

Cardinal Heenan Catholic High School
Full Governing Body Meeting

Minutes of the meeting held on Tuesday 11 May 2021 at 6pm via Zoom

Present: Michael Gardner (MG) (Chair) Dominic Kelly (DKY) (HT)
 Craig Clement (CC) Deborah O'Connor (DO'C)
 John O'Hara (JO'H) Shaun Vickers (SV)
 Anne Woliter (AW) Laura Bleasby (LB)
 Alison Langan (AL)

In Attendance: Jeanette Dahl – Clerk

		Action
	<p>Welcome and Opening Prayer The Chair welcomed everyone to the meeting. DKY opened the meeting with the school prayer and asked that we also remember the victims and their families of the Bradford City Fire disaster which happened 36 years ago today.</p>	
1.0	<p>Apologies for Absence and Introductions Apologies were received and accepted from Peter McQuillen-Strong and Matthew Sanderson</p>	
2.0 2.1	<p>Declaration of Interests No interests were declared.</p>	
3.0 3.1 3.2 3.3	<p>Membership Matters Matthew Sanderson and Anne Woliter have resigned as Foundation governors, with effect from the end of the summer term. This will leave vacancies for 2 Foundation governors. To ensure the governing body is compliant with the Instrument of Government foundation governors need to be recruited to as soon as practicably possible. Foundation governors must outweigh non-foundation governors, they must be catholic and have to be cleared through the diocese. There is still a vacancy for a priest governor.</p>	MG
4.0 4.1	<p>Minutes of the last FGB meeting – 16 March 2021 The minutes of the meeting held on 16 March 2021 were agreed as a correct record and would be signed by the Chair and filed at the school.</p>	MG
5.0 5.1 5.1.1 5.2 5.3 5.4	<p>Matters Arising from the minutes of 16 March 2021 <u>Min 11.3</u> – LB confirmed the SEND policy will be ready for the next L&M meeting on June 15th. 5.1.1 MG asked that any meetings which took place were documented using the governor visits template and sent to school via the Clerk (jdj@cardinalheenan.com). LB indicated that she had also done another meeting since then and would complete the necessary paperwork. CC had a copy of the notes template but indicated this was from 2019 and would probably need to be reviewed against the development plan. The headteacher to look at this to see if the priorities need changing and then this will be reissued by CC. 5.2 Min 14.1 – GA not at this meeting so still awaiting results of audit check on school website. 5.3 Min 15.1 – JO'H and PMS have met with EPT on review of examination process, JO'H will pull some notes together and send these across. 5.4 Min 8.5 - the headteacher advised that the School Improvement plan and the Self Evaluation plans had not yet been sent to Ms Atkinson as it is likely she will no longer be the school SIA due to the diocese currently advertising for an SIA.</p>	LB DKY CC GA JO'H

