

Cardinal Newman Catholic School

Full Governing Body Meeting Minutes

Thursday 6th February 2025 at 6.00pm

Room NF1 in the college building, first floor next to Reception

Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the head teacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent
- To maintain and develop the Catholic nature of the school

Attendees	Initials	Role	Attendees	Initials	Role
Mel Fane	MF	Vice Chair/ Foundation Governor	Claire Jarman	CJ	Principal (Headteacher Governor)
Georges Guerges	GG	Foundation Governor	Rittick Chakraborty	RC	Parent Governor
Fr Rod Jones	RJ	Foundation Governor	Matthew Conneely	MC	Associate Member
Mary Grey	MG	Foundation Governor	Celine Lawden	CL	Staff Governor
Natalie McCarthy	NM	Foundation Governor	Lucy Hughes	LH	Co-Opted Governor
Samer Bagaeen	SB	Foundation Governor	Geri Silverstone	GS	Foundation Governor / Chair of Governors
In attendance	Initials	Role	In attendance	Initials	Role
Kate Forbes	KF	Assistant Headteacher and Safeguarding / Well-being Lead	Simon Boden	SB	Senior Assitant Headteacher / Director of KS4
Andrew Clarke	AC	Senior Assistant Headteacher	Jane Burroughs	JB	Business Manager
Catherine McManus	CM	Head of R.E.	Kristy Braswell-Ralston	KBR	Clerk to the Governors
Kieron O'Reilly	KO	Observer	Anwara Ahmad	AA	New Clerk – March 2025
Claire Heron	CH	Senior Assistant Headteacher / Director KS3			
Absent with apologies	Initials	Role	Absent without apology	Initials	Role
Richard Hornby	RH	Co-Opted Governor	Mark McGhee	MM	Parent Governor
Martha Killick	MK	LA Governor			

The quorum is 50% of the current membership of the Full Governing Body, which was 15 at the time of the meeting. The number of Governors attending was 13. The meeting was therefore quorate.

Agenda Item	Discussion & Decisions	Actions
1.	Opening Prayer	
2.	Apologies – see above	
3.	Freedom of Information reminder Governors are reminded that business should be conducted in an open way which stands up to public scrutiny and that all non-confidential minutes are to be published on the school's website.	
4.	Minutes of meeting held on 25 th September 2024 <ul style="list-style-type: none"> • Accuracy – approved by the FGB at 18:05pm. • Action Log – none • Birthday wishes given to CJ by Chair • FGB thanked KBR for service as Clerk and introduced new Clerk AA to all members. 	
5.	Principal's Report <ul style="list-style-type: none"> • Safeguarding update (KF) Please see the updated stats below: <ol style="list-style-type: none"> (1) Young Carers – 65 (more self-reporting – we run a once a term session for the young carers where we focus on having fun with them) (2) Front Door Families – 44 (3) Child Protection Plans – 6 (4) Child in Need Plan – 8 (5) Early Help (working with family – holistic way of working with child and family) – 4 (6) Family Hub – 10 (7) Looked after – 8 (8) Special Guardianship – 7 (9) ITF (Integrated Teams) – 1 (10) Safety Plans – School (6) & College (9) <p>This data started in 2023 and there has been a big drop since then in regards to child protection plans. This is due to a greater amount of resources being used across the city.</p> <p>Every Friday we have a referral meeting (Police, CAMHS, etc) to report any children in need of safety plans.</p> <p>In Year 9, we have the largest number of logs in safeguarding concerns – 26 referrals to front door service and 12 cases of child on child abuse/harm.</p>	

