

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 14 September 2017
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Carolyn Sheehan	CShe	Co-opted Governor	James Kilmartin	JK	Head teacher
Tim Williamson	TW	Foundation Governor	Sandra Murphy	SM	Co-opted Governor
Gemma Bond	GB	Parent Governor	Roger Galvin	RG	Staff Governor
Nick Wells	NW	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Gerard Silverstone	GS	Foundation Governor
Steve Walsh	SW	Foundation Governor			
In attendance	Initials	Role	In attendance	Initials	Role
Andy Thomas	AT	Clerk to the Governing Body	Annette Kelly	AK	Deputy Headteacher
Claire Jarman	CJ	Deputy Headteacher	Kate Forbes	KF	Assistant Headteacher
Apologies	Initials	Role	Absent	Initials	Role
Cathy Atherton	CA	Foundation Governor			
Johane Simon	JS	Co-opted Governor			
Kerry Clarke	KC	Local Authority Governor			

The quorum is 50% of the current membership of the Full Governing Body, which was 14 at the time of the meeting. The number of Governors attending was 11. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	1. Opening prayer The meeting was opened in prayer.	
2.1	2. Apologies Apologies had been received from CA, JS and KC. These were duly accepted.	
3.1	3. Freedom of Information reminder Governors were reminded that business should be conducted in an open way which stands up to public scrutiny, and that all non-confidential minutes would be published on the school's website.	
4.1 4.2	4. Declarations of pecuniary and other interest None were declared. Annual declaration forms were issued to those present for completion. This would be followed up and up-to-date documentation checked.	

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		Clerk
	<p style="text-align: center;">5. Election of new Chair and Vice Chairs (Clerk to take Chair)</p> <p>5.1 The Clerk took the chair for this item and reported that nominations had been received in the name of TW for Chair; and Kerry Clarke and Sandra Murphy for Vice Chairs.</p> <p>5.2 The above candidates were endorsed and duly elected as Chair and Vice Chairs respectively. TW duly took the chair for the remainder of the meeting.</p>	
	<p style="text-align: center;">6. Minutes of meeting held on 12 July</p> <p>6.1 The draft minutes of the meeting held on 12 July 2017 had been circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Accuracy <p>6.2 The minutes were agreed as a true record subject to the removal of the 'Next Steps' section of the Headmaster's report and a correction to a minute reference number in the Action List (AK action).</p> <ul style="list-style-type: none"> • Matters arising <p>6.3 Reference was made to the Action Points recorded in the minutes of the 12 July meeting and the following actions were agreed:</p> <ul style="list-style-type: none"> - Clerk and Headteacher's PA to meet to discuss Firefly technical issues. - Update terrorist incident plan and implement training. - Place Safeguarding information on website following meeting. - Include exclusion data in Headteacher's report once per term. - Resources Committee to address data protection and report. - In relation to a particular data protection case, media rebuttal to be prepared and ICO website checked. - Involve Governors in SIGs. - Restructuring – review timelines via Resources Committee; circulate timeline to Governing Body; present SLT restructure proposals at next FGB meeting; HR Manager to attend next FGB meeting; confirm Governor roles in process; check participation of SLT members and Staff Governor in FGB debate. - Consider establishing a PTA. 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">JK AK JK CShe JK/ Marketing and Comms Manager CJ JK/ HR Manager/ CShe/ Clerk JK</p>

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	<p style="text-align: center;">7. Safeguarding update</p>	
7.1	Reference was made to the Safeguarding Audit report which had been circulated in advance of the meeting. It was agreed that Safeguarding should be a termly agenda item.	JK/ Clerk
7.2	<p>GB was invited to present the report and highlighted the following key aspects:</p> <ul style="list-style-type: none"> - There was outstanding leadership. - Significant training had been undertaken. - There were good relationships with others. - Requirements were met. - Materials contained all required content. - There was visible pupil/ staff engagement. - There was positive pupil feedback. - There were no major concerns in relation to incident reporting (however attendance management was ongoing). - There was good event planning. - There were good interventions in relation to vulnerable children. - Child Protection case numbers had reduced. - Themes and trends were kept under review; and report actions were extracted and tracked. 	
7.3	<p>Some required improvements had also been identified as follows:</p> <ul style="list-style-type: none"> - Gaps in policies, in relation to which work was ongoing (the Allegations Against Staff policy was being urgently updated). - Termly updates/ cascades to staff needed to be implemented. - More subject leaders needed to be designated as Safeguarding leads. - The single central record needed to be updated annually for both staff and Governors. The aim was to introduce an automated process. 	
7.4	The school 'Safeguarding and Child Protection Handbook 2017-18' was handed out to those present. Governors were asked to sign and return the proforma therein to confirm receipt/ review.	JK/ HR Manager
	<i>In response to a number of questions the following was reported:</i>	Govs.
7.5	- The handbook would be included in the termly update to staff.	GB

