

CARDINAL HEENAN CATHOLIC HIGH SCHOOL
Full Governing Body Meeting

Minutes of the meeting held on Thursday 3 February 2022 at 5.00pm

Present: M Gardner (Ch) D Kelly (HT) S Vickers P McQuillen-Strong
G Alogue R Evans L Burns J O'Hara
L Bleasby (from 6pm)

In Attendance: D Mangan (SAHT) – for Agenda Item 1
E Stockton-Pitt (SAHT)
J Dahl - Clerk

11	POLICIES	ACTION
	<p>The meeting convened with the school prayer read by J O`Hara.</p> <p>Mr Kelly asked if Mr Mangan could present the policies at the start of the meeting and then he would leave the meeting. The chair agreed and Mr Mangan presented the following policies for consideration by the governing body:</p> <p>11.1 Complaints Policy and Procedures – no changes. Suggest looking at in future. 11.2 Data Protection Policy including protections of children’s biometric data – no changes. 11.3 Designated Teacher for Looked After and Previously Looked after children policy –based on The Key with minor changes to dates. 11.4 Disciplinary Policy and Procedure – no changes, CES to update for 2022/23. 11.5 Equality information and objectives statement – no changes. Was collectively agreed 2019 11.6 Exclusion policy – change to reflect that the L&M committee as the body who do appeals, previously this read as just governors. 11.7 Grievance Resolution Policy and Procedures – from CES updated October 2021, templates added. 11.8 Policy Statement on Provider Access – updated to show we have 2 option fairs. 11.9 Sickness Absence Policy and Procedures – CES policy, updated May 2021 (a copy needs to be passed to HR provider) 11.10 Appraisal Policy and Procedures for Teachers- no changes. 11.11 Behaviour Principles Written Statement- no changes 11.12 Capability of Staff Policy and Procedures- no changes 11.13 Charging and Remissions and Procedures – from LCC policy, slight tweaks to take out points not relevant to this school (taken out under 2 childcare and educational residentials) 11.14 Medication for Pupils policy is still outstanding. Mr Mangan was hoping to have this ready for the next meeting.</p> <p>Policies 11.1 – 11.13 were all approved and adopted by governors. Mr Gardner asked that in future policies should be distributed to all governors a week in advance of the meeting to enable governors to read in advance of the meeting and raise any questions.</p>	DMN DMN
1	APOLOGIES	
	<p>Apologies were received and accepted from D O’Connor, and the Chair had received notice that L Bleasby had been delayed and would attend late.</p> <p>L Burns was welcomed to her first full governors meeting as Staff governor.</p>	
2	DECLARATION OF INTERESTS	
	P McQuillen-Strong completed a declaration of interest form as he is now a member of the School Forum.	

3	MEMBERSHIP MATTERS	
3.1	Minute 4.2 (Parent Governor Election) – documents to be sent out to parents imminently.	Clerk / DKY
3.2	Minute 4.3 (Foundation Governor) – the chair advised that he has had discussions with the diocese and raised concerns about the lack of a priest governor and will continue to try and push this forward. Any ideas for other potential foundation governors please pass to M Gardner.	ALL
3.3	Minute 4.5 – (Governor Terms of Office) – the clerk confirmed that S Vickers, L Bleasby and P McQuillen-Strong had been advised of their end of term date and provided with the appropriate forms to complete to continue another term. (Note: P McQuillen-Strong passed his completed form to the clerk for return to the diocese – this was sent to the diocese on 8/2/22). Note: L Bleasby has stated that she intends to step down as LA governor at the end of her term of office)	
4	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 5 th October 2021 were agreed as an accurate record.	
5	REVIEW ACTIONS AND MATTERS ARISING	
5.1	Minute 4.6 (Academy Status) – the chair had a phone call with Canon Swinglehurst who had stressed that it was the wish of the Bishop for all schools to voluntarily become part of the MAT. This is not to be done by pressure, but by collaboration. The chair advised that himself and S Vickers had attended the Chairs Meeting at St Gregory the Great (November 2021) where they had met with the new chair of Trustees (John Weaving) and discussed the current position of Cardinal Heenan and he had been given the list of questions from the Academy sub-committee meeting held in 2021 to consider. A further meeting is planned in the Spring Term with Canon Swinglehurst and the diocese to discuss the issues involved in Cardinal Heenan joining St Gregory the Great Academy.	
5.2	Minute 4.8 (Lourdes) – the headteacher advised that the trip to Lourdes would no longer be taking place but there may be a trip to Amblesforth / Walsingham. Governors were asked to let the headteacher know if this is something they were interested in attending.	All
5.3	Minute 6.2 (SLT Link Meetings Summary) – governors were reminded to send copies of all Link Meeting notes to the clerk so that these could be added to the summary report.	ALL/Clerk
5.4	Minute 6.4 (GDPR Training) – the clerk confirmed she had contacted those governors who had not yet completed this and would continue to monitor this.	Clerk
5.5	Minute 6.9 (Governor Development) – The chair advised that the SEN training L Bleasby had scheduled had still not been rearranged due to Covid. Clerk to chase this up.	Clerk
5.6	Minute 6.10 (Governor One2One meetings) – the chair advised that some one2one sessions with governors had started and that the remainder would be completed in the forthcoming few weeks.	Chair
5.7	Minute 10.1 (Committees) – governors acknowledged the changes to the admissions committee structure which now consists of three governors, R Evans (Chair), D O`Connor and the Headteacher. M Gardner and J O`Hara had stepped down from this committee. The chair asked that if either R Evans or D O`Connor were unable to attend that another governor is invited to attend as the committee number are so small.	

