

**CARDINAL HEENAN CATHOLIC HIGH SCHOOL**  
**Full Governing Body Meeting**

Minutes of the meeting held on 05/10/2021

**Present:** Mr M Gardner Mr S Vickers Ms L Bleasby Mr D Kelly  
 Ms D O'Connor Mr G Alegue Mr P McQuillen-Strong

**In attendance:** J Dahl (Clerk) Mrs R Evans (Obs) Mr C Clements (via Zoom)  
 Mr D Mangan (SLT) Mrs E Stockton-Pitt (SLT)

	<p><b>Welcome and Opening Prayer</b></p> <p>The Chair welcomed everyone to the meeting and stated how nice it was to be able to meet face to face, especially with new governors who had previously only met via Zoom meetings.</p> <p>Craig Clements joined the meeting via Zoom to present a report he had put together covering meetings between SLT and their link governor. The Chair advised that Craig Clements term of office had recently expired and extended his thanks to Craig for all the work and support he had given in this period.</p> <p>Craig said that he had enjoyed his time as a governor, but it was time for him to focus on other things and wished the school all the best for the future.</p> <p>The Chair invited Rosie Evans to lead the school prayer.</p>	
1	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies were received and accepted from Mr J O'Hara	
2	<b>DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS INTERESTS</b>	
	A Declaration of Interests and Register of Governors Interests form was provided to each governor present for completion and return to the Clerk. These to be kept secure by the Clerk.	All/Clerk
3	<b>ELECTION OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE</b>	
3.1	<p><b>Election of Chair</b></p> <p>The Clerk advised that Michael Gardner had previously indicated he would stand and asked if there were any other nominations for Chair and if anyone wished to second the nomination. The nomination was seconded unanimously and there were no further representations or nominations for the role. Michael Gardner was elected to the role of Chair for a period of one year. The Clerk handed the meeting back to the Chair.</p>	
3.2	<b>Election of Vice Chair</b>	
3.2.1	The Chair advised that Shaun Vickers had previously indicated he would stand for Vice Chair and asked if there were any further nominations, there were no further nominations, the nomination was seconded unanimously, and Shaun Vickers was elected to the role of Vice Chair for a period of one year.	
3.2.2	Governors were advised that Mr Vickers sits on the board of St Gregory the Great and may need to withdraw from some parts of meetings to avoid any conflict of interests. In addition, should the school become part of the MAT then Mr Vickers would have to resign from this governing body.	

4	<b>MEMBERSHIP MATTERS</b>	
4.1	<b>Staff Governor</b> No interest from initial request for a staff governor. Will continue to try and recruit.	D Kelly
4.2	<b>Parent Governor</b> No response from letter sent to parents. Will continue to try and recruit.	D Kelly
4.3	<b>Foundation Governors</b> Mrs R Evans would be joining the governing body once the diocese had undertaken all the required checks. A further foundation governor is still required. The Chair will follow this up with the Diocese.	M Gardner
4.4	<b>Instrument Of Government</b> To remain as is. Giving a total of 12 when vacancies are filled.	
4.5	<b>Governor Terms of Office</b> The Clerk was requested to monitor governor`s terms of office and to advise governors in a timely manner when their term of office is due to end.	Clerk
4.6	<b>Query re Academy Status</b> Some governors have heard that schools are no longer going to have to become an academy unless they want to. This has not been communicated to schools officially and the Chair is to follow this up with the Fr Tim Swinglehurst at the Diocese.	M Gardner
4.7	<b>Announcement from Vicariate</b> Governors noted that Angela Cox (OBE) had stepped at the down from the Director of Education role and has left the Diocese.	
4.8	<b>Outgoing Governors</b> The Chair advised that ex-governor, Anne Woliter, had been presented with the Diocese silver medal for services to education, for being both a teacher, a governor and serving at Lourdes on many occasions. Governors were invited to let the headteacher know if they would be interested in supporting with the Lourdes trip.	ALL
5	<b>MINUTES OF THE LAST MEETING</b>	
	The minutes of the meeting held on 6 July 2021 were agreed as a true and accurate record and signed by the Chair.	
6	<b>REVIEW ACTIONS AND MATTERS ARISING FROM LAST MEETING (6/7/21)</b>	
6.1	<b>Minute 5.1 (SLT Link Meeting notes)</b> – Laura Bleasby confirmed that she would provide the notes from SLT Link meetings she had undertaken.	L Bleasby
6.2	<b>Minute 5.2 (SLT Link Meetings reports summary)</b> – Craig Clements presented a comprehensive report (circulated prior to the meeting) and outlined the benefits of using such a system. The table follows the set out of a RAG analysis making it an easy visual tool for governors to identify any areas of concern. (There are no red areas presently). This is a comprehensive document which mirrors the SDP and would be helpful for OfSted Inspectors. Mr Clements was thanked for putting the report together. The Chair asked if the clerk could continue with this report in the new year.	Clerk
6.3	<b>Minute 5.3 (Website Audit)</b> – Gilbert Alege confirmed that he had received the information he had been waiting for from Ms Tiffany. Further information from the	

