

Cardinal Newman Catholic School  
 Minutes of the Full Governing Body  
 Meeting Date: Wednesday 21 February 2018  
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Tim Williamson	TW	Foundation Governor	James Kilmartin	JK	Head teacher
Carolyn Sheehan [from Item 6]	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
Christine Henson	CH	Co-opted Governor	Kerry Clarke	KC	Local Authority Governor
Antonella De Santo	ADS	Foundation Governor			
In attendance	Initials	Role	In attendance	Initials	Role
Roger Galvin	RG	Associate Member	Fi Branagh	FB	Associate Member
Sharon Lie	SL	Prospective Governor	Claire Jarman	CJ	Deputy Headteacher
Paul Miller	PM	Deputy Headteacher	Andy Thomas	AT	Clerk to the Governing Body
Apologies	Initials	Role	Absent	Initials	Role
Des McGuckian	DM	Prospective Governor	Gemma Bond	GB	Parent Governor
Bernadette Hopper	BH	Prospective Governor	Steve Walsh	SW	Foundation Governor

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 11. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	<b>1. Opening prayer</b> The meeting was opened in prayer by JH.	
2.1	<b>2. Apologies</b> Apologies had been received from DM and BH. These were duly accepted. GB and SW were not present. It was noted that CShe would be a late arrival. FB was welcomed to her first meeting.	
3.1	<b>3. Freedom of Information reminder</b> 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.	

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4.1	<p><b>4. Declarations of pecuniary and other interest</b></p> <p>None were declared.</p>	
5.1	<p><b>5. Minutes of meeting held on 18 January 2018</b></p> <p>The Chair commended the Clerk on that section of the minutes covering the issue of drugs, which had been a challenging debate to capture.</p>	
5.2	<p>It was remarked that Ofsted had noted a substantive positive change in the recording of challenge/ meaningful discussion in Governing Body minutes. Credit for this was due both to Governors and the Clerk.</p>	
5.3	<p><b><i>In response to a question</i></b> it was confirmed that the drugs policy had not been circulated via e-mail. Hard copies only were made available at the last meeting.</p>	
5.4	<p><b>• Accuracy</b></p> <p>Following discussion the accuracy of paragraphs 5.6/ 5.7 and 6.7 were confirmed. The minutes were agreed as a true record. These would be duly signed by the Chair and placed on the school website.</p>	AT
5.5	<p><b>• Matters arising</b></p> <p>Reference was made to the Action Points from the previous minutes and the following further comments/ actions noted:</p> <ul style="list-style-type: none"> <li>- Link Governor assignments/ work was ongoing. The sixth form was being followed up with BH. TW would manage any changes.</li> <li>- Sixth form marketing plan had been followed up that morning.</li> <li>- Termly KS data would be reported to the FGB going forward.</li> <li>- SIGs would be reviewed at a Summer term meeting.</li> <li>- Student Governor would be taken at the next meeting.</li> <li>- An FGB strategic planner was in development by TW and the Clerk. The latter would 'own' this. It was agreed that any suggestions for agenda items should be sent to the Clerk. It was agreed that details/ access to 'The Key' for Governors, which contained a useful resource in this regard, would be circulated.</li> <li>- Paul Miller and Claire Jarman should be added to the Governing Body mailing list.</li> <li>- Noted that the loan from the LA for restructuring would be interest-free.</li> <li>- The SEF was under review at present, which was proving to be a positive process. Ofsted had complimented the school on this and its relationship</li> </ul>	JK/ AT
		Govs AT
		AT

