

Cardinal Newman Catholic School
 Minutes of the Achievement & Standards committee
 Meeting Date: Tuesday 19 January 2016 in NF3
 Meeting Time: 16.30 hours

Attendees	Initials	Role	Attendees	Initials	Role
Louise Hulton	LHu	Chair Foundation Governor	Roger Galvin	GN	Staff Governor
Kerry Clarke	KC	LA Governor	Claire Webster	CW	Foundation Governor
Sandra Murphy	SM	Parent Governor	Graham Goldup Snr Asst Head	GG	Co-opted staff
Kate Forbes Assistant Head	KF	Co-opted staff	Claire Jarman Deputy Head	CJ	Co-opted staff
Apologies			In attendance		
			David Harvey	DH	Temporary clerk

**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 by RG.	
2.	Apologies No apologies received, as all Committee members were present.	
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.	Declarations of pecuniary and other interest There were no declarations of interest.	
5.	Minutes of the meeting of 19.01.16 The minutes were agreed as an accurate record, with one amendment requested by the Chair on paragraph 7.1 (delete 'drop in' and insert 'remain an important focus for this Committee'.	

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	<p>Matters arising: -</p> <p>5. 1 Check and circulation of information on school policies – to be done.</p>	Clerk
6.	<p>OfSTED report</p> <p>6.1 The Chair stated that she had gone through the report and felt that an update on the action plan was needed, for the Committee to support. CJ commented that all deputy head teachers had their own area of responsibility, for which each had prepared an action plan.</p> <p>6.2 CJ asked that the Committee consider the appointment of link governors for these areas. CJ added that the Headteacher (HT) was in the process of finalising these action plans, to take the form of one document; which would be presented at the next meeting of the Full Governing Board (FGB).</p> <p>6.2 Governors thought it important that these plans be cross referenced to what was being decided on finance. CJ believed governors could re-align themselves to the School Improvement Plan (SIP) as well as the Committees. Governors commented that this would all be subject to the forthcoming Review of Governance.</p> <p>6.3 Governors questioned the issue of the strategic and operational matters cross over. Governors’ own performance would improve if they had more knowledge of operational matters. Governors believed that there were important operational issues in which they ought to be involved. When discussing the realignment of governors therefore, thought should be given to their being attached to departments, to understand better how the school was run.</p> <p>6.4 Governors felt keenly that they needed more information about day to day issues, for example on science and art tuition. This kind of knowledge sharing was not happening at the moment. The Chair acknowledged these concerns and thought them worth including in the Governance Review.</p> <p>6.5 Governors thought it important to see the action plan before the FBG met. The idea to have link governors attached to each area was</p>	

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	<p>good, with a focus on Pupil Premium (PP) and mindful of other priorities. CJ thought too it would be worthwhile to have governors attached to the Senior Leadership Team (SLT).</p> <p>6.6 The Chair agreed that governors should see the action plan, with a view to seeing how to better connect themselves to priority areas. In addition, there were aspects not picked up by the OfSTED report worthy of attention, such as careers. CJ drew the Committee's attention to the HT's wish that there be a tight focus on addressing OfSTED's requirements.</p> <p>6.7 Governors asked whether the action plan would include a reference to benchmarking; CJ mentioned that milestones would be an aspect. The Chair concluded by asking for an OfSTED report progress update at the next meeting.</p>	<p>Action – OfSTED report update for inclusion in next agenda – clerk</p>
7.	<p>Exam results</p> <p>7.1 KF circulated information on Year 11 data analysis to Committee members. KF drew attention to the headline figures on the mock exam results and the differences with predicted outcomes, which were large. KF considered that some predicted results were over optimistic, so the 74.79% figure for 5A*CEM might be adjusted to 70% to be more realistic.</p> <p>7.2 KF stated that, if these figures were reduced by a sensible amount, better results than last year would still be seen. KF drew attention to the worst performing subjects, which included computing, dance, drama, catering, travel and tourism. Governors commented that there was a need for realistic predictions.</p>	
8.	<p>Maths and English</p> <p>8.1 KF, drawing on the Y11 data sheet, expressed confidence about the predicted figures for Mathematics.</p> <p>8.2 KF drew attention to the new Maths and English measure, which meant that 39 out of 68 students would obtain a pass; which would be an area to focus on. PM added that each PP student's mock results were being looked at one by one, with measures in place to support</p>	

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	them such as after school teams.	
9.	<p>Pupil Premium (PP)</p> <p>9.1 KF, drawing on the Y11 data analysis, pointed to the section on PP and non PP figures. In particular, the predicted gap of 24.83 would be less than that of last year.</p> <p>9.2 The Chair asked for information on how the no-show students had affected the data last year. In other words, how big the gap would be, if non-attendance was not an issue. KF stated that last year's PP set of data was fragile. Governors commented that, compared to the national figure, the school's 9% figure was way above.</p> <p>9.3 PM stated that there were four non-attenders, the fact of which had caused 1200 points to be wiped off the score. KF added that, in the predicted data figures, the non-attenders had been taken into account. In addition, students had had their mock and predicted grades entered into their reports.</p> <p>9.4 Governors thought it important to see evidence of the funding which had gone on PP and its impact. GG stated that an additional Y11 PP parents evening had been organised for 10 March.</p> <p><i>Staffing</i></p> <p>9.5 Governors spoke briefly about the quality of teaching and learning, with respect to measures in place to improve the performance of staff. With the new appraisal system now in place, the school was in a better position to address this issue.</p> <p>9.6 However governors believed that there was need to train middle managers better on the subject of performance management, which was already part of the appraisal process. Governors acknowledged that they should be more proactive in this area.</p> <p>9.7 Governors expressed concern about the high number of agency staff teachers in the school, because of the changing staff situation. Funding might be better used in engaging Newly Qualified Teachers (NQTs), thereby ensuring better continuity for the students. Governors commented that, with the return of OfSTED anticipated in</p>	

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	<p>six months' time, recruitment would be a key issue.</p> <p><i>Review of Governance</i></p> <p>9.8 The Chair saw value in extending the idea of having link governors meet with PM every week or fortnight to talk about PP. Governors also thought that resources and finance were key parts of this discussion. There was already an arrangement in place to meet regularly with Human Resources and holding safeguarding consultations, which could be developed to include areas such as the quality of teaching and behaviour too.</p> <p>9.9 Governors believed that the Committee structure needed review as well, to have a system in place which helped the school. CJ stated that each member of the SLT was linked to a specific Year Group, so this arrangement could be adapted to include governors as well.</p>	
10.	<p>AOB</p> <p>10.1 The Chair suggested moving the scheduled meeting of 1 March to take place after the next FBG, in order to take account of revised governance actions.</p>	
11.	Date of next meeting – Tuesday 1 March 2016 at 16.30 hours	

Signed Chair

Date.....

Papers attached to the minutes

1. Minutes of the meeting on 19 January 2016

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