

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 26 April 2018
 Meeting Time: 19.00 hours

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

The quorum is 50% of the current membership of the Full Governing Body, which was 15 at the time of the meeting. The number of Governors attending was 12. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	1. Opening prayer The meeting was opened in prayer by JH.	
2.1	2. Apologies Apologies had been received from SM, CA and GB. These were duly accepted.	
3.1	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.	
4.1	4. Declarations of pecuniary and other interest None were declared.	

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	5. Minutes of meeting held on 22 March 2018	
5.1	The draft minutes of the previous meeting had been circulated.	
	<ul style="list-style-type: none"> • Accuracy 	
5.2	Amendments to paragraphs 6.8, 6.10, 7.2, 8.2, 8.26, 9.5/ 9.6/ 9.7 and 10.1 were noted and agreed. Subject to these, the minutes were agreed as a true record. They would be duly signed by the Chair and placed on the school website.	AT
	<ul style="list-style-type: none"> • Matters arising 	
5.3	Reference was made to the Action Points from the previous minutes and the following further comments/ actions noted (other Actions having been completed):	
	<ul style="list-style-type: none"> - Minutes format to be revised to 8 pages maximum and drafted within one calendar week. Thanks were expressed to AT in respect of the quality of minutes, which had been remarked upon by Ofsted, noting that there was a difficult balance to strike between brevity and accuracy. - Governing Body Chairs' meeting report(s) to be issued. - DM and BH to be contacted re: Link Governors following appointment. - Include Governors' training costs on Resources Committee agenda. - Noted that MATs had been timetabled for the June FGB with Jenny Barnard- Langton invited. DABNET website resources to be circulated. - Admissions Working Party meeting on 15 May noted. - Feeder schools' Admissions to be addressed following above meeting. - Noted that budget had been timetabled for the next FGB meeting in May. 	AT SM TW CShe/ AT
5.4	<i>In response to a question</i> it was stated that there was not a project sponsor in place for the 4G pitch, rather investigations were ongoing at this stage. A pre-planning application had been submitted and financial commitment limited to £1300 so far. The potential for objections from residents was noted.	AT/ JH PM
	6. Headteacher's Report	
6.1	JK was invited to deliver his report, which was focussed on restructuring.	
	<ul style="list-style-type: none"> • Restructuring 	
6.2	JK handed out hard copies of a consultation paper and selected appendices, which were confidential [and subsequently handed back in]. Reading time was allowed, following which JK delivered a PowerPoint presentation.	
	Phase 1 of restructuring had been completed and now Phase 2 was being taken	

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6.3	<p>forward. Financial savings would be realised (around £40k per year); teaching & learning core business improved; and student experience/ services protected. Thanks were expressed to colleagues and Governors. This had been a difficult process.</p>	
6.4	<p>Phase 2 would build on Phase 1 and address efficiency, effectiveness and economies. The proposed new structure would be based on Pastoral Leadership and Behavioural and Learning Support teams. The aim was to remove barriers to Learning, respond to changing circumstances, address child protection/ safeguarding, raise standards and meet strategic goals – including those of becoming one of the best schools in the country and enhancing student services.</p>	
6.5	<p>There was no rationale for the current structure, which contained inconsistencies and was not always delivering best value. The proposed new structure was logical, contained clear relationships and would achieve better value. Further advantages were outlined. It was proposed that a number of posts would be deleted but that pastoral and attendance resources would increase.</p>	
6.6	<p>Consultation was scheduled to start on the following Monday, 30 April, and end on 8 June. Meetings with staff (with union representation) would be held and an opportunity given for comments. The outcome would be referred to a Governors' Panel on Friday 15 June, where a final decision would be taken.</p>	
6.7	<p><i>In response to questions</i> the following was stated:</p> <ul style="list-style-type: none"> - The school was contractually allowed to increase teacher contact time, which was directed time, and this would realise further savings. There had been no negative feedback from the unions. Posts would be saved and it was viewed as being fair and equitable. - The workload of the Senior Tutor of Spirituality and Ethos, which it was proposed would be deleted, would be absorbed into other roles including the chaplaincy. - It was noted that direct reference to emotional wellbeing was not made in the proposed job descriptions. A reference to this and the associated work would be added. - Appendix 2 set out the additional responsibilities of postholders. Learning and behaviour roles were not being restructured. A number of roles were being retained. - The net post reduction was three. Further reductions could have been proposed but the aim was to strike a balance between teaching & learning and the need to realise financial savings. The first step was to remove unnecessary roles and rationalise. - It was felt that the Pastoral and Attendance Manager representing the 	JK

