

Cardinal Heenan Catholic High School

Full Governing Body Meeting

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

Present:

Michael Gardner (MG) (Chair)	Dominic Kelly (DKY) (HT)
Craig Clement (CC)	Deborah O'Connor (DO'C)
Anne Woliter (AW)	John O'Hara (JO'H)
Alison Langan (AL)	Matt Sanderson (MS)
Gilbert Alegue (GA)	Peter McQuillen-Strong (PMS)

In Attendance:

Jeanette Dahl – Clerk	Alice Thomas – SLT
Dan Mangan - SLT	Annette Powell-Wiffen – SLT
Lizzie Stockton-Pitt - SLT	
Vic Tiffany – SLT	

(Note – due to an event taking place in school the headteacher and the SLT all part attended the meeting)

	Welcome and Opening Prayer	Action
	<p>The Chair welcomed everyone to the meeting and invited Matt Sanderson to lead the school prayer.</p> <p>MS opened the meeting with the school prayer and praised past staff from the school who had inspired him when he had been a student at the school. Chris Glen, Mr Fletcher and Chris Gately.</p>	
1.0	Apologies for Absence and Introductions Apologies were received and accepted from Shaun Vickers.	
2.0	Declaration of Interests	
2.1	No interests were declared.	
3.0	Membership Matters	
3.1	MG extended his thanks to MS and AW who would be leaving the governing body at the end of the summer term.	
3.1.1	AW term of office had officially ended at the end of the last school year, but she had agreed to continue for a further year at the request of MG due to the uncertainty surrounding academisation. AW has been involved in the school both as a teacher and more latterly as a governor for 43 years, this is an outstanding achievement.	
3.1.2	MS is leaving the governing body after serving 3 years as a governor and previously a student at the school for 5 years. MS is leaving early for personal reasons, and he is wished all the best for the future.	
3.2	MG advised governors that he has been in touch with Angela Wicken at the Diocese regarding replacement foundation governors but at the current date he has not received a response. MG has also asked Father Dennis and any recommendations that governors can make would be very welcome.	
4.0	Minutes of the last FGB meeting – 11 May 2021	
4.1	The minutes of the meeting held on 11 May 2021 were agreed as a correct record and would be signed by the Chair and filed at the school.	
5.0	Matters Arising from the minutes of 11 May 2021	
5.1	<u>Min 5.1.1 (Meeting Notes)</u> - the clerk was asked to contact Laura Bleasby for the notes from SLT Link Governor meetings she had undertaken.	Clerk

5.2	<u>Min 5.1.2 (Meeting Notes template)</u> - CC confirmed the template had been updated and reissued to governors. CC to work with the Clerk to consolidate a report covering all the link governor meetings which have taken place this academic year. This to be an agenda item for the first meeting of the 2021/22 term.	CC/Clerk Future agenda
5.3	<u>Min 5.4 (School Website Audit)</u> – GA advised that he was waiting for some information from Vic Tiffany. MG expressed concern regarding legal compliance. GA to follow this up.	GA
5.4	<u>Min 5.6 (GDPR Training)</u> – some governors have already done this. The Clerk to do a personal reminder to those that are still outstanding.	Clerk
5.5	<u>Minute 6.2 and 6.2.1 (Approval of 2021/22 Budget and SFVS)</u> – MG confirmed these had been sent to the Authority.	
5.6	<u>Minute 7.6 (Headteachers Report – Developments)</u>	
5.6.1	MUGA - the headteacher reported that following meetings he had with two companies it had been decided to proceed with a hard surface MUGA.	
5.6.2	Secondary Standards Officer – the headteacher advised that Sarah Atkinson had been appointed to the position within the trust. Cardinal Heenan are still looking at who they will use but as Sarah had experience of Cardinal Heenan it made sense to continue to use her services.	DKY
5.7	<u>Minute 12 (Governor Development)</u> – the Clerk advised that it was proving difficult to secure appropriate Safeguarding Training. DO’C indicated that she had used some online training which may be suitable and would send this information to the Clerk. The Clerk to continue searching and advise governors as appropriate.	DO’C Clerk
5.8	(Minute 15.2 (AOB – Governor Visit) – it was noted that physical visits to the school had still not been practical but the headteacher confirmed that this was something he did want to take place and would make happen as soon as possible. (The headteacher left the meeting)	DKY
6.0	Budget & Finance Update Documents were circulated prior to the meeting Month 3 accounts have not yet been received from the authority so Janet Turner has prepared this update up to 30 June 2021. MG is very happy with this report, and everything is on target. MG is not happy with the lack of service/support from the Local Authority. There are still some funds to come in from the government and some PFI costs. There were no questions arising from this update.	
7.0	Headteachers Report Mr Mangan gave a verbal report on behalf of the headteacher which covered the following points:	
7.1	<u>Covid Update</u> School is still in a very difficult period with Covid and isolation, with three Y7 and one Y8 class isolating. The headteacher and Mr Mangan have been through the Risk Assessment point by point following the high level of positive cases. Walks were done around the school to check that the systems were still correct and small adjustments were made where it was felt appropriate. Following the high number of positive cases in school there has been a visit from the Infection Control Team at LCC. The headteacher and Mr Mangan met the nurse they sent, and we went through the Risk Assessment in detail before conducting a tour of the school to check that the Risk Assessment was in action. This was a very positive visit, and the school was congratulated on the systems in place. We still however have high numbers, but this is reflected in the numbers of cases in the locality. Our number of increasing positive cases in Years 7 and 8 is against the press story that it is	