	newly appointed Marketing Officer had been requested, however, it was understood that she had recently left the school. Mr Alegue did confirm that the website was legally compliant.	
6.4	<b>Minute 5.4 (GDPR Training)</b> – governors were reminded to undertake this training. Clerk to contact those individuals who have still not done this.	Clerk
6.5	<b>Minute 5.6.2 (School Standards Officer)</b> – The headteacher advised that Cardinal Heenan will be using Sarah Atkinson from the Diocese and also the services of ex headteacher Peter Whelan and Nick Horne from the Local Authority	
6.6	<b>Minute 5.7 (Governor Development)</b> – The Clerk had identified some training for governors provided by Leeds Safeguarding Team the which could take place immediately prior to a full governor meeting. It was agreed that this should be organised for a meeting after January 2022.	Clerk
6.7	<b>Minute 7.7 (Teaching and Learning)</b> – the headteacher advised that following meetings with Gorse Academy and Leeds Trinity University the school had decided to use the services provided by The Gorse Academy.	
6.8	<b>Minute 11.1 (Academisation Update)</b> – no official communication received from the diocese regarding what is happening. The Chair to follow this up with the diocese.	Chair
6.9	<b>Minute 12 (Governor Development)</b> -Ms Bleasby advised that she was still waiting for the SEN training which had previously been cancelled to be rearranged. As soon as it is she will attend.	L Bleasby
6.10	The chair confirmed that he will have individual meetings with governors once all the new appointments have been made and governors have filled in the skills matrix.	Chair/ALL
7	<b>CONFIRMATION OF CODE OF CONDUCT</b>	
	The CES Code of Conduct had previously been circulated to governors. Governors are asked to acquaint themselves with the content and sign and return to the Clerk.	All governors
8	<b>AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY</b>	
	It was proposed that Full Governing Body Meetings would be held in school (5pm start) and Committee Meetings (L&M and OFS with the exception of Admissions and Performance Management) would be held on Zoom (6pm start). This was agreed.	
9	<b>CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE</b>	
	Updated and circulated prior to the meeting. Governors to contact the Chair with any questions/queries regarding the content.	
10	<b>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP</b>	
10.1	<p><b>Committees</b></p> <p>Table showing committees in place and members previously circulated. Governors agreed the proposals set out in the document.</p> <ul style="list-style-type: none"> <li>• Admissions - (Chair -R Evans when appointed)</li> <li>• Outcomes for Students (S Vickers – Chair)</li> <li>• Leadership and Management (M Gardner – Chair)</li> </ul>	

<p>10.2</p> <p>10.2.1</p> <p>10.2.2</p> <p>10.2.3</p> <p>10.2.4</p>	<ul style="list-style-type: none"> <li>• Pay Committee and Headteacher Appraisal – M Gardner Chair, D O’Connor added to this committee</li> <li>• Pay Appeals Committee (S Vickers – Chair)</li> </ul> <p>It was agreed that these committees remained in place and no other committees were required. A final agreed structure to be circulated.</p> <p><b>Committee Membership / Governor Link Responsibilities</b></p> <p>Document showing membership of committees from academic year 2020/21 was circulated for governor information and the Chair asked governors to check they were happy to continue in their respective committees and if anyone wanted to change any. Governors were happy to continue as is.</p> <p>Following Craig Clements end of office there was a vacancy on the Pay &amp; Headteacher Appraisal Committee, this was filled by Deborah O’Connor.</p> <p>Laura Bleasby was added to the Pay Appeals Committee.</p> <p>No change to the SLT governor link governors. There were vacancies for the governor responsible for training and Cluster Link, subject to the pending appointment of Rosie Evans she would take that role.</p>	<p>Clerk</p>
<p>11</p>	<p><b>GOVERNORS WITH SPECIFIC MONITORING DUTIES</b></p>	
	<p>Document with proposals circulated prior to the meeting. Governors agreed the proposals as set out with the addition of Rosie Evans as governor with responsibility for training. (<b>NOTE</b> Mrs Evans would not take up the responsibilities she was assigned until her position as a governor was confirmed by the diocese).</p>	
<p>12</p>	<p><b>REVIEW OF OUTCOMES AND ASSESSMENT</b></p>	
	<p>A comprehensive written and verbal report was presented by Ms Stockton-Pitt. This covered:</p> <ul style="list-style-type: none"> <li>• What is currently being done and why</li> <li>• Headline measures, including comparison to previous years and other schools</li> <li>• Department successes and areas of concern (Governors noted there were two departments identified as having marked concerns – both curriculum leaders had support plans in place)</li> <li>• Cohorts and Whole School Foci</li> </ul> <p>Ms Stockton-Pitt invited questions.</p> <p><i>Q Previously PP Boys has always been the concern however this report intimates that it is PP girls who are the most concerning, do we know why this is?</i></p> <p><i>A Ms Stockton-Pitt responded that this was due to those pupils being weaker when they came up from primary</i></p> <p><i>Q Is this a particular school, is it random? or is it to do with transition?</i></p> <p><i>A Ms Stockton-Pitt said that she did not have that breakdown but could investigate it, however, the most important thing is what we do from now moving forward.</i></p> <p><i>Q Last year students were assessed but what is happening this year?</i></p> <p><i>A Current guidance will be doing exams. Reduced content in a limited number of Subjects. Will be notified by 7 February of notice of content. There are contingencies in place this year if exams cannot take place.</i></p> <p><i>Q How do we compare school on school on school with Covid / Isolating added in?</i></p> <p><i>A Pupils should still be learning at home so shouldn't have the same impact as when in</i></p>	