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	<p>with the 3-year plan.</p> <ul style="list-style-type: none"> <li>- Firefly log-in problems were being addressed.</li> <li>- Drugs policy: SM, TW, GS, PM, CJ and JK had met to discuss a response following the Governing Body's debate. The relevant policies had been updated and were ready to go onto the website but would be circulated to the Governing Body for comment first. It was however noted that the drugs policy was not statutory. Matters would also be reported at forthcoming parents' event(s) and included in the Home/ School agreement.</li> <li>- A report on the Governing Body Chairs' meeting would be circulated. KC would be attending the next one.</li> <li>- The Learning Walk questionnaire/ schedule would be circulated.</li> <li>- A Skills Audit had been undertaken and had been a positive process. Training needs now needed to be determined. Safeguarding, Finance and Data in-school courses were being looked at. It was noted that a weakness was understanding the Catholic nature of the school and it was noted that resources were available on this.</li> <li>- It was agreed/ confirmed that the next Governing Body meeting would remain scheduled for Thursday 22<sup>nd</sup> March. A reminder would be issued and a list of meeting dates circulated.</li> </ul>	<p>JK TW JK/ AT  AT  AT</p>
6.1	<p><b>6. Ofsted Inspection</b></p> <ul style="list-style-type: none"> <li>• <b>Inspection</b></li> </ul> <p>The inspection had now taken place (see below).</p> <ul style="list-style-type: none"> <li>• <b>Report and letter</b></li> </ul>	
6.2	<p>The final report had been delayed. Hard copies of the draft Ofsted report were issued on a confidential basis to those present (and collected at the end of the meeting).</p>	
6.3	<p>The meeting was adjourned for a period of approximately 10-15 minutes to allow reading time.</p>	
6.4	<p>JK reported that the outcome was that the school would be rated as 'Good' and this was a 'strong Good'. Findings were in line with the SEF and this was important/ reassuring. It was emphasised that this was a milestone to be celebrated, rather than a completed journey.</p>	
6.5	<p>The report represented a solid platform on which the school could aspire to be one of the country's best. The outcome would be useful for student recruitment. Throughout the 'RI' stage, the community had however kept faith with the school,</p>	

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	<p>which had continued to be over-subscribed. The outcome would also assist with staff recruitment. High quality had been sustained in this area but matters could now be consolidated.</p> <p>6.6 The outcome had created opportunities and the possibility of becoming a teaching school would now be looked at. Schools Direct was a route into teaching and CNCS could now participate in this.</p> <p>6.7 <b><i>In response to a question</i></b> it was stated that the advantages of being a teaching school were both that it represented a gateway to more funding and that it would facilitate innovative teaching and projects.</p> <p>6.8 JK made reference to the report and highlighted the following:  <u>Areas for improvement</u></p> <p>6.9 Page 2 of the report referred. These had been agreed between the school and the lead inspector. It was noted that the Ofsted inspectors had been a highly qualified team.</p> <p>6.10 They had recognised that CNCS was a very large school, which had a need for a dispersed leadership. It was stated that middle leaders were excellent but needed further support.</p> <p>6.11 The second issue related to closing the gap in relation to disadvantaged pupils. <b><i>In response to a question</i></b> it was confirmed that the definition of 'disadvantaged' was set out in the report itself (page 13).</p> <p>6.12 The school had acknowledged both issues and welcomed the opportunity to address these. Closing the gap in relation to disadvantaged pupils was a challenging area but the school would do what it could.</p> <p>6.13 <b><i>In response to a question</i></b> it was confirmed that KS3 data had been shown to the Ofsted team. This represented evidence of the school's actions in this area. The Ofsted team had been reassured by this. The best that could be done for disadvantaged pupils was to deliver the highest quality teaching and learning in addition to interventions and attendance work.</p> <p>6.14 Governance had been very effective and the school was grateful for the support and work of the Governing Body.  <u>Leadership and Management</u></p> <p>6.15 JK reviewed this in some detail and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Leadership was ambitious and backed by a strategic plan.</li> <li>- 6 strategic goals had been set and, if met, would mean that CNCS would be on of the UK's best schools.</li> <li>- The focus was on the classroom, which was the key priority after</li> </ul>	

