

Cardinal Newman Catholic School
 Minutes of the Caritas & Ethos committee
 Meeting Date: Wednesday 25 November 2015 in The Chapel Conference Room
 Meeting Time: 4.30pm

Attendees	Initials	Role	Attendees	Initials	Role
Fr.Kieron O'Brien	KOB	Foundation Governor	Fr.Kevin O'Donnell	KOD	Foundation Governor
Claire Webster Chair	CW	Foundation Governor	Roger Galvin	GN	Staff Governor
Suzanne Harmer	HR	Head of Student Services	Annette Kelly	AK	Deputy Head teacher
Gemma Bond	GB	Parent Governor			
Apologies			In attendance		
Claire Jarman	CJ	Deputy Head teacher	David Harvey	DH	Temporary Clerk to the Governors

**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 Fr Ko'D.	
2.	Election of Chair and Vice Chair CW and Fr Ko'D were nominated for the positions of Chair and Vice Chair respectively. Both were elected unanimously by the Committee, who offered its congratulations to both on their appointments.	
3.	Apologies Apologies had been received and accepted from CJ.	
4.	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 are to be published on the school's website.	

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5.	<p>Declarations of pecuniary and other interest</p> <p>There were no declarations of interest.</p>	
6.	<p>Minutes of meeting of Caritas & Ethos committee 11 June 2015</p> <ul style="list-style-type: none"> • Accuracy The minutes were agreed as an accurate record. • Matters arising <p>6.1 Ski Trip Mass attendance - RG reported that Martin Eldridge was paying a visit to the new location in Italy, to check the position. In the previous year ski trip, a prayer service had been offered on a Monday. GN acknowledged it was sometimes difficult to implement this Mass provision, because of having to fit it in with the resort' schedules. Governors wondered whether it would be possible for ski group to organise a service themselves. The Chair asked for an assurance that some sort of Mass arrangement was in place. GN agreed to update the Committee with developments at the next meeting.</p> <p>6.2 Christine Matthews (CM) - 'Safe and Well' survey. The Chair noted that CM was half way through this task and would attend the next Committee meeting to provide an update.</p> <p>6.3 School Council – new head boy and head girl - requirement for Catholic practice. Governors noted the need for these two pupils to be role models for young Catholics. GN commented that, as Cardinal Newman was also a Christian school, the head boy and girl positions should reflect this fact. The Chair thought that the roles should be in line with the admissions policy. Governors agreed the definition that 'they be role models for the values of the school'.</p> <p>6.4 Safeguarding. AK confirmed that students were able to access CAMHS on site, who met fortnightly as a team – support was in place.</p> <p>6.5 Bereavement counselling. RG reported that the team was now in place and working themselves in. However the team required training and this would need to be put in hand; with the aim of ensuring full capacity by the end of the year. The Chair noted the intention to move towards a more formal arrangement.</p> <p>6.6 SENCO – Governors asked that this be put on the agenda for the next</p>	<p>GN</p> <p>CM</p>

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	<p>Committee meeting.</p> <p>6.7 Behaviour & Learning – The Chair noted that this policy was on the present agenda for discussion. GN commented that this policy should reflect the wording of the school mission statement.</p> <p>6.8 Section 48 – Governors agreed that, as this issue was not pressing, the new inspection regime presentation could be made to the FBG in February 2016.</p> <p>6.9 Chaplaincy – GN reported that, on the question of accommodation, the headteacher was conducting a functionality review which would include an examination of this issue. The Committee should wait therefore to see how the review addressed this point.</p> <p>With regard to the new model of chaplaincy, GN stated this was in place and well integrated. The chaplaincy team had introduced themselves well, as part of a smooth transition process and had the capacity to organise events. The team would be focussing on Year 7 to start with and would look at working with the Sixth Form shortly.</p> <p>Governors asked how they could be assured of this provision’s effectiveness. GN stated that the team’s work was monitored on a weekly basis and also subject to a termly formal review.</p> <p>Governors asked if the team were set targets. GN stated that their job description listed clear and specific tasks, such as organising focus days.</p>	Clerk
7.	<p>Review and approve Terms of Reference 2015-16</p> <p>The Chair noted that the text was the same as last year, which only required a change to the Committee membership list (new Vice Chair & replacement of Tessa Ricketts by GB). Subject to these changes being made, Governors agreed the ToR and their submission to the FBG for final approval.</p>	CW
8.	<p>Review draft work plan 2015-16</p> <p>The Chair stated that there was a need to update activities listed in last year’s work plan. GN commented that this should tie in with the school development plan (SDP). Key additions should include ‘supporting each other’s faith journey’ and ‘brilliant behaviour’; also pupil premium, attendance, exclusions and statutory items such as</p>	

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	<p>child protection and safeguarding. AK stated that it was important for governors to monitor data on attendance and especially exclusions. SH added that it was good practice to review the work plan on an annual basis. The Chair agreed to work with AK on how to link the work plan with the SDP; also the entry on performance management.</p> <p>The Chair agreed too to amend the work plan, adding in data and performance.</p>	<p>CW/AK</p> <p>CW</p>
9.	<p>Combined School Information Report (SIR) & Special Educational Needs & Disabilities (SEND) policy</p> <p>SH stated that there was a requirement to produce a SIR, which was in any case good practice and overlapped with the SEND policy. A draft form of the document had been posted on the school website, with the next step envisaged of discussing it with a sample group of parents.</p> <p>Governors asked when a final version of the form would be produced and suggested this be set for Easter 2016. The Chair asked for feedback on the form to go to SH.</p>	<p>All Committee members</p>
10.	<p>Behaviour for Learning Policy</p> <p>Governors commented that this document was lengthy and unclear about implementation. It ought to be restructured to reflect a clear distinction between the operating procedures and what was the policy itself – in other words a separating out of process and policy.</p> <p>The Chair agreed to contact CJ and provide her with the Committee’s comments over the policy’s length & structure; the process to support the policy’s implementation; and the issue of templates.</p> <p>GN added that the policy should be linked to the school mission statement and the SDP on behaviour. SH supported this view, commenting that the policy was an important one, consulted regularly by parents and carers.</p> <p>The Chair agreed that the Committee should discuss this policy again at its next meeting.</p>	<p style="text-align: center;">CW/CJ</p> <p style="text-align: center;">CW</p>

