

Cardinal Newman Catholic School  
Minutes of the Full Governing Body  
Meeting Date: Thursday 21 June 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	Christine Henson	CH	Co-opted Governor
Gerard Silverstone	GS	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Des McGuckian	DM	Foundation Governor
Bernadette Hopper	BH	Foundation Governor	Shaun Meaney	SME	Staff Governor
In attendance	Initials	Role	In attendance	Initials	Role
Claire Jarman	CJ	Deputy Headteacher	Paul Miller	PM	Deputy Headteacher
Jane Burroughs	JB	Business Manager	Jenny Barnard-Langston	JBL	Guest
Andy Thomas	AT	Clerk to the Governing Body			
Apologies	Initials	Role	Apologies	Initials	Role
Carolyn Sheehan	CShe	Co-opted Governor	Nick Wells	NW	Foundation Governor
Steve Walsh	SW	Foundation Governor	Gemma Bond	GB	Parent Governor
Cathy Atherton	CA	Foundation Governor	Kerry Clarke	KC	Local Authority Governor
Roger Galvin	RG	Associate Member	Fi Branagh	FB	Associate Member

**The quorum is 50% of the current membership of the Full Governing Body, which was 16 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
	<b>1. Opening prayer</b>	
1.1	The meeting was confirmed as quorate and was opened in prayer by JH.	
	<b>2. Apologies</b>	
2.1	Apologies had been received from CShe, NW, SW, GB, CA, KC, RG and FI. These were duly accepted.	
2.2	SM was welcomed as the new Staff Governor. It was remarked that it was good to fill the vacancy and the Governing Body looked forward to working with SM.	
	<b>3. Freedom of Information reminder</b>	
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	





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6.5	<p><b><i>In response to a question</i></b> it was reported that a review was scheduled to take place after 6 months but it was agreed that a formal evaluation to review success should take place after 12 months.</p> <p><u><i>Other Matters</i></u></p>	JK
6.6	<p>JK also report the following:</p> <ul style="list-style-type: none"> <li>- The establishment of a PTA/ Alumni group and an appeal to parents, to which there had been a good response. A letter to Alumni would highlight 2021 as the 50<sup>th</sup> Anniversary of the school’s founding and 2022 s the 150<sup>th</sup> Anniversary of Catholic Education on the site.</li> <li>- The need for the school to consider its involvement in non-partisan advocacy and lobbying.</li> <li>- Teaching School update (with details given). <b><i>In response to a question</i></b> it was agreed that details of the member schools would be confirmed.</li> <li>- Governors/ SLT day on 29<sup>th</sup> June – a programme of activity had been established, including meeting pupils, Learning Walks and a ‘meet the Governors’ session for staff at 3.15pm, with drinks and snacks, to which a good response was expected.</li> </ul>	JK
	<p><b>7. MATs/ Partnerships</b></p>	
7.1	<p>JBL had been invited to make a presentation on this issue. She had a wealth of experience as a Governor and a particular expertise in this area. This would enable the Governing Body to consider options for the school.</p>	
7.2	<p>JK provided a background to the matter, confirming that the current position was:</p> <ul style="list-style-type: none"> <li>- The Diocese had been organised into two MAT areas, the Xavier Trust for Surrey (which had 11/12 schools and was working well) and the Bosco Trust for Sussex (which had only two schools at present but expressions of interest from others).</li> <li>- CNCS was therefore eligible to join the Bosco Trust.</li> <li>- The Bishop had made clear that schools would not be required to join MATs. This had taken place elsewhere and had not worked.</li> </ul>	
7.3	<p>JBL stated that the above had been a Diocese response to Government policy. A number of MATs had become financially unviable and the Government had therefore slowed down the process, thus providing an opportunity for schools to reflect.</p>	
7.4	<p>The Regional Schools Commissioner had initially been appointed to implement Academy status, however there was no reference to Governance in the job description. This was an issue as the decision lay with Governing Bodies.</p>	