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	<p>safeguarding.</p> <ul style="list-style-type: none"> <li>- Effective practices were followed.</li> <li>- Professional development of new teachers was vital and reflected in recruitment processes.</li> <li>- There was a rich, and broad and balanced, curriculum developed over years.</li> <li>- British values were encouraged, matched the school ethos and underpinned good teaching and learning. <b><i>In response to a question</i></b> it was confirmed that the Ofsted team had acknowledged the school ethos.</li> <li>- SMART evaluation was in place and would be improved upon.</li> </ul> <p><u>Safeguarding</u></p>	
6.16	<p>JK highlighted the following:</p> <ul style="list-style-type: none"> <li>- This was a real priority for the school and for the inspection.</li> <li>- Ofsted had found that there were effective arrangements in place and there was a positive culture in place. Everyone had a responsibility to safeguarding and this had been reflected in the report.</li> <li>- Efforts would be maintained in this important area.</li> </ul>	
6.17	<p><b><i>In response to questions</i></b> it was stated that safeguarding did not represent one of the 6 strategic objectives because it was ingrained throughout all aspects. The positive response of pupils had also been noted.</p>	
	<p><u>Teaching, Learning and Assessment</u></p>	
6.18	<p>JK reviewed this in some detail and highlighted the following:</p> <ul style="list-style-type: none"> <li>- There was good subject knowledge. This was 'known' by the school and was a key element in recruitment.</li> <li>- There was effective questioning, which was in line with ongoing work in the school. More Learning Walks were being carried out. The value of questioning was that it made pupils think.</li> <li>- There were effective relationships, which was a key to other aspects. This would continue to be worked on.</li> <li>- Behaviour was mostly good. Bad behaviour tended to occur in less well-planned lessons. This would be worked on.</li> <li>- Regarding the assessment/ feedback/ improved work 'loop', Ofsted had looked at lots of students' books. Some inconsistencies in marking had been noted and smarter marking would be addressed.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- There had been good progress in SEN. The school was proud but not complacent.</li> </ul> <p><u>Parent View</u></p> <p>This point JK gave a PowerPoint presentation on the findings from Parent View. This showed high satisfaction rates in a wide range of areas including happiness at school; feeling safe; making progress; being looked after; taught well; appropriate homework for age; behaviour; effective anti-bullying; leadership and management; receiving valuable information; and recommending school to another parent.</p>	
6.19	<p>The results were very supportive and the Ofsted team had been impressed by the level of endorsement and support from parents. <b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- The results were a testament to parents' belief in the school.</li> <li>- There had been over 400 responses and a minimum number had been critical.</li> <li>- Parents' meetings had become more supportive.</li> <li>- There was a very small number of parents who thought the school was 'badly managed' and wouldn't recommend it to others. There were very low numbers who complained and there was usually a particular context. CNCS was large school and a 0% complaint rate was unrealistic.</li> <li>- Ofsted had suggested that communications with parents could be improved and this was an ongoing area of work for the school.</li> </ul>	
6.20	<p><u>Personal Development, Behaviour and Welfare</u></p> <p>JK reviewed this in some detail and highlighted the following:</p> <ul style="list-style-type: none"> <li>- This was about the whole development of pupils, not just examinations.</li> <li>- The school was considered 'outstanding' in this area, of which it was proud.</li> <li>- Bullying was rare. It existed, as in all schools, but effective measures were in place.</li> <li>- Views of parents on this area were good.</li> <li>- Behaviour was good, which was reflected in the SEF, however not good enough and this would be addressed.</li> <li>- Relationships and respect were being promoted and attendance addressed Work was ongoing in regard to challenging pupils.</li> </ul>	

