

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 12 October 2017
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Carolyn Sheehan	CShe	Co-opted Governor	James Kilmartin	JK	Head teacher
Kerry Clarke	KC	Local Authority Governor	Sandra Murphy	SM	Co-opted Governor
Gemma Bond	GB	Parent Governor	Nick Wells	NW	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	Mhairi Miller	MM	HR Manager
Paul Miller	PM	Deputy Headteacher	Christine Henson	CH	Prospective Governor
Apologies	Initials	Role	Absent	Initials	Role
Cathy Atherton	CA	Foundation Governor			
Tim Williamson	TW	Foundation Governor			
Antonella De Santo	ADS	Foundation Governor			

The quorum is 50% of the current membership of the Full Governing Body, which was 12 at the time of the meeting. The number of Governors attending was 9. The meeting was therefore quorate.

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	1. Opening prayer	
1.1	The Chair welcomed those present to the meeting, including Christine Henson who had applied to be a Co-Opted Governor and was present as an observer.	
1.2	The meeting was opened in prayer by JH.	
	2. Apologies	
2.1	Apologies had been received from CA, TW and ADS. These were duly accepted.	
	3. Freedom of Information reminder	
3.1	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. Declarations of pecuniary and other interest	

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4.1	None were declared.	
	<p style="text-align: center;">5. Minutes of meeting held on 14 September</p> <p>5.1 The draft minutes of the meeting held on 14 September 2017 had been circulated in advance of the meeting.</p> <p style="padding-left: 20px;">• Accuracy</p> <p>5.2 The minutes were agreed as a true record subject to the amendment of 'GB' (referring to the Governing Body) to 'Governing Body' throughout; removal of the word '(blank)' in paragraph 6.2; and the addition of the word 'audit' after 'Local Authority' in paragraph 7.7.</p> <p style="padding-left: 20px;">• Matters arising</p> <p>5.3 Reference was made to the Action Points recorded in the minutes of the 14 September meeting and the following actions were agreed:</p> <ul style="list-style-type: none"> - Follow up business interest declaration forms. - Circulate terrorist incident manual. - Include Exclusion data in Head's report to next FGB meeting. - Business Manager to attend January FGB meeting in respect of data protection developments. - Claire Jarman to attend December 2017 FGB meeting in respect of SIGs. - Establish PTA in latter half of Spring Term. - Introduce automated single central record by May 2018. - Governors to confirm receipt and review of Safeguarding/ CP handbook. - Initiate Parent Governor and Staff Governor nomination process by next FGB meeting. - Governors to sign declaration in Governors' Code of Practice. - Include Student Governor item on agenda for December FGB meeting. 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">JK</p> <p style="text-align: center;">JK</p> <p style="text-align: center;">B. Mgr</p> <p style="text-align: center;">CJ</p> <p style="text-align: center;">JK</p> <p style="text-align: center;">JK/ HR Mgr</p> <p style="text-align: center;">Govs.</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Govs.</p> <p style="text-align: center;">KC/ Clerk</p>
6.1	<p>6. Admissions Policy – Paul Miller</p> <p>PM stated that there was a need for the Governing Body to ratify the Admissions Policy which had been circulated in advance of the meeting. The current policy has been used for the first time this year, having been revised in the context of a diocesan consultation last year. Therefore it was recommended that the policy for admissions in Sept 18 be used for admissions in Sept 19. It was noted that the 'Baptism only' option had been taken. Only a Baptism certificate was required,</p>	

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6.2	not evidence of church attendance. It was further noted that the Policy could be reviewed in a year's time. In the meantime the Policy was agreed.	PM/ Clerk
6.3	Following discussion it was agreed that a Governors' Admissions Committee should be established, consisting of SW (Chair), GS and JH. This would meet at the school before Christmas to address admissions. Email communications would be established.	
	7. SLT restructure proposals – Mhairi Miller <i>[Section redacted and recorded in a 'PINK' confidential minute only]</i>	
	8. Headteacher's Report	
	• Results – action plan/ underperforming areas	
8.1	An analysis of examination results had been circulated prior to the meeting. It was reported that an action plan was underway. This has been commissioned from Chris Marshall (former SIP partner) and would be repeated next year. It had been an extremely useful exercise.	JK/ Clerk
	• Disadvantaged pupils/ Progress 8	
8.2	See above/ below. <u>Other matters</u>	
8.3	A Headteacher Report, the school strategic plan and Newman College evaluation had also been circulated in advance of the meeting.	
8.4	Comments and questions were invited. <i>In response to questions it was reported that:</i> <ul style="list-style-type: none"> - Newman College had its own strategic plan. This would be looked at separately as it was a big piece of work. It was agreed that the plan should be circulated urgently and questions requested. The matter would be placed on the agenda for either the next meeting or December meeting, with Graham Goldup and Paul Clingan invited. - Choices had had to be made regarding strategic priorities. Not everything could be included. However there would be more detail in a wider document. Following discussion it was noted that emotional health and wellbeing was in the 'Attendance' section. - Regarding behaviour management, the approach was firstly to develop clarity around expected behaviours and secondly to reward good behaviours. There was a points system linked to positive and negative responses. A number of examples were given. There were very few 'no 	