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11.	<p>Collective Worship Policy</p> <p>Governors agreed the text of this policy, commenting on its succinct nature and practical liturgy guidance; instructing that it now be posted on the school website.</p> <p>GN suggested that the chaplaincy team could contribute again to this review process, the next time this task came up before the Committee.</p> <p>The Chair noted the last review date of December 2014 and thought that a two year life span was appropriate.</p>	CW
12.	<p>Attendance Policy</p> <p>Governors commented that the sanction of fining was now handled in a tighter manner than before. AK stated that the school had the best attendance record in Brighton and Hove, drawing attention to the taking on of two pastoral & attendance managers (with a third planned) to address this issue.</p> <p>Governors asked whether there were any disputes over the imposition of fines. AK stated the information on this point was not available, but the system was being implemented more rigorously than before.</p> <p>The Chair noted Governors' comments (similar to those made on Behaviour for Learning) that there should be clarity on what was policy and what was process. GN added there should be a reference to OfSTED; that the front page should state the policy's approval by the Committee and Chair's signature. The Chair agreed to pass on these comments to CJ.</p>	CW
13.	<p>Anti-bullying policy</p> <p>RG pointed to the first paragraph which contained a reference to the school mission statement; this was a worthwhile model to follow. AK noted that the student council had had a lot of input into this policy. In particular, students felt the 'stages' procedure were too slow; also that there had to be clear consequences for bad behaviour.</p> <p>The Chair asked whether outcomes were checked, when the policy</p>	

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	<p>was reviewed and if particular groups faced more sanctions than others when incidents were dealt with. AK stated that there was scope for students to comment on how staff handled bullying incidents.</p> <p>The Chair asked for assurances that the anti-bullying process was a robust one. Governors should perhaps monitor cases that were going through the different stages. AK suggested that governors look at the SMS data on this issue, that which was recorded for the local authority.</p> <p>The Chair suggested recording the total number of incidents and noting how many were resolved at stages 1, 2 and 3. GN stated that the school only recorded incidents, not the 'stages' process.</p> <p>The Chair emphasised her view that the policy was a good one, but that the question was whether it was achieving anything. She agreed to consult with CJ to see how governors could monitor outcomes.</p>	CW
14.	<p>AOB</p> <p><i>14.1 Exclusions data summary</i></p> <p>AK circulated a sheet of statistics to governors on the above subject, which set out data ranging from the number of external exclusions to the main categories for exclusion.</p> <p>Governors noted the particularly high figure for Year 10, which AK stated was because of a problem with girl gangs. AK agreed to provide further information, showing Year 10 incidents over the various categories.</p> <p>Governors also noted the high proportion of persistent disruptive behaviour incidents.</p> <p>Governors asked whether any students were repeat offenders or SEND. AK stated that some were.</p> <p>The Chair thought it would be useful to have data showing trends on this list as well.</p> <p>AK offered to produce a similar summary on attendance as well. RG added that it would be useful to see what was being done on internal exclusion as well. The Chair stressed the importance of having</p>	AK

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	<p>mechanisms in place to support victims of assault.</p> <p>The Chair asked that the Committee be provided with this information on a regular basis; also for further information on Year 10.</p> <p><i>14.2 Drugs</i></p> <p>AK informed the Committee that the school had noticed an increasing problem with drugs abuse recently, particularly ecstasy. The trend had started over the summer and showed no signs of going down. Children had been known to start with cannabis and moving to LSD.</p> <p>Work being done by the school included arranging visits by Sam Beal (B&H Healthy Schools Team) and drop ins by RUOK (a substance misuse charity) for Years 9,10 and 11. The Chair noted that a governor (Kerry Clarke) was leading on this issue.</p> <p><i>14.3 Performance</i></p> <p>AK reported that all staff (teaching, support and teaching assistants) had had their appraisals done in October at the same time. With regard to teaching staff, application of the Upper Pay Scale (UPS) had been tightened up. A UPS menu had been created to address concern that not a broad enough spectrum was in place to indicate what staff could do. In addition, target setting had been done and lesson observations were currently being carried out on teaching staff.</p> <p>SH added that it had been a good innovation to introduce this appraisal system for TAs. This practice would be reflected on and discussions held on use of observation sheets.</p>	AK
15.	Date of next meeting - Wednesday 2nd March 2016	

Signed Chair

Date.....

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Documents attached to the minutes

1. Caritas & Ethos minutes 11 June 2015
2. Terms of Reference 2015 - 2016
3. Draft Work Plan 2015 – 2016
4. Combined School Information Report (SIR) & Special Educational Needs & Disabilities (SEND) policy
5. Behaviour for Learning policy
6. Collective Worship Policy
7. Attendance Policy
8. Anti-Bullying Policy