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7.5	Brighton & Hove City Council was not an advocate of Academies, however there were three Academies in the Local Authority area. Academy status required Local Authority support. Should CNCS express interest in this issue then Local Authority interest would follow.	
7.6	CNCS already had a degree of autonomy as a Catholic school. An alternative to Academy/ MAT status was Federations.	
7.7	At this point JBL gave a detailed presentation covering the following: <ul style="list-style-type: none"> <li>- The school's recent 'Good' evaluation by Ofsted and its conclusion that Governors were 'ambitious and integral to improvement'.</li> <li>- The National Governors Association activity on the MAT issue and its status as a Government advisor.</li> <li>- The NGA's research on MATs and Federations.</li> <li>- Consultation with key stakeholders; identifying and addressing concerns; and resistance experienced in practice.</li> <li>- The detail around Federation status, which was based around a number of schools, with separate LA budgets, under a single Governing Body (as distinct from collaboration where separate Governing Bodies would remain).</li> <li>- The case for Federations rather than MATs, noting that the former could represent a path to the latter, and both the perceived benefits and additional constraints associated with MATs.</li> <li>- The possibility that Diocese policy might change (noting that Government policy was fundamentally unaltered). Currently there was no compulsion around Academy status unless there schools received repeated 'Needs Improvement' assessments or were placed in special measures.</li> <li>- The fundamental role of the Governing Body in determining the way forward.</li> </ul>	
7.8	JBL stated that she had not attempted to provide answers but to open up a debate by the Governing Body. She would be happy to follow-up.	
7.9	TW thanked JBL for her presentation and reported that he had had a dialogue with the Chair of Governors at Cottesmore Primary regarding closer working. There was scope for further work in this area.	
7.10	There was a general discussion, following which it was agreed that the Governing Body should reach out to schools and assess the scope for collaboration. The importance of establishing purpose before deciding structures was noted. The need for caution in relation to the school's restructuring process was also recognised.	<b>TW/ AT</b>
7.11	JBL left some general handouts for information and undertook to forward her presentation material to TW. Thanks were again expressed to JBL who then left	

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	the meeting.	JBL/ TW
	<b>8. Safeguarding</b>	
8.1	CJ presented this matter in GB's absence as Safeguarding lead. The audit report had been circulated in advance and was due to be submitted by 20 <sup>th</sup> July.	
8.2	There were various risks/ updates: RED status arising from CJ not having attended network meetings, however one was due in July and meetings had been attended by CJ's predecessor; AMBER risk on Newman College – security systems would be the same as the main school from September 2018.	
8.3	<b><i>In response to questions</i></b> on the latter, it was stated that a 'challenge' policy was being promoted but this had not yet been tested; work was pending in regarding increasing Safeguarding awareness amongst sixth form students; these students signed up to Safeguarding policy and procedures as part of induction; training would be followed up; and matters would be added to the Strategic Plan (which would be shared).	ML
8.4	There was an AMBER risk regarding different cultures, and issues within the school that needed to be addressed, in regard to which training was being accessed.	
8.5	[Not used]	
8.6	A session had been booked with the LA Safeguarding expert. <b><i>In response to questions</i></b> it was agreed that this would be added to the report; the AMBER status reflected matters in train; and this would be added to appraisal objectives.	CJ CJ
8.7	The Governing Body was committed to Safeguarding being a termly FGB item and it was agreed that this should be reflected in the audit report.	CJ
8.8	<b><i>In response to questions</i></b> it was stated that the visit by Rachel Wodehouse had been powerful, moving and effective; that this was a considered a better way to conduct training; that this had been reflected in the approach to staff training; and that the option of building a video of Rachel Wodehouse into training would be looked at.	CJ
8.9	It was noted that GB remained the Governor with responsibility for Safeguarding but would only attend key meetings.	
8.10	<b><i>In response to a question</i></b> it was acknowledged that the name of CJ's predecessor appeared in the audit report as she was involved in the process before leaving the school. However these references would be reviewed.	SM/ CJ
8.11	In discussion the following additional actions were agreed: <ul style="list-style-type: none"> <li>- Improve Governors' interaction with school Safeguarding team.</li> <li>- Update school Reception signage.</li> </ul>	TW CJ

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8.12	<ul style="list-style-type: none"> <li>- Circulate updated audit report to the Governing Body in advance of the 20<sup>th</sup> July submission deadline.</li> <li>- Governors to comment further on redrafted document.</li> <li>- Bespoke Safeguarding training to be followed up.</li> <li>- Ensure 6<sup>th</sup> formers are wearing lanyards and update at July FGB</li> </ul> <p>CJ was thanked for presenting the audit report.</p>	<p><b>CJ</b>  <b>Govs.</b>  <b>AT</b>  <b>PM</b></p>
	<p style="text-align: center;"><b>9. Resources Committee Report</b></p> <p>9.1 It was reported that an application to the ‘sugar fund’ for £21k had been submitted and approved. This would be used to address refurbishment of the PE changing rooms. The aim was to extend these in due course, possibly funded by an LCVAP allocation.</p> <p>9.2 Outside consultants had been appointed to undertake a tendering process for the catering contract. A meeting with them had been held. The new contract was due to run from 1<sup>st</sup> January 2019.</p> <p>9.3 <b><i>In response to questions</i></b> it was stated that the cost of the above consultants was £4.5k; that indicated spending was within the Headteacher’s remit but matters would be reported to the Resources Committee; and that the scope of work possible with the £21k refurbishment allocation should be known by the next Resources Committee meeting.</p> <p>9.4 The Governing Body confirmed that it was content with these arrangements.</p>	<p><b>JB/ JK/ AT</b></p>
	<p style="text-align: center;"><b>10.AOB - notified to the Chair in advance of the meeting</b></p> <p><i>i. Resignation of LA Governor</i></p> <p>10.1 It was reported that KC would be stepping down as LA Governor at the end of the current academic year. It was stated that she had been an excellent asset to the Governing Body and had a great Child Protection knowledge which she would continue to provide in her official Local Authority role. An appropriate ‘thank you’ was being considered. A new LA Governor (and Vice Chair) would be needed and KC had agreed to identify a suitable candidate for the former.</p> <p><i>ii. Student Body Link</i></p> <p>10.2 It was confirmed that RSLs would meet with school councils. However Governor Link arrangements needed to be taken forward.</p> <p><i>iii. Car accident</i></p> <p>10.3 Thanks were expressed to SM and two other teachers for rendering first aid assistance to the victim of a car accident. Formal thanks from the Governing Body would be passed on.</p>	<p><b>KC/ AT</b></p> <p><b>TW/ JK</b></p> <p><b>TW</b></p>

