

Cardinal Heenan Catholic High School Full Governing Body Meeting

Minutes of the meeting held on Tuesday 2 February 2021 at 6pm via Zoom

Present: Michael Gardner (Chair)
Gilbert Alegue
Craig Clement
Dominic Kelly
Pete McQuillen-Strong
Deborah O'Connor
John O'Hara
Matthew Sanderson
Shaun Vickers
Anne Woliter

In Attendance: Lizzie Stockton-Pitt – Senior Assistant Headteacher
Dan Mangan – Assistant Headteacher
Vic Tiffany – Assistant Headteacher
Angela Fieldhouse – Clerk

	Welcome and Opening Prayer	Action
	The Chair welcomed everyone to the meeting. DKY opened the meeting with the school prayer.	
1.0	Apologies for Absence and Introductions ALN had technical difficulties and was unable to join the meeting. Deborah O'Connor and Gilbert Alegue were welcomed as new foundation governors and John O'Hara was welcomed as new parent governor. Everyone introduced themselves and gave a short summary of their experience.	
2.0 2.1 2.0	Declaration of Interests No interests were declared. New governors were asked to send a Pen Portrait and photograph to AFE to be displayed on the school website. Other governors were asked to check their details are still correct.	All
3.0 3.1 3.2 3.3 3.4	Membership Matters Matthew Sanderson advised that he intends to resign his position as foundation governor at the end of the academic year, for personal reasons. Anne Woliter will continue as foundation governor until at least the end of the year. The governing body is currently quorate but would not be when MS & AW resign, therefore need to look at recruiting additional foundation governors. The Instrument of Government allows for up to 9 foundation governors including the priest governor. There is still a vacancy for a priest governor. MG advised that Canon Tim Swinglehurst at the diocese will undertake the appointment of the priest governor.	
4.0	Minutes of the last FGB meeting – 6 October 2020	

4.1	<p>Resolved:</p> <ul style="list-style-type: none"> That the minutes of the meeting held on 6 October 2020 were agreed as a correct record and would be signed by the Chair and filed at the school. 	
5.0 5.1	<p>Review Actions & Matters Arising</p> <p>Min 3.0 – 2 new foundation governors have been appointed and are in post.</p> <p>Min 5.03 – Pupil premium policy was referred to the Outcomes for Students committee and was approved.</p> <p>Min 6.01 & 7.01 – governors were reminded to send completed Declaration of Interest and Register of Governors Interest forms to AFE.</p> <p>Min 11.0 – the website has been updated with governor details. New governor details will be added in due course.</p> <p>Min 14.02 – an email was sent to staff thanking them for their tremendous work during the Covid period.</p> <p>Min 20.0 – all governor meetings will be held on Zoom for the foreseeable future. New procedures for the Admissions process were carried out successfully.</p> <p>Min 21.0 – the HT performance review was carried out with Mary Garside (independent adjudicator), Craig Clements and Michael Gardner and objectives set and agreed with the Headteacher.</p> <p>Min 22.0 – VTY will oversee the Friends of Cardinal Heenan and was asked to provide an update at the next FGB meeting.</p> <p>Min 23.0 – governors are asked to email AFE confirming they have read and understood the KCSIE document.</p> <p>Min 25.0 – new governors were asked to contact AFE regarding attending Induction and Safeguarding training.</p>	<p>AFE</p> <p>VTY</p> <p>All</p> <p>GA/DO`C/JO`H</p>
6.0 6.1 6.2	<p>Curriculum Development Update</p> <p>This item was covered at the last Outcomes for Students committee on 10 December 2020 meeting and will be included on the next OfS meeting on Tuesday 2 March.</p> <p>DKY gave an update of the curriculum changes planned for September 2021.</p> <p>The school are still looking at developing the curriculum, not just reacting to Covid – all plans for September 2021 are still continuing.</p>	
7.0 7.1	<p>Behaviour and Discipline</p> <p>The current policy on the website has been reviewed and approved for 2020 by the governors.</p> <p>Resolved:</p> <ul style="list-style-type: none"> The policy is still up to date and will be amended and approved for 2021 with current date. 	DMN
8.0 8.1	<p>Governor Monitoring of School Improvement Plan Priorities</p> <p>This item is covered in section 20.0.</p>	
9.0 9.1	<p>The Headteacher's Report</p> <p>DKY requested governor approval for 2 Assistant Curriculum Leaders to reduce their hours to work part time. The ACL for English has asked to reduce to 0.8 and the ACL for RE has asked to reduce to 0.6. Both Curriculum Leaders are happy with the situation and confident it will work within the departments.</p> <p>Qu: AW – can the timetable still work with this reduction in hours?</p>	

