

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Tim Williamson	TW	Foundation Governor	James Kilmartin	JK	Head teacher
Carolyn Sheehan	CShe	Co-opted Governor	Sandra Murphy	SM	Co-opted Governor
Fr. John Hull	JH	Foundation Governor	Nick Wells	NW	Foundation Governor
Cathy Atherton	CA	Foundation Governor	Gerard Silverstone	GS	Foundation Governor
Steve Walsh	SW	Foundation Governor	Kerry Clarke	KC	Local Authority Governor
In attendance	Initials	Role	In attendance	Initials	Role
Roger Galvin	RG	Associate Governor	Des McGuckian	DM	Prospective Governor
Sharon Lie	SL	Prospective Governor	Bernadette Hopper	BH	Prospective Governor
Annette Kelly	AK	Deputy Headteacher	Jane Burroughs	JB	Business Manager
Andy Thomas	AT	Clerk to the Governing Body			
Apologies	Initials	Role	Absent	Initials	Role
Christine Henson	CH	Co-opted Governor	Gemma Bond	GB	Parent Governor
Antonella De Santo	ADS	Foundation Governor			
Fi Branagh	FB	Associate Member			

The quorum is 50% of the current membership of the Full Governing Body, which was 13 at the time of the meeting. The number of Governors attending was 10. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
	<p style="text-align: center;">1. Opening prayer</p> <p>The Chair opened the meeting and welcomed those present to the first meeting of the year, including prospective Governors DM, SL and BH. Introductions were conducted and the meeting was opened in prayer by JH.</p> <p>It was noted that Behaviour/ Drugs Policies had been added to the agenda. The reason for this would be explained under that item.</p>	
2.1	<p style="text-align: center;">2. Apologies</p> <p>Apologies had been received from CH, ADS and FB. These were duly accepted. GB was not present.</p>	
	<p style="text-align: center;">3. Freedom of Information reminder</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
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.	
4.1	<p style="text-align: center;">4. Declarations of pecuniary and other interest</p> CShe declared that the audit report (Item 6) was prepared by the Local Authority Department at which she worked. It was agreed that she should remain in the room for that Item.	
4.2	KC declared that the issues under Item 8 related to her job role with the Local Authority. Again it was agreed that she should remain present for this Item and contribute her expertise to the debate.	
5.1	<p style="text-align: center;">5. Minutes of meeting held on 7 December 2017</p> The draft minutes of the meeting held on 7 December 2017 had been circulated in advance of the meeting.	
5.2	<p style="text-align: center;">• Accuracy</p> A number of amendments were agreed: amend 'Hooper' to 'Hopper' in the attendance list; amend 'Gerald' to 'Gerard' in the attendance list; amend 'RE' to 'eco group' in Item 7; three minor amendments to eighth and ninth bullet points under Item 8; and delete all after 'policy' at the end of Item 8b).	AT
5.3	<p style="text-align: center;">• Matters arising/ review of November and December Action Points</p> Reference was made to the Action Points from the November meeting recorded under Item 5b) of the December minutes; and the Action Points from the December meeting recorded in the table at the end of those minutes. The following actions were agreed:	
	- Send business interest forms to prospective Governors.	AT
	- Remove Single Central Record from ongoing actions.	AT
	- Follow-up Safeguarding/ Child Protection booklet returns with Cindy Goddard.	AT
	- Follow-up Governing Body Code of Practice returns.	AT
	- Link Governor assignments to be implemented.	Govs.
	- Issue Link Governor assignment document to prospective Governors.	AT
	- Marketing plan to be followed up.	GS/ TW
	- KS5 excel data to be circulated to Governors, noting confidentiality considerations. It was noted that action plans for underperforming areas	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
5.4	<p>were covered under the Headteacher's report to the December meeting.</p> <ul style="list-style-type: none"> - Provide termly KS data updates and link to Ofsted file. - Claire Jarman to attend Summer Term FGB meeting to update on SIGs following results. - Student Governors to be discussed at March FGB meeting. <p>The matter of the Governance of Newman Collage was also raised. It was noted that TW was the Link Governor but that more a more radical approach might be warranted. Following discussion it was agreed that no action would be taken regarding separate Governance structures at this stage.</p>	<p>JK</p> <p>JK/ AT</p> <p>CJ/ JK</p> <p>KC/ AT</p>
