

Cardinal Newman Catholic School
Minutes of the Full Governing Body
Meeting Date: Thursday 24 May 2018
Meeting Time: 19.00 hours

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

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 10. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	<p>1. Opening prayer</p> <p>The meeting was opened in prayer by JH. CA, whose mother had sadly passed away, was remembered and best wishes were expressed by TW.</p>	
2.1	<p>2. Apologies</p> <p>Apologies had been received from CH, GB, CA, ADS, KC, RG and CJ. These were duly accepted.</p>	
3.1	<p>3. Freedom of Information reminder</p> <p>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.</p>	

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4.1	<p>4. Declarations of pecuniary and other interest</p> <p>None were declared.</p>	
5.1	<p>5. Minutes of meeting held on 26 April 2018</p> <p>The draft minutes of the previous meeting had been circulated. Thanks were expressed to the Clerk for providing these quickly and in an agreed shorter format (8 pages maximum).</p> <ul style="list-style-type: none"> • Accuracy 	
5.2	<p>Amendments to paragraphs 5.4 and 6.7 were noted and agreed. Subject to these, the minutes were agreed as a true record.</p> <ul style="list-style-type: none"> • Matters arising 	AT
5.3	<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"> - SM had attended a meeting of Governing Body Chairs. No minutes had been produced. The next meeting was scheduled for 6 June. TW would update at the next FGB meeting. - New Governors' Link assignments to be followed up and drama added. - Governor training had been discussed by the Resources Committee and was being followed up as per the minutes of the meeting. It was agreed that Primary feeder schools should be contacted re: possible participation (subject to a check of Primary/ Secondary differences). - JH issued hard copies of DABNET resources on Multi- Academy Trusts to those present. An FGB debate on MATs had been timetabled. - Job descriptions were being updated on an ongoing basis as part of the restructuring process. References to wellbeing had been included. The Governors' Restructuring Panel would review and agree in due course (ensuring that wellbeing was reflected). It was noted that job descriptions would not normally be agreed by the Governing Body outwith the context of restructuring. - PAM job description to be followed up in relation to role in 'representing' the school. - Meetings of the Governors' Restructuring and Appeals Panels were in hand and details being finalised. - The matter of attracting more female students to Newman College would be discussed at the July FGB meeting. 	<p>TW</p> <p>TW/ DM/ BH</p> <p>AT</p> <p>GRP</p> <p>JK</p> <p>SM/ KC/ AT</p> <p>TW/ AT</p>

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5.4	<ul style="list-style-type: none"> - It was noted that the Local Authority’s proposal re: Basic Needs funding had been rebutted. Thanks were expressed to GS for his assistance on this matter. It was noted that further consultation was expected in advance of a further meeting in July. In the meantime it was agreed that City MPs should be contacted and invited to attend a meeting. - It was noted that Governor Links to student bodies had been allocated. <p>It was also agreed that Newman College would be a main agenda item for the July meeting.</p>	<p>JK/ DM/ SM</p> <p>AT</p> <p>PM/ AT</p>
	<p style="text-align: center;">6. Headteacher’s Report</p> <p>JK was invited to deliver his report, which had been circulated in advance. References were made to key highlights of the report as below.</p> <p><u>Examination season</u></p> <p>6.2 The school was in the throes of the exam season. Significant energy was being expended and a good feeling prevailed. Predications were outlined in the report.</p> <p>6.3 <i>In response to questions</i> it was confirmed that predictions had been realigned (there was a significant ‘health warning’); and that results were looking positive/ promising in the first year of testing.</p> <p><u>Teaching school</u></p> <p>6.4 Benefits of the new Alliance were already being seen. This was the main route for accessing additional funding, development and sustaining staff recruitment/ retention. Stand-alone teaching school status had been considered but it was thought that the Alliance was the best option at present.</p> <p>6.5 <i>In response to questions</i> it was stated that the key thing for the school, in terms of accessing funding and possibly becoming a teaching school in its own right, was to demonstrate that it was working to support other Alliance schools in ‘challenge’ areas; this activity could potentially be additionally undertaken with feeder schools and would be looked into; other schools could potentially take part in CNCS training events, which would be considered in relation to Governor training, including Safeguarding (see above); a Working Group was not considered necessary at this stage, as things were moving quickly - this could be kept under review but in the meantime joint training events for Governors would be a positive development.</p> <p><u>Admissions</u></p> <p>6.6 The Admissions Working Group had met. The report would represent a summary of points discussed but there would be no formal outcome at this stage. The Working Group was due to meet again on 19 June, following which</p>	<p>JK</p> <p>JK/ AT</p>