	<p>Ans: DKY – yes, the timetable will work. However, there will be staffing implications. Will require a P/T English teacher.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Governors approved this staffing change. <p>9.2 Other staffing:</p> <ul style="list-style-type: none"> • TA and Learning mentor post interviews delayed until next week due to snow. • Second in Maths post interviews will take place next Wednesday. <p>9.3 Remote Education Review</p> <p>The Remote Education Review document has been circulated to all governors. EPT conducted the review and presented the findings to governors.</p> <p>Parents, students, and staff were asked to complete a survey. The response to the survey was great – 713 students (79%) and 355 parents (approx. 90 per year group). Support staff, teachers and curriculum leaders were asked to complete different surveys, which reflected their different roles and how things are working. This was complemented by other information collected in meetings. Data was also collected from Classcharts and feedback from curriculum leaders, and EPT also used a document from the DfE and complemented all this with headings which were considered important:</p> <ul style="list-style-type: none"> • Leadership • How well students cope learning from home • Curriculum & teaching • Communication • Safeguarding & Wellbeing • Catholic Life <p>9.4</p> <p>EPT reported that a different approach was taken in this Lockdown. As not all students have access to a computer at home, it was decided not to have live lessons. Instead teachers have a lot of video input using Loom. This has had a positive response from parents & students.</p> <p>9.5</p> <p>Some parents & students have requested live lessons – feeling that students need more interaction – especially peer to peer. After careful consideration, the plan is to have live form times – these will be trialled later in the week.</p> <p>From the data collected – approx. 93% of parents are happy with the current provision academically and pastorally.</p> <p>85% of students have their own device at home. Currently loaned out 100 Chromebooks (school were given 72 laptops by the government).</p> <p>9.6</p> <p>Provision for vulnerable & key worker children is taking place in school. Approx. 10% of students come into school at some point – numbers differ every day. These students do the same provision as those at home. All students with EHCP & additional needs have been invited into school and have TA support whilst in school.</p> <p>9.7</p> <p>EPT gave an overview of staff and workload within school. Staff are being supported and this was highlighted in the survey. Additional wellbeing support has been offered to staff through a number of initiatives coordinated by APN.</p>	
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<p>9.8</p>	<p>Communication with parents is working well – weekly letters are being sent out and will include a Zoom video, alongside the fortnightly check-in calls.</p> <p>Students are measured on their engagement; how much work they are completing. Students have to produce some work for each lesson and send it into the teacher. Approx. 50% of students feel they are in a good routine and approx. 30% may require a little bit more support. The remaining students are being supported by the Pastoral team. RBP is providing bespoke support for PP students and Heads of Year are developing ‘Pit Stop’ days to provide additional support for students. Safeguarding & data protection policies are in place and being followed.</p>	
<p>9.9</p>	<p>Comment from Pete McQuillen-Strong.</p> <p>Pete met with EPT on Zoom to discuss the Review and the remote learning provision. PMS was very grateful to Lizzie for her time and comprehensive explanation of the review process and outcomes. Pete added that the school was forward thinking and adapting. School is not standing still but is listening, changing, and adapting. PMS felt this was a real strength of the school and the SLT. Many thanks to Lizzie and the SLT.</p>	
<p>9.10</p>	<p>Qu: MS – are Y11’s engaging? Ans: EPT – Y11’s are being monitored very carefully. Trying different strategies to ensure they are coping and working well. SLT will be carrying out progression interviews next week. Will discuss with the students and their parents about how everything is going, exams and also about their next steps and reassure them that school will support them to get to their next steps where they are appropriate. DKY – Notre Dame have put some information on the website for Y11 students.</p>	<p>SLT</p>
<p>9.11</p>	<p>Qu: JO’H – Have you considered how coming out of remote learning will work? What platform will be used for Live tutor sessions? Also has school considered having screen free days? Ans: DKY – Returning to school – students asked to concentrate on learning, teachers just asked to concentrate on teaching. SLT will concentrate on procedures for returning to work. Plans are in place for safely returning to school, behaviour standards, mass testing etc. They will be communicated with the appropriate people when necessary. EPT – Students doing 5 lessons a day. If we were to consider screen free days, would still want students to be learning – just in a different format. Also, most of the lessons involve a Loom video and then work in their books, so they are actually away from the screens for an amount of time. DMN – arranged to speak to JO’H outside the meeting regarding platforms for live lessons and safety/security. DO’C – ND have live lessons, using Teams. All going well so far.</p>	<p>JO’H /DMN</p>
<p>9.12</p>	<p>Qu: GA – Do you have sufficient support in place for teaching staff and are students given enough advice and guidance for online safety? Ans: DKY – staff wellbeing is OK at the moment. Feel staff know they can ask for help if needed. Various initiatives:</p> <ul style="list-style-type: none"> • Chaplaincy group • Prayer group 	