5.5	<p>It was agreed that a Governing Body calendar for the year should be established, based around statutory requirements and data timetables. Within this calendar an FGB should be devoted to Newman College/ KS5 once per term.</p>	<p>TW/ JK</p>
5.6	<p>Consideration would also be given to the new Heads of School and College (Item 7 refers) attending FGB meetings.</p>	<p>JK</p>
6. Resources Committee Report		
<i>Audit Report</i>		
6.1	<p>JB was introduced and made reference was to the audit report documentation which had been circulated in advance of the meeting. There was a requirement to refer the report to the Governing Body and invite scrutiny. The Governing Body Chair and Headteacher would then sign-off that a responsible person had been allocated to follow-up on required actions.</p>	
6.2	<p>The outcome of the audit had been one of "reasonable assurance", which was the second-best category and what had been expected. There were twenty-one action points which were not a surprise and were being worked on.</p>	
6.3	<p>A high priority were the terms of reference for, and consolidation of, various bank accounts. These needed to be rationalised and a TOR established for each. This was being worked on.</p>	
6.4	<p>There were medium actions mostly on a 3-month timescale. The target was to complete these by the end of the term. School trip income/ expenditure may however extend beyond the end of the financial year. JB and the finance team were working on this on an ongoing basis.</p>	
6.5	<p>The ICT, data and asset register actions crossed over into the issue of GDPR (data protection). The school had had a GDPR healthcheck and a report had been received. The Governing Body would receive regular reports regarding</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
	implementation.	
6.6	There was good support from the Local Authority in relation to ICT. An expert technician attended the school for one day per fortnight. A project plan was being developed for GDPR. JB would update as required.	
6.7	<p>It was agreed that it was a positive and helpful report <i>and in response to questions the following was stated:</i></p> <ul style="list-style-type: none"> - The 'high priority' figure of £490k (page 21 of report refers) would be discussed further by the Resources Committee. There had been detailed discussion at the last meeting. The split between ringfenced funds and funds available for Governors' use had been looked at. It was not anticipated that large balances would remain. The sum involved had arisen from historic income sources. Spending parameters would be reviewed. - The matter of the security and premises and assets (page 23 of report refers) did not apply directly to staff safety and/ or intruder risk. During the day the site gates were locked and there were secure entry/ exit protocols. Later in the day there was 'free access' but it was difficult to envisage what more could be done short of a 24-hour swipe-card access. With regard to staff, there was a caretaker on site during the evening and all staff had contact details. 	
6.8	<p>It was noted that the auditors had been complimentary and a good result had been achieved. It was reassuring that nothing new/ unknown had arisen and that a new business manager had settled in quickly to her role.</p> <p><u><i>Resources Committee Meeting</i></u></p>	
6.9	Unfortunately there were no minutes available from the November meeting as the Clerk had been away and temporary cover had been put in place. CShe was working on the draft notes. A report-back had been given at the December FGB meeting (including Terms of Reference for the Committee).	
6.10	It was anticipated that there would be a surplus of £180k in 2017/18. A full report would be given to the next Resources Committee meeting. It was hoped that the books would be balanced in 2018/19 (noting restructuring and other issues).	
6.11	It was noted that pending pay increases for support staff would add £50k of additional pressure to the budget.. The aim would be to update further at the next Resources Committee.	
6.12	<i>In response to a question it was stated</i> that an interest-free loan was available from the Local Authority for costs associated with any compulsory redundancies. This could be paid back over 5 years. Nothing formal was in place as yet but a meeting had been held. Further action would be taken once matters had been	

