

CARDINAL HEENAN CATHOLIC HIGH SCHOOL GOVERNING BOARD (GB) MEETING

Minutes of the meeting held on Tuesday 6 October 2020 at 6pm.

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| PRESENT: | Michael Gardner (Chair) Craig Clement Shaun Vickers Matthew Sanderson John O'Hara | Dominic Kelly (Head Teacher) Anne Woliter Alison Langan |
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IN ATTENDANCE: Katy Hockridge (Minute taker)

The meeting took place through Zoom.

Opening prayer – The Head read out the school prayer.

Action

1.00 **APOLOGIES AND INTRODUCTIONS**

ACTION

1.01 Apologies were received and accepted from Peter McQuillen-Strong and Laura Bleasby.

All governors introduced themselves and gave a short summary of their experience.

2.00 **ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE**

2.01 M Gardner was the only nominee for Chair and after he had left the room he was elected unanimously.

Resolved:

- M Gardner was elected Chair for a one-year term of office.

Shaun Vickers was the only nominee for Vice Chair and after he had left the room he was elected unanimously.

Resolved:

- Shaun Vickers was elected as Vice Chair for a one-year term of office.

3.00 **MEMBERSHIP MATTERS**

The following governors have resigned:

Steve Carey - Chair and Foundation Governor

Richard Harker – Foundation Governor

Mgr Philip Moger – Foundation Governor

The Chair will write to thank them all for their time and support to the governing body.

The following governors have been elected/appointed:

John O'Hara had been elected as a parent governor.

Vacancies exist for three Foundation Governors (including Priest Governor) and two co-opted governors.

Chair

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| | <p>A Langan had been elected as a staff governor to cover for R Evans who is on a sabbatical and will return to the role at the end of the sabbatical.</p> <p>A Woliter had been appointed for a further term as a Foundation governor and would stay until at least the end of the Summer term 2021. The Diocese was trying to find a priest governor for the school as both Fr Dennis and Fr Henry (Chaplain) had a conflict of interest in being governor.</p> | |
| | <p>The Chair will ask Fr Dennis to identify possible Foundation governors. The Head Teacher had put forward two possible names and all governors were asked to identify possible Foundation governors.</p> <p>The chair stated that as we were preparing for academisation he proposed that we do not look for the two co-opted governors until the process has completed.</p> | Chair/All |
| | <p>The Governors were asked to check and update their pen portrait on the school website and the two new governors J O`Hara and A Langan were asked to submit a pen portrait with details back to Angela Fieldhouse</p> | ALL |
| 4.00 | MINUTES OF THE LAST MEETING | |
| 4.01 | <p>Resolved:</p> <ul style="list-style-type: none"> That the minutes of the meeting held on 1 July 2020 were agreed as a correct record and would be signed by the Chair and filed at the school. | |
| 5.00 | MATTERS ARISING | |
| 5.01 | <p>Min 5.01 Eco governor</p> <p>It was agreed that this will be included in the remit of the Outcomes for Students committee.</p> | |
| 5.02 | <p>Min 5.05 S Carey had not been able to meet the local MP due to the Covid crisis.</p> | |
| 5.03 | <p>Min 5.07 Pupil Premium policy: this was referred to the Outcomes for Students committee for a presentation.</p> | Chair of OFS committee |
| 5.04 | <p>Min 15.04 Training log</p> <p>New governors were encouraged to attend courses for Introduction to Governance and Safeguarding and all other governor`s courses relating to their roles.</p> | ALL |
| 6.00 | DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS | |
| 6.01 | <p>All Governors were reminded to complete the form and email them to the school office for filing at the school.</p> | ALL |
| 7.00 | CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS | |

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| 7.01 | Governors were reminded to email the signed Code to the school office (the one from the Diocese). | ALL |
| 8.00 | AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BOARD | |
| 8.01 | The Governing Board agreed that zoom meetings would continue as needed due to the pandemic. There may be a need for governors to visit the school but where possible visits should be avoided | |
| 9.00 | CONFIRMATION OF DELGATED POWERS AND TERMS OF REFERENCE | |
| 9.01 | <p>Resolved: The Governing Board approved:</p> <ul style="list-style-type: none"> • The Scheme of Delegation in the model terms of reference. • The approval of the budget was delegated to the L&M committee. In the event of a deficit budget an action plan to improve the financial position would need to be ratified by the full governing board. • Authority was delegated to the Headteacher to appoint staff with the exception of a new Headteacher, or Deputy Headteacher which must be appointed by governors. • That the Leadership & Management Committee would have responsibility for the identification and management of risks. <p>S Vickers added that any changes to the GDPR risks will be referred to the DPO.</p> | |
| 10.00 | <p>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP</p> <p>Agreed: The Governing Body agreed the membership lists for the following Committees:</p> <p>Admissions: M Gardner (Ch), A Woliter, C Clement, Mr O'Hara, A Langan, D Kelly . R Evans has agreed to support (not attend) the committee during her sabbatical.</p> <p>Outcomes for students: M Gardner (Ch), P McQuillen-Strong, M Sanderson, A Woliter, A Langan, D Kelly, J O`Hara</p> <p>Leadership and management: M Gardner (Ch), S Vickers, Priest gov., C Clement, L Bleasby, J O` Hara, D Kelly</p> <p>Pay committee: M Gardner, C Clement, D Kelly</p> | |

