

CARDINAL HEENAN CATHOLIC HIGH SCHOOL
Full Governing Body Meeting

Minutes of the meeting held on Thursday 7 July 2022 at 5.00pm

Present: M Gardner (Ch) D Kelly (HT) L Burns M Mooney
 E Onokwu (Guest) Fr D Cassidy

In Attendance: D Mangan (SAHT)
 E Stockton-Pitt (SAHT)
 J Dahl – Clerk
 J McPartlin – Guest Presenter (OfSted Training)

	The meeting was preceded by OfSted training presented by J McPartlin and E Stockton-Pitt. The chair thanked Ms J McPartlin and Ms E Stockton-Pitt for a very comprehensive training session and asked the clerk to record it on the Governors training log.	Clerk
	The meeting convened with the school prayer read by Fr. D Cassidy.	
1	APOLOGIES	
	Apologies were received and accepted from S Vickers, D O'Connor, and R Evans. G Alegue contacted the clerk prior to the meeting to advise he would be late as he was travelling back from Newcastle and the train had encountered problems, by the time this was resolved it was too late for Mr Aleque to get to school before the end of the meeting.	
2	WELCOME AND DECLARATION OF INTERESTS	
2.1	Welcome E Onokwu, newly elected parent governor, was welcomed to her first meeting as a guest until the DBS checks have been received.	
2.2	Declaration of Interests E Onokwu and Fr D Cassidy completed the declaration of interests form and returned to the clerk for retention. It was noted that Fr. Cassidy: <ul style="list-style-type: none"> • is a governor at Immaculate Heart of Mary Primary School • a Trustee of St Gregory the Great Academy Trust • is related to Mr D Mangan, Senior Assistant Headteacher at Cardinal Heenan High School 	
3	MEMBERSHIP MATTERS	
3.1	The chair advised governors that at the next full meeting of the governing body in October 2022 there would need to be election for Chair and Vice Chair and that governors should start to think about if this was something they would be interested in or who they would like to nominate. Mr Vickers was not eligible to be chair due to being a trustee at St Gregory the Great Academy trust.	ALL
3.2	Noted that R Evans had resigned her role as a governor, and we are actively seeking to replace a new Foundation governor. D O'Connor has taken on the responsibility	D O'Connor

3.3	<p>of SEND governor and will look at the responsibility areas left by R Evans at the start of the academic year.</p> <p>From September we expect to have: 6 Foundation Governors 2 Parent Governors 1 Staff Governor 1 Headteacher</p> <p>The Local Authority governor is still vacant but as the authority have not found a replacement the governors can go ahead and fill this themselves. A Potential person has been identified by S Vickers and her was asked to approach her to contact the chair.</p>	S Vickers
4	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 12 th May 2022 were agreed as an accurate record.	
5	<p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <p>5.1 <u>Minute 3 – Declaration of Interests</u> – the forms had been sent out, completed, and returned.</p> <p>5.2 <u>Minute 5.2 - GDPR Training</u> – clerk to send information to new governor E Onokwu and to check information had been sent to M Mooney and Fr D Cassidy.</p> <p>5.3 <u>Minute 5.3 – Safeguarding Training</u> – the clerk confirmed this training had been added to the governor training log.</p> <p>5.4 <u>Minute 5.8 – Link Governor Meetings</u> – behaviour and admissions link meetings had taken place in the last few weeks. Behaviour meeting report has been provided, Admissions meeting report yet to be provided. Headteacher to chase this up.</p> <p>5.5 <u>Minute 7.6 – Headteachers Report (Staff Information)</u> – this information is contained in the upcoming headteachers report.</p> <p>Link governor Meetings</p> <p>5.6 <u>Minute 11 – Governor Training and Development</u> – the clerk advised that the next sessions for New Governor Induction (virtual online training) were scheduled for 12th & 19th September and that subject to their availability the recently appointed governors would be booked on to the sessions. M Mooney and E Onokwu confirmed they were available for both sessions; Fr. D Cassidy was only available on 12th September so would have to do Module 2 of the training at the next session which is scheduled for November.</p> <p>The clerk advised that refresher training for Safer Recruitment for the chair and vice chair has been requested and they will receive communication once a session is available. The headteacher advised that all SLT have completed Safer Recruitment so will be compliant if needed for interviews.</p> <p>5.7 <u>Minute 12.1 – Free School Meals Information</u> – M Mooney to send information through to school for inclusion on website.</p> <p>5.8 <u>Minute 12.2 – Pen Portrait</u> – Pen portrait and photograph still to be provided.</p>	<p>Clerk</p> <p>Headteacher</p> <p>M Mooney E Onokwu Fr. D Cassidy</p> <p>M Mooney</p> <p>M Mooney / Fr D Cassidy/ E Onokwu</p>
6	BUDGET AND FINANCE UPDATE	
	<p>Documents circulated prior to the meeting.</p> <p>Budget agreed at the start of the financial year however since then no financial information received from the authority. J Turner had prepared a summary highlighting the following:</p>	