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6.7	<p>recommendations would go to the July FGB meeting.</p> <p><i>In response to a question</i> the 'baptism only' criterion was noted and it was remarked that clarity was required due to over-subscription. If additional criteria (e.g. preference to church goers) were applied the school may be open to challenge.</p> <p><u>SLT/ Governor day</u></p>	PM/ AT
6.8	<p><i>In response to a question</i> on this matter it was agreed that a joint SLT/ Governor day should be held towards the end of June and possible dates would be circulated. This would be a full day with structured Learning Walks. The focus would be on the 6 elements of the 3-year Plan; the school's aspiration to be one of the best in the country; and Catholic ethos.</p>	JK
6.9	<p>Huge resources were being deployed in this area. Things were difficult but moving in the right direction.</p> <ul style="list-style-type: none"> • 3-Year Plan – Disadvantaged Pupils 	
6.10	<p>Restructuring was ongoing and 1:1 meetings with staff were underway. These were generally positive. It was notable that CNCS staff were passionate about their roles and about the importance of a holistic approach to educating children. No changes were recommended to the proposed new structure.</p>	
6.11	<p><i>In response to questions</i> it was confirmed that responses to trade union submissions were in hand and meetings were taking place (there was a lot of time going into this); and that the final structure would be subject to agreement by the GRP, to which the Governing Body had delegated authority.</p> <ul style="list-style-type: none"> • Strategic Plan 	
6.12	<p>Attendance was a stubborn issue. It was not poor, reflecting the national average, but the aim was to improve on this. The 95% target had not been met as yet. Persistent absence was 11.5% (against a national average of 12.4%). Persistent absence was defined as less than 90% attendance.</p>	
6.13	<p><i>In response to a question</i> it was confirmed that cases were kept under review and that there were a variety of reasons for absence. PAMs would need to address this. It was notable that disadvantaged students with over 90% attendance did just as well as others.</p>	
6.14	<p><i>In response to questions</i> regarding Wellsprings it was stated that JH had provided a document issued to Deanery Priests in which an incorrect reference to fundraising by the CNCS Chaplaincy had been included. Feedback had been given to Wellsprings on this would be followed up at a meeting in June.</p>	

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6.15	It was noted that Wellsprings was tied in with the work of the school Chaplaincy and that the school devoted significant resources to this work. Wellsprings was paid via an SLA. The Wellsprings plan had also been looked at. It was agreed that a report back would be given to the July FGB meeting.	RG/ AT
6.16	<i>In response to further questions</i> it was agreed that something would be issued to clarify the communication issued by Wellsprings, noting that this had been issued to the Clergy only; and it was stated that Wellsprings put in a lot of youth work (noting that there were many young Catholics at the school). Partnership working between CNCS and Wellsprings would continue to be promoted.	JH
6.17	It was agreed that the 3-year Plan should be reviewed at the SLT/ Governor event (see above), including with a view to establishing termly milestones.	JK/ TW
	<ul style="list-style-type: none"> • Behaviour for Learning (Simon Boden) 	
6.18	Simon Boden gave a detailed PowerPoint presentation based on the material circulated in advance of the meeting. He stated that the key aspects were ‘What has happened?’; ‘What has been the impact?’; and ‘What are the next steps?’.	
6.19	Reference was made to the following issues during the course of the presentation: Recognising and rewarding positive behaviour; sanctioning persistent disruptive behaviour; responding to persistently disruptive students; response priorities re: staff, students, parents and other stakeholders; embedding matters in the SDP.	
6.20	<i>In response to questions</i> it was stated that different systems applied to the sixth form; Zacchaeus Centre pupils were included in the measures/ figures; it was possible to deduce from the data the number of pupils involved as well as the number of incidents; ‘physical’ removal did not literally mean physical contact/ restraint (which did not happen); groups of persistently disruptive pupils were targeted; measures were in place to address the issue of teachers not implementing systems properly/ consistently.	
6.21	It was agreed that the possibility of Governors becoming involved in meetings with parents should be addressed at the agreed SLT/ Governors day.	JK/ SB
6.22	SB was thanked for his presentation and questions were invited. <i>In response to consequent further questions</i> it was stated that monitoring and intervention activity was ongoing in order to ensure consistent implementation by teachers; pupils could not currently access their points records - this would be looked into and changed; persistent disruptive behaviour was addressed via a range of measures which did not always represent the unequivocal implementation of current policy - the aim was to support students and improve behaviours, the threshold for permanent exclusion was high and there was pressure on the school not to go down this route (in addition there was a paucity of alternative provision for excluded children); the proposed new staffing structure would	SB