5.8	Minute 19 (Parish Bulletin) - R Evans advised that the quick links in the parish bulletin to Cardinal Heenan still did not work. The chair will follow this up again.	Chair
6	SCHOOL IMPROVEMENT PLAN UPDATE	
	<p>The headteacher gave a verbal update on the school improvement plan.</p> <ul style="list-style-type: none"> • Departments and SLT have met to review progress, everything is working well and the headteacher believes we are on track to retain the classification of being a good school should there be an inspection. • SLT will be having another meeting where they will each review the departments; they are responsible for. • E Hiorns, Local Authority Adviser will be coming in to do 2 days of deep dives in March, which will build on the work done recently with P Whelan. Following her report, she will return to school to do some training. The headteacher was requested to produce a report for next FGB meeting. • Making progress as a school and know where we are. Middle leaders are much better at self-evaluating than they were when the headteacher joined the school. Ms Burns feels school is now more focussed and more proactive than reactive. • School Development plan for 3 years commencing September 2022 will be started next term and reviewed and challenged by the governors <p>Governors acknowledged that the SDP is a 3-year plan but would like to have a more detailed 12-month plan included with milestones. Ms Stockton-Pitt suggested bringing an example of a department plan and a section of an SLT plan. A department head to also be invited to the next meeting.</p> <p>Governors were advised that the DFE are taking funding away from School Improvement, however the LA are committed to continuing with School Support Services.</p> <p>Within the Catholic Networking system, the headteacher will be undertaking a S2S review at Corpus Christi and Ms Powell-Wiffen is supporting St Marys with SEN. The headteacher is hopeful that the equivalent support will be reciprocated from the MAT.</p> <p>School Improvement Plan to be on the next FGB agenda.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Chair/Clerk</p>
7	HEADTEACHERS REPORT	
7.1	<p>The headteacher gave a verbal report to governors covering the following areas:</p> <p>Staffing</p> <ul style="list-style-type: none"> • 2 staff absent on LTS • 4 staff absent with covid • Leaning heavily (but fairly) on staff to do cover due to lack of supply staff availability (this is a national problem) • Lots of cover being undertaken by SLT (in excess of 200 hours since the start of term) <p>The headteacher asked that his personal thanks be placed on record to the staff for all their acceptance and efforts, going above and beyond to ensure classes are covered.</p>	L Burns/Clerk
7.2	<p>Recruitment</p> <ul style="list-style-type: none"> • Maths teacher appointed • Science teacher appointed • Religious Education interviews w/c 7 February 	

	<ul style="list-style-type: none"> • Currently advertising for 2 Business Administrators, these roles have been redefined to add extra capacity to SLT / Departments • Resignation recently received from the Data Manager. The job description for this post will be rewritten before the post is advertised. • K O’Keefe (Marketing) been to a meeting at MAT Breakfast to introduce herself and start networking with schools in the MAT 	
7.3	<p>Admissions</p> <p>The admissions manager is currently off ill, and this work has been picked up by Julia Dodgson who is doing an excellent job in difficult circumstances.</p>	
	<ul style="list-style-type: none"> • The school has received 723 applications for 180 places. • 260 applications have Cardinal Heenan as their first choice. • The numbers are up from last year. • P Teggart has been working closely with primary schools. • Appeals are ongoing. • In year transfers still being received. 	
7.4	<p>Multi Use Games Area (MUGA) update</p> <p>The headteacher advised the LA / Diocese / Bellrock were unable to agree who would lead on this and as a result he had sought 3 quotes, and these should be received in the next few weeks. He confirmed that due diligence has been applied at all stages.</p>	
7.5	<p>Lettings (Cricket)</p> <ul style="list-style-type: none"> • The headteacher advised that everything is going well. • The school is being used by three local clubs. • Bellrock are sponsoring Cricket shirts. 	
7.6	<p>Natasha’s Law</p> <p>Bellrock / Caterlink have been very helpful, and the school is fully compliant.</p>	
7.7	<p>Catholic Life</p> <p>Staff Ethos Day is 28 February, Bishop Marcus has been invited but is unable to attend. A range of activities are planned, Wellbeing included. Father Henry will be attending to give Mass in the afternoon.</p> <p>Bishop Marcus has recently met with secondary heads and has indicated that he was hopeful the position of Director of Education vacancy would be recruited to in April 2022.</p>	
7.8	<p style="text-align: right;">(L Bleasby joined the meeting)</p> <p>Year 11</p> <p>Ms Stockton-Pitt advised that the mock exams went incredibly well. The DfE had advised that schools have to have a contingency plan in place in the event that exams are unable to take place due to another lockdown. It was generally felt that this is highly unlikely however, should this be the case the school will use the results from the mocks, put their own internal exams in place and departments would also put contingencies in place. She is confident that what we are doing will achieve the desired result.</p> <p>Q What is the school doing about lost education of students due to covid isolations? A Not lost education just being educated in a different way. Q Lots of children have lost education due to being ill with Covid, they were not being taught and have lost that part of their education. The children themselves feel they have lost some of their education and we have a generation of children that have been let down. The main concern is around the grading structure for the exams. A National outcomes will be between 2019 and 2021. Children will be compared to other children nationally and are not expected to have the same knowledge of children in</p>	