Pay appeals: P McQuillen-Strong, S Vickers, L Bleasby

Faculty links all changed (are covering in SBR's absence)
SBR - RE (DMN), Science (EPT), Geography (DMN), D&T (APN), Music (VTY)
EPT – English, Maths, History, Languages
DMN – ICT
APN – Art
VTY – PE
ATS - Business

11.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

Responsibilities

H and S: M Gardner
PFI: M Gardner
PP and Yr7 catch up: S Vickers
Training: M Gardner
Equalities: L Bleasby
CLA: S Vickers
Complaints: M Gardner
Finance: M Gardner
Cluster links: M Sanderson
Careers: L Bleasby and A Langham
GDPR compliance: S Vickers

The Head agreed to organise the update to the website with the new governor responsibilities.

Head

S Vickers had reviewed the current Child Protection and Safeguarding policy and it was approved by the GB.

12.00, ASSESSMENT (IN THE ABSENCE OF END OF YEAR RESULTS)

13.00 and RECEIVE AN UPDATE FROM THE HEADTEACHER ON PLANS TO REVIEW THE CURRENT SELF-EVALUATION OF SCHOOL STRENGTHS AND WEAKNESSES

14.00 RE-VISIT THE SCHOOL VISION AND STRATEGIC PRIORITIES

It was agreed to take agenda items 12 to 14 as one item.

14.01 The Head had prepared a presentation sent out this afternoon. Governors were referred to the nine key focus areas in the School Development Plan. Middle leaders are a fantastic resource. All SLT members are new in the last two years.

Successes were listed. These included the way Covid has been handled since March 2020. Every child had been invited into school before the Summer holidays.

GCSE results were brilliant. 83% achieved level 3 threshold. The only group in which results went down was a PP girls' group – which was predicted due to the impact of a number of students who had severe issues whilst in school. Four students achieved ten grade 9s. There was 0% NEET. Every student had progressed onto another course or employment.

Last year Heads of Year were reintroduced helping the communication, care and support provided over lock down and since their return. There has been a huge focus on supporting learning.

All staff were contacted weekly for a supportive conversation.

R Bishop has been appointed as an ambassador for PP students.

10% of the curriculum covers RE. All pupils in Yr 7 are Catholic. There have been no managed staff reductions in spite of a huge Covid sanitisation bill.

Phil Teggart has done some excellent work with primary schools. The school's new website is up and running.

The same nine areas in the SDP have been kept. The focus is on quality of education (not learning) and attitudes to learning.

Our current Development Plan has been produced in draft and is currently under review by the SLT. Our priorities have remained the same this year, although there has been a tweak to the order putting a greater focus on Behaviour and Attitude as we return to school following lock down.

14.02 Staff survey

The staff survey results had been circulated to all governors. A Langan spoke about staff moving around school. She felt staff are being looked after in this difficult situation.

The Head reported that he has now met all new staff. The school is a happy school which is a testament to the staff.

The Chair reported that he has been in frequent touch with the Head since S Carey's resignation to ensure continuity of governance. The Head agreed to pass governors thanks to all staff for their tremendous work throughout the Covid period. The Chair agreed to send an email to all staff thanking them for their work.

Head

Chair

The detailed School Development Plan will be looked at the next OFS and L&M committee meetings.

Chairs of committees

15.00 QUESTIONS ON THE LATEST RISK ASSESSMENT (RA)

15.01 The RA had been prepared by the HT and amended by governors for the start of the academic year. It is a dynamic document and will be

15.02 updated again based upon Government and DFE Covid advice.

The Head reported that Yr8 had had a Covid positive pupil. As a result, four Yr8 tutor groups had been sent home (121 pupils). The spread seems to have stayed in a tight group.

15.03 PE curriculum

From next week KS4 can change to do PE.

15.04 The Chair and Head reported that Ofsted can visit to look at the RA at any time and are conducting “visits” across around 1000 schools. These visits do not play any part in monitoring visits and schedules.

15.05 In response to questions about staff absence rates the following information was given. For 2.5 weeks staffing was 100%. Two staff are self isolating.
The staff governor reported that the school management is doing everything it can do. Confidence level of staff remains high.

16.00 ATTENDANCE AND BEHAVIOUR UPDATE

The Head circulated detailed attendance figures for the meeting.

There was 98% attendance in the first week of September. Current overall attendance to date this term is 96.3%. (Excluding self-isolating or Covid related)

The Chair asked all governors to feedback any agenda items to him to be included for the OFS meeting.