	<p><i>the first lockdown.</i></p> <p>There were no further questions and Ms Stockton-Pitt was thanked for her report.</p>	
	<p><i>Governors were requested to change the order of the agenda for Mr Mangan to present his areas of responsibility so he could leave the meeting to attend to other matters in school. Governors agreed to the request. (Miss Stockton-Pitt left the meeting)</i></p>	
16	<b>ATTENDANCE AND BEHAVIOUR UPDATE</b>	
16.1	<p><b>Attendance</b> Currently stands at 95.54%. The school wants this to be higher and is working hard to achieve this. Started the term with a figure of 97% plus but started to drop after a couple of weeks.</p> <p>The main reasons behind this figure are:</p> <ul style="list-style-type: none"> <li>• Illness not necessarily Covid</li> <li>• A loss of 36 days due to 8 students taking holiday (unauthorised)</li> <li>• A significant number of students suffering with anxiety following Covid lockdown</li> </ul> <p>Mr Mangan advised that three Learning Mentors have been appointed recently and is hopeful that this will help to boost attendance.</p> <p><b>Behaviour</b> Mr Mangan commented that there had been a successful start to the year, lots of information had been sent to parents prior to the start of the new term.</p> <p>Mr Mangan circulated and presented an overview of the behaviour process and explained how this works in practice and asked if there were any questions.</p> <p><i>Q Is the number of behaviour incidents increasing?</i> <i>A No, there are strategies in place to deal quickly with behaviour – use support plans / turn around provision.</i></p> <p><i>Q Have there been any exclusions this year?</i> <i>A There has been a 5-day exclusion (for serious safeguarding incident) and a 1 day exclusion (for non-engagement).</i></p> <p><i>Q Where there is a problem is it usual that you challenge the home environment as well as school?</i> <i>A Yes</i></p> <p><i>Q Is there any work being undertaken under the Sexual Activity Agenda?</i> <i>A Mr Mangan explained that he had undergone training to the highest level. Assemblies have been done with each year group, the subject is built into the curriculum and the school make use of external agencies, such as The Beck, Catholic Care, when required.</i></p> <p><i>Q In the past there has been a detailed report to governors showing a breakdown of reasons for the behaviour, e.g.: racial incidents exclusions, drug/alcohol related, violence etc, can this be provided and include sexual incidents?</i> <i>A This can be done and will look at doing this in the future.</i></p> <p><i>Q Can this be made explicit in the Behaviour Policy?</i> <i>A Yes this will be done. The new Behaviour Policy is currently ongoing and hopeful this will be ready for the next meeting.</i></p> <p>There were no further questions. Mr Mangan was thanked for his report.</p>	Mr Mangan
23	<b>POLICIES REVIEW</b>	

