significant improvement in achievement and attainment. Overall results were expected to improve this summer.
- 7.18 The gap between pupil premium and others was predicted to be wider. This was mainly due the progress being made by the disadvantaged pupils going down slightly and others improving, resulting in increasing the gap. This was disappointing but was not a reflection on the teaching.
- 7.19 SDP – The SDP summary and overview of key action points had been circulated previously. This had also included the 2015 results and targets and predictions for 2016 and 2017.
- 7.20 The Chairs of committees met last week and Committees would be reviewing the SDP and holding the school to account.
- 7.21 Staffing update – The Headteacher updated governors on the following:
- New appointments.
  - Changes to contracts.
  - Resignations/ Leavers.
  - Requests for changes to contracts.
  - Staff sickness.
  - Maternity/ Paternity arrangements.
  - Currently advertised posts.
- 7.22 Details of all of the above were in the Headteacher's report, which were discussed by governors, asking for clarification where necessary.
- 7.23 With regard to currently advertised posts, there had been just two applicants for the Science Teacher post and this has been re-advertised, with the closing date of 17/05/16. The Curriculum Leader of P.E. TLR 2b had also been advertised with the closing date of 11/05/16.
- 7.24 CPD -The staff training for the period 1/01/16 to 30/04/16 was presented.

- 7.25 Pupils on roll – The Headteacher’s report included the total number on roll, including a breakdown by ethnicity and religion. Details of starters, leavers and managed moves were also included. There were 910 on roll as at 14/04/16, out of which 88% were Catholic.
- 7.26 Attendance – The attendance analysis report, 3/09/15 to 24/03/16, had been circulated previously. The attendance stood at 95.18%, compared to 95.44% at the same time last year.
- 7.27 The whole school pupil premium attendance was 92.64%, compared to 93.06% at the same time last year. The whole school non-pupil premium attendance was 95.99%, compared to 96.36% at the same time last year.
- 7.28 There had been an increase in the number of exclusions over the last term. This was being monitored. The Headteacher confirmed that a number of pupils involved were the same ones and Governors requested that future reports made it clear where the same pupil was excluded.

Headteacher

**8.00 COMMITTEE REPORTS**

- 8.01 Minutes of the Committee meetings were not available and would be discussed at the next meeting.
- 8.02 **Achievement and Teaching Committee**  
The Achievement and Teaching Committee meeting was held on 20 April 2016. Governors were informed that the main discussions had been on the RAISEonline data and the Inspection Dashboard 2015. This was discussed in the Headteacher’s report above.
- 8.03 **Chairs of Committees**  
Chairs of Committees meeting was held on 20 April 2016. The main discussions had been on the SDP and SEF.
- 8.04 **Leadership and Management Committee**  
The main discussions in the Committee meeting were on the financial position and the budget.
- 8.04.01 The Committee discussed and challenged the measures put in place by the Headteacher to reduce the potential deficit of £750,000 for the 2018/19 financial year. Governors were informed that with these measures in place the 2018/19 budget deficit was brought down to around £300,000.
- 8.04.02 The Headteacher went through the budget and explained that the expected carry forward from the 2015/16 financial year had been £155,180 but the actual figure was now £371,790. The deficit in 2017/18 was thought to be manageable.
- 8.05 **Behaviour and Safety Committee**  
Most of issues had been covered in the Headteacher’s report.

8.05.01 Extended services and the Cluster - Governors were informed that the school had to decide whether to continue to contribute to the Cluster. The amount involved was £35,604. The Headteacher said that the services provided by the Cluster were invaluable and were excellent value for money. She said that the Cluster required a commitment of three years from schools and proposed that the school continues to contribute to the Cluster.

8.05.02 **Q:** What would our liability be if the Cluster was dissolved?  
**A:** There was money available for this and it was not the school's liability.

8.05.03 **Resolved:**

- The governors approved the proposal that the school continues to contribute to the Cluster.

8.06 **Admissions Committee**  
Governors discussed the issue of the number of feeder primary school pupils choosing other high schools. Governors were informed that this year the school would be taking 29 children from Immaculate Heart of Mary Primary and 10 from St Paul's Primary

Governors agreed that the school needs to look at why it was not attracting children from its feeder schools. A higher profile within the Parish was needed.