All,agenda
for OFS
meeting

17.00 STAFFING UPDATE

Detailed information had been given in the written Head’s report and under the staff survey item earlier in the meeting.

Referring to information at the recent North England Governors’ Conference, that the Chair had attended, the Chair reminded governors that SEND is a priority for everyone in school.

18.00 HEADTEACHER’S REPORT ON PERFORMANCE MANAGEMENT

The Head would report on this at the next L and M committee.

19.00 QUESTIONS ABOUT THE HEADTEACHER’S REPORT

This item was covered under 12.00,13.00 and 14.00 on this agenda.

20.00 COMMITTEE REPORTS

There had been no meetings since March.

Zoom committee meetings will be set up later this term. Dates had been circulated in the meetings spreadsheet.

Chair

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| | The structure for the Admissions meeting is to be agreed following a review of GDPR and Covid conflicting requirements. S Vickers to advise the chair. | SV |
| 21.00 | ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER | |
| | The two performance management governors (MG and CC) would meet tomorrow with Mary Garside (external adviser) to conduct the PM interview of the Head. All governors were asked to feed any comments to the Chair before 12 noon tomorrow. | All |
| 22.00 | DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS | |
| | <ul style="list-style-type: none"> • The following virements / contracts limits delegated to the Headteacher were agreed. Governors agreed to delegate authority to the Headteacher to vire sums of money and to enter into contracts up to a set limit of £10,000. Items in excess of £10,000 to be signed by the chair. • The GB authorised staff responsibilities for signing orders, invoices, and petty cash claims – Ideally those listed to sign orders should be different from those listed to sign invoices. (If this is not possible the list can be the same, but transactions cannot be ordered and authorised for payment by the same person). <i>Certification of Orders and contracts: Head, D Mangan, J Turner, E Stockton Pitt</i> (will be amended on the return to work of Sarah Barnes who will replace one of the AHTs) Certification of invoices: J Turner and A Fieldhouse • The GB adopted the financial procedures in The Leeds Scheme for Financing Schools • The Chair, on behalf of the Governing Board would be authorised to sign relevant form(s) to register any unofficial funds. <p>The Chair reported that a separate bank account for the unofficial funds had been set up. V Tiffany is to oversee this in her role as AHT – leading the Friends of CHCHS.</p> | HEAD |
| 23.00 | POLICY REVIEW (statutory policies) | |
| | <ul style="list-style-type: none"> • The current CP policy was approved • Keeping Children Safe in Education (KCSIE) was approved and adopted. All governors were reminded to return an email to the school office to confirm they have read at least Part 2. • The Chair was authorised by the GB to sign off the teachers' pay policy when it is received on 14 October. • The current Policy for Supporting Pupils with Medical Conditions was approved. | ALL |
| 24.00 | SET ADMISSIONS ARRANGEMENTS | |

The GB agreed that an increased planned number of 910 should be investigated.

The PP number in Yr7 has dropped which will affect the budget which will reduce. Changes in FSM student numbers are determined by census data taken twice per year.

25.00 GOVERNOR DEVELOPMENT

As stated previously new governors were asked to attend Governors induction part 1 and 2.

All training must be logged, and all governors should have up to date safeguarding training.

All

26.00 CHAIR'S BUSINESS

26.01 School budget update

There is likely to be an income shortfall of £3,500 due to PP falling numbers.

Other Income is likely to be well down due to Covid.

Staffing costs are slightly reduced to 39% from the 41.6% forecast.

At the end of period 5 all other costs were in line with budget

26.02 Update on LEA policies

The Chair listed some LA policies for approval. It was agreed to put the School logo on these, and the chair was asked to sign them.

The Head agreed to reference them to the relevant committees.

Chair

27.00 ACADEMISATION UPDATE

The Chair reported that there has been no new information provided since that given at the July GB meeting. Until new information is received there is no point in having another meeting of the subcommittee. Angela Cox is still waiting on final legal fees before committing to the next stage of academisation.

S Vickers reported that six feeder schools have joined the MAT.

28.00 ANY OTHER URGENT BUSINESS

Governor visits

A discussion took place about governor visits. No formal visits had taken place since the lockdown in March 2020. The possibility of link visits by zoom was mooted. It was agreed that key staff can attend zoom meetings to give presentations at committee meetings. The agendas would reflect this.

Chairs of
committees/
Head

The Head added that the school is applying to be a teaching school hub.

Governors extended tremendous thanks to all staff. The Chair added his appreciation to the SLT staff managing the whole difficult situation.

29.00 DATE AND TIME OF FUTURE MEETINGS

The November 2020 GB would not take place. Committee meetings would cover any items.

Full GB future meetings are at 6pm via Zoom until further notice.

2 February 2021

16 March 2021

11 May 2021

6 July 2021