Minute No.	Agenda item, discussion and decisions	Action
6.13	clarified. The Resources Committee would review developments. Confirmation in writing would however be obtained from the Local Authority. It was noted that CNCS was not alone and that most schools were facing financial difficulties. However it was thought that CNCS was in a better position than most.	JB
6.14	There had been a special Resources/ Pay Committee meeting on 13 December, at which all recommendations had been agreed. All resulting pay increases were being implemented (backdated). No appeals had been lodged as yet. Headteacher pay progression had been agreed (all objectives having been met).	
	<p style="text-align: center;">7. Headteacher's Report</p> <ul style="list-style-type: none"> • Restructuring update 	
7.1	JK made a PowerPoint presentation on this issue. It had been time consuming and thanks were due to Governors who had given their time to the GRP. A vigorous process had been followed and a new structure agreed. The Governors' Restructuring Panel (GRP), which had delegated authority as agreed, had met and endorsed a new model.	
7.2	The Headteacher would become the Principal, with a more strategic role. The authorities of the remaining SLT members had been raised accordingly. A contribution to required financial savings had also been made.	
7.3	The SLT had been reduced from 11 to 8 and two voluntary redundancy applications had been agreed. The key aim was to mitigate compulsory redundancies, for which CNCS had a responsibility as an employer.	
7.4	The consultation exercise had resulted in some changes to terminology e.g. Assistant Headteachers were now Raising Standards Leaders (RSLs). Head of School (HOS) and Head of College (HOC) posts had been created and were now being interviewed for. The HOS role had been filled and an offer made in relation to the HOC. Both roles were vitally important in terms of the leadership at CNCS.	
7.5	The GRP had done a thorough job, met with the Unions and considered all options.	
7.6	<p><i>In response to questions the following was stated:</i></p> <ul style="list-style-type: none"> - There was a need to reduce by three posts, two of which had been realised via voluntary redundancy. The aim was to avoid compulsory redundancies. One post would no longer be on the SLT, therefore this had been achieved. - There was one 'slot-in' in respect of the RSL posts. The other RSL positions would be filled through a competitive process. 	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
	<ul style="list-style-type: none"> - RSLs were not in place as yet, so the full cost implications of the restructure/ voluntary redundancies would need to be assessed. - In respect of RSL interviews there were three applicants for three positions. Whilst there was a need to avoid compulsory redundancies, interviews would be rigorous and in the event that one or more candidates were unsuccessful an alternative way forward would be required. 	
7.7	<p>RSL interviews would be held over the forthcoming week and outcomes assessed. Governors would form part of the panels and were requested to make themselves available (unless a member of the Governors' Appeal Panel).</p> <ul style="list-style-type: none"> • Self Evaluation paper 	
7.8	<p>The document had been circulated in advance of the meeting. This would be presented to Ofsted when they inspected the school (which was now overdue). The SEF celebrated the great things happening in the school and was a 'confident document.'</p>	
7.9	<p>Ofsted's inspection dashboard had been received in the last few days. Overall Progress 8 was in the top quintile (this was a key indicator). Whilst this was lower for disadvantaged pupils, there was strong evidence to show that small numbers of students were skewing the data. The majority had made good progress.</p>	
7.10	<p>EBAC Progress 8 had been in the top quintile for the last two years – this was better than schools having received an 'Outstanding' assessment. Value added figures were also in the top 20%. There were other positive indicators.</p>	
7.11	<p>The Ofsted inspection dashboard would be distributed and placed in the Firefly Ofsted file along with the SEF document. Governors agreed to send any comments on the SEF to JK.</p>	JK Govs.
7.12	<p>Firefly access problems would be addressed and used exclusively for Governing Body documents going forward.</p> <p><i>In response to questions the following was stated:</i></p>	Clerk
7.13	<ul style="list-style-type: none"> - The SEF was not a mechanism to identify areas for improvement. That was the purpose of the strategic plan. The SEF was an opportunity to highlight success and promote the school. - It had been agreed that the SEF should focus on positives. The SEF should be considered alongside the strategic plan. 	
7.14	<p>There were areas for investigation in the Ofsted inspection dashboard. The aim was to step forward with confidence into the Ofsted inspection. For two years in a row the school had been the best in Brighton and near the top nationally.</p>	