7.9	<p>previous years. Doing it this way so that children not impacted negatively.</p> <p>Q Were there many children who did not sit Mocks?</p> <p>A If catching up after the event then the school cannot count it. For those isolating they did the mock at home so not under exam conditions</p> <p>Q Will they be given a grade?</p> <p>A Yes, but with caveat that it is not necessarily what you will get when sitting proper exam</p> <p>Curriculum Update</p> <p>This cohort of Year 9 students are the first cohort who have been following the new curriculum.</p> <p>Mr McQuillen-Strong commended the school on the recent options event which he felt had been very well done and had been a very positive experience. The ability to have 3 options as opposed to 2 in previous years had been very welcome.</p> <p>EBacc outlined and governors noted that the school is unable to guarantee that there will be high EBacc numbers. Languages is a limiting factor in EBacc, languages have adjusted their curriculum to try and address this. Hoping to have a teacher from Notre Dame to come and talk to the students on the value of studying languages.</p> <p>Secondary IDSR</p> <p>Ms Stockton-Pitt circulated the Secondary Inspection Data Summary Report which gives detailed information about the school covering a full range of areas of interest including:</p> <ul style="list-style-type: none"> • Subject Data • Progress 8 • Attainment 8 • Pupil Movement • Absence Information • Exclusions Information • Destination (after year 11) • School specific information <ul style="list-style-type: none"> • SEND • Progress and Attainment <p>This document is used by Ofsted as a starting point prior to coming to do an inspection.</p> <p>Governors noted the school was above the national average and in the highest 20% of all schools in a number of areas.</p> <p>Governors found this report very interesting, and Ms Stockton-Pitt was thanked for presenting it.</p> <p>The chair requested that for all FGB meetings the headteacher prepares a written report in advance of the meeting to be circulated with the papers.</p>	Headteacher
8	COMMITTEE REPORTS	
8.1	<p>Leadership and Management (17/11/21 & 20/1/22) - noted from minutes that:</p> <ul style="list-style-type: none"> • the headteacher was at the Application Process for training to become a Section 48 Inspector • Safeguarding Training for all governors was taking place at the start of the Full Governors meeting on 12 May 2022 at 5pm. <i>Governors are advised that the full meeting will therefore start at 6pm resulting in a later than usual finish time. <u>All governors please attend.</u></i> <p>Ofsted training for to be an item for a future agenda</p>	ALL Chair/Clerk