	<p>older children. We have had one Y10 student come into school today with symptoms who when we tested on site was positive.</p> <p>From September students are to return to the traditional set up of moving around school to be taught in department areas. Teachers need to put their classrooms back to order and a decision to make the last day of term a training day to enable them to prepare their rooms has attracted some lovely feedback from parents. The move is a positive one for staff and students and particularly with staff who now have dedicated time to get their classrooms in order for September.</p> <p><u>Attendance</u> Non attendance figures continue to be high as an increasing number of parents are not wanting to send their children in to school, it is anticipated this will get worse.</p> <p><u>Safeguarding, behaviour, and safety</u> We continue to be a compliant school. Training is up to date and Mr Mangan has recently completed the highest level of training which enables him to undertake RAMP meetings. All cases are being dealt with appropriately.</p>	
7.2		
7.3	<p><u>Staffing update</u> New Staff Interviews are taking place next week for:</p> <ul style="list-style-type: none"> • A number of temporary T&L posts • A number of TAs • A Learning Mentor • A Cover Supervisor 	
7.4	An advert will shortly be placed for a Business Administrator.	
7.4.1	<p>Staff resignations A resignation has been received and accepted.</p>	
7.4.2	<p>Staff sickness Two teachers are currently signed off work for long periods due to stress. HR are involved with both, and a home visit has happened for one – a visit has been organised for the other one.</p>	
7.4.3	<p>Staff performance concerns Two staff are now on support plans</p>	
7.4.4	<p><u>Developments</u> Sport Two quotes have been received for the MUGA – one hardcourt one artificial grass. The hardcourt suits the school better. The headteacher has met with James Martin and had discussions with Bellrock to discuss/identify and potential issues. Neither party perceives any issues.</p>	
7.5	Cricket nets will be installed this month	
7.5.1		
7.5.1.1	<p><u>School Image</u> The school is currently working with a design company to improve our entrance area/foyer with better signage and a timeline of the school (and previous schools) to celebrate our history. An honours board is being commissioned where all head boys and girls will be named, along with a Headteacher board for all of the heads of our school.</p>	
7.5.1.2	<p><u>Teaching and Learning</u> The headteacher advised that there were follow up meetings taking place next week</p>	

<p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p>	<p>regarding ECT Framework and Teaching School Hub. The school has two choices:</p> <ul style="list-style-type: none"> • go with the Leeds Hub – Gorse Academy • go with the CMAT – LTU <p>The headteacher queried whether governors had a preference for who to use or whether they want to follow the Academy? Governors unanimously agreed that the headteacher should go with what feels best for Cardinal Heenan.</p> <p><u>Teaching and Learning focus</u> Alice Thomas gave a verbal report on whole school CPD (a hard copy report was sent to governors). Ms Thomas explained that CPD was starting earlier than usual this year, and this was to give the students a whole year of learning in a different way. The focus is to be on cognitive science which will hopefully show long term benefits for SEND and PP students.</p> <p>The report covered:</p> <ul style="list-style-type: none"> • What the school is aiming to achieve through whole school CPD • The key concepts and their implications in the classroom • Why the school chose this focus <p>Questions were invited Q: Will literacy be part of this next year? A: This is something which Vic Tiffany is working on with the literacy co-ordinator and will be reported on later in the year.</p> <p>Miss Thomas was thanked for her report.</p> <p><u>Thanks</u> The headteacher thanked Governors for the support they had given to the school over the past year and made particular mention to Matt Sanderson for his service to the school and good luck for the impending new arrival, and to Anne Woliter for her 43 Years of service to our school community.</p> <p>All governors are Invited to come into school around 1pm on the last day of term for the end of year celebrations (23 July)</p>	<p>DKY</p>
<p>8.0</p>	<p>PFI Update</p> <p>Mr Gardner gave a verbal update and advised:</p> <ul style="list-style-type: none"> • The minutes from the last PFI meeting had not yet been received. • It was expected that full handover would be the middle of 2025. • £97k to be spent on the fabric of the building this year with an additional £85k for an issue with the flat roof. • Approximately £900k to be spent over the next 4 years, £168k in 2022, £281k in 2023, £169k in 2024 and £81k in 2025. The 2025 figure being lower as it will not be a full year. • Currently £400k in the sinking fund and this needs to be spent otherwise the money will be lost to the school. • PFI operations meeting is scheduled for 7 July, nothing major expected to arise as this meeting and it is usually just day to day matters. 	
<p>9</p> <p>9.1</p>	<p>Committee & Link Governor Reports</p> <p><u>Link Governor Reports</u></p>	