5.5	Min 12.1 – all governors to undertake the GDPR e-learning package. JDL to arrange and inform all governors	JDL / All govs
5.6	Min 13.4 – the head confirmed the meeting had taken place and there were many ideas to move forward with. This item to be on the agenda for the next full governing body meeting in July.	JDL
6.0	Budget & Finance Update	
6.1	<u>Final accounts at March 2021 (month 13)</u> These accounts have not yet been received from the authority and will be presented to the next L&M committee meeting on 15 June.	
6.2	<u>Approval of Budget 2021/22</u> 3 Year Budget plan circulated prior to the meeting. The Chair highlighted the main points and assumptions to the meeting. Governors noted there was a carried forward surplus due to savings school has made, the intention is that this will be spent on assets sustainable to school. Governors agreed the budget and the chair will sign it off.	MG
6.2.1	<u>Approval of SFVS</u>	
6.3	Comprehensive document circulated for information prior to the meeting. There were no questions raised and the chair was authorised to sign this off.	MG
7.0	Headteachers Report The headteacher gave a verbal report which covered the following:	
7.1	<u>Students</u> <ul style="list-style-type: none"> • Students have continued with a positive return to learning in school. • SLT run arounds have focussed on standards – uniform, behaviour, effort etc. • Returned to assemblies last week – rebuilding communities and communal worship 	
7.2	<u>Attendance</u> <ul style="list-style-type: none"> • Attendance since the return in March is positive at 96.7% across school. There are ongoing legal cases and Fast Track interventions for students that have been identified by the pastoral team for having attendance below our expected standard. • We have recently signed up for an “Attendance Tracker” with Fischer Family Trust to give us a more up to date national comparison with other schools using this tool. The most recent data shows us around 3% above FFT National Average for the weeks available from the return from lockdown in March (when COVID is not counted as an absence). 	
7.3	<u>Admissions</u> Information currently is that school will have 90% Catholic pupils in September. This is 169 Catholics, 19 non-Catholics, 1 place waiting to confirm with a Catholic pupil.	
7.4	<u>Safeguarding, behaviour and safety</u> <ul style="list-style-type: none"> • Safeguarding continues to be compliant with legislation and our children and staff are well cared for and safe. • We have had two fire evacuations this term, one was through a fault in the sensor which was triggered as a precautionary measure, the other was triggered by a student in Year 9 and dealt with in line with the behaviour policy. These evacuations provided an opportunity to complete two successful evacuations and remind staff and students of their responsibilities when an alarm is triggered. • Invacuation and lock down procedures to be revisited this term and have a planned (and known) practice. • All staff have recently completed a GDPR E-Learning course, increasing knowledge and awareness of the risks involved when working with the quantity of data that we use as a school. • Year 7 have completed the “My Health My School Survey” which will also be completed by Year 9 and 11 this term. The survey consists of a number of questions in order to generate information on the health and wellbeing of these individuals. The data provided enables the Pastoral Team to get an overall picture of the school and will 	

<p>7.5</p> <p>7.6</p>	<p>allow us to tailor interventions, such as adjustments to the PSHCE schedule and assembly rota.</p> <ul style="list-style-type: none"> • SLT have recently completed “run arounds” with a specific focus on behaviour. The behaviour and attitudes of the students continues to be very good. Speaking to various staff it appears that some of the measures that have been in place this year, such as year group entry points on a morning, have had a positive impact on behaviour. We will consider all possibilities and changes when planning our return in September. <p><u>Staffing updates</u></p> <p>The Headteacher gave an update on new appointments, starters and leavers, and current advertisements for staff.</p> <ul style="list-style-type: none"> • Timetable (including new curriculum offer) is now written. To be finalised on 31 May <p><u>Developments</u></p> <ul style="list-style-type: none"> • Frugal spending throughout Covid has led to the school making significant savings putting the school in the position of being able to do some investment. • Music has been given funding to enhance our provision • Talks with Pro-Coach are advancing well and we have quotes in place for indoor cricket nets • Six additional basketball hoops have been installed in the sports hall • We are 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. We are also commissioning an honours board where all head boys and girls will be named, along with a Headteacher board for all of the heads of our school. All references around school to being a Language College will be removed. • The costings for AstroTurf is around £800,000 – there are no funding opportunities available at present. A MUGA will cost around £200,000 and provide a floodlit enclosed hardcourt area, housing four tennis courts, five a side football and basketball – we are pursuing this as a viable option. <ul style="list-style-type: none"> – Mr Vickers asked if there would be ongoing costs in relation to the MUGA and the headteacher confirmed this to be the case approximately every 10 years. There is a possibility the MUGA could become self-funding if it can be hired out. – Mr Clements asked if there could be a mix between having AstroTurf and a MUGA. The headteacher agreed that there could be but this would then only be half the size of a pitch therefore potentially not as viable. The headteacher is looking at all the options available and will report back to governors in the future • We are in the process of restructuring our TA provision, with the hope of expanding this team. Adverts to be placed in the coming weeks • The drama studio is relocating to A27 • We are working with White Rose Rugby on delivering rugby coaching through the RFU – funded through Sport England and also to produce a Catholic Sport Leaders award that runs through Primary, secondary and sixth Form to promote individual and cohort development • A meeting has taken place with Sir John Townsley (Gorse Academy) to discuss teaching school Hub and the ECT / CPD provision that is available. They are the Leeds provider and outlined the options available to us, including ECT framework, NPQ qualifications from class teacher through to exec leadership. DKY asked if there is any chance of including a Catholic module in the leadership courses – they were very positive. • Meeting with Peter Hughes CEO St Gregory the Great next Wednesday. There is an advert in the TES this week for a Secondary Standards Officer (Deputy Head level), there is no requirement for the postholder to be Catholic. <p>Mr Gardner thanked the headteacher and the SLT for all their continuing hard work.</p>	<p>DKY</p>
<p>8.0</p>	<p>PFI Update</p> <p>Mr Gardner gave a verbal update and advised:</p>	