	<ul style="list-style-type: none"> • At the end of the first quarter staffing on track at 24.4% spent. (0.6% underspend) • A charge for rates of £29,184 is being queried as no allocation for rates was made at budget setting as we had been advised these costs would be top sliced from the schools total funding. This is confirmed in writing so confident it will be reimbursed. • Insurance Income in the first two months of the year has been exceeded. This can be adjusted at the November review. • There has been no Unitary charge for the PFI contract yet and no agreement on indexation for current year. • There were no other significant variations or concerns. 	
7	HEADTEACHERS REPORT	
7.1	<p>A comprehensive report had been circulated prior to the meeting and the headteacher made particular mention of the following:</p> <p>Achievement and Standards</p> <ul style="list-style-type: none"> • Nothing to benchmark for Years 10 and 11 until results day (25 August) however predictions are good. • The prom went very well • Year 10 students are maturing well and working hard, unfortunate that they have not been able to undertake work experience as they would normally do at this time of year. • Attendance ok but needs to be better and it was noted that it is higher than the national average. Changes in staffing has allowed a post to be created to support attendance. • Year 9 have now completed their KS4 options. Governors noted the drop in numbers selecting Spanish which is attributed to not being taught this for a chunk of time in Years 7 & 8 due to covid lockdown. This is common across all schools. The headteacher is confident that this will pick back up. 	
7.2	<p>Catholic Life</p> <ul style="list-style-type: none"> • The chair and Fr D Cassidy had recently met with SLT about the Catholic Life of the school • The chair and headteacher had attended a headteachers forum on chaplaincy run by the Diocese. 	
7.3	<p>Leadership and Management</p> <p>The chair requested a copy of the staff survey on leadership. Headteacher to send this.</p>	Headteacher
8	SCHOOL IMPROVEMENT PLAN AND SELF EVALUATION	
	<p>The headteacher had written a detailed Journey Overview document which had been circulated in advance of the meeting. The document covers the six key areas - Leadership, Curriculum/Wider Curriculum, SEND, Catholic Life, Teaching and Learning and Pastoral, Behaviour and Safeguarding. All senior staff involved in putting this together and keeping up to date.</p> <p>The headteacher was thanked for this detailed report.</p>	
9	PFI	

	<p>Three meetings have taken place over the last month with a variety of groups including:</p> <ul style="list-style-type: none"> • IPA (Infrastructure Projects Authority) DFE, LCC, Bellrock and CHCHS with the main topic of discussion being the leaking flat roof. • A plan for the maintenance of the building has been produced by Bellrock proposing approximately £750k being spent over the next three years, this has yet to be agreed. • Moving forward there will be a meeting between interested parties every two months until the end of the contract. <p>Q What is going to be done about the flat roofing? A Do not have to replace the whole roof, will only be patched where required. In accordance with the contract and using materials compatible with the original roof. Requests have been made to replace but this has been rejected as cost is over £1,000,000. The value of the sinking fund is to be updated to show how much is available to spend on infrastructure costs.</p> <ul style="list-style-type: none"> • There is a detailed report about the condition of the roof. • The Bellrock staff in place will move over to CHCHS as at the end of the contract under TUPE. • The contracts for all services will be novated to the school, diocese, or LCC at the end of the contract dependent upon ownership of the services. • The school will be transferred to the Diocese ownership on 2 August 2025. <p>The headteacher thanked the chair for all the time and effort he has committed to this area of work and the progress which he has made.</p>	
10	HEALTH AND SAFETY AUDIT	
10.1	<p>The Health and Safety Inspection Checklist dated 7th June 2022 had been circulated prior to the meeting for governors' information.</p> <p>The chair had been round the school with the Bellrock Facilities Manager. Important areas to note are that Fire Risk Assessments and Fire Drills need to be reintroduced as these had been put on hold due to covid. An Evacuation exercise also needs to be completed. D Mangan was requested to organise these.</p>	D Mangan
10.2	<p>Following the resignation of a member of staff responsible for the general day to day health and safety some areas of responsibility still need to be delegated to a member of staff. The headteacher advised that this had been done however that member of staff had tendered their resignation today so that post would now have to be advertised.</p>	Headteacher
11	COMMITTEE AND LINK GOVERNOR REPORTS	
11.1	<p>Leadership and Management</p> <p>Minutes from 9 May 2022 had been circulated for information. These will be discussed in full at the next Leadership and Management meeting. Questions were invited. There were no questions raised.</p>	
11.2	<p>Outcomes for Students</p> <p>No minutes available, will be available at the next full governing body meeting.</p>	Clerk
11.3	Link Governor Reports	

