

CARDINAL HEENAN CATHOLIC HIGH SCHOOL
Full Governing Body Meeting

Minutes of the meeting held on 12 May 2022

Present: M Gardner (Ch) D Kelly (HT) S Vickers G Alegue
R Evans L Burns L Bleasby M Mooney
Fr. D Cassidy D O'Connor

In Attendance: J Dahl - Clerk

New Governors M Mooney (Parent Governor) and Fr D Cassidy (Foundation Governor) were welcomed to their first meeting.		
L Bleasby opened the meeting with the school prayer.		
1	APOLOGIES	ACTION
	Apologies were received and accepted from J O'Hara and P McQuillen-Strong.	
2	SAFEGUARDING TRAINING – the training took place prior to the start of the full meeting. The clerk was asked to update the governor training log.	Clerk
3	DECLARATION OF INTERESTS	
	Declaration of Interest forms were to be sent to M Mooney and Fr D Cassidy. It was noted that Fr Cassidy would need to declare interests as he was related to a member of school staff and was a member of the MAT.	Clerk M. Mooney Fr. Cassidy
4	MEMBERSHIP MATTERS	
4.1	New Governors - M Mooney (Parent Governor) and Fr D Cassidy (Foundation / Priest governor) have recently been appointed. Governors introduced themselves.	
4.2	End of Office – L Bleasby term of office ends next week. The LA have been advised and have responded, should they not replace within 3 months then the governing body can find a replacement. The chair thanked Laura for her 4 years of service to the governing body.	
4.3	Instrument of Government – the chair advised that we could have 14 appointed and 2 co-opted governors. Currently we have a membership of 11 governors plus one LA vacancy, made up as follows: 7 foundation 2 parent 1 headteacher 1 staff 1 LA Vacancy (to be filled as soon as possible) NOTE Foundation governors have to outnumber the number of non foundation governors in order to be quorate.	
4	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 17 March 2022 were agreed as an accurate record.	
5	MATTERS ARISING FROM THE PREVIOUS MEETING	

5.1	Minute 3.1 -Parent Governor Election – completed, M Mooney appointed.	
5.2	Minute 5.4 -GDPR Training – all substantive governors now completed this training. Information to be sent to new governors – M Mooney and Fr D Cassidy.	Clerk
5.3	Minute 8.1 - Safeguarding Training – completed. Clerk to add to training log for those governors who attended.	Clerk
5.4	Minute 8.5 - Health & Safety – annual walk around inspection to be undertaken on 7 June with M Kempton (Bellrock Facilities Manager). Noted this was slightly delayed due to staff absence and covid restrictions.	Chair
5.5	OfSted Training for Governors – to be arranged for the July meeting. This will be done by the headteacher. This item to be on the agenda for the July meeting.	July Agenda
5.6	Minute 7.5 – School Review (Website Development) – the headteacher advised that the website is compliant but not as fully functioning as the school would like it to be, this is being worked on and is currently going out to tender.	
5.7	Minute 8.1 School Improvement Plan update – to be on the agenda for July. The headteacher advised that he was working on putting a pack together for governors covering past, present and future, including milestones.	July Agenda
5.8	Minute 9.3 -Link Governor Meetings – meeting taken place last week, another one planned for tomorrow.	
5.9	Minute 12.2 - 360° Feedback – no further comments had been received	
5.10	Minute 14 - Governor Training – the log had been circulated and the clerk to add in training undertaken by D’O Connor and L Burns that was missing.	Clerk
6	BUDGET AND FINANCE UPDATE	
6.1	Documents had been circulated in advance of the meeting and Mr Vickers had raised some queries with J Turner (Business Manager) all of which had been answered positively.	
6.2	Final accounts for Month 13 not yet received.	
6.3	The chair advised to date: <ul style="list-style-type: none"> • Total Direct Employee costs £13k (underspend) • Other employment £4k (underspend) • Premises costs £8K (underspend) with an overspend on PFI Unitary cost and an underspend on building repairs and maintenance (the chair advised that for the future the PFI costs would be accurately calculated as all parties were now in agreement about how the costs were being calculated) • Supplies and services costs were £33k underspent. • The total surplus for the year was 60k. The Carry forward surplus figure represents 14% of the total income of the school and carry forward next year is to be capped at 8% so the MUGA expenditure next year will reduce this to approx. 8%. <p>Q What is a MUGA and where will it be?</p> <p>A The headteacher explained that it is a Multi-Use Games Area which can be used for multiple types of games. He explained that whilst the school has lots of green space this can get extremely muddy and is not suitable for playing on all year round. The chair advised that the MUGA could not be built on land belonging to the diocese and would be close to the school building on LA land.</p>	
6.4	Budget Review meeting held recently with the chair, headteacher, finance manager and LA finance officer in attendance. Budget looked at line by line costs with some assumptions being made regarding PFI contract. Governors were asked if they had any questions before the budget is approved and signed.	
6.5	Governors approved the budget, and this was signed by the chair <i>(Clerk passed this to the finance manager on 13 May 2022)</i>	