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7.6	<ul style="list-style-type: none"> - The Whistleblowing policy applied should concerns about staff in this area arise. - The anti-bullying policy would apply should teachers be subject to bullying behaviour. - The Allegations Against Staff policy would be updated in advance of any Ofsted inspection. - The safeguarding booklet would be appended to the policy. - The handbook and related information would be placed on the website for the attention of parents and Ofsted. <p>GB was thanked for her report. Thanks were also expressed to GB, AK and the safeguarding team for their work.</p>	GB
7.7	<p>Finally it was noted that the Local Authority audit had been completed in July and endorsed the school's work in this area.</p>	
	<p>8. Headteacher's Report</p> <ul style="list-style-type: none"> • RAISEonline and training <p>8.1 The RAISEonline system was being replaced by 'Analysing School Performance' (ASP) and moved into the 'gov.uk' website with a new interface. The system provided important information for Governors, who would be able to log-on to the site. This was crucial in relation to Ofsted inspections.</p> <p>8.2 A brief training/ familiarisation session for Governors was conducted by KF during the meeting.</p> <ul style="list-style-type: none"> • Summer results <p>8.3 A handout was issued to those present. This contained key points and a narrative and was the basis on which to build. It was reported that:</p> <ul style="list-style-type: none"> - On GCSEs the school was top in the City for the second year. - 55% of pupils had received Level 5 or above in both English and Maths (the average being 48%); - 81% had achieved Level 4 and above in both English and Maths. - Expected progress in English was high (80%). - The EBacc pass rate was 44%, top in the City and above the national average. - The school had been approached by an external organisation seeking to learn from the excellent results in English. 	

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8.4	<p>- National data was awaited.</p> <p>The school had done well and there was plenty to celebrate, however the school would not be complacent. Further improvements would be sought. Results were important but so was the general academic development of pupils. The school was in a good position for Ofsted.</p>	
8.5	<p><i>In response to a number of questions the following was reported:</i></p> <ul style="list-style-type: none"> - The school was the City's GCSE top performer in most significant areas, only slightly behind one other in the Attainment 8 area. - The school's good results would be used for recruitment purposes and placed on the school website. - GCSE Level 4 and above was the Government benchmark (a pass) but Level 5 and above for schools (a strong pass). - Further data and a narrative would be prepared for Governors. - A Level results had been prepared and circulated separately to the Governing Body. The average point score was up; A* - B grades were up; 97% of pupils had gained A* - E grades; there was a downward trend on 'value added'; and there was too much variation between subjects, some falling below national averages. - There was an upward trend on 'value added' in relation to BTEC. 	JK
8.6	<p>The Governing Body wished to place on record that it was pleased with the GCSE and A Level results. The key message was that the school was proud of its achievements but would identify areas for further improvement.</p>	
8.7	<p>Following further discussion it was agreed that the sixth form should be subject to further discussion at the next FGB meeting. Also the GCSE Attainment 8 outcome (see above) and any underperforming subjects would be looked at. It was noted that data was subject to 'health checks'.</p>	Clerk
8.8	<p>It was agreed that the associated report to that meeting should be based on underperforming subjects; support for teachers in relation to GCSE and A level; and what was being done to address these issues.</p>	JK
8.9	<p>Finally it was reported that one teacher was currently subject to capability procedures.</p>	
8.10	<ul style="list-style-type: none"> • October half term <p>It was confirmed that the Local Authority had introduced a two-week October half term break in an attempt to reduce unauthorised absences during the Summer. However would have an adverse impact on the school, including loss of lesson</p>	

