

**CARDINAL HEENAN CATHOLIC HIGH SCHOOL**  
**Full Governing Body Meeting**

Minutes of the meeting held on Thursday 6<sup>th</sup> October 2022

PRESENT      D Kelly (HT)                      P McQuillen Strong                      M Mooney                      E Onokwu  
                   M Gardner (Ch)                      L Burns                      Fr D Cassidy (arrived at the start of point 5)

In Attendance    J Dahl (Clerk)                      E Stockton-Pitt (SAHT)                      D Mangan (SAHT)

	The meeting convened with the school prayer read by E Onokwu	Actions
1	<b>APOLOGIES</b>	
	Apologies were received and accepted from S Vickers, D O'Connor, and G Alegue.	
2	<b>DECLARATION AND REGISTER OF GOVERNORS INTERESTS</b>	
	Form circulated to governors prior to the meeting for completion and return to the clerk. Governors who had not yet completed this were asked to do so. Clerk requested to follow this up with any absent governors.	Clerk
3	<b>ELECTION OF CHAIR AND VICE CHAIR</b>	
3.1	<b>Election of Chair</b>  Mr M Gardner was nominated as Chair for the forthcoming year. There were no other nominations or volunteers, and Mr Gardner was elected as Chair. Mr Gardner reminded governors that moving forward they would need to start considering another candidate for the role and this would preclude S Vickers who had a conflict of interest due to his position within the MAT.	
3.2	<b>Election of Vice Chair</b>  Mr S Vickers had put his name forward for Vice Chair and as there were no other volunteers for this role Mr S Vickers was nominated in his absence and was duly elected to the role.	
4	<b>MEMBERSHIP MATTERS</b>	
	Mr Gardner is progressing an LEA appointed governor nomination Suzanne Murray recommended by S Vickers.	Chair
5	<b>CODE OF CONDUCT</b>	
5.1	Document circulated prior to the meeting for governors` information. Governors were asked to sign and return their acceptance of the document to the clerk. Clerk to follow up with absent governors.	Clerk
5.2	The Code of Conduct was adopted by the governing body and signed by the chair. Clerk to arrange for this to be uploaded to the school website.	Clerk
6	<b>CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE</b>	
	Document circulated prior to meeting. Governors had no questions, document agreed.	

7	<b>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIPS</b>	
	<p>Document circulated prior to the meeting and the chair had allocated committee memberships and link governor roles to those governors most suitably qualified for the roles. Governors were asked to check the document and advise the chair if there was anything they were not happy with.</p> <p>Governors were reminded that whilst they had been allocated to specific committees, they would receive the documents for both Leadership and Management and Outcomes for Students and were welcome and encouraged to attend any of the meetings.</p>	All gov`s
8	<b>GOVERNORS WITH SPECIFIC MONITORING DUTIES</b>	
	Circulated prior to the meeting. The chair advised it was the link governors` responsibility to arrange the meetings with the SLT link and suggested these should be planned in advance. Copies of link meeting reports to be provided to himself and the clerk.	All gov`s
9	<b>MINUTES OF THE LAST MEETING</b>	
	The minutes of the meeting held on 7 July 2022 were agreed and accepted as an accurate record of the meeting and signed by the chair.	
10	<b>MATTERS ARISING FROM THE MINUTES OF 7 JULY 2022</b>	
10.1	<u>Ofsted Training</u> – the clerk confirmed that the training held prior to the start of the main meeting on 7 July 2022 had been added to the Governor Training Log.	
10.2	<u>Minute 3.2 (Membership Matters)</u> – noted that D O`Connor has been appointed as Chair of Admissions sub-committee and may need training for this role.	D. O`Connor
10.3	<u>Minute 3.3 (Membership Matters)</u> – a potential LEA governor had been identified (Suzanne Murray) and had requested to come into school and meet with the headteacher. Headteacher to contact and arrange.	Headteacher
10.4	<u>Minute 5.2 (GDPR Training)</u> – relevant governors confirmed that they had now received the information required to undertake the training.	
10.5	<u>Minute 5.6 (Governor Training and Development)</u> – recently appointed governors confirmed they had attended the New Governor Induction Modules 1 & 2. The clerk confirmed this had been added to the Governor Training Log.	
10.6	<u>Minute 5.7 (Free School Meal Information)</u> – M Mooney confirmed that she had supplied the information requested to the headteacher for upload to the website.	
10.7	<u>Minute 5.8 (Pen Portrait)</u> – still awaiting this information from E Onokwu.	E Onokwu
10.8	<u>Minute 7.3 (Staff Survey)</u> – the chair confirmed that he had received this.	
10.9	<u>Minute 10.1 (Health and Safety Audit)</u> – D Mangan advised that the Invacuation drill was scheduled to take place in HT2.	D Mangan
10.10	<u>Minute 10.2 (Health and Safety Audit)</u> – the headteacher advised that the day-to-day Health and Safety responsibilities had been allocated to new member of staff S Smith.	