8.1	<ul style="list-style-type: none"> • working arrangements between school and Bellrock were going well • £133k has been allocated for improvements to the school this year. • additional costs will be incurred in the future for the flat roof repairs. • still no clear communication from LCC regarding the % GDP increase 	
8.2	A letter regarding the proposed increase of a school lunch to increase from £2.50 to £2.54 – this was agreed by the governors.	
9	Committee & Link Governor Reports	
9.1	Governors were reminded to complete a report following each link meeting.	
9.2	Now that the rules around meetings are more relaxed governors acknowledged the need to continue with these meetings. It was agreed that governors would liaise with J Dahl to arrange the meetings.	J Dahl
10.0	Policy Review and Update	
10.1	<u>Data Protection</u> Policy circulated prior to the meeting. Noted that point 18 of the policy refers to data protection training being covered on the governor training Induction session. Governors who have attended Induction training recently indicated that this was not the case. The headteacher suggested that governors could undertake the online GDPR e-learning that staff had recently undertaken and requested that the clerk arrange this.	JDL
10.1.1	Governors approved the policy	
10.2	<u>Covid 19 school closure arrangements for Safeguarding and Child Protection</u> Policy circulated prior to the meeting. Amendment needs to be made to point 6 (page 7) by removing the duplicate word school on the first line.	
10.2.1	Governors approved the policy	
11.0	Academisation Update Nothing to report. At impasse until legal costs are sorted	
12.0	Governor Development All newly appointed governors have undertaken the Governor Induction training. Clerk to check if Safeguarding training has been undertaken and to co-ordinate any training which needs to be arranged	JDL
13.0	Chair's Business	
13.1	<u>Friends of Cardinal Heenan (FOCH)</u>	
13.1.1	Vic Tiffany to be asked for an update for the next meeting.	
13.1.2	To date 3 staff have joined Parentkind	
13.1.3	Janet Turner is arranging the signatories for the FOCH account	
13.1.4	A webinar session on licensing has been arranged and Janet Turner will attend this	
13.1.5	The headteacher advised that some of the applications for the temporary leadership roles in school had mentioned FOCH in the projects they had put forward.	VTY
14.0	Clerk's Business Nothing to add.	
15.0	Any other Urgent Business	
15.1	Template for governor/SLT visitor links to be sent to governors. <i>(Note template and guidance notes were sent by CC to all governors on 13 May 2021)</i>	CC
15.2	Deb O'Connor asked if there were any plans for governors to be able to visit the school. The headteacher was happy for this to take place. DO'C to liaise with the clerk to arrange this	DO'C / Clerk

15.3	CC asked if the school had considered seeking corporate sponsorship for the MUGA, the headteacher advised that he was currently looking into this for the sports hall but will also look into it for the MUGA.	DKY
16.0	Next Meeting The next meeting is scheduled for 6 July 2021 at 6:00 pm via zoom. If possible, at the time this could move to a meeting in school if governors are in agreement.	