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6.22	<p><b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- Teachers resolved bullying issues quickly and this had been reflected in the report. A significant amount of work was done in this area.</li> <li>- Measures to ensure that pupils understood the impact of their behaviours on others were being taken forward.</li> <li>- The references to inclusion and diversity in the report were positive and reassuring,</li> <li>- The fact that pupils had been found to be keen to explain improvements in behaviour was extremely positive.</li> </ul> <p><u><i>Outcomes for pupils</i></u></p>	
6.23	<p>JK reviewed this in some detail and highlighted the following:</p> <ul style="list-style-type: none"> <li>- Progress 8 measures were positive and put the school in the top 20% (however not mentioned in the report)</li> <li>- There was a focus on disadvantaged pupils. It had been stated that progress was below the national average but this was an 'all students' average. CNCS was not alone in this.</li> <li>- Pupil Premium spending was an integral part of the school's strategy.</li> <li>- It was believed that higher attainers flourished at the school.</li> <li>- Catholic Law indicated that there was an expectation that Catholic schools should be at least as good as others.</li> <li>- 16-19 outcomes were good. There were areas of strength and excellence and other areas that were above average. Typical outcomes were in line with the national average.</li> <li>- The Ofsted team had been surprised at the success of Maths and English retakes. This was one of the hardest areas in which to succeed. CNCS outcomes were extremely good compared to the national average.</li> <li>- Work experience had been suggested for sixth-formers. This was not a statutory requirement but Ofsted had been insistent. This would be looked at. There was a funding issue involved.</li> <li>- Most pupils were successful in finding destinations after leaving school e.g. university/ apprenticeship.</li> </ul>	
6.24	<p><b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- It was noted that the school could potentially do more to emphasise its successes and positive outcomes for pupils.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Disadvantaged pupils had been referenced throughout the report.</li> <li>- 16-19 outcomes were good but not necessarily a 'high good'.</li> <li>- More affluent/ effective parents would be more capable of arranging work experience internships for sixth-formers. Disadvantaged pupils would have less opportunity. Resources/ support from the Local Authority would be limited.</li> <li>- A separate plan for 16-19 pupils could be worked up in relation to 'opportunities to improve'. There were patchy KS5 results to address.</li> </ul> <p>● <b>Follow-up action</b></p>	
6.25	<p>Inspections normally took place every 4-5 years. This was a good report. 'RI' status would now be removed from the website and a letter to parents was due to go out the following day. A media release had been prepared. There were some good relationships in this area.</p>	
6.26	<p>The school has assured the Ofsted team that the report would be a driver for change. Areas for improvement would be addressed. However a celebration should take place first! All those who contributed to the 'Good' outcome should take part including pupils, staff, Governors, SLT, Diocese and the Local Authority.</p>	
6.27	<p>The report was worthy of celebration and the success of the school should be marked. There was lots in the report that was worth 'shouting about'. It was agreed that the Chair of Governors should issue a letter to staff. This should be a simple letter setting out the key points and thanking parents for their support.</p>	TW
6.28	<p>Publicity was being looked, including in the newsletter, together with what could be done in relation to staff and pupils. Ideas for a celebration were discussed (e.g. Sports day, Summer Fayre, Parish barbecue, concerts/ music events) and Governors agreed to submit ideas. Funding could come from the Governors' Fund or the event itself used as a fundraiser.</p>	Govs
6.29	<p>In conclusion, Governors agreed that the report was extremely positive and thanked JK for his detailed presentation. Thanks were also expressed to JK and the SLT for effectively managing the Ofsted inspection, particularly given its close proximity to the SLT restructuring.</p>	
6.30	<p>It was noted that a lot of preparation had been done and that staff had welcomed the opportunity. The report represented a platform on which the school could move forward.</p>	
	<p><b>7. AOB - notified to the Chair in advance of the meeting</b></p>	

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7.1	<p><i>i. <u>Restructure</u></i></p> <p>An update was given via a PowerPoint presentation. A new structure had been agreed by the Governors' Restructuring Panel, based around a Principal, Head of School, Head of College and a series of Raising Standards Leaders. The SLT had been reduced from 11 to 8. This was a significant change that would help the school to realise its ambitions. Some further detail was given regarding candidates for respective posts.</p>	
7.2	<p><b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- The RSL recruitment timescale would be announced on the following day. Governors would be invited to be involved in the recruitment process.</li> <li>- The current Safeguarding lead would remain in post until the end of May, before leaving on a voluntary basis. A replacement had been recruited for another member of staff who was leaving.</li> <li>- More information would be shared prior to the next meeting.</li> <li>- 'Schools within schools' had to some extent been addressed via the establishment of RSLs. This would continue and would require further discussion.</li> <li>- Care would be needed on perception/ terminology.</li> <li>- Legal requirements in relation to timescales for the next phase of restructuring were being looked at.</li> </ul>	AT
7.3	<p>An accurate picture would emerge once the next phase of restructuring was taken forward. Work on this had already started and areas for review identified. A more coherent structure was anticipated. It was agreed that an update re: costs and proposals/ timing for Phase 2 would be given to the next meeting.</p>	JK/ AT
7.4	<p>The first phase of restructuring had been a sensitive and difficult process. However it was believed that the right structure had been achieved. There had been a positive response in the Ofsted report.</p>	
7.5	<p><i>ii. <u>Diocese Academy Meeting</u></i></p> <p>A meeting had recently taken place, at which the Diocese had given an update and at which its trajectory has been noted. There were some doubts on the part of the school on structure/ funding. It was believed that the establishment of a MAT would not be a Diocese directive. This would be up to schools and Governing Bodies to determine. This was reassuring.</p>	
7.6	<p>The other options of Federations/ Partnerships etc would also need to be considered. The position would be evaluated and robust discussions would be required. <b><i>In response to a question</i></b> it was agreed that the Governing Body</p>	

