

## Cardinal Heenan Catholic High School

### Full Governing Body Meeting

Tuesday 16 March 2021 at 6.00pm on Zoom

**Present:** Michael Gardner (Chair)  
Laura Bleasby  
Dominic Kelly  
Alison Langan  
Pete McQuillen-Strong  
Deborah O'Connor  
Matthew Sanderson  
Shaun Vickers  
Anne Woliter

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

Item		Action
	<b>Welcome and opening prayer</b> The chair welcomed everyone to the meeting. DKY opened the meeting with the school prayer.	
<b>1.0</b> <b>1.1</b>	<b>Apologies for Absence</b> Apologies were received and accepted from Gilbert Alege and John O'Hara. Late apologies received from Craig Clements.	
<b>2.0</b> <b>2.1</b>	<b>Declaration of Interests</b> No interests were received.	
<b>3.0</b> <b>3.1</b> <b>3.2</b> <b>3.3</b>	<b>Board Membership Matters</b> The meeting is quorate. There is still a vacancy for a priest foundation governor. The Diocese of Leeds will undertake the appointment of the priest governor. The chair thanked the new governor's for providing a pen portrait for the website.	
<b>4.0</b> <b>4.1</b>	<b>Minutes from the Last Meeting – Tuesday 2 February 2021</b> <b>Resolved:</b> That the minutes of the meeting held on 2 February 2021 were agreed as a correct record of the meeting and will be signed by the chair and filed at school.	
<b>5.0</b> <b>5.1</b>	<b>Matters Arising from the Last Meeting – Tuesday 2 February 2021</b> Min 5.1 <ul style="list-style-type: none"><li>the website has been updated with governor details.</li></ul>	

	<ul style="list-style-type: none"> <li>• VTY will provide an update on Friends of Cardinal Heenan in item 13.</li> <li>• Governors have emailed AFE regarding KCSIE. AFE will chase the outstanding replies.</li> <li>• New governor induction training has been booked.</li> </ul> <p>Min 7.1 – Behaviour and Discipline policy amended and approved.  Min 9.10 – Year 11 engagement will be covered in HT report.  Min 9.11 – JO`H/DMN had a useful meeting on platforms for live lessons and safety/security.  Min 9.14 – Document on remote learning Q&amp;A was circulated to governors.  Min 11.2 – GDPR policy on agenda item 10.  Min 11.3 – SEND Policy will be included at the next Leadership &amp; Management committee. Min. 12.1 – Safeguarding/Child Protection update on agenda item 9.  Min 13.2 – CHCHS calendar changes-Meeting arranged for next week.  Min 14.1 – Review of information on school website-GA &amp; VTY have met. Documents provided to GA for audit check.  Min 15.1 – Review of Examination process-JO`H &amp; EPT have spoken. Meeting still to be arranged.  Min 17.1 – Induction Training and Safeguarding training for new governors has been booked.  Min 17.2 – One to One meetings with governors and chair- Carry forward until Covid restrictions are relaxed.  Min 20.1 – Talks are continuing on use of school facilities for training.  Min 20.3 – Cluster link update -DMN sent documents to governors.  <b>Agreed:</b> CHJ will continue to be a member of the Cluster.  Min 21.1 Recruitment of SLT positions– Will be covered in HT report.</p>	<p>LB</p> <p>GA</p> <p>JO`H EPT</p> <p>DKY</p>
<p><b>6.0</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Budget and Finance Update</b></p> <p>MG gave an overview of the school budget and finance. Period 10 accounts had been circulated to governors. JTR provided a variance analysis on the costs. MG is confident that there will be a surplus at the end of the year in line with forecast, which equates to an in-year surplus of £40,000 and approximately £410,000 carry forward surplus for the period into next year.</p> <p>Budget review meeting due to take place during the first week of the Easter holidays.</p> <p>Qu: PMS – As there is a large carry forward, will this be spent on current students?  Ans: DKY – spending will be on increasing the staffing for next year. Using any surplus for the benefit of the students.</p> <p>MG will feedback to governors after the budget review meeting.</p> <p><b>SFVS</b> - the submission date has been deferred until 25 May 2021. MG &amp; JTR will meet and complete the report. The document will be presented to governors at the next FGB.</p>	<p>MG</p> <p>MG JTR</p>

