

Cardinal Newman Catholic School
 Minutes of the Achievement & Standards committee
 Meeting Date: Tuesday 6th October 2015 in NF3
 Meeting Time: 4.30pm

Attendees	Initials	Role	Attendees	Initials	Role
Louise Hulton	LHu	Chair Foundation Governor	Roger Galvin	GN	Staff Governor
Kerry Clarke	KC	LA Governor	Annette Kelly Deputy Head	AK	Co-opted staff
Sandra Murphy	SM	Parent Governor	Graham Goldup Snr Asst Head	GP	Co-opted staff
Kate Forbes Asst Head	KF	Co-opted staff			
Apologies			In attendance		
Claire Webster	CW	Foundation Governor	Fenella Hunter	FH	Clerk
Claire Jarman Deputy Head	CJ	Co-opted staff			

**The agreed quorum for this committee is 3 governors of whom
 2 are not employed by the school - the meeting was quorate**

Agenda Item	Discussion and Decisions	Action
1.	Opening prayer The meeting was opened in prayer.	
2.	Election of Chair and Vice-chair The clerk took the chair for this item. The meeting elected Louise Hulton as Chair of the committee for the forthcoming year 2015-16. Election of Vice-chair was postponed until the next meeting as not all members of the committee were present.	
3.	Apologies Apologies were received from Claire Jarman and Claire Webster. These were accepted.	
4.	Freedom of Information reminder Governors were reminded that business should be conducted in an	

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	open way which stands up to public scrutiny and that all non-confidential minutes would be published on the school's website.	
5.	Declarations of pecuniary and other interest There were no declarations of interest.	
6.	<p>Minutes of the meeting of 12.5.15</p> <p>The minutes were agreed as an accurate record.</p> <p>Matters arising:</p> <p>5. It was agreed to re-circulate the questions posed by Rita Garner before she stepped down regarding the issue of income and expenditure projections for the VI Form which had been raised at the FGB on 17/3/15.</p> <p>6.1 Further to the IAG update by Amanda Carroll at the last meeting, GP updated the meeting of IAG work in the VI Form such as a programme of talks to year 12 students including apprenticeships, work with vulnerable students and work with a local charity called Into University. GP had attended the recent Widening Participation Conference at University of Sussex.</p> <p>6.2 Regarding the issue of establishing a Careers Review Group, it was agreed that the membership of this group would be LHu, AK, AC and Christine Matthews. There should be an initial meeting and then further follow up by email and the Group should report back to the Achievement & Standards Committee. Out of discussion around the profile of IAG and careers advice at CNCS it was agreed:</p> <p>(1) it would be useful to have a careers page on the CNCS website to include a programme of activities so younger pupils could become engaged</p> <p>(2) a future subject for a parent / governor meeting should be focused on careers, especially in connection with choices at year 9. This would be forwarded to the Strategy Committee for consideration.</p>	<p>Clerk</p> <p>LHu/AK</p> <p>AC/Clerk</p> <p>Clerk</p>
7.	Terms of Reference & Composition 2015/16 Governors considered the draft terms of reference and composition	

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	<p>of the Committee 2015/16.</p> <p>Governors asked if there was a link to the Resources Committee in addition to the Caritas & Ethos Committee particularly concerning Pupil Premium. At present the Terms of Reference of the Resources Committee did not contain reference to Pupil Premium and this came under the remit of the Achievement & Standards Committee.</p> <p>After discussion, the following amendments to the Terms of reference were agreed:</p> <p style="padding-left: 40px;">(1) Amend 'SEN' to read 'SEND' (2) Amend 'Gifted & Talented' to read 'Most Able Students'.</p> <p>Governors asked which policies this committee was required to consider as this appeared to be unclear. It was noted that responsibility for updating many policies had been delegated to the school in recent years. The Clerk agreed to check and circulate information to committee members. The list should be attached as an appendix to the Terms of Reference document.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">LHu/Clerk FGB 20/10/15</p>
8.	<p>Exam results including maths and English</p> <p>KF presented a data pack to the meeting including GCSE and A level results of August 2015 and explained that new datasets had given access to a great deal of data in one place. KF drew the attention of governors to the following:</p> <p>(1)Targets had been to improve levels of progress. Levels of progress where improvement of 3 levels is known as 'expected' and 4 levels is known as 'more than expected'</p> <p>(2)Subject leaders had been given the data and were considering the measures that had been put in place to increase achievement and would be reviewing strategies and setting targets for 2015-16</p> <p>In particular, governors considered the results of the 52 pupil premium students and it was noted that national data were being awaited which would allow analysis against national benchmarks. Governors noted how attendance of pupil premium students appeared to make a big impact on their results. For example, those</p>	

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	<p>with 95%+ attendance achievement significantly better than those with lower attendance. The school had channelled efforts into improving the attendance of this group.</p> <p>Governors asked the following questions:</p> <p><i>(1)Is attendance a key driver concerning achievement?</i></p> <p>KF indicated there was evidence to suggest attendance was critical as the school could not work with students if they were not present.</p> <p><i>(2)What issues regarding the wider school should we be considering?</i></p> <p>KF drew attention to the points from the validated raise document and indicated specific subjects that needed attention.</p> <p><i>(3)Are there data across the year groups so governors can consider progress?</i></p> <p>KF explained data existed for prior attainment in each year group. There was also an overview for KS 3 and relevant groups could be tracked.</p> <p>Maths and English</p> <p>Governors noted the key headlines as follows:</p> <p>(1)the improvement in maths results at GCSE was encouraging</p> <p>(2)Pupil premium students did better in English than in maths</p> <p>(3)English Literature results were very good this year.</p> <p>Governors thanked KF for putting together the wealth of data.</p>	
9.	<p>Sixth form numbers</p> <p>GP circulated admission numbers for Newman College based on census data as of October 2015. Governors noted an additional 52 students had been admitted from the same date in 2014. Planned growth had been exceeded by 5 students. Student numbers stood at 458 including 262 in year 12, 188 in year 13 and 7 in year 14. Governors noted that each full time student generated an income of £4000 if aged 16-18. GP circulated the new prospectus for Newman College.</p>	

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10.	<p>School development plan</p> <p>Governors noted that this would be considered at the forthcoming FGB on 20 October 2015 and that the Achievement & Standards Committee needed to remain cognisant of it. It would continue to feature in the termly planner.</p>	
11.	<p>Plan of work for the year</p> <p>Governors noted the draft document and it was agreed that the Chair and AK would meet to consider this further and would report back to the next meeting of the Committee on 15th December 2015.</p>	LHu/AK
12.	<p>AOB – there was none.</p>	
13.	<p>Date of next meeting – Tuesday 15th December 2015 at 4.30pm</p>	

Signed Chair

Date.....

Papers attached to the minutes

1. Minutes of the meeting on 150512
2. Achievement & Standards Committee TOR 2015-16
3. Data pack
4. Sixth form numbers paper
5. Annual planner 2015-16 draft

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6. Newman College prospectus

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