	<ul style="list-style-type: none"> • Weekly staff zoom meeting • Wellbeing Wednesday • Solution Circle – supportive help for staff • Staff quiz <p>DMN – trying to support students as much as possible. Tutors making regular contact with students and their families – able to signpost them to any help required:</p> <ul style="list-style-type: none"> • Online safety advice • Mental health support • Weekly letter • PSHCE lessons tailored to help with mental health etc. <p>9.13 Qu: MG – 34 parents of SEND students responded to the survey, 8 disagreed and 2 strongly disagreed. What help can we specifically give to these parents? Ans: EPT – Can't definitely know that the 34 replies came from parents of SEND students. But we are offering support – APN has ensured that we have got the correct students in school. Also, have SEND phone calls home to students & parents. TA's are also working in school on a rota basis, working specifically working with SEND students. Also considering additional live SEND support for students in Y7 & Y8.</p> <p>9.14 SV attended a governor training course on remote learning in schools. The questions he fed back from the meeting have been answered in the report. MG to circulate the questions and answers to all governors.</p> <p>9.15 DKY expressed his thanks to PMS for meeting with EPT and providing feedback and comments on the review.</p> <p>9.16 Thanks to Lizzie for producing such a comprehensive report in a very short timescale.</p>	MG
<p>10.0</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p>	<p>Committee Reports</p> <p>Leadership & Management committee meeting minutes 14 January 2021 – changes were made following the budget review. Still awaiting final report from LCC with budget changes. No other questions or comments were made.</p> <p>Outcomes for Students committee meeting minutes 10 December 2020 – no questions or comments were made.</p> <p>Pay Committee meeting Thursday 5 November 2020 – Agreed Pay award and approved 4 threshold applications.</p> <p>Admissions committee meeting Thursday 26 November 2020 – changed the admissions process in school – worked very well. Approved policy and strategy process. No questions or comments were made.</p> <p>Health and Safety Audit report Wednesday 13 January 2021 – full Governor review audit carried out recently but waiting on a Bellrock full audit postponed because of Covid. A couple of concerns were raised, and these are being dealt with. Lateral Flow Tests are being carried out in school. No other questions or comments were made.</p> <p>PFI Board meeting 11 November 2020 – next PFI board meeting planned for 17 February 2021 and working towards the end of the contract in August 2025.</p> <p>Finance Budget review meeting Monday 14 December 2020 – will circulate reports from LCC at the next FGB meeting. No comments or questions.</p>	