<p>6.6</p>	<p>Q A query was raised regarding IT costs and the headteacher indicated that this was on the agenda but could explain this now.</p> <p><u>IT Revised Budget</u></p> <p>The revised budget had been circulated prior to the meeting and the headteacher explained that in the past IT hardware had been leased, the problem with that is everything is replaced at the same time. Hardware is now purchased, and the equipment is checked on a regular basis and replaced as and when required. The lifespan of the hardware is approximately 3 to 5 years.</p> <p>Q How do you account for software costs? A These are expensed annually</p> <p>Q Are the servers on site? A Yes</p> <p>Q Have you considered using the cloud for this purpose? A The headteacher said that the cloud was used but suggested that Mr Vickers contact the IT Manager (M Burton) to discuss the technicalities of how it all worked.</p> <p>Q Is there anything that enhances the ability of teaching? A Where items are requested by teaching staff these are purchased from either curriculum or department budgets.</p> <p>A comment was made about what might happen regarding IT costs once the school comes under the MAT (2025). Currently this could only be speculated upon but would be considered at the right time.</p> <p>The revised IT budget was approved.</p>	
<p>6.7</p>	<p>Unofficial Funds</p> <p>The chair has received this but not yet looked at fully with the finance manager and will present to governors formally once he has done this. He mentioned that there is:</p> <p>£11k in devolved capital £9k governor funds £43k parental contributions – have recently used some of this for basketball hoops purchase and installation. Friends of Cardinal Heenan (FOCH) will also be included moving forward but no figures as yet. (these figures are all outside of the official school budget)</p> <p>The chair advised governors that the LA each year top slice school budgets to provide some services to school (maternity covers, suspended staff, school library, trade union, administration of Free School Meals, and much more) which otherwise would be difficult for schools to provide, this is a figure of 1.15% and has been in place and agreed historically for many years. Governors agreed to continue with this.</p>	
<p>7</p>	<p>HEADTEACHERS REPORT</p>	
<p>7.1</p>	<p>The headteachers report had been circulated prior to the meeting and the headteacher asked if there were any questions/comments arising from the report.</p> <p>The chair advised governors that himself and Fr. Cassidy had attended the school SLT meeting earlier in the day and had looked at the Catholic Life and Ethos of the school and with the appointment of Fr. Cassidy providing a priest governor it is expected that the ethos will be given a higher profile.</p>	

	<p>Q Does this mean that Ms Tiffany who is currently leading Catholic Life will not be doing so? A Not at all, we have created a new structure at management level to give extra capacity and will explain this to you now.</p> <p>7.2 The headteacher explained that the SLT for the school was quite small and needed to be increased therefore a new structure incorporating an Extended Leadership Team (ELT) had been created. Additional roles of 4 x Associate Assistant Headteacher posts (RE, English, Maths and Science) had been created and 1 x Head of Upper school and 1 x Head of Lower school. The headteacher commented that the school had been able to do this by utilising the current staff.</p> <p>7.3 Dr Michael Payne had recently been appointed as Data Manager, this includes Examinations, and as the previous Exams Officer had left at Easter and the current Data Manager was off ill, he had hit the ground running. Moving forward this role will be responsible for Data and Exams with a post for Exam Administration to be created.</p> <p>7.4 There were currently 4 posts being advertised:</p> <ul style="list-style-type: none"> • Full time Curriculum Leader for PE • 0.5 Teacher of Geography • 0.5 Teacher of Science • 0.6 Teacher of Maths <p>The cut-off date for resignations is 31 May 2022. The headteacher explained that whilst the timetable is written it will not be finalised until after May once all resignations/ appointments are known.</p> <p>7.5 The Kickstart appointments made at the start of the year were due to come to an end and the headteacher was delighted to report that all of the appointees would be moving onto either employment or further training.</p> <p>7.6 The chair requested that a full update of leavers / starters be provided for the FGB meeting in July.</p> <p>7.7 The chair expressed concern at the drop in numbers from some of the feeder primary schools. The headteacher explained that for some it was because they were non catholic students and following the criteria they had not received a place, some were moving to the new Allerton High school. The headteacher said that the number of students from the feeder primaries who historically had opted for St John Fisher at Harrogate was no longer happening and only 1 sibling child had opted for Harrogate.</p> <p>Q Have any of the Ukrainian refugees applied for a place? A No, we would take them if applied</p>	<p>Headteacher</p> <p>Headteacher</p>
8	COMMITTEE AND LINK GOVERNOR REPORTS	
8.1	<p>Committee Reports</p> <p>There were no committee reports.</p>	
8.2	<p>Governor Visits</p> <p>A report showing the outcomes from the one-to-one meetings between the chair and governors had been circulated prior to the meeting. This had been rated as green with the exception of one amber area regarding communication. It had been agreed that the chair would send out a termly letter and a letter from the Chair had been sent at Easter and there had been no feedback. The next communication to be sent at the end of term. The headteacher requested</p>	