<p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p>	<p><b>Resolved:</b> Governors were happy for MG &amp; JTR to complete and submit the report.</p> <p><b>Unofficial Funds</b> – amounts currently stand at:</p> <ul style="list-style-type: none"> <li>• £34,000 – devolved capital</li> <li>• £12,000 – parental contributions</li> <li>• £7,000 – governors’ fund</li> <li>• Additional funds will be recouped following refunds from cancelled trips.</li> </ul> <p>This money is used in school for the benefit of students. The money can be carried forward to next year if necessary.</p> <p>DKY reported that 6 basketball hoops have recently been purchased and will be fitted in the sports hall. This will open up the sports hall to teaching basketball and for use at lunchtimes/breaks.</p> <p>DKY confirmed that these funds are being spent to provide extras, which will make a big difference to the overall learning experience of students.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><b>Headteacher’s Report</b></p> <p>The Headteachers’ report had previously been circulated to governors. DKY gave an overview of the report.</p> <p>The SLT has been restructured as planned:</p> <ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Deputy Headteacher – vacant role</li> <li>• 2 x Senior Assistant Headteacher – EPT &amp; DMN</li> <li>• 3 x Assistant Headteachers <ul style="list-style-type: none"> <li>○ APN – SEND, Staff Wellbeing</li> <li>○ VTY – Wider Curriculum</li> <li>○ ATS – Teaching &amp; Learning</li> </ul> </li> <li>• JTR &amp; APO</li> </ul> <p><b>Return to School</b> Returned to school on Monday 8 March. Required to test students 3 times in the first 2 weeks and arrange for staff to test at home. The return to school has been amazing. Attendance was 99% on the first day; Year 8 was 100% on first they were in and Y11 had one absent student.</p> <p>Lots of pressure for staff on the return, but they have also coped amazingly well.</p> <p>VTY has coordinated the Mass testing. The sports hall has been redeployed as a testing station with 11 bays. Support staff have manned the testing process and have been fantastic and flexible in their support. To date – Y11 &amp; Y7 have been tested 3 times and Y8, Y9 &amp; Y10 have been tested twice. All staff are home testing. No positive cases identified in school. One student has tested positive at home which has resulted in 54 Y9 students being required to self-isolate for 10 days.</p> <p>Qu: LB – how have you dealt with parents who have refused to allow their child to be tested.</p>	

	<p>Ans: DKY – VTY spoke to all parents who refused to give permission to explain our process. As a result, some did change their minds and allow their child to be tested (only 17 refusers in the whole school).</p>	
7.7	<p>DKY &amp; DMN spoke to every student in their tutor group and explained the testing process and the expectations of them returning to school.</p>	
7.8	<p>Year 11 have settled back in to school. EPT and the curriculum team have put together a plan of assessments. There are lots of assessments for Y11 but they have been very positive. The system will be very transparent and all results based on assessments completed and teachers' feedback.</p>	
7.9	<p>Ofqual will confirm the final process at the end of March.</p>	
7.10	<p><b>Attendance</b> Lots of work carried out by AMS and the Pastoral team. Attendance levels are very high.</p>	
7.11	<p><b>Exclusions</b> Still using exclusions – our expectations are very high which can result in more exclusions. Numbers may also appear high this year as we have not been able to use other schools as an external isolation.</p>	
7.12	<p><b>Safeguarding</b> Lots of work has been carried out with most the vulnerable students. Catholic Care provision has been increased. DMN reports to SLT every week, so confident that students are being supported.</p>	
7.13	<p><b>Attainment &amp; Progress Data</b> Based on work completed at home. All parents will get some feedback in the near future.</p>	
7.14	<p><b>School Improvement</b> DKY &amp; EPT met Sarah Atkinson, School Improvement Advisor last week. Feedback from the meeting has been shared with governors.</p>	
7.15	<p>Qu: PMS – has any work been done around children not applying to CHCHS from feeder schools? Ans: DKY – PTT has contacted feeder HT's. Had feedback from 3 schools to date. All have genuine reasons for children going to another school. Research is continuing by PTT.</p>	
7.16	<p>Qu: PMS – have St John Fisher increased their PAN? Ans: DKY – their PAN is 210 but they take 235 every year. Are also down on Catholics this year.</p>	