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8.11	time and lower attendance. It was proposed that the school should retain the arrangement for this year but revert to the previous term structure in the 2018/19 academic year.	
8.12	<i>In response to a number of questions the following was reported:</i> <ul style="list-style-type: none"> - The new October break was subject to a two-year trial but due to its Voluntary Aided status the school could choose to withdraw. - A desire to remain in line with Primary Schools had been a factor in the school's participation in the trial. However Primary Headteachers themselves were not in support of the new scheme. Secondary Headteachers were opposed. The Local Authority had in effect imposed the trial. - It was considered that a survey of parents on the matter may not be desirable due to the possibility of an 'affordability bias' in relation to the cost of holidays and disadvantaged pupils. - Communications with parents were in any case key. - It was not considered necessary to await the impact in the first year as there was clear data to support the conclusion that there was an adverse impact on the school. 	
8.13	Following discussion it was agreed that the school should withdraw from the trial with effect from the second year. Communications with parents were key and a newsletter would be issued in advance of the half term break in early October. Consideration should be given to those already having booked holidays. It was emphasised that planning and timing would be crucial.	JK
	9. Governing Body update <ul style="list-style-type: none"> • Vacancies 	
9.1	It was reported that there were currently three Foundation Governor vacancies, and one Parent Governor vacancy following the resignation of Caroline Shinn. A number of candidates had either applied as Foundation Governors and/ or had expressed interest. A number of these were due to meet with TW and JK.	
9.2	A nomination process for the Parent Governor vacancy would be conducted [along with a Staff Governor nomination process following the imminent expiry of Roger Galvin's term of office as previously discussed].	Clerk
	<ul style="list-style-type: none"> • Link Governors 	
9.3	Reference was made to TW's paper which had been circulated in advance of the meeting. The importance of Link Governors was underlined. It was stated that	

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9.4	<p>'Thank you' cards for use by Link Governors were being produced.</p> <p>In discussion it was agreed that Link Governor roles should be aligned to Line Manager subject areas. It was also agreed that an H&S Link Governor would be added. The proposals would be revised and recirculated accordingly.</p>	TW
9.5	<p>It was noted that a 3-year strategic plan was in place and that Governor responsibilities in this regard, as also outlined in the paper, would be re-visited at the next FGB meeting. The SLT was reviewing 2 out of 6 targets each week and Governor involvement in this process would be considered. Working groups were an option</p> <ul style="list-style-type: none"> • New Diocese Code of Conduct 	TW/ CJ/ Clerk
9.6	<p>It was noted that a Code of Conduct was currently in place but that a new model had now been issued by the Diocese/ Catholic Education Service (CES). It was agreed that the new model should be adopted; signed by Governors; and re-signed on annual basis.</p>	Govs./ Clerk
10.1	<p>10. Resources Committee Report</p> <ul style="list-style-type: none"> • Overview/ minutes <p>The minutes of the last meeting on 10 August had been circulated in advance. It was reported that the deficit position had been improved but the budget position was still challenging. It might be possible to use Governors' Funds for restructuring costs.</p>	
10.2	<p><i>In response to questions it was reported that:</i></p> <ul style="list-style-type: none"> - Governors' Funds could potentially be used for restructuring. There were significant funds available but there were also other capital expenditure commitments to take into account. - Fundraising was being looked at. - News was awaited regarding local/ central Government additional funding. - The use of any surplus would be considered and figures reported to the Governing Body. - Perceptions around capital expenditure commitments whilst pursuing staff restructuring would be managed. Any expenditure was necessary for the school. - Summer building works were ongoing. Problems with the architects had been experienced and there had been a delay in relation to Newman College security gates. There was no SLA/ contractual penalty. - The architect contract may be re-tendered. 	CShe