11.0	Policy Review - Special Educational Needs & Disabilities (Send)	
11.1	Resolved: <ul style="list-style-type: none"> All policies which were reviewed and approved at the recent L&M and OfS committee meetings were ratified by the governors. They will now be implemented. 	
11.2	The GDPR policy still needs to be approved. SV will speak to JTR for clarification on Devices and Brexit implications.	SV
11.3	SV & LB will present the SEND policy at the next FGB meeting in March for approval.	SV LB
12.0	Safeguarding/Child Protection	
12.1	Shaun Vickers is the nominated Safeguarding governor. He was asked to report on Safeguarding/Child Protection in school at the next FGB meeting in March.	SV
13.0	Present the School Calendar for the Next Academic Year	
13.1	The calendar had been circulated to governors. DKY advised that the calendar is based on the LCC academic calendar.	
13.2	CHCHS will start before Leeds – so there is an earlier finish date in July. May need to tweak some of the ‘Blue’ Mondays as these are affected by the holidays/bank holidays. DKY will speak to feeder primaries. More training days will take place in the Autumn term as they are more beneficial/useful at the start of the school year. No questions/comments were raised. Resolved: The 2021-2022 academic calendar was approved.	DKY
14.0	Review of Information on the School Website	
14.1	Agreed: GA will work with VTY to check the school website is compliant.	GA VTY
15.0	Representation During the Exam Process	
15.1	MG requested that a review of the examination process is carried out. Action: JO’H & DO’C will meet with EPT to review the examination processes.	JO’H DO’C EPT
16.0	Voluntary Aided/Trust School Only Admissions Policy	
16.1	The Admission Policy has been approved by governors and posted on the website.	
17.0	Effective Governance and Governor Development	
17.1	New governors are requested to attend LCC Governor Service Induction Training session. AFE will book training sessions. Safeguarding training must also be arranged for governors.	AFE DMN
17.2	Action: MG has previously held one to one meetings with governors to discuss development needs. Once the Covid situation has eased MG will meet with governors again on a one-to-one basis.	MG
18.0	Chair’s Business	
18.1	MG regularly meets with DKY and is kept up to date with the day to day running of the school.	
19.0	Clerk’s Business	
	Nothing to add.	

20.0	Any other Urgent Business	
20.1	<ul style="list-style-type: none"> • DKY has been working with Yorkshire Cricket Club to discuss the possibility of using CH as a satellite training centre. A company called Pro Coach do the coaching for Yorkshire Pathways – junior development. Currently in talks about using CH sports hall – would be used 5 evenings a week for 3 hours & all-day Saturday & Sunday – so would be a source of income generation and also beneficial in terms of reputation for the school. <ul style="list-style-type: none"> ○ Resolved – the governors approved the use of the school for the training facility. DKY to continue talks. 	DKY
20.2	<ul style="list-style-type: none"> • MG mentioned the governor/SLT link meetings that have been/are to be arranged. <ul style="list-style-type: none"> ○ Shaun Vickers – Pupil Premium/Year 7 ○ Laura Bleasby – Equalities ○ Matthew Sanderson – Cluster Link ○ Laura Bleasby/Alison Langan – Careers ○ Pete McQuillen-Strong – Quality of Education/Curriculum (met with EPT and circulated report to governors). ○ Shaun Vickers/Craig Clement/Anne Woliter – Behaviour/Attitude/Safeguarding/Attendance & Pastoral (to meet on Wednesday 10 February at 2pm). 	
20.3	<ul style="list-style-type: none"> • SV raised the issue of the Cluster Link and whether it was value for money. The use and value of the Cluster was discussed. <ul style="list-style-type: none"> ○ Action – DMN will liaise with the Cluster to try and obtain an update of what support we have received and report back to the governors. ○ SV to ask primary HT’s to liaise directly with DKY regarding Cluster Links. 	DMN SV
20.4	<ul style="list-style-type: none"> • CC thanked Michael for all the work and effort put into the role as Chair, especially at these difficult times. This was seconded by all other governors and staff. 	
20.5	<ul style="list-style-type: none"> • DO’C is part of the steering group for MindMate, working with the Education Mental Health practitioners. Have two practitioners at Notre Dame and they are looking at working with students before they transition to Post 16 in terms of Mental Health. DO’C will report back to CH with any information obtained from her work with the team. 	
20.6	<ul style="list-style-type: none"> • Governors expressed their thanks to staff at school for their hard work and effort during these difficult times. 	
21.0	<p>Next Meetings:</p> <p>Tuesday 3 March 2020</p> <p>The meeting closed at 8.00pm</p>	