7.17	<p>Qu: MS – Will staff have a significant increase in workload due to Y11 assessments?</p> <p>Ans: EPT – no more assessment than would have been done during mock exams period – so no more marking. Will have to do more standardisation and moderation. Have reviewed weekly meetings and found extra meeting time which can be used in departments for this work. Curriculum leaders &amp; staff are onboard with the workload requirements.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p><b>School Improvement Plan &amp; Self Evaluation Plan Update</b></p> <p>The March edition has been sent to all governors. DKY gave an overview of the grading process and timescales involved. DKY summarised that CH is a ‘Good’ school that is making good progress to being an ‘Outstanding’ school.</p> <p>Two subjects are currently grade 3 – Business Studies and Music.</p> <p>ATS is supporting CMS in Business and Music is not a concern as there is a new curriculum leader in place.</p> <p>DKY gave an overview of the diamond 9. The quality of education is at the centre of everything done in school. DKY explained how the other sections tie into the focus in school.</p> <p>If governors give their approval, the plan will be sent to Sarah Atkinson, SIA and she will be invited to challenge SLT on the grades awarded. This was agreed by governors.</p> <p>Qu: MG – 40% of students are from BAME background compared to national average of 28%. Has this had an effect on T&amp;L?</p> <p>Ans: DKY – Our students are from a very diverse range of social backgrounds and ethnic origins, but this is not an issue. This is not a problem for the school, but a strength which culturally enriches our school.</p> <p>Staff resource for student withdrawal area is in place every day, Learning Mentors are being employed and a new TA has started this week.</p> <p>MG commented that at Oct 2020 the NEET percentage for the school was Nil. A huge amount of work is carried out by the Pastoral team to support students as they progress from CH.</p>	DKY
<p>9.0</p> <p>9.1</p> <p>9.2</p>	<p><b>Committee and Link Governor Reports</b></p> <p><b>Outcomes for Students committee – 2 March 2021</b></p> <p>No comments or questions were received.</p> <p><b>PFI Board Meeting – 17 February 2021</b></p> <p>MG had circulated to 4-year projection for the PFI. Now planning towards handover in August 2025. £800,000 to be spent on the school before 2025.</p> <p>DfE &amp; IPA manage PFI contracts for all schools in England. CH contract is one of the first contract to be coming to an end so they want to ensure the contract ends well. They undertook surveys and highlighted some additional work required in the school. DfE &amp; IPA will therefore oversee the end of the contract negotiations.</p>	

<p><b>9.3</b></p> <p><b>9.4</b></p>	<p>The Academy status does complicate the contract negotiations. Depending on when/if the school converts will affect the support and involvement from LCC.</p> <p><b>Behaviour, Safety and Attitudes, Safeguarding, Attendance &amp; Pastoral Visit – 2 March 2021</b> A report has been circulated to governors. SV outlined that he felt the level of Safeguarding is very strong, especially as all Heads of Year have safeguarding training, which enhances the level of support in school. At the meeting the governors asked whether students felt safe in school. DMN reported that during Pastoral/tutor contacts, there have not been any indication that students feel unsafe or are concerned. Has been lots of contact with students during lockdown. Has not been a rise in serious safeguarding issues. AW – added that she felt confident in the work going on in school. Thanks to DMN for the report and meeting.</p> <p><b>Personal Development Wider Curriculum – 12 February 2021</b> SV is confident that VTY is an asset to this area in school and will be a great advantage to students who face challenges in the education setting.</p>	
<p><b>10.0</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>Policy Review and Update</b></p> <p><b>Wellbeing Policy</b> APN gave an overview of the policy. It outlines to staff what support and help is available in school. The policy has been validated by the staff wellbeing working group. The policy runs alongside the Staff Wellbeing Action Plan.</p> <p><b>Resolved:</b> The policy was agreed and approved.</p> <p><b>Data Protection Policy</b> SV gave an overview of the policy and advised that he was happy with the minor amendments that have been made. A further review will be required in June relating to EU legislation. Qu: MG – the DOP is currently Richard Lewis-Ogden. Who is the DOP for the Academy? Ans: SV – confirmed it was Richard Lewis-Ogden.</p> <p><b>Resolved:</b> The policy was agreed and approved.</p>	
<p><b>11.0</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Academisation Update</b></p> <p>No communication or agreement on the legal fees has been received recently from Angela Cox. She was trying to get some agreement from the DfE about paying for the additional PFI legal fees.</p> <p>PMS advised that he attended a meeting recently where Finance Director, Jason Field intimated that CH would not join the MAT until the end of the PFI contract in 2025. This information has not been shared with the school.</p>	