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	<p>should undertake a discussion on this issue, now that the Ofsted inspection had been done, including the matter of benefits for pupils/ staff. This would be scheduled for a Full Governing Body meeting.</p> <p><i>iii. <u>Abusive Parents</u></i></p> <p>7.7 There were concerns about a small number of parents who felt that they could be abusive. This often affected reception staff but also others e.g. pastoral leaders. The school needed to be more explicit that this was not acceptable. A 'script' for abusive calls and posters for the school were suggested.</p> <p>7.8 <b><i>In response to questions</i></b> it was stated that there was not at present a specific process whereby staff could raise the alarm; and that abuse was most commonly over the telephone but there had been some face-to-face incidents. An alarm procedure would be looked at.</p> <p>7.9 Following discussion it was agreed that this matter should be taken forward. It was noted that the Local Authority may have some useful templates and that advice could be taken re: possible restraining orders.</p> <p>7.10 <i>iv. <u>Governing Body</u></i>            JK expressed thanks to the Governing Body for its hard work, commitment and support. He recognised that Governors were volunteers who gave their time and commitment to the school, which was fully appreciated.</p>	<p>TW/ AT</p> <p>JK</p>
8.1	<p><b>8. Date of next meeting - TBC</b></p> <p>The next meeting would be held as originally scheduled, on <b>Thursday 22 March 2018 at 7pm.</b></p>	
9.1	<p><b>9. Close of Meeting</b></p> <p>There being no further business the meeting was duly closed.</p>	

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

Documents attached to the minutes:

Initials.....

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1. Draft minutes of meeting on 18 January 2018.
2. Draft Ofsted report [confidential – hard copies only].

**Action list**

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
5.4	Publish agreed minutes of the previous meeting.	<b>AT</b>	ASAP
5.5	Report KS data on a termly basis.	<b>JK/ AT</b>	Ongoing
5.5	Agenda items to be suggested.	<b>Govs</b>	Ongoing
5.5	Details of 'The Key' to be circulated.	<b>AT</b>	In due course
5.5	Add PM and CJ to Governing Body mailing list.	<b>AT</b>	ASAP
5.5	Circulate amended drugs policy for comment, report to parents and include in Home/ School agreement.	<b>JK</b>	In due course
5.5	Circulate report of Governing Body Chairs' meeting.	<b>TW</b>	In due course
5.5	Circulate Learning Walk questionnaire/ schedule.	<b>JK/ AT</b>	When available
5.5	Investigate in-school courses.	<b>AT</b>	In due course
5.5	Issue reminder re: next meeting date and circulate list of Governing Body meeting dates.	<b>AT</b>	In due course
6.27	Issue letter to staff.	<b>TW</b>	ASAP
6.28	Governors to submit ideas for a celebration.	<b>Govs</b>	By next meeting
7.2	Invite Governors to be involved in RSL recruitment.	<b>AT</b>	ASAP
7.3	Include restructuring on the agenda for the next meeting.	<b>JK/ AT</b>	By next meeting
7.6	Timetable MAT/ Partnerships debate for FGB meeting.	<b>TW/ AT</b>	ASAP
7.9	Address abusive parents as outlined.	<b>JK</b>	As required