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10.3	<ul style="list-style-type: none"> - The new rugby posts had not yet been put up due to a delay in the installation of a gate on the BHASVIC site. - Ownership of BHASVIC field was set out in the Resources Committee minutes. <p>It was further reported that:</p> <ul style="list-style-type: none"> - Football Academy value for money was being reviewed. - Water fountains were being examined and the Student Senate would be updated. - A DfE competency framework for Governors had previously been sent out. This was now a requirement for Governors. 	JK CShe/ Business Manager
10.4	<p>Finally it was reported that the Business Manager was working on a 'top line' budget summary for the Governing Body. This would be discussed by the Resources Committee and circulated to the Governing Body.</p> <ul style="list-style-type: none"> • Crisis manual and communication 	
10.5	Not discussed.	
11.1	<p>11. Student Governor</p> <p>Deferred to the next FGB meeting.</p>	KC/ Clerk
12.1	<p>12. AOB - notified to the Chair in advance of the meeting</p> <p><i>i. Fundraising</i></p> <p>It was reported that a fundraising group, including parents, was being formed. The Resources Committee was taking this forward and would be able to report in due course.</p>	
13.1	<p>13. Date of next meeting – Thursday 12 October @ 7pm</p> <p>The next meeting would be held on Thursday 12 October 2017 at 7pm.</p>	
14.1	<p>14. Close of Meeting</p> <p>There being no further business the meeting was duly closed.</p>	

Signed _____ Chair of Governors

Initials.....

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Documents attached to the minutes:

1. Draft minutes of meeting on 12 July 2017.
2. Safeguarding Audit report.
3. Governor Links/ responsibilities proposals.
4. GB current Code of Practice for Governors.
5. CES model Code of Practice for Governors.
6. Minutes of Resources Committee meeting held on 10 August 2017.

Action list

Minute	Action	Responsibility	Date
4.2	Follow up business interests forms.	Clerk	ASAP
6.2	Make minor corrections to 12 July minutes and publish.	Clerk	ASAP
6.3	Clerk and Head's PA to meet re: Firefly.	Clerk	19 Sep
6.3	Update terrorist incident manual and conduct training.	JK	In due course
6.3	Place Safeguarding information on website.	AK	Following meeting.
6.3	Include exclusion data in Head's report.	JK	Once per term.
6.3	Resources Committee to address data protection and report.	CShe	In due course.
6.3	Re: DP case, prepare media rebuttal and check ICO website.	JK/ Marketing and Comms Manager	ASAP.
6.3	Involve Governors in SIGs.	CJ	Half term.
6.3	Execute restructuring actions as detailed in para 6.3	JK/ HR Manager/ CShe/ Clerk	As required.
6.3	Consider establishing a PTA.	JK	In due course.
7.1	Make Safeguarding a termly agenda item.	JK/ Clerk	Once per term.
7.3	Introduce automated single central record process.	JK/ HR Manager	In due course.
7.4	Governors to confirm receipt/ review of safeguarding and CP handbook.	Govs.	ASAP
7.5	Include safeguarding handbook in termly staff update.	GB	Termly.
7.5	Place safeguarding handbook and associated information on school website.	GB	ASAP.

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8.5	Produce results data analysis and narrative for Governing Body.	JK	In due course.
8.7	Include GCSE and A Level subjects/ teaching on agenda for next FGB meeting.	Clerk	Next FGB meeting.
8.8	Produce GCSE and A Level subjects/ teaching report for next FGB meeting as outlined in paragraph 8.8.	JK	Next FGB meeting.
8.13	Withdraw from October half term trial and conduct planning and communications as outlined in paragraph 8.13.	JK	ASAP
9.2	Conduct PG (and SG) nomination process.	Clerk	In due course.
9.4	Revise and recirculate Link Governor proposals.	TW	In due course.
9.5	3 year plan Governor assignments to be re-visited at next FGB meeting.	TW/ CJ/ Clerk	Next FGB meeting.
9.6	Implement new Governor Code of Practice as outlined.	Govs./ Clerk	ASAP
10.2	Surplus funds report to be made to the Governing Body.	CShe	In due course.
10.3	Update Student Senate on water fountains.	JK	In due course.
10.4	Budget summary to be discussed by Resources Committee and circulated to the Governing Body.	CShe/ Business Manager	ASAP
11.1	Defer Student Governor item to next FGB meeting.	KC/ Clerk	Next FGB meeting.