10.11	<u>Minute 11.2 (Outcomes for Students Minutes)</u> – minutes of the meeting had been circulated.	
10.12	<u>Minute 11.3 (Link Governor Reports)</u> – the clerk confirmed that these had all been circulated.	
10.13	<u>Minute 12.1 &amp; 12.2 (SEND Policy / Staff Code of Conduct)</u> – Mr Mangan confirmed that both documents had been uploaded to the school website.	
10.14	<u>Minute 14.2 (Governor Training)</u> – Fr Cassidy to provide a list of training he had undertaken to the clerk.	Fr Cassidy
10.15	<u>Minute 14.2 (One to One sessions)</u> – the chair would contact governors to arrange these at a convenient time. The clerk was requested to source documents to use for this from the Diocese.	M Gardner Clerk
10.16	<u>Minutes 15.1 (Safeguarding Audit)</u> – Mr Mangan advised that the Attendance Policy issue referred to in the audit would be actioned at the next Leadership and Management meeting.	D Mangan
10.17	<u>Minute 17.1 (MUGA quotes)</u> – the headteacher advised that this was now with the local authority for planning permission, it was expected that this would be completed in the next few weeks.	
11	<b>SCHOOL RESULTS ASSESSMENT SUMMER 2022 EXAMS</b>	
	<p>Ms Stockton-Pitt had produced a comprehensive written report and detailed graphs/spreadsheets for governors and gave a verbal report and invited questions from governors where required.</p> <p>The report detailed the Headline Figures for the 2022 examination results and included SEND, PP, Diminishing the Difference, Subject analysis, and the next steps moving forward.</p> <p>Appendices A – I covered a range of data for governors’ information.</p> <p>Appendix A – Headline figures for 2016 - 2022  Appendix B – Comparison data with LCC schools  Appendix C – Comparison data with Diocesan Schools  Appendix D – FFT Early Results Service Report for CHCHS  Appendix E - FFT Education Data lab Article showing the change in APS 2019/21 across all subjects  Appendix F - Headline Figure 2017 – 2022 for PP  Appendix G – Anonymised Individual PP student outcomes  Appendix H – Anonymised Individual SEND student outcomes  Appendix I – APB broken down by subject and cohort</p> <p><b><u>(Governors note these appendices are confidential)</u></b></p> <p>Ms Stockton-Pitt referred to Appendix A document and said that the results were outstanding and the best results the school has achieved. She explained the different figures for Attainment 8 and Progress 8 and governors noted that Attainment was higher than both the national and Leeds CC averages. Ms Stockton-Pitt commented that this</p>	