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	<p>school at conferences was appropriate. Following discussion it was agreed that the wording in point 7 would be reviewed with a view to reflecting the context more precisely and reflect the nature of the role in supporting the Child Protection Officer. Care would be taken to ensure equally that the role was not undervalued.</p> <ul style="list-style-type: none"> - The £50k reduction referred to in the documentation represented a 10% curriculum costs saving across subjects this year. This was a one-off but curriculum costs would be kept under review going forward. - It was possible for posts to be filled via 'slotting' as there were 12 eligible staff for the proposed 12 Progress Leaders. Other staff were not eligible. - The discontinuation of the term 'pastoral' in job descriptions was regrettable from a 'resonance' perspective but the aim was to deliver a new structure with an associated new 'feel.' Associated messages would be sustained. <p>The restructure plans were approved.</p>	JK
6.8	A Governors' Restructuring Panel (GRP) and Appeals Panel would be required, as per Phase 1 of the restructuring (where the Appeals Panel had however not been needed). The Governing Body Vice Chairs had kindly agreed to chair the Panels. It was agreed that the GRP would consist of SM (chair), CShe, NW, GS and BH; and the Appeals Panel of KC (chair), CH, SW and DM. [GRP to meet on 15 June].	SM/ KC/ AT
6.9	<ul style="list-style-type: none"> • 3-Year Plan – Challenge at KS3 & 5 <p><u>KS5</u></p> <p>Hard copies of a KS5 update were distributed to those present and PM stated that this highlighted issues impacting on the sixth form. More able pupils were not meeting targets, which was being addressed. The report set out other issues with associated strategies/ remedies.</p>	
6.10	<p><i>In response to questions</i> it was stated that:</p> <ul style="list-style-type: none"> - There were various issues relating to underperforming subjects, including staff attitude/ performance. This was being addressed. - Class size was a complex matter. Some small classes needed to be run as 'loss leaders' in order to maintain the curriculum and mitigate students leaving. The approach was to look at average class sizes across the sixth form. The strategy was to boost services and attract new students. <p>The aim was to have Newman College as a 'deep dive' subject on FGB agendas once per term. There was a need to attract more female students and to have necessary curricular and non-curricular approaches in place. Following</p>	
6.11		

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6.12	discussion it was agreed that this should be addressed further. Newman College was soon to be a main agenda item for the FGB.	TW	
6.13	<i>In response to a question</i> it was stated that the Academic Council was a student body that had been in place for a number of years and reviewed subjects and fed into reviews.		
6.14	<u>KS3</u> Hard copies of a KS3 update were distributed to those present. CJ stated that the key challenge was that there had been no ‘sharp focus’ on KS3 on the part of the SLT. There would now be two RSLs dedicated to this area.		
6.15	A driver was an Ofsted report published in 2015 entitled “KS3 – Wasted Years?” The report to the FGB incorporated recommendations from the Ofsted report and an associated action plan (including refreshing the school strategic plan). This was a useful starting point and there were positive plans in place.		
6.16	The school was involved in a project via the forthcoming Learning School, whereby it was the lead in relation to KS2 – 3 transition. <i>In response to questions</i> it was stated that:		
6.17	<ul style="list-style-type: none"> - The more consistent use of Firefly by teachers would be promoted. - Earlier identification of SEN pupils was in hand. The scope for personalised pathways in respect of weaker numeracy and literacy skills was being addressed. Staff had undertaken dyslexia training. Relevant data would be used to support this work going forward. - There was a definite risk that KS3 could be regarded as “wasted years” and this needed to be tackled. Most departments had good schemes of work. Notably subjects included those not taught at Primary School but the whole KS3 experience was wider than academic matters and was about pupils ‘growing up’. 		
6.18	It was remarked that the aim should be to make middle school fun and attractive, and to focus curriculum activity accordingly. An energetic/ organic approach should be promoted. KS4 tended to be the focus as it was ‘measured’. The aim of the school was to deliver great teaching at all levels.		
6.19	In summary the Headteacher’s report was duly noted. It was reaffirmed that the restructuring exercise represented an opportunity to promote good teaching.		
	7. Resources Committee Report <ul style="list-style-type: none"> • Budget Update 		