<p>9.2</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p>	<p>No link governor reports had been received. Governors were reminded to complete a report following each link meeting.</p> <p><u>Leadership and Management Committee</u> The minutes of the meeting held on 15 June 2021 had been circulated prior to the meeting. There were no questions arising from the minutes.</p> <p><u>Outcomes for Students</u> The minutes of the meeting held on 22 June 2021 had been circulated prior to the meeting. There were no questions arising from the minutes.</p> <p>Point 10.2 from the minutes of 22 June 2021 had asked governors to consider whether the name of this committee was a good reflection of the committee or whether it should be changed to something else. Governors unanimously agreed that Outcomes for Students was all encompassing and should remain as it is.</p>	<p>Clerk</p>
<p>10.0</p> <p>10.1</p>	<p>Policy Review and Update</p> <p><u>Admissions Policy Review 2021/22 – Schools Admissions Code</u> MG and AW had met with Moira Martland (Admissions Officer) to look at how the new School Admissions Code may impact the school. Discussions are still underway between the local authority, the Diocese and school. This will result in a draft School Admissions Policy being produced which will need to be adopted by the school. Governors agreed that when this is ready it will be approved by the sub committee and brought back to the full governing body for ratification.</p>	<p>MG</p>
<p>11.0</p> <p>11.1</p> <p>11.2</p>	<p>Academisation Update</p> <p>In the absence of any information being received governors agreed to “carry on as normal”.</p> <p>MG advised that the DfE website had been corrected and no longer stated that the school would be closing on 31 August 2021. MG expressed his thanks to Janet Turner who had worked long and hard to get this corrected.</p>	
<p>12.0</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Governor Development</p> <p>Laura Bleasby was going to attend some SEN Training. (LB to advise the Clerk of the details so that governor training records can be updated.</p> <p>All governors were reminded to advise the clerk of any training they were interested in.</p> <p>Governors were reminded of the importance of undertaking the GDPR e-Learning Training. The clerk to email individually those governors who have not yet done this.</p> <p>MG would like to have individual meetings with new governors prior to the start of the new academic year and will contact them directly.</p>	<p>LB/Clerk</p> <p>ALL</p> <p>Clerk</p> <p>MG</p>
<p>13.0</p> <p>13.1</p> <p>13.2</p>	<p>Chair’s Business</p> <p><u>Chair and Vice Chair roles</u> Governors were asked to think about nominations / volunteering to undertake the Chair or Vice Chair for the next academic year.</p> <p><u>Friends of Cardinal Heenan (FOCH)</u> Vic Tiffany reported that the appointment of Angela Fieldhouse to work alongside her in launching FOCH was exciting as they were both passionate and committed to getting this initiative up and running.</p> <p>Events already planned include:</p> <p>Christmas Fair Summer Fair / Barbecue</p>	<p>All gavs</p>

	<p>A spring event which would involve local parishes</p> <p>Lots of ideas have been put forward to involve stakeholders in the school and to support charities. The addition of the Marketing post in school will help to promote and move this forward. An Alumni event for the year 11s had been well received and an Alumni Network was being set up</p> <p><u>Faith in Action</u> Father Henry and Lisa Blanc had been working on the Faith in Action Award. Ryan from the Diocese was coming into school to see how they had done this.</p> <p>Volunteers did attend to help clean up the Immaculate Heart church grounds.</p> <p>An update will follow in the Autumn Term.</p> <p><u>Remote Governance Insights</u> Document circulated for information prior to the meeting.</p> <p>MG proposed that with effect from September all FGB meetings would be held physically in the school building (as long as this was possible). Governors agreed this unanimously.</p> <p>Sub Committee meetings to continue to be on Zoom, but can be reviewed at any time.</p> <p><u>Flexibility of meetings</u> It was recognised that people have other commitments outside of this group and having a set date and time does not fit all. It was proposed that the meeting day would therefore be on a rotation throughout the year, thereby giving all governors the opportunity to attend without having to skip other commitments. Governors agreed this unanimously.</p>	Future Agenda
14.0	<p>Clerk's Business</p> <p>Nothing to add.</p>	
15.0	<p>Any other Urgent Business</p>	
15.1	<p><u>End of Term Event</u> All governors are Invited to come into school around 1pm on the last day of term for the end of year celebrations (23 July).</p>	All gobs
15.2	<p><u>Self Improvement Plan</u> Governors were asked to be involved in pulling this together. Please let the clerk or the headteacher know directly if you are able to volunteer for this.</p>	All gobs
16.0	<p>Next Meeting</p> <p>Meetings for the next academic year will be decided by the headteacher in consultation with the chair and notified to governors</p>	DKY/MG