<p>school's intake was slightly higher than the national average to start with, so this was to be expected.</p> <p>A comment was made regarding these figures being higher than the teacher assessments had been during covid and in view of some negative media statements being made about teacher assessments being overstated during covid, then these were excellent results and proved our teacher assessments were accurate.</p> <p>Comment was also made about making prospective parents aware of the very positive results score for the school to dispel the feeling that other schools in the area may have better results The Headteacher agreed to address this in his speech at open day for prospective year 7's.</p> <p>Ms Stockton-Pitt explained that there was no simple answer why the school had improved so much but felt that it was more about the ethos and culture of the school.</p> <p>Q The FFT data indicates that the lower attaining students are not progressing as well as other students, is there more work to be done with these students, especially with Maths and English which is almost a whole grade different.</p> <p>A Lots more work to be done with those students. There was a whole school focus last year and this will continue. Whilst there is an almost whole grade difference (English and Maths) the progress is almost identical; this shows it is a common theme across all schools.</p> <p>Ms Stockton-Pitt was asked to explain what PP, SEND and LPA were.</p> <ul style="list-style-type: none"> <li>• PP –Pupil Premium students whose parent(s) are or have been in receipt of benefits. It is likely that the true number of PP students is not known as it is up to parents to tell the school if they are, or have been, in receipt of benefits and often parents do not want to share this information with the school. They are encouraged to do so as this results in more funding, therefore, more support.</li> <li>• SEND – Special Educational Needs students with an EHCP (small number of these students) and children with less severe needs but still need some level of support.</li> <li>• LPA – Lower Prior Achieving students who have come into the school below standard</li> </ul> <p>Appendix F shows the data for PP students. Lots of resources have been put into PP overseen by Ms Tiffany.</p> <p>Q Are the PP figures rising from Y7?</p> <p>A No, the figures have decreased by about 5%. (The headteacher advised this affects funding and he has tasked the Data Manager to investigate why this might be the case and to see if anything can be done).</p> <p>As it is well known that benefit claims are rising the school had anticipated that the PP student figures would rise but this does not seem to be the case. Hopefully when the data manager has investigated the figures may increase, this would then increase funding and support those PP pupils.</p> <p>Looking at appendix G Ms Stockton-Pitt pointed out that the attendance figures for Y11 students would be full attendance at approximately 86%. The main differences between the top half and bottom half of the results were where students had better attendance and where attainment was either mid or high. Attendance is a key factor and for this</p>	<p>Headteacher</p>
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	<p>reason an appointment has been made to an attendance post for 1 day a week which focusses directly on PP students.</p> <p>Q Has attendance got worse since pre-covid?  A Yes, however compared to national average we are well above. This does not mean we are complacent with the figures and work hard to increase them.</p> <p>Ms Stockton-Pitt pointed out that the number of mentoring hours favoured the less able students which cast doubt on the usefulness of this, however she explained that the mentoring was allocated where it was deemed necessary and the question really was, where would those students at the lower end have been without the mentoring?</p> <p>Overall, the data for subject areas is very pleasing.</p> <p>Q Boys seem to be outperforming girls in the PE/Sport areas?  A The cohort of boys we had then were just very sporty. The PE department are now teaching mixed gender classes earlier to encourage girls to be more comfortable playing sport against boys.</p> <p>Ms Stockton-Pitt was thanked for the detailed report and the chair thanked the whole staff for the outstanding results.</p>	
12	<b>HEADTEACHERS REPORT</b>	
12.1	<p>A comprehensive report had been circulated in advance of the meeting for governors` information and the headteacher made particular mention of the following areas:</p> <p><b>Attendance</b></p> <p>The headteacher commented that following an increase in capacity to the attendance team, moving forward he was expecting a significant impact on the student attendance figures and asked that it be recorded how well the new setup is working.</p>	
12.2	<p><b>Staffing Update</b></p> <ul style="list-style-type: none"> <li>• Teaching is fully staffed with qualified specialists</li> <li>• There have been several internal moves to promoted posts</li> <li>• No union rep in school but do have a staff committee and will be asking them to give feedback on the forthcoming Open Day and the training day.</li> <li>• Governors noted that the school does not have any problems when advertising posts externally.</li> </ul>	
12.3	<p><b>Performance Management Update</b></p> <p>Heads of Department have completed September reviews and time has been allocated for Performance Management on 7 October</p> <p>Q Has the Pay Policy been agreed yet.  A No do not expect change but has not been agreed yet. It is common over recent years to not receive it until November.</p> <p>Pay Committee to be on hold until such time the Pay policy is agreed.</p>	
12.4	<b>Admissions</b>	

<p>12.4.1</p> <p>12.4.2</p> <p>12.4.3</p> <p>12.5</p> <p>12.5.1</p> <p>12.5.2</p>	<p><u>Admissions Update</u></p> <p>205 applications already received The school is oversubscribed</p> <p>A query was raised around when searching for school places the catholic schools were not listed. To be referred to K Flood at the MAT.</p> <p><u>Admissions Policy 2023/24 and Terms of Reference</u></p> <p>Documents circulated prior to the meeting. These were agreed by governors.</p> <p><u>PAN</u></p> <p>The headteacher advised that following a request from the local authority to increase the school PAN he had checked with the feeder primaries if this was needed, and they had said not therefore he had refused the authority's request.</p> <p>The headteacher asked that his thanks be placed on record for the team working on admissions and in particular to J Dodgson.</p> <p>Questions were invited regarding the headteachers report</p> <p>Comment was made regarding the presence of Catholic Care in the school and the benefits this brings. The headteacher responded that the school felt this was a priority and had taken the decision to increase the amount of time they bought in.</p> <p>The chair advised that the performance management of the headteacher had taken place and the independent arbitrator had commented that the headteacher had achieved or exceeded every target set from the previous year with the exception of attendance. New objectives had been agreed with the Headteacher for the coming year.</p>	<p>Clerk</p>
<p>13</p>	<p><b>SCHOOL IMPROVEMENT PLAN UPDATE</b></p>	
	<p>The headteacher advised that there was one more meeting to take place before the whole school plan could be finalised and would be pushing for an outstanding grade when Ofsted takes place. Hopeful this will be in this academic year.</p> <p>Q What do Ofsted look at when they come in? A Not set in stone but potentially English, Maths and one other department that we select and management.</p> <p>Final School Improvement Plan to be discussed at the next Leadership and Management meeting in November.</p>	<p>L&amp;M Agenda</p>
<p>14</p>	<p><b>SCHOOL RISK ASSESSMENT UPDATE</b></p>	
	<p>No significant changes to note. The headteacher reported that the school would be continuing to do bake sales, and these would be risk assessed.</p>	
<p>15</p>	<p><b>FINANCE UPDATE</b></p>	