	<p>that when referring to staff at school this should be to all staff (this then covers teachers, support staff and administrative staff).</p> <p>Link governor meetings now to revert back to the previous system of face-to-face meetings between the relevant parties. Governors with responsibility areas to contact their Link SLT to arrange meetings.</p>	Link Governors
10	POLICY REVIEW AND UPDATE	
	No policies to review.	
11	ACADEMISATION UPDATE and PFI Update	
	<p>There was no update on Academisation with both the chair and the headteacher continuing to attend regular review meetings with other chairs and headteachers of the MAT.</p> <p>The chair had recently attended the regular PFI Board meeting and also another meeting which included the DFE, IPA, Bellrock, Diocese and Local Authority. A survey undertaken 12 months ago had highlighted a problem with the flat roof. Bellrock didn't appear to have any solid plan of how they were going to address this, and they had been asked by the DFE and the IPA to look at this and come back with a more appropriate plan with a further meeting scheduled in June. The June meeting is being extended to accommodate looking at roofing quotations and the funding for this, as it is believed that Bellrock have not maintained this effectively therefore it is their responsibility to remedy it. Bellrock have accepted this in principle. Lifecycle works for the next 3 years and the value of the sinking fund to pay for them is also to be looked into at that meeting. Governors noted that any monies left in the sinking fund at the end of the contract would be returned to Bellrock and the LA.</p>	
11	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>All governors to check the information is up to date and let the clerk know if anything is missing.</p> <p>Fr. Cassidy and M Mooney to undertake Induction modules 1 & 2 and advise the clerk when completed.</p> <p>D O'Connor agreed to take over the responsibility for SEND link governor.</p> <p>Safer Recruitment training needs to be refreshed for M Gardner & S Vickers</p> <p>R Evans, M Mooney, D O'Connor, L Burns and Fr. Cassidy to check that their National Governance Association (NGA) logons are working and to advise the clerk of any problems.</p>	<p>All gov`s</p> <p>M Mooney/ Fr. Cassidy</p> <p>M Gardner / S Vickers</p> <p>R Evans L Burns M Mooney Fr. Cassidy D O'Connor</p>
12	CHAIRS ACTION	
12.1	Free School Meals	
	<p>The chair advised that the LA had advised that school meals were to increase by 23p per meal. It is the schools' decision whether this is passed on or absorbed by the school, historically this has always been passed on and governors were asked to decide if they wanted to do this.</p> <p>A question was raised about whether the school could establish if this was going to cause any hardship if passed on. The headteacher indicated there was no formal method for identifying this however staff who carry out the lunchtime duties have been doing this consistently and know the pupils, they will be vigilant about any child that they see / feel may be suffering and refer this to the pastoral team who will pick it up and address in the best way possible.</p>	

	<p>The headteacher to arrange for something to put on the website signposting parents to where they can get help and advice. M Mooney to send some information through to the headteacher to use for this.</p> <p>Governors agreed to pass on the cost.</p>	Headteacher M Mooney
12.2	<p>Diocese of Leeds Briefing</p> <p>The leaflet had been circulated to governors for information in advance of the meeting and the chair made reference to the following points:</p>	
12.2.1	<u>Director of Education vacancy</u> – post being readvertised, closing date 6 June.	
12.2.2	<u>SEND Green Paper Webinar</u> – D O'Connor to sign up to this.	D O'Connor
12.3	<p>Pen Portrait</p> <p>Fr. Cassidy and M Mooney were requested to send a pen portrait and photograph to the clerk so that these can be uploaded. All other governors to check their current pen portraits and send updates to the clerk if there are any.</p>	All governors
13	CLERKS ACTION	
	All governors to check that they have proper access to The Key for Governors and the NGA website.	All governors
14	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> • Thank you and goodbye from L Bleasby as this was her last governor meeting. • Chair to write to Notre Dame College congratulating them on their recent OfSted Inspection. • L&M meeting rescheduled to 9 June, OFS 23 June & FGB 7 July – all starting at 5pm in school. • Governor Committees and Responsibilities to be updated and sent out. • Governors invited to Carnival Heenan Summer Fair, hosted by the Friends of Cardinal Heenan, on Friday 15 July 4 – 7 pm. 	M Gardner Clerk All governors
15	<p>DATE AND TIME OF NEXT MEETING</p> <p>7th July 2022 at 5pm</p>	