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11.1	<b>11. Date of next meeting – Thursday 19th July</b> The next meeting was scheduled to take place on <b>Thursday 19th July at 7pm.</b>	
12.1	<b>12. Close of Meeting</b> 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 24 May 2018.
2. Safeguarding audit.
3. MATs/ Federation presentation.
4. School restructuring presentation.
5. New school staffing structure [handout].

**Action list**

Minute	Action	Responsibility	Date
5.2	Amend and publish agreed minutes of the previous meeting.	<b>AT</b>	ASAP
5.3	Circulate report and minutes of Governing Body Chairs' meeting to be circulated.	<b>TW/ AT</b>	July FGB
5.3	Maintain record of Link Governor assignments.	<b>AT</b>	Ongoing
5.3	Include other schools in Governor training if under subscribed.	<b>TW/ AT</b>	Ongoing
5.3	Admissions Working Party reccs. to go to July FGB meeting.	<b>PM/ JK/ AT</b>	July FGB
5.3	Report on Wellsprings plan.	<b>RG/ AT</b>	July FGB
5.3	Follow up on giving pupils access to Behaviour points.	<b>SB/ JK</b>	ASAP
5.3	Examine changes to parent messaging on fundraising.	<b>JK</b>	In due course
5.4	Issue update on Basic Needs Funding.	<b>JK</b>	Following LA meetings.
5.5	Circulate information on Poverty Proofing audit and report at July FGB meeting.	<b>CJ/ AT</b>	July FGB
6.3	Issue final report and GRP minutes to Governing Body.	<b>JK</b>	ASAP
6.4	Refer the question of splitting redundancy costs over 5 years to the Resources Committee.	<b>JB/ JK/ AT</b>	18 <sup>th</sup> July RC [new date]

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6.5	Undertake evaluation of restructuring after 12 months.	<b>JK</b>	Autumn 2019
6.6	Confirm Teaching School participants.	<b>JK</b>	Next FGB
7.10	Contact other schools and assess scope for collaboration.	<b>TW/ AT</b>	In due course
7.11	Promulgate MAT/ Federation presentation material.	<b>JBL/ TW</b>	In due course
8.3	Amend and share Newman College strategic plan as outlined.	<b>ML</b>	In due course
n/a	Not used.	<b>n/a</b>	n/a
n/a	Not used.	<b>n/a</b>	n/a
8.6	Add reference to session with LA Safeguarding expert to audit report.	<b>CJ</b>	ASAP
8.6	Add Safeguarding to appraisal objectives.	<b>CJ</b>	ASAP
8.7	Reflect Safeguarding as a termly FGB item in audit report.	<b>CJ</b>	ASAP
8.8	Consider incorporating Rachel Wodehouse video into Safeguarding training.	<b>CJ</b>	In due course
8.10	Review references to CJ's predecessor in Safeguarding audit report.	<b>SM/ CJ</b>	ASAP
8.11	Improve Governors' interaction with school Safeguarding team.	<b>TW</b>	In due course
8.11	Update school Reception signage.	<b>CJ</b>	ASAP
8.11	Circulate updated Safeguarding audit report to the Governing Body in advance of the 20 <sup>th</sup> July submission deadline.	<b>CJ</b>	ASAP
8.11	Governors to comment further on redrafted Safeguarding audit report.	<b>Govs.</b>	ASAP
8.11	Bespoke Safeguarding training to be followed up.	<b>AT</b>	In due course
8.11	Ensure 6 <sup>th</sup> formers are wearing lanyards and report to July FGB meeting.	<b>PM</b>	Next FGB
9.3	Report catering contract and PE changing room refurbishment matters to the next Resources Committee meeting.	<b>JB/ JK/ AT</b>	18 <sup>th</sup> July RC [new date]
10.1	Address forthcoming LA Governor vacancy.	<b>KC/ AT</b>	September 2018
10.2	Address Governor Link to student body.	<b>TW/ JK</b>	ASAP
10.3	Express thanks to teachers rendering aid to car accident victim.	<b>TW</b>	ASAP