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	<p>shows' for detention, which would result in negative points. Noting some concern about exclusion from prom night being a possible sanction, it was confirmed that the system was based on 'choices and consequences'. Reports indicated that the school was calmer and more purposeful. There was a drugs problem in the City which remained an issue. A report would be made in due course regarding pupil exclusions.</p> <ul style="list-style-type: none"> - Year 11 had received the lowest number of positive behaviour points. This was in line with previous experience of issuing rewards in the school which tend to be used more freely with younger pupils. Greater use of positive behaviour points (where appropriate) for Year 11 students was an area for improvement. Success criteria were set out in the strategic plan. - A good science offer was needed in Newman College. There was lots of competition. Science was a key area for ongoing development. Further improvements were needed with some issues around staff performance to address. - There was adequate funding for the three sciences and the balance was right. Salary was a driver – more leadership positions were available. However there were subject leads for biology, chemistry and physics. - There was not a higher turnover of science teachers. Nationally Science is an area of staff shortage. However the Headteacher was able to report that we have a full complement of well-qualified Science teachers. This was partly due to the close links the school has built with the universities and other bodies delivering teacher training. A Level students were subject to ongoing assessment and, where appropriate, encouraged to transfer to alternative courses as necessary. Some were not suited to science and a situation whereby the wrong students were on the wrong courses was to be avoided. This was not in the interest of students. - Maturity was sometimes required in regard to the above. - The school would not be adversely assessed if students changed courses. The key was whether or not they left the sixth form. Students transferring courses and doing well as a result was not an issue. - Sixth form students could transfer up to the first half term point normally, otherwise things could be difficult. Alternatively Year 12 could be repeated. There was some further discussion on this. - The school compared well with other sixth form colleges in the City. Students were provided with the information required to make a choice. Sometimes the alternative environment of a different college could be beneficial. 	

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8.5	Media studies was an area for improvement. A new subject leader had recently been appointed. There were specific issues around disadvantaged pupils which needed further discussion. The Government had not yet published national data. It was possible that the difference between the attainment of disadvantaged students and other students may have increased nationally and that disadvantaged pupils had responded less well to curriculum and assessment changes. It was disappointing that the 'gap' between disadvantaged students and non-disadvantaged students had increased at the school. The focus remained on high quality teaching and learning.	
	<p style="text-align: center;">9. Governing Body update</p> <ul style="list-style-type: none"> • Link Governors/ 3-year plan assignments 	
9.1	Reference was made to TW's revised paper which had been circulated in advance of the meeting. The paper was agreed.	TW/ Clerk
9.2	It was agreed that Link Governor guidance produced by JK would be circulated.	Clerk
9.3	It was agreed that Learning Walks were a positive aspect and should be encouraged, with reports produced. These should possibly be reflected in the above guide. A proforma report would also be circulated.	Govs./ JK/ Clerk
9.4	Finally it was agreed that Governors should make contact with relevant Department Heads, deducing e-mail addresses from the information already circulated.	Govs.
	<ul style="list-style-type: none"> • Student Governor 	
9.5	Deferred to the next meeting as per Item 5.	
	<ul style="list-style-type: none"> • Vacancies/ applications 	
9.6	CH was invited to leave the meeting in order for her Governor application to be discussed. CH expressed the view that it had been interesting and valuable to attend the meeting and thanked those present.	
9.7	Thanks were equally expressed to CH and she left the meeting. Following discussion CH's application for Co-Opted Governor was endorsed.	Clerk
9.8	It was also noted that a second application for Co-Opted Governor had been received from Fi Branagh. It was believed that she was a parent and eligible to be a Parent Governor. Eligibility for Foundation Governor would also be checked. She could also be appointed as an Associate Member.	Clerk
9.9	The respective processes for the election of Parent Governors; election of Staff Governor; and appointment by the Diocese of Foundation Governors were outlined.	