<p><b>11.3</b></p> <p><b>11.4</b></p>	<p>MG has sent papers to all governors regarding Gregory the Great for information. Governors were asked to read through the papers so they are up to date with the latest information on the process to becoming an academy.</p> <p>Qu: PMS – understands there are plans in place to appoint a Standards Officer for Secondary schools, across the 5 Trusts and all schools may have to contribute financially to the post. Ans: DKY – the post has been advertised but unsure of any financial implications. Attending a COLDS meeting, so will raise the question.</p>	<p>ALL</p> <p>DKY</p>
<p><b>12.0</b></p> <p><b>12.1</b></p>	<p><b>Governor Development</b></p> <p>Governors were asked to send details of any training and development attended to AFE to be updated on the Training Log.</p>	<p>ALL</p>
<p><b>13.0</b></p> <p><b>13.1</b></p> <p><b>13.2</b></p> <p><b>13.3</b></p> <p><b>13.4</b></p> <p><b>13.5</b></p>	<p><b>Chair's Action</b></p> <p><b>Friends of Cardinal Heenan</b></p> <p>VTY gave an update of the Friends of Cardinal Heenan.</p> <ul style="list-style-type: none"> <li>• The Charity status needs to be finalised. VTY to meet with JTR after Easter to formally register the Friends as a Charity.</li> <li>• All staff and parents will be members.</li> <li>• The signatories need to be changed due to staff leaving. New signatories to be registered after Easter.</li> <li>• An official launch of the Friends will be planned for the Summer or Autumn term, depending on Covid restrictions.</li> <li>• The aim of the Friends is to have presence in local parishes and do more partnership work. To raise money to enhance what can be offered to students and their families.</li> <li>• Already used some funds – towards 2 minibuses and some new basketball hoops.</li> <li>• Hoping to decorate the Drama studio. Post PFI will hope to use our facilities in a more flexible way – sport activities, community events etc.</li> <li>• Other events – Yorkshire peaks walk. Preparation for Lourdes.</li> </ul> <p>Qu: MS – will you be using the Alumni of CH to help fundraising etc.? Ans: VTY – yes this is something we will consider.</p> <p><b>Section 48</b></p> <p>New inspection framework – now called CIA. VTY has spoken to Fr Henry and have plans in place.</p> <p>Meeting in school on 30 March with VTY, LBC &amp; AWI to discuss Faith in Action award in school. Have still managed to have Collective Worship in school this year despite Covid restriction. Hoping to increase this when restriction lift.</p> <p>VTY will summarise the document and bring to the meeting in July.</p>	<p>VTY JTR</p> <p>VTY</p> <p>VTY AWI LBC Fr Henry</p> <p>VTY</p>

<b>14.0</b>	<b>AOB</b>	
<b>14.1</b>	DKY expressed his thanks to Michael and all governors for their continued support.	
<b>15.0</b>	<b>Dates &amp; Times of 2020-21 Meetings</b>	
<b>15.1</b>	Tuesday 11 May 2021 – 6pm Tuesday 6 July 2021 – 6pm  The meeting closed at 7.30pm.	