<p>23.1</p> <p>23.1.1</p> <p>23.1.2</p> <p>23.1.3</p> <p>23.1.4</p> <p>23.2</p>	<p><b>Statutory Policies</b></p> <p>(NOTE: All policies had been circulated prior to the meeting)</p> <p>Minor amendments previously sent to Mr Mangan by the Chair and Vice Chair will be incorporated into the policies.</p> <p><u>Child Protection Policy</u> – governors agreed and approved this policy</p> <p><u>Keeping Children Safe in Education</u> – governors agreed the adoption of the updated guidance. (NOTE the important part of this document for governors is Part 2, not Part 1 as stated when the document was circulated.</p> <p><u>Pay Policy</u> – for a future agenda as the pay award information is not yet available.</p> <p><u>Supporting Pupils with Medical Conditions</u> – policy not yet available. To be on future agenda.</p> <p><b>Non-Statutory Policies</b></p> <p>The following policies had all been circulated prior to the meeting for governors to review. Mr Mangan advised that these were all policies that had previously been agreed by governors and were either taken directly from the Local Authority or the Catholic Education Service. Minor changes had been sent to Mr Mangan and subject to these changes being made governors agreed to the continued use of these LA policies.</p> <ul style="list-style-type: none"> <li>• Work and Families policy and guidance</li> <li>• Schools Model Working together to avoid redundancy</li> <li>• Phased Retirement/Flexible Working up to Retirement for School Staff Policy &amp; Procedure</li> <li>• Teachers Appraisals (Including Head Teachers)</li> <li>• Alcohol and Drug Misuse for School Based Staff</li> <li>• Probationary Policy</li> <li>• Leave of Absence and Annual Leave Policy and Procedure</li> <li>• Managing Workforce Change and Staff Reductions for School Based Staff</li> <li>• Guidance for Staff Working in Educational Settings on Use of Digital Technologies and Social Media</li> </ul> <p>Governors agreed to continuing using these LA policies</p>	<p>Future Agenda</p> <p>Future Agenda</p>
<p>13 / 14</p>	<p><b>REVIEW OF SELF EVALUATION UPDATE FROM THE HEADTEACHER ON PLANS TO REVIEW THE CURRENT SELF EVALUATION OF SCHOOL STRENGTHS AND WEAKNESSES</b></p>	
	<p>The headteacher presented a PowerPoint Presentation covering the plan for 2020/21 and the plan for 2021/22 which covered the process of the Self Evaluation Plan showing the time cycle of when things need to happen and different areas of the plan.</p> <p>The general success measures for success were set out and annotated and it was noted that not all had been fully met, this was due to the limitations put on us by Covid.</p> <p>There was a slight shift in some areas this year with the key areas for this year being :</p> <p style="padding-left: 40px;">Wellbeing &amp; Safeguarding    Teaching &amp; Learning    Diminishing the Difference</p> <p>Under Partnership Working the headteacher made particular mention of an initiative taking place after half term when teachers would be spending time in another school to</p>	

	<p>see how they worked and what they could learn. He was confident that teachers would come away from the schools having learning something.</p> <p><u>A copy of the presentation covering the old and new plan was emailed to governors after the meeting.</u></p>	
15	<b>LATEST RISK ASSESSMENTS</b>	
	All Risk Assessments are up to date.	
17	<b>STAFFING UPDATE INCLUDING WELLBEING</b>	
	<p>New staffing information included in the headteachers report.</p> <p>Has been some staff illness, of which some is covid related but too soon to say if this is going to be more than normal. Have appointed an additional Cover Supervisor to try and ease the impact of having supply.</p>	
18	<b>HEADTEACHERS REPORT</b>	
	<p>The headteacher delivered a PowerPoint Presentation and circulated a hard copy of the presentation to governors.</p> <p>The presentation covered:</p>	
18.1	<b>Catholic Life</b> – new signage, staff mass on training day, staff prayer, staff briefing every Friday morning prayer is led by departments, Year 7 Mass of Welcome, Year 7 Ethos day, Faith in Action Group.	
18.2	<b>Summer School</b> – 150 children in total attended, many staff offered their services. Lots of activities undertaken. Feedback intimated it was enjoyed by all. The cost overall was approximately £15,000 however this included items that can be saved and used over and over again.	
18.3	<b>Returning to face-to-face education / Covid update</b> – all students tested twice within 5 days, tutor groups moved to being on specific corridors, masks no longer compulsory, lots of children do still wear masks. 56 positive student cases since Sept. 3 positive staff cases, one member of staff absent with long covid, other illnesses which are not confirmed as covid but similar symptoms.	
18.4	<b>Open Day</b> – 249 families, 120 of our students came to help, was a fantastic feel to the day and many emails of thanks from prospective parents had been received.	
18.5	<b>Curriculum</b> – school now operates a 6 lesson day, Years 7 & 8 have a broad curriculum where they cover every subject, Year 9 are allowed to try 2 subjects as a specialism and hopefully this will help them to work out which is the best pathway for them to follow moving forward, students were given time to change their subject options if they wished – 12 students out of 180 requested to change. New curriculum working well.	
18.6	<p><b>Admissions 2021</b> – PAN for this year group will always be 190. This year`s numbers are:</p> <p>Year 7 – 191  Year 8 – 181  Year 9 – 183  Year 10 – 181  Year 11 – 182</p> <p>Total of 918. Budget is for 915. Student census day is Thursday.  PP funding is provided for 22% of the students.  30% of students are EAL. School is offering EAL lessons for parents within this school and primary school parents. This will be just for primary parents in the future.</p>	