8.2	<p>Outcome for Students – Minutes noted and nothing specific to report.</p>	
8.3	<p>Pay Committee – governors noted that there had been an appeal from one teacher who had been unsuccessful in a request to progress through to the Upper Pay scales. The Appeals Panel agreed with the original pay panel decision not to make the award.</p>	
8.4	<p>Admissions (11/11/21 & 8/12/21) – changes to the Admissions Policy and Procedures and the committee structure were noted.</p>	
8.5	<p>Health and Safety – Audit report from Bellrock had been circulated in advance of the meeting. Maureen Kempton had achieved a 100% overall audit score. The chair thanked M Kempton for her diligence on H&S and said he will at some point in the second term meet with the facilities manager (Bellrock) and the Admissions Manager (school) to write a governor summary report.</p>	Chair
8.6	<p>PFI – meeting notes circulated prior to the meeting. Areas of concern regarding an Audit by DfE/Treasury 12 months previously (PFI Health Check) highlighted the uncertainty of the readiness for the handover in 2025 and who would manage this. The governors agreed that this should be the LA as neither the diocese nor the GMAT have the resources to fulfil this difficult contract handover negotiation. The implications of this recognises that we will not become an Academy until after termination of the PFI contract in 2025.</p>	
8.7	<p>Finance Review meeting – information circulated prior to the meeting. The chair advised that there were two areas of concern relating to not getting accurate charges coming through - £60k of income due from LCC is not coming into the accounts in a timely manner and there are still no PFI charges showing in the accounts due to dispute about using PFI GDP “average” indexation and not the contractual GDP indexation. The chair stated these two areas are being discussed with LCC.</p> <p>The carry forward surplus is being used for the benefit of the school (MUGA / Teaching Assistant Staffing increased) as agreed in previous FGB meetings.</p> <p>Q Will the In-year deficit be in neutrality at the time of converting to academy status if this happens when suggested – September 2025? A The headteacher confirmed that he was confident this would be the case</p>	
8.8	<p>Bellrock / Diocese / Governors meetings – the chair advised that meetings have taken place between DfE, Bellrock and the LA regarding end of contract to which the school and the diocese have not been invited. Moving forward both the diocese and the governors will be invited to all future meetings.</p> <p>Following a visit by the IPA and DfE independent engineers had looked at the school and discovered that there was a problem with the flat roof (leaking) and as a result this is being repaired as part of the Lifecycle works.</p> <p>The chair advised that due to ongoing issues around GDP/RPI indexation which have not been resolved for over 2 years then the chair had given notice to the PFI board that he would be raising a formal dispute by the end of March 2022 if they have not been resolved.</p>	
8.9	<p>GDPR – The DPO from Carr Manor has been into school to undertake an audit. He looked at seven different areas, with 6 areas being green and 1 area being amber. This is something that the school were already well aware of and have this in hand.</p> <p>Mr Vickers will be talking to Mr Burton re cyber-attack issues. There is a disaster recovery plan in place for the school that covers this contingency.</p> <p>Everything is in order with the SCR process.</p>	

12	SAFEGUARDING / CHILD PROTECTION	
	<p>The headteacher was asked who / how checks were made on third parties coming into school. He advised that this was done by Bellrock and that they confirmed with us (in writing) that all the appropriate checks have been undertaken.</p> <p>The lettings for cricket have been checked within school.</p>	
13	SCHOOL CALENDAR	
	<p>The clerk to arrange for this to be circulated to governors. Governors were asked to note that the school starts back on 1 September 2022 which is earlier than other Leeds schools. Open Day this year has been put back a week. The Queens Jubilee Day has been incorporated into the number of school days.</p> <p><i>(Note link to school calendar and term dates sent to all governors on 14 Feb 2022)</i></p>	Clerk
14	REVIEW OF INFORMATION ON THE SCHOOL WEBSITE	
	Mr Alegue confirmed he had done an audit of the school website, and we were legally compliant. K O'Keefe was currently working on updating the website.	
15	This item was removed from the agenda as not relevant to secondary schools	
16	ADMISSIONS	
	Covered under Item 8	
17	EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT	
	<p>This will be part of the Skills Audit and the One2One sessions the chair has with governors. Both skills and training and development needs of each individual governor will be discussed and agreed with the chair.</p> <p>There will be a 360° review of the chair and it was agreed this would be undertaken by Ms Bleasby, to be completed by end of half term.</p> <p>The clerk was requested to ensure that all governors were aware of their logins for the NGA and Key websites.</p> <p><i>(Note information sent to new governors and reissued to all other governors on 14 Feb 2022).</i></p>	<p>Chair</p> <p>L Bleasby</p> <p>Clerk</p>
18	CHAIRS BUSINESS	
18.1	Diocese Bulletin previously circulated, has some interesting information and the governors were asked to read it.	
18.2	Governors were reminded of their responsibility to have Link Meetings with SLT and to provide copies of the notes from those meetings to the clerk / chair.	ALL
19	CLERKS BUSINESS	
	Nothing from the clerk.	
20	ANY OTHER URGENT BUSINESS	

20.1	<p>Friends of Cardinal Heenan</p> <p>Meeting planned in a few weeks. Looking at how to involve Primary schools. Copies of any minutes to be provided to the clerk / chair.</p>	D Kelly
20.2	<p>Governor Communication</p> <p>Ms Evans suggested that a WhatsApp group could be established to use as a notification system to alert governors when something has been sent to their Cardinal Heenan email account. This was agreed but only to be used as an alert and nothing personal or confidential would be sent via this method. Governors to provide their contact numbers to Ms Evans. The group would be set up by Ms Evans as the clerk is unable to use this particular app on her phone.</p>	R Evans
21	<p>DATE AND TIME OF NEXT MEETING</p> <p>17 March 2022 (combined with Leadership and Management) 12 May 2022 (combined with Safeguarding Training) 16 June 2022</p> <p>All meetings held in school starting at 5pm</p>	