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6.23	dovetail well with this area of work, including in relation to Pastoral Leaders and PAMs - CNCS had an outstanding provision and the aim was to consolidate a robust support package; in addition the new structure would promote a consistent and proactive approach; PAMs would receive appropriate training; staff comments would be included in future reports.	SB/ JK
6.24	It was reaffirmed that there were mechanisms in place to address poor behaviours. A positive and supportive approach was taken. Ultimately exclusions would need to be used in extreme cases.	
	Thanks were expressed to SB and SB expressed reciprocal thanks. It was noted that SB had made a huge impact in this area and that staff were enthusiastic. It was noted that further debate would take place at the SLT/ Governors day.	
	<p style="text-align: center;">7. Resources Committee Report</p> <ul style="list-style-type: none"> • Budget <p>7.1 The budget documents had been circulated and approval from the Governing Body was sought. There would be a balanced budget in 2018/19, based on using Governor funds to repay a Local Authority loan. A deficit of £18k was forecast for 2019/20 (which it was hoped may resolve to a balanced budget) and a deficit of £241k for 2020/21 (which was a clear problem but notably before a scheduled General Election).</p> <p>7.2 A staff 'vacancy factor' had been included for 2019/20 and 2020/21. This had been higher to make the budget balance across the three year period, however it had been felt that this was unrealistic and been adjusted accordingly. Equally some 'positive assumptions' were considered to be conservative.</p> <p>7.3 <i>In response to questions</i> it was stated that to the extent possible, the history of the use of a 'vacancy factor' had been examined; Local Authority advice had been to exclude a vacancy factor for 2018/19; the impact of the Government's Comprehensive Spending Review (CSR) has yet to be established.</p> <p>7.4 The budget was approved.</p> <ul style="list-style-type: none"> • Governor training <p>7.5 Discussed earlier in the meeting [Item 5].</p> <ul style="list-style-type: none"> • Other matters arising from minutes of last meeting <p>7.6 The benchmarking report was noted. CNCS was below the average in terms of raising income and improvements would be made. Action was ongoing. A total of £12k had been raised so far, but this unlocked additional funding. An additional curriculum funding stream had been established. <i>In response to a question</i> it was agreed that a change to parent messaging would be examined.</p>	<p>JB</p> <p>JK</p>

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7.7	A new letting to a dance school had been established at reduced rates. This would generate income of £20k per year. A new matron was starting after half term. There were issues with accident reporting, which it was hoped the new matron would remedy.	
8.1	8. Safeguarding (Gemma Bond) Deferred to the next meeting.	GB/ AT
9.1	9. AOB - notified to the Chair in advance of the meeting <i>i. <u>Parent Governor election</u></i> It appeared that the material had not been issued by the school. This would be looked into.	AT
9.2	<i>ii. <u>Staff Governor election</u></i> Shaun Meaney had been elected and informed accordingly. Necessary follow up action would be taken and the new incumbent informed of FGB dates.	AT
9.3	<i>iii. <u>Annette Kelly</u></i> A card had been distributed to those present to mark AK's departure from the school. A drink had been arranged for the following day, to which Governors were invited. Thanks were expressed to AK for her work and commitment.	
10.1	10. Date of next meeting – Thursday 21 June The next meeting was scheduled to take place on Thursday 21 June at 7pm.	
11.1	11. Close of Meeting 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 26 April 2018.
2. DABNET materials on Multi-Academy Trusts [hard copies only].
3. Principal's (Headteacher's) Report with Strategic Plan and New Starters (staff) report.
4. Behaviour review report.
5. Behaviour presentation document.
6. Final budget 2018/19.
7. Multi-year budget summary.

Initials.....

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8. Draft minutes of Resources Committee held on 9 May 2018.

Action list

Minute	Action	Responsibility	Date
5.2	Amend and publish agreed minutes of the previous meeting.	AT	ASAP
5.3	Report on Governing Body Chairs' meeting.	TW	June FGB
5.3	Follow up new Governors' Link assignments and add drama.	TW/ DM/ BH	In due course
5.3	Follow up Governor training as outlined.	AT	June FGB meeting
5.3	GRP to review and agree job descriptions, ensuring that wellbeing was reflected.	GRP	15 June GRP
5.3	PAM job description to be followed up re: role in 'representing' the school.	JK	15 June GRP
5.3	Finalise details of Governors' restructuring Panels meetings.	SM/ KC/ AT	ASAP
5.3	Attracting more female students to Newman College to be discussed at the July FGB meeting.	TW/ AT	July FGB
5.3	Contact MPs re: Basic Needs funding and invite to a meeting.	JK/ DM/ SM	June FGB
5.3	Update Link Governor list.	AT	June FGB
5.4	Newman College to be main item for July FGB.	PM/ AT	July FGB
6.5	Look into including feeder schools in support activity.	JK	In due course
6.5	Look into including other schools in training events.	JK/ AT	In due course
6.6	Admissions Working Party recommendations to go to July FGB meeting.	PM/ AT	July FGB
6.8	Arrange SLT/ Governor day as outlined.	JK	End of June
6.15	Report on Wellsprings plan at July FGB meeting.	RG/ AT	July FGB
6.16	Issue clarification of Wellsprings communication.	JH	June FGB
6.17	Review 3-year Plan and establish termly milestones.	JK/ TW	June SLT/ Gov day
6.21	Consider Governor involvement in Behaviour meetings with parents at the SLT/ Governors day.	JK/ SB	June SLT/ Gov day
6.22	Provide pupils access to Behaviour points records.	SB	In due course
6.22	Include staff comments in Behaviour reports.	SB/ JK	Ongoing
7.4	Implement agreed budget.	JB	Immediate
7.6	Examine changes to parent messaging on fundraising.	JK	In due course
8.1	Safeguarding deferred to June FGB.	GB/ AT	June FGB
9.1	Look into non-issue of PG election material.	AT	ASAP
9.2	Establish new Staff Governor.	AT	ASAP