**9.00 REPORT FOR FORMAL BUDGET FOR THE YEAR**

9.01 The approval of the budget was delegated to the Leadership and Management Committee. The meeting to approve the budget will be held on 5 May 2016 and will be ratified at the next full governing body meeting.

L&M  
Committee

**10.00 ATTENDANCE**

10.01 Attendance had been discussed in the Headteacher's report. The focus was on SEND and pupil premium pupils.

**11.00 PUPIL PREMIUM**

11.01 The Pupil premium statement 2015/16 had been circulated previously and was on the website. The Headteacher reported that the total funding for disadvantaged and pupil premium + pupils for 2015/16 was £238,210. The Headteacher went through the report explaining where the money had been spent. There were no further questions from governors.

**12.00 CLUSTER UPDATE**

12.01 The ARM Cluster report, the Cluster funding school allocation and the ARM Cluster timeline for schools and governors had been circulated previously.

12.02 With regard to Cluster sustainability arising from the changes in

funding arrangements from April 2017, the governors had approved for the school to continue to contribute to the Cluster. See above.

**13.00 EVALUATION OF GOVERNING BODY EFFECTIVENESS**

13.01 The Leeds City Council document 'Governing Body Internal Review – Action Planning for Governing Bodies' had been circulated previously.

13.02 The Headteacher said that the Governor Support service would be asked to carry out the review.

Headteacher

**14.00 CHAIR'S BUSINESS**

14.01 There was no Chair's business.

**15.00 CLERK'S BUSINESS**

15.01 Governor briefing and training dates were noted.

**16.00 ANY OTHER URGENT BUSINESS**

16.01 Governors discussed the issue of St John Fisher, Harrogate, exceeding their PAN number of 196. This was impacting negatively on Cardinal Heenan and indirectly on other Catholic high schools. The letter from Mr Harker, Chair of the Admissions Committee, to Fr Swinglehurst and his reply had been circulated previously.

16.02 The main points of discussion were as follows:

16.03 Mr Harker informed governors that he had written to Fr Swinglehurst raising the schools concerns, asking for clarification on this issue and the Diocese's view on this.

16.04 In his reply Fr Swinglehurst's confirmed that St John Fisher did admit additional pupils over their PAN in September 2015 and that the Diocese was not consulted but did take the matter up with the Headteacher. He said it was made clear to them that no school was expected to act in such a way as to disadvantage another school. It had also been made clear to them that diocesan approval was required for changing the PAN.

16.05 Angela Cox had agreed to this change with the Headteacher at St John Fisher to increase their PAN to 220 to incorporate non Catholic children, but requesting that the school governors formally consult on the change.

16.06 As there was no consultation within the timescales the existing admission would stand. However, the practice appears to be continuing and St John Fisher appears to have exceeded their PAN for September 2016.

16.07 Fr Swinglehurst had also said that The Education Team would continue to monitor the situation and work with their governing body to draft an appropriate admissions policy and consult for 2018.

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| 16.08        | Governors were unhappy with these developments and agreed that the school has to take action and possibly raising a formal complaint. However, the school needed to be clear that this issue meets the criteria for a formal complaint. Mr Harker was of the view that it did. |               |
| 16.09        | Governors were of the opinion that St John Fisher had behaved outside their remit. They also agreed that the Diocese needs to know that the school wishes to make a complaint and how disappointed they were.  |               |
| 16.10        | It was agreed that the school needed to have the full facts for grounds for a formal complaint. Advice from the local authority on the next steps would be sought.   | Mrs O'Shea    |
| 16.11        | Governors agreed that the possibility of a complaint be raised with Fr Swindlehurst. The Headteacher will draft this response.   | Headteacher   |
| 16.12        | It was suggested that a Working Party be formed to take this forward and governors who wished to be a part of this were asked to let Mr Harker know.   | All governors |
| 16.13        | With regard to promoting the school, the Headteacher said that feeder schools could be a target for activities at Cardinal Heenan. It was noted that a budget would be required for this.  |               |
| <b>17.00</b> | <b>DATE AND TIME OF NEXT MEETING</b>   |               |
| 17.01        | The next full governing body meeting will be held on Thursday 7 July 2016 at 6.00pm.   |               |
| 17.02        | Dates of future meetings will be agreed in September.  |               |