18.7	<b>Staffing and CPD / Performance Management</b> – new appointment as shown on presentation of which six are much needed additional members of support staff. The performance management cycle for staff is underway.	
19	<b>QUESTIONS ABOUT THE HEADTEACHERS REPORT</b>	
	<p><i>Q Will the increase in numbers for Allerton High impact on this school?</i>  <i>A Unable to say, we are a different school. Not worried about it. Only concern is if the numbers drop from St Pauls.</i></p> <p><i>Q Have heard that students higher up the school are envious of what was on offer at summer school as this was never available to them when they started, is this something that will be offered each year moving forward?</i>  <i>A Hopefully, as stated previously lots of the money spent on items this year the school will have for some time to be reused, this means the only costs would be for staffing.</i></p> <p>The Chair advised that St Mary John Vianney parish had a Discernment Group who were looking at how to better engage with schools. The headteacher will be contacted about this.</p> <p>It was noted that Cardinal Heenan is not on the quick links for the parish bulletin. The chair will raise this with the appropriate person.</p>	Chair
20	<b>COMMITTEE REPORTS</b>	
	No committee meetings have taken place yet.	
21	<b>THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER</b>	
	The 20 <sup>th</sup> October 2021 was proposed as a suitable date. Those governors involved in this committee to confirm with the Clerk their availability.	M Gardner L Bleasby D O'Connor
22	<b>DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS</b>	
22.1	<b>Unofficial Fund Registration Forms – Cheque Signatories</b> Governors agreed the signatories for cheque signings that covered - educational visits, charity collections, sale of revision guides, general school fund and parental voluntary contributions. The Chair signed the forms and passed to the Clerk for return to Mrs J Turner (Finance).	Clerk
22.2	<b>Financial Regulations and Contract Procedure Rules</b> The Chair authorised and signed the form and passed to the Clerk for return to Mrs J Turner (Finance).	Clerk
22.3	<b>Unofficial Funds</b> The headteacher requested governor approval for the school to set up Online Banking for Unofficial Funds – governors agreed this request.	
24	<b>SCHOOL ADMISSION ARRANGEMENTS</b>	
	Policy updated in line with the diocese updates. Governors agreed the policy.	
25	<b>GOVERNOR DEVELOPMENT</b>	

25.1	<p><b>Skills Audit</b> The governing body need to have a good mix of skills across the board. To be able to monitor this a Skills Audit must be completed by all governors and return before the next full meeting. Form to be sent out to governors.</p>	Clerk
25.2	<p><b>Governor Training</b> Link previously sent to governors for training sessions. To be sent to new governors as appointed.</p>	Clerk
26	<b>CHAIR'S BUSINESS</b>	
26.1	<p><b>Academisation Update</b> Nothing to update.</p>	
26.2	<p><b>Diocesan Protocols</b> Documents circulated prior to the meeting for governors to familiarise themselves with. Approved by governors and signed by the Chair</p>	
26.3	<p><b>Sub Committee meeting dates</b> Previously circulated. Number of meetings has been cut. Tuesday meetings are proving problematical and agreed to change meetings to Thursday. Schedule to be updated and recirculated. L&amp;M and OFS Sub Committee meetings to take place via Zoom at 6pm.</p>	Clerk
26.4	<p><b>Finance Update</b></p>	
26.4.1	<p><u>Current Position</u> Period 5 documents circulated prior to the meeting. The Chair meets regularly with the Finance Manager and the Headteacher and is happy that the accounts are as up to date as possible.</p>	
27	<b>CLERKS BUSINESS</b>	
	Nothing from the Clerk	
28	<b>ANY OTHER URGENT BUSINESS</b>	
	There was no other urgent business	
29	<b>DATE AND TIME OF NEXT FGB MEETINGS</b>	
	<p>It had previously been agreed to change the full governing body meeting days to a Thursday. The new dates are:</p> <p>3 February 2022 17 March 2022 12 May 2022 7 July 2022</p> <p>(NOTE Amended schedule emailed to governors 14/10/21)</p>	