Minute No.	Agenda item, discussion and decisions	Action
	8. Drugs/ behaviour policy	
8.1	JK introduced this matter and stated that there were two contexts. AK was present as the designated Safeguarding Officer. Matters were getting more serious across the City and this was being reflected within the school.	
8.2	Firstly the issue of drugs had accelerated across the City and therefore, in the school. Students were under pressure and were increasingly being targeted by gangs. Drugs were cheap and easy to obtain. Pupils themselves had informed the school of developments in this area.	
8.3	Secondly there was the issue of child sexual exploitation. There had been horrendous cases recently involving children in 'crack houses' and being taken into secure care.	
8.4	Reference was made to the paper authored by GS which had been circulated in advance of the meeting [along with other associated documentation as listed in these minutes]. Hard copies were handed out to those present.	
8.5	There had been an increase in the number of exclusions, partly due to vigilance on the part of the school (e.g. bag searches). A wide strategy was in place involving not just sanctions but drugs education. This started in Year 7 and continued through the Sixth Form. Safe behaviours and consequences were examined.	
8.6	Drugs education was being reviewed in the light of ever-younger children being targeted. This was a need to educate this group, which represent an 'easy target'.	
8.7	Lots of work was ongoing, including internal interventions and external support. Parents were asking for help. RUOK substance abuse referrals were actively ongoing.	
8.8	The SLT felt strongly on the issue of keeping drugs out of school. Part of this was the imposition of severe sanctions for bringing drugs into school and also sharing with others. Fixed-term exclusions were applied but for large amounts and/ or supplying permanent exclusion was applied. The school had a duty of protection to the whole community.	
8.9	Permanent exclusion was a big decision which carried with it the automatic right of appeal to the Governing Body. Recently the decision to permanently exclude had been overturned in three cases. The stated rationale had been noted and the details of cases would not be discussed at the FGB meeting.	
8.10	JK was seeking further clarity at this meeting, in order to ensure that the Headteacher was supported when the decision to permanently exclude was taken. In relation to the most recent case, Governors had felt that the policy was	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
8.11	<p>not sufficiently watertight/ clear. JK was grateful for GS' paper, which set out three possible options.</p> <p><u>Discussion</u></p> <p>In discussions Governors who had acted as panel members in such cases referred to the need for clarity in relation to the policy; the various options available; the difficult decisions involved; the need to support the Headteacher and keep drugs out of the school; the need to take account of the merits of each case; the question of the effectiveness of a 'zero tolerance' approach; and the need to understand how permanent exclusion affected pupils, who may be vulnerable.</p>	TW/ JK
8.12	<p>TW stated that the meeting needed to make a decision. The relevant policies were due for review in the following year, which created a difficult position for appeals panels. Reference was made to the current school policy as set out in the documentation.</p>	
8.13	<p>In further discussion, the view was expressed that there was a need to reflect individual circumstances and mitigating factors; and that appeals panels must have the discretion/ opportunity to overturn decisions to permanently exclude.</p>	
8.14	<p>Reference was made to the formal role of the appeals panel; the need for good quality evidence to be presented; and to the need to support the Headteacher.</p>	
8.15	<p><u>Decision</u></p> <p>Following a full and detailed debate it was decided that the policies would remain in place unchanged for the time being; a working party would be set up to consider the matter/ revised wording further, consisting of Governors and SLT members [JK, AK, KC (non-voting), GS, TW and SM]; and that strong messages would be issued to pupils and parents. CS and CH were also invited to attend this meeting which needed to be scheduled in the very near future to give the JK clarity.</p>	
8.16	<p>Thanks were expressed to AK for attending the meeting.</p>	
	<p>9. AOB - notified to the Chair in advance of the meeting</p>	KC Govs/ CShe
9.1	<p><i>i. <u>Report from KC following her learning walk</u></i></p> <p>A report of the learning walk would be compiled. It was suggested that all Governors should look at disadvantaged pupils during visits. CShe would amend her visit report template accordingly and circulate.</p>	
9.2	<p><i>ii. <u>Governing Body</u></i></p> <p>Additional Link Governors (to TW) for Newman College were sought. It was agreed that a Skills Audit should be conducted as a first step. This should include</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action	
9.3	<p>prospective Governors. It was noted that the last audit had been conducted two years previously.</p> <p><i>iii. <u>LGBT accreditation</u></i></p> <p>In response to a question it was confirmed that action was being taken in liaison with the Local Authority to deal with bullying of LGBT students. This was based around a DfE sponsored initiative. It was noted that sensitivities would be taken into account including compliance with church teaching.</p>	SM/ Clerk	
9.4	<p><i>iv. <u>Parent Governor nominees</u></i></p> <p>Two nominations had been received from parents in respect of the current Parent Governor vacancy. Arrangements were being made for TW and JK to meet with both.</p>		
9.5	<p><i>v. <u>Staff Governor volunteers</u></i></p> <p>Two expressions of interest had been received [following the end of the formal nomination period]. However it appeared that neither member of staff wished to stand in an election. The position was being kept under review and discussions were ongoing.</p>		
9.6	<p><i>vi. <u>Clerk role</u></i></p> <p>It was reported that the Clerk's hours had been increased from 10 to 20 per week and that he would work from the school on Wednesdays. This was duly noted.</p>		
10.1	<p>10. Date of next meeting</p> <p>The next meeting would be held one day earlier than originally scheduled, on Wednesday 21 February 2018 at 7pm. A notice to this effect had already been issued. The date of the March meeting was also subject to change.</p>		TW/ AT
10.2	<p>There being no further business the meeting was duly closed.</p>		