	<p>Q: Are there any actions or training to help find children who are self-harming and prevent further harm?</p> <p>KF did a whole session on training regarding self-harm which includes protocols, usually working with the child first, then with the parents. The child might have a safety plan if they are high risk. For girls its cutting/scratching. For boys it can be abusive substances or hurting themselves.</p> <p>GG added that we need to realise that there will be more actual incidents than will ever be reported, so we shouldn't just look at figures and stop working to help all those not being reported.</p> <p>CSE (Child Sexual Exploitation) usually doesn't get reported but is a big issue around Brighton & Hove as the children are groomed to not show signs and therefore we are not seeing live cases coming through the school daily.</p> <p>Q: Do the children with Persistent Absence correlate to the children with reported safeguarding issues?</p> <p>KF confirmed that she will try to add those figures for next time. (how many children who are persistently absent are reported as having a safeguarding/safety issue).</p> <p>Prevent and Channel is a service that offers help for prevention referrals.</p> <ul style="list-style-type: none"> • New KS3 Assessment Model (CH & SB) <p>This is the process for the New KS3 Assessment Cycle: Revision week – Feedback to students – assessment fortnight – Review week – Moderation and KS3 lead review - intervention strategies.</p> <p>SB stated there are lots of exams at the same time as well as marking. You need time to teach the children the knowledge before the exams. We use management of data and progress rather than just attainment.</p> <p>KS3, KS4 and KS5 are taught the following to help: organization, revision, practice, independent learning, and performance.</p> <p>We currently use FFT (Fisher Family Trust) for attendance and pupil data which is used from the CAT test (similar to SATS).</p> <p>There are 4 stages: 1 – the subject teachers enter % data (ATL & Progress Score), 2 – KS3 leaders standardize and moderate data inputted and ensure its quality assured, 3 – reports are sent to parents and to subject leaders to identify students that need further support / Horsforth Quadrant Tool used to help identify progress and effort differences, and 4 – plan and deliver quality first teaching initiatives to raise progress using HFQ.</p> <p>Q – Where are the levels set – is what's expected based on the SATS?</p> <p>SB confirmed that it measures the progress against the own student and other students based on the CAT test via the FFT. CATs measure</p>	<p>KF to prepare data correlating children that are persistently absent and have safeguarding issues.</p>
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	<p>potential but the progress checks are looking at how you remember certain subject matter, etc.</p> <p>H.E.L.P {High effort, low progress} is supported by Quality First and Adaptive teaching to ensure all KS3 staff know; Who they are, How to adapt their approach, Where to sit students, What to do to improve their learning.</p> <ul style="list-style-type: none"> Jubilee Year – Pilgrims of Hope (CM & AC) <p>CM confirmed the Holy Door was broken in the Vatican on 24th December 2024. Pope Francis also walked through the Holy Door at Rome’s Rebibbia Prison Complex.</p> <p>Jubilee Logo – the four figures represent: everyone on earth, showing solidarity, friendship and that we are one united global family. The lead figure holding on to the cross is a sign of faith and hope whilst the rough waves symbolise pilgrimage, which doesn’t always go smoothly. The anchor at the bottom of the cross is a symbol of hope.</p> <p>Reflections were given on the Jubilee Icon in all RE classes last week.</p> <p>AC talked about the idea that ‘faith is caught not taught’. Rev Abraham came in and talked about Off the Fence with the house captains and to share the charity in assembly with students. Off the Fence helps homeless people by addressing the issues and causes to try to prevent homelessness and to also help those that are currently homeless to be able to function in life again.</p> <p>Two initiatives set by the Year 11 Captains, Senior House Captains and the Leadership Academy are: making crisp packet blankets and care packages.</p> <p>Jane and Ali have done some lovely displays in the school re: the Jubilee Year of Hope.</p> <p>One of the art teachers took the Newman Cross and put the 4 figures as the uniforms of Y7-Y11</p> <p>Flame 2025 (UK’s largest Catholic Youth Conference) has a focus of fanning the flame of hope. We are hoping to take students to it this year.</p> <p>Citizens UK – through the work the students have done with Citizens UK, the Pope has said that he wants to come to Newman to meet the students involved.</p>	
6.	<p>Policy / Document Reviews – all policies below agreed for 1-year renewal by FGB at 19:08pm.</p> <ul style="list-style-type: none"> Equality Policy PSHE and RSE Education Policy SEND Policy Complaints Policy Health & Safety Policy Interim Prayer & Liturgy Policy Environmental Accessibility Policy and Plan SEN Information Report 	

	<ul style="list-style-type: none"> ● Exam Access Arrangements Policy ● Pay Policy ● Nut Free Addendum (to be added on to the CNCS Policy for the care of students with medical conditions and illness which was approved May 2024) ● Parental Conduct Policy 	
7.	<p>Resources Committee Report (JB)</p> <p>Proposal of Draft Budget – there have been a couple of key changes. The £850,000 loan from the diocese has been deemed unlawful and that has now been added to our bottom line but the 10% of the budget from the Governors Fund should cover this. We budgeted £800K 2024-25, we hope to be balanced by 2026-27.</p> <p>The SMRA consultant confirmed that we need to reduce staff members and we are hopeful to make progress on that before September.</p> <p>Q – What’s the forecast for Year 7 places across the Brighton & Hove area?</p> <p>CJ confirmed it is declining – the number of students – but we hope we can remain the preferred choice.</p> <p>GS added that if we are looking at Local Government, our encatchment area will actually increase.</p> <p>JB added that we will have to put in another application after we finalise the budget in May as we are not quite in line with what was approved (using proof forecast of students, etc).</p> <p>Q - Did we have many kids come back from BHASVIC?</p> <p>CJ confirmed we only had a few that came back.</p> <p>Draft Budget approved by the FGB at 19:25pm.</p> <p>The SFVS needs to be sent to the LA but needs full GB approval. MF confirmed that there has been a lot of changes.</p> <p>SFVS approved by the FGB at 19:26pm.</p>	JB to create updated deficit budget for LA.
8.	<p>Teaching & Learning Committee report (MC)</p> <p>Every half term we aim to have 2-3 subject leaders to present to discuss subject profile, links to recent data, any curriculum changes, and departmental priorities for the academic year.</p> <p>We are really focussing on Catholic teaching in departments and student well-being in classrooms.</p> <p>The next meeting is 12th February 2025 and MC be presenting on the subject of History at the school.</p> <p>Q: Helps and Yelps – would it be helpful for the teachers to include the date when they are presenting?</p>	

	MC confirmed it will become more about the data and progress in departments.	
9.	Governor Links <ul style="list-style-type: none"> Any reports from previous term – none 	
10.	AOB – notified to the Chair in advance of the meeting	
11.	Date of next meeting: Thursday 3 rd April 2025	
12.	Close of meeting – ended at 19:27pm	

Approval of Minutes

Signed_____ Chair of Governors

Date_____

Action list

Item	Action	Responsibility	Date
1	KF to prepare data correlating children that are persistently absent and have safeguarding issues.	KF	03/04/2025
2	JB to prepare new deficit budget to send to LA	JB & FGB	31/05/2025

Our School Prayer

God has created me to do Him some definite service;

**He has committed some work to me
which He has not committed to another.**

I have my mission-

I may never know it in this life, but I shall be told it in the next.

I am a link in a chain, a bond of connections between persons.

He has not created me for naught.

I shall do good; I shall do His work.