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	<p style="text-align: center;">10. Resources Committee Report</p> <p><u>Budget Monitoring report</u></p>	
10.1	A budget monitoring report had been circulated prior to the meeting. The minutes of the last meeting were pending due to other recent pressures on the Clerk.	
10.2	A surplus of around £200k was expected (rather than a break even position) with subsequent deficits of £350k and £500k anticipated. This underlined the need for staff restructuring process as discussed earlier in the meeting. The underlying financial position had not changed.	
10.3	There were reserves of £350k in the Governors' Funds for works. The LCVAP bid had gone in. There were other funds for school trips etc. Remedial electrical works were required.	
10.4	It was possible that reserves could be used for restructuring costs, but this would impact on necessary capital expenditure. It may be difficult to spend on the fabric of the building whilst cutting staff but this was required.	
10.5	<p><i>In response to questions it was reported that:</i></p> <ul style="list-style-type: none"> - There was an in-year surplus due to deferred ICT spending and a staff vacancy factor. - It was believed that there were no significant delayed expenditure costs which would 'come back to haunt' the budget. However it was possible that there were some resource costs that may not have been accounted for. The figures would be more secure in the following month. - There was no Parish capitation available. - The income to the Governors' Funds constituted parental donations; capital from a previous building sale; and good management. There was some further discussion on this. - Asset disposal options were limited as the Diocese owned the building. There was little to sell. 	
10.6	<p><u>Scheme of Delegation</u></p> <p>A revised Scheme of Delegation had been circulated. The Headteacher's spending limit was £30k, with anything above that requiring referral to the Resources Committee. Anything above £60k required referral to the full Governing Body.</p>	
10.7	It was agreed that '17-18' would be amended to read '2017-18'.	CShe
10.8	Following some discussion on the spending limits, the document was agreed.	CShe/ Clerk

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11.1	<p>11.AOB - notified to the Chair in advance of the meeting</p> <p><i>i. <u>Woman Of The Year</u></i></p> <p>It was reported that Alex Eades, a member of staff and the mother of a formal pupil who had tragically passed away, had been nominated for Inspirational Woman Of The Year by the 'Lorraine' programme on ITV. Governors were encouraged to vote for her.</p>	Govs.
12.1	<p>12.Date of next meeting – Thursday 9 November @ 7pm</p> <p>The next meeting would be held on Thursday 9 November 2017 at 7pm.</p>	
12.2	<p>There being no further business the meeting was duly closed.</p>	

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

1. Draft minutes of meeting on 14 September 2017.
2. Admissions policy and SIF.
3. Staff restructure – timetable and roles.
4. Headteacher's Report.
5. Strategic Plan 2017-20.
6. Analysis of examination results.
7. Newman College self-evaluation document.
8. Link Governor assignments and associated line manager designations and key strategies.
9. Co-Opted Governor applications (x 2).
10. Budget monitoring report.
11. Scheme of Delegation.

Action list

Minute	Action	Responsibility	Date
5.2	Make minor corrections to 14 September minutes and publish.	Clerk	ASAP
5.3	Follow up business interest declaration forms.	Clerk	ASAP
5.3	Circulate terrorist incident manual.	JK	Not specified
5.3	Include Exclusion data in Head's report to next FGB meeting.	JK	Next FGB meeting

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5.3	Business Manager to attend January FGB meeting in respect of data protection developments.	Business Manager	January FGB meeting
5.3	Claire Jarman to attend December 2017 FGB meeting in respect of SIGs.	Clare Jarman	December FGB meeting
5.3	Establish PTA in latter half of Spring Term.	JK	Spring Term
5.3	Introduce automated single central record by May 2018.	JK/ HR Manager	May 2018
5.3	Governors to confirm receipt and review of Safeguarding/ CP handbook.	Govs.	ASAP
5.3	Initiate Parent Governor and Staff Governor nomination process by next FGB meeting.	Clerk	By next FGB meeting
5.3	Governors to sign declaration in Governors' Code of Practice.	Govs.	ASAP
5.3	Include Student Governor item on agenda for December FGB meeting.	KC/ Clerk	December FGB meeting.
6.3	Establish Admissions Committee and arrange meeting.	PM/ Clerk	ASAP
7.16	Establish restructuring Panels.	SM/ TW	ASAP
7.17	GS to give support on restructuring communications.	GS/ JK	After half term
8.4	Circulate Newman College plan for comment and place on FGB agenda.	JK/ Clerk	ASAP/ Nov or Dec FGB meeting.
9.1	Implement Link Governors.	TW/ Clerk	ASAP.
9.2	Circulate Link Governor guidance.	Clerk	Not specified.
9.3	Address Learning Walks as outlined (Item 9).	Govs./ JK/ Clerk	Not specified.
9.4	Contact Departmental Heads.	Govs.	Not specified.
9.7	Establish new Co-Opted Governor CH.	Clerk	ASAP.
9.8	Explore Governing Body options for Fi Branagh.	Clerk	Not specified.
10.7	Amend Scheme of Delegation as outlined (Item 10).	CShe	ASAP.
10.8	Implement Scheme of Delegation.	CShe/ Clerk	ASAP.
11.1	Vote for Woman Of The Year candidate.	Govs.	Not specified.