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

Cardinal Newman Catholic School
Minutes of the Full Governing Body
Meeting Date: Thursday 18 January 2018
Meeting Time: 19.00 hours

1. Draft minutes of meeting on 7 December 2017.
2. Internal audit report (annotated).
3. Audit action plan.
4. SEF
5. Behaviour Policy.
6. Drugs Education Policy.
7. Proposals re: amended wording to Behaviour and Drugs Education Policies.
8. Governor paper on Behaviour and Drugs Education Policies.

Action list

Minute	Action	Responsibility	Date
5.2	Amend minutes of 7 December 2017 meeting as outlined, and publish.	Clerk	ASAP
5.3	Send business interest forms to prospective Governors.	Clerk	ASAP
5.3	Remove Single Central Record from ongoing actions.	Clerk	Immediate
5.3	Follow-up Safeguarding/ Child Protection booklet returns with Cindy Goddard.	Clerk	ASAP
5.3	Follow-up Governing Body Code of Practice returns.	Clerk	ASAP
5.3	Link Governor assignments to be implemented.	Govs.	ASAP
5.3	Issue Link Governor assignment document to prospective Governors.	Clerk	ASAP
5.3	Marketing plan to be followed up.	GS/ TW	Not specified
5.3	KS5 excel data to be circulated to Governors, noting confidentiality considerations. It was noted that action plans for underperforming areas were covered under the Headteacher's report to the December meeting.	JK	Not specified
5.3	Provide termly KS data updates and link to Ofsted file.	JK/ Clerk	As required
5.3	Claire Jarman to attend Summer Term FGB meeting to update on SIGs following results.	CJ/ JK	Summer 2018 FGB meeting
5.3	Student Governors to be discussed at March FGB meeting.	KC/ Clerk	March FGB meeting
5.5	Establish FGB calendar with dedicated Newman College meetings once per term.	TW/ JK	In due course
5.6	Consider the attendance of Heads of School and College at FGB meetings.	JK	In due course
6.12	Obtain confirmation from the LA re: interest-free loan for any potential compulsory redundancies.	JB	As required
7.11	Circulate Ofsted inspection dashboard and place on Firefly with SEF.	JK	ASAP
7.11	Send comments on SEF to JK.	Govs.	ASAP
7.12	Address Firefly access problems and adopt for Governing	AT	February

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 18 January 2018
 Meeting Time: 19.00 hours

	Body documentation.		FGB meeting
8.15	Address drugs policy and approach as outlined.	TW/ JK	ASAP
9.1	Issue report of Governing Body Chairs meeting.	KC	In due course
9.1	Address disadvantaged pupils during visits and report.	Govs/ CShe	In due course
9.2	Conduct Skills Audit.	SM/ Clerk	ASAP
10.1	Confirm date of March 2018 meeting.	TW/ Clerk	ASAP