	Records of recent link governor meetings for GDPR, Behaviour & Pastoral Support and Safeguarding (specifically around recruitment checking procedures and visitors to the building). A copy will be circulated at the next meeting.	Clerk
12	POLICY REVIEW AND UPDATE	
12.1	SEND The SEND policy and SEND Information Report had been circulated prior to the meeting for governors` information. The policy had had minor amendments made to it to include cluster information and updated links to website. Governors agreed the policy and asked for it to be uploaded to the website.	D Mangan
12.2	Staff Code of Conduct The policy had been adapted from the Key for School Leaders. As requested at the last Outcomes for Students the policy had been amended to reflect the use of mobile phones, a limit on the amount that can be accepted as a gift will be set after taking advice from the finance manager. Governors noted that this has never been a problem previously but agreed it should be reflected in such a policy. Governors agreed the policy and asked for it to be uploaded to the website.	D Mangan
13	DIOCESE/ACADEMISATION UPDATE	
	The chair advised that: <ul style="list-style-type: none"> the school continues to work with St Gregory the Great MAT Trust attending all relevant meetings of chairs and Headteachers. Kieran Flood had been appointed as the new Director of Education. Monsignor Paul Grogan has been appointed as Episcopal, Vicar for Education with effect from summer next year, he will take over from Fr Timothy Swinglehurst. GMAT is expecting to appoint a further two trustees in the following few weeks and has appointed a Head of Property. 	
14	GOVERNOR TRAINING AND DEVELOPMENT	
14.1	The clerk confirmed that the governor training log had been updated to reflect completed training.	
14.2	Fr D Cassidy to check what training he had done at Immaculate Heart of Mary Primary school and to advise the clerk so that this can be added to the log.	Fr D Cassidy
14.3	The chair advised that we would undertake the one-to-one sessions with governors towards the end of the Autumn Term.	Chair
15	CHAIRS ACTIONS	
15.1	Safeguarding Audit A copy of the audit had been circulated in advance of the meeting. The chair was pleased to advise that the RAG analysis showed:	

	<ul style="list-style-type: none"> • 0 red (noncompliance areas requiring immediate attention and compliant within 6 weeks) • 1 amber (areas requiring improvement within a 3-month period) • 61 green (meets the required standard) • 10 pink (practices identified as exemplary) <p>The chair advised that the amber area related to the Attendance Policy not being up to date (currently using 2015/16 Policy). Mr Mangan indicated that the policy was not statutory until September 2023 and this would be in place well before then. The chair thanked D Mangan and the team for a very impressive safeguarding report undertaken by an external invigilator.</p> <p>Diocese of Leeds Briefing Notes had been sent out, governors encouraged to read as lots of useful/interesting information and links contained within it.</p>	D Mangan
16	CLERKS BUSINESS	
	The clerk requested that governors provide the number of their access cards for the school records.	ALL
17	ANY OTHER BUSINESS	
17.1	Quotes for the MUGA (Multi Use Games Area) had been received recently and the chair, headteacher and Finance Manager would be meeting in the next week to look at these.	Chair/Headteacher
18	DATE AND TIME OF NEXT MEETING	
	Revised dates circulated previously. Next meeting Thursday 6 October 2022. All meetings held in school starting at 5pm	