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7.1	A 3-year budget review would be tabled at the next meeting of the Resources Committee. A carry-forward of £98,791 was confirmed. Thanks were expressed to JB for accurate forecasting in this regard. Staffing was being looked at again. The 2018/19 budget had balanced. No 'vacancy factor' had been assumed and this would therefore act as a contingency element.	
7.2	In essence £500k of savings had originally been needed; there was now a balanced budget for this year; and therefore £500k savings had been achieved through hard work. This was a huge achievement.	
7.3	There was more work to do on 'years 2 & 3'. The budget would be submitted to the Local Authority imminently. The next Resources Committee and FGB meetings would be an opportunity for a fuller discussion on the 3-year position. It was noted that £115k had come from the Governors' Fund, which had been a factor in achieving a balanced budget.	
	<ul style="list-style-type: none"> • Matters arising from minutes of last meeting 	
7.4	The draft minutes had been circulated in advance and were noted.	
	<ul style="list-style-type: none"> • Basic needs funding 	
7.5	£15M worth of funding which had originally come to the Local Authority for a new school and had now been allocated to the City's existing schools for basic needs. CNCS was the only secondary school which had not received an allocation.	
7.6	A letter to the City's MPs from the Headteacher and Chair of Governors had been circulated in advance of the meeting. This was seeking intervention concerning the omission of CNCS.	
7.7	The school was challenging the decision that had been made and had received an unsatisfactory response from the Local Authority. A pivotal meeting of the Children, Young People and Skills Committee (CYPS) was taking place on Monday 30 April, at which a final decision would be made on funding allocation.	
7.8	<i>In response to questions</i> it was stated that the presumption was that the funding concerned originated from central Government, but this was not clear; that the aim of the school was to secure a review of the proposal and secure a share of the funding; the CYPS had the delegated authority to make a final decision; and that the money concerned was supposed to be ringfenced for infrastructure purposes.	
7.9	No rationale had been given regarding the omission of the school from the allocation of funds. The school had not been treated fairly. Undersubscribed schools had received funding whilst CNCS, an oversubscribed school, had not.	
7.10	A message to parents was being issued, encouraging contact with the Local Authority. An e-petition was being considered. A possibility was for the members	

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7.11	of the CYPS to be contacted directly. The media was very interested. In conclusion the following action plan was agreed: issue message to parents encouraging them to lobby councillors; contact the 'Brighton Independent' newspaper; contact BBC Sussex; lobby CPYS Committee members; investigate 'public questions' to Committee; confirm that Marie Ryan was attending the Committee meeting; consider a FOI request in respect of discrimination further down the line.	JK/ TW/ KC/ SM
7.12	It was further agreed that GS would come into school the next day to assist TW, KC and SM with this work. Finally it was suggested that both a FOI request in respect of information, and a judicial review, may represent possible further options.	GS
	8. Student Governors	
8.1	KC had met with various voices within the school structure. JK was in the process of reviewing this and an option would be to make a decision on student interface once this process was complete.	
8.2	<i>In response to a question</i> it was confirmed that the key bodies were in place – the student councils for each year. RSLs would be asked to work with these. They met every week at present but there would be some rationalisation.	
8.3	Following discussion it was agreed that (in addition to existing subject Links) Governor Links should be established with RSLs, each of whom was responsible for two year groups. Governors should attend student council meetings once per term. Allocations were agreed as follows: GS – year 7; FB – years 8 & 9; DM – years 10 & 11; and BH/ TW – sixth form.	TW/ Link Govs
	9. AOB - notified to the Chair in advance of the meeting	
	<i>i. <u>Governing Body membership</u></i>	
9.1	Sharon Lie had withdrawn from the Foundation Governor application process. This was regrettable but she had been thanked for her frankness. A potential Foundation Governor was being followed up.	
9.2	An election in respect of the Parent Governor vacancy would be launched during the following week. An election for the Staff Governor vacancy was also imminent, with 30 April established as the deadline for expressions of interest.	
	10. Date of next meeting – Thursday 24 May	
10.1	The next meeting was scheduled to take place on Thursday 24 May at 7pm.	
	11. Close of Meeting	

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11.1	There being no further business the meeting was duly closed.	

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

1. Draft minutes of FGB meeting on 22 March 2018.
2. Draft minutes of Resources Committee held on 14 March 2018.
3. Restructuring documents [confidential hard copies only].
4. KS3 and KS5 reports [hard copies only].
5. Basic needs funding letter.

Action list

Minute	Action	Responsibility	Date
5.2	Amend and publish agreed minutes of the previous meeting.	AT	ASAP
5.3	Revise minutes format and implement drafting timescale.	AT	Ongoing
5.3	Issue reports of Governing Body Chairs' meetings.	TW	Ongoing
5.3	Contact DM and BH re: Link Governors.	TW	Next FGB
5.3	Include Governors' training costs on RC agenda.	CShe/ AT	RC 8 May
5.3	Circulate DABNET website resources re: MATs.	AT/ JH	FGB 24 May
5.3	Address feeder schools' Admissions after 15 May meeting.	PM	15 May
6.7	Add reference to emotional wellbeing and associated work to job descriptions.	JK	Immediate
6.7	Review point 7 of the Pastoral and Attendance Manager job description.	JK	Immediate
6.9	Implement Governors' Panels as required.	SM/ KC/ AT	15 June/ as required
6.12	Attract more female students to Newman College.	TW	Ongoing
7.11	Implement funding challenge as outlined.	JK/TW/KC/SM	30 April
7.12	Assistance to be offered re: the above.	GS	27 April
8.3	Implement new Governor student council/ RSL Links	TW/ Link Govs	In due course