	<p>Documents previously circulated.</p> <p>The chair stated that the income shows as being down, this is attributed to:</p> <ul style="list-style-type: none"> <li>• PP figures down</li> <li>• Grants that have not yet been received</li> </ul> <p>Costs not yet sorted relate to:</p> <ul style="list-style-type: none"> <li>• Rates not initially put into the budget as had been informed would be top sliced by the authority, this did not happen, and we are now waiting for the money to be put back into the budget</li> <li>• PFI annual charge not yet agreed, this will be circa £1m</li> </ul> <p>Budget review set for 19 October.</p> <p>It was noted that 3% had been built into the budget for pay increase however this may be between 5% and 10% and could result in budget issues for a couple of years unless financed by the government.</p> <p><b>Approval of Virements/Contract Limits delegated to Headteacher and Staff</b></p> <p>Agreed and signed by the Chair.</p> <p><b>Adoption of the Leeds Scheme for Financing Schools</b></p> <p>Agreed</p> <p><b>Authorisation for Chair to sign off Unofficial Funds</b></p> <p>Agreed</p> <p>Q How much money is in the account for Governors discretionary grants? A Approximately £50K</p>	
16	<b>POLICIES APPROVAL</b>	
	<p>The following policies had been circulated prior to the meeting for approval by governors:</p> <p>Disciplinary Grievance Capability Appraisal (Teachers) Appraisal (Support Staff) Sickness and Absence</p> <p>All the above policies were approved.</p> <p>Safeguarding &amp; Child Protection – S Vickers who was not at the meeting had sent some comments to the chair (minor changes) and subject to these being made to the document governors approved the policy.</p>	D Mangan
17	<b>GOVERNOR DEVELOPMENT</b>	

	Training log had been circulated and updated prior to the meeting. Fr Cassidy to provide update of the governor training sessions he has attended.	Fr Cassidy
18	<b>CHAIRS BUSINESS</b>	
18.1	The chair commented that whilst there was a lot of documents sent to governors this was necessary for legal and information reasons. The expectation is that governors read the documents that relate to their area(s) of responsibility and feedback to the governing body. This is something that Ofsted will ask about when they do an inspection.	
18.2	The diocese had requested a Statutory Testing Submission checklist to be completed and this had been done and returned.	
18.3	Summer update sent out by the Chair and circulated to all governors.	
19	<b>CLERKS BUSINESS</b>	
19.1	New governors were reminded to check their access to The Key and the NGA websites and to let the clerk know of any problems.	New governors
19.2	M Mooney had undertaken some courses on the NGA and would send this information to the Clerk.	M Mooney
20	<b>COMMITTEE REPORTS</b>	
	<p>Reports sent prior to the meeting for information included:</p> <p>PFI Project Board Admissions Outcomes for Students Link reports for Single Central Register, GDPR and Behaviour and Pastoral Support</p> <p>The chair advised that the focus of the PFI project board was to work towards the handover in 2025. There are only 2 summer terms left before this happens so need to make sure that all the big jobs are planned in for those closed periods of time.</p>	
21	<b>ANY OTHER BUSINESS</b>	
21.1	<p><b>Meetings Schedule</b></p> <p>Schedule circulated prior to the meeting. Main meetings have been kept to a Thursday at 5pm for continuity. Governors were asked to attend as many meetings as possible.</p> <p><b>Reminder</b> – one of the FGB meetings will need to have a session for Catholic Life review.</p>	Chair
21.2	<p><b>Communication</b></p> <p>S Vickers to set up a WhatsApp group to keep governors informed when emails are sent.</p>	S Vickers
21.3	<b>Governor Terms of Office</b>	
21.3.1	The Chair asked for this to be updated by the clerk.	Clerk



21.3.2	The chair advised that whilst his term of office was due to end May 2024 he was prepared to remain with the governing body until the end of the PFI contract scheduled for August 2025, (permission for this to happen has already been agreed by the diocese) this should allow enough time for other governors to become confident to take on the role of chair. (This cannot be the current Vice Chair due to a conflict of interests being a member of the MAT).	
22	<b>NEXT MEETING</b>	
	Schedule previously circulated. Next FGB meetings are scheduled for: Thursday 2 <sup>nd</sup> February 2023 at 5pm in school. Thursday 16 <sup>th</sup> March 2023 (combined with L&M) Thursday 11 <sup>th</sup> May 2023 Thursday 6 <sup>th</sup> July 2023	