

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 19 July 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
Steve Walsh	SW	Foundation Governor	Gerard Silverstone	GS	Foundation Governor
Des McGuckian	DM	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Bernadette Hopper	BH	Foundation Governor	Shaun Meaney	SME	Staff Governor
James Westbrook	JW	Parent Governor			
In attendance	Initials	Role	In attendance	Initials	Role
Roger Galvin	RG	Associate Member	Fi Branagh	FB	Associate Member
Paul Miller	PM	Head of College	Andy Thomas	AT	Clerk to the Governing Body
Apologies	Initials	Role	Apologies	Initials	Role
Christine Henson	CH	Co-opted Governor	Nick Wells	NW	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Gemma Bond	GB	Parent Governor
Claire Jarman	CJ	Head of School			

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 11. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	1. Opening prayer The meeting was confirmed as quorate and was opened in prayer by JK (to whom birthday wishes were expressed).	
2.1	2. Apologies Apologies had been received from CH, NW, JH and GB. These were duly accepted.	
2.2	JH was recuperating following illness. JK would make a visit and update. Flowers had been sent and best wishes were expressed for a speedy recovery.	JK
2.3	JW was welcomed as a newly elected Parent Governor. AT would conduct the induction process and TW would liaise.	AT/ TW
2.4	CA had resigned from the Governing Body due to personal circumstances. There were potential Foundation Governors on a waiting list.	

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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>	
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 21 June 2018</p> <p>The draft minutes of the previous meeting had been circulated. Thanks were expressed to the Clerk for providing these quickly.</p>	
5.2	<ul style="list-style-type: none"> • Accuracy <p>Subject to minor amendments to paragraph 5.3, the attendance list and the action list, the minutes were agreed as a true record.</p>	AT
5.3	<ul style="list-style-type: none"> • Matters arising <p>The reference to Wellsprings in paragraph 5.3 was raised. It was noted that RG was leading a working party on improving the Catholic life of the school consisting of TW, GS and BH. Dates would be proposed.</p>	RG
5.4	<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"> - Noted that minutes of Chairs' meeting had been circulated and agreed that additional material should also be issued. - On Link Governors it was agreed that GS would be the Link for RE/ chaplaincy and also the newly merged history/ politics area; and FG would be the Link for geography (in addition to media). Noted that CShe and KC were joint Links for disability and following the latter's resignation a replacement may be required. Noted that there may be a new Safeguarding Link. Noted that new Governors may be asked to play a role. - On Governor training, arrangements for safeguarding, data and finance were in hand and would be circulated. Noted that Data Protection training was available on 4th October and this had been circulated. - The Admissions Working Party had not progressed due to JH's illness. It was agreed that matters should await his recovery and a meeting would be arranged for September 2018. - Publication of Behaviour points on Firefly to be followed up and publicised so that they could be viewed by students. - Parents' fundraising activity was ongoing and discussion was underway on 	AT AT JK JK

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	<p>extending this to Curriculum subjects. The Resources Committee was keeping this under review, including the mechanics of multiple funds.</p> <ul style="list-style-type: none"> - News on Basic Needs Funding was awaited and would follow Local Authority Committee meetings in October/ November 2018. - No Poverty Proofing report was available as yet, although the audit had taken place. Feedback had been positive/ encouraging. This would be timetabled for the September FGB meeting. - Governors' Restructuring Panel minutes were being finalised following comments and would be circulated to the Governing Body [noting PINK status/ confidentiality]. - The Resources Committee had decided to spread the costs of Phase 2 redundancies over a period of 5 years. - Teaching School Alliance participants were confirmed verbally to the meeting. - Regarding collaboration with other schools, TW had been in contact with the Cottesmore Governing Body Chair and AT had obtained Clerks' email addresses. TW was following this up and urging Cottesmore to lead. - The MAT/ Federation presentation material had not been received from JBL and this would be followed up. - Safeguarding actions from the last meeting to be followed up with CJ. TW to follow up re: Safeguarding Link Governor (CH possible with DM as back-up). Link Governor(s) to make contact once every half term. - Governors had volunteered to take part in the catering tender process as requested. - LA Governor position to be followed up with KC and Local Authority following KC's resignation. Potential Governor Martyn Howes to be approached and CShe to act as possible back-up. - Governor Link to student body to be followed up next term via links to new RSLs. 	<p>JK/ AT SM/ AT</p> <p>AT JK/ TW/ Govs.</p> <p>AT TW/ JK</p>
6.1	<p>6. Headteacher's (Principal's) Report</p> <p>JK was invited to deliver his report, which would be verbal on this occasion.</p> <ul style="list-style-type: none"> • Strategic Plan – financial health 	
6.2	<p>It had been agreed that the Resources Committee should review this area. The Committee had met the previous day and reviewed matters. A further discussion was due to be held in September. It would not be known whether the budget was on target until staff costs were confirmed in due course, but at the moment there was no reason to believe that a balanced budget was not on track to be achieved.</p>	

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6.3	<ul style="list-style-type: none"> Restructuring update <p>Practicalities had been completed. There had been two voluntary redundancies – one was completed and the other was awaiting a trade union response. An exciting new structure was in place and physical staff moves were underway. The GRP minutes would be circulated to the Governing Body in due course (see above).</p>	
6.4	<p><i>In response to a question</i> it was confirmed that further restructuring was a possibility and that Newman College was being looked at. Restructuring was an unsettling process and accordingly a correct balance would be struck. There was now a more rational structure in place and no further specific plans.</p>	
6.5	<p><i>In response to an additional question</i> it was confirmed that staff surveys would continue to be undertaken but that now was not the right time. The aim would be to undertake this in the next term and to design this carefully in order to avoid leading questions.</p>	
6.6	<p>There was a plan to conduct an annual staff/ parent survey and establish a working party to utilise wider expertise. Following discussion it was agreed that the working party would consist of DM, BH, SW, JH and JW. This would meet next term. Proposals would be tabled in September for discussion at the October FGB meeting. <i>In response to further questions</i> it was stated that the working party could consider the issue of a pupil survey too.</p>	JK
6.7	<ul style="list-style-type: none"> Admissions Working Party recommendations <p>See above. There had been discussions about options which had been inconclusive. A key aspect was the involvement of the Deanery Clergy. There would be a recommendation to the Governing Body on Admissions Policy in due course. This was purely about setting the criteria. The fallback position in the event that the working party did not meet was to retain the current policy.</p>	
6.8	<ul style="list-style-type: none"> Poverty Proofing audit <p>See above.</p>	
6.9	<p><u><i>Sickness Absence</i></u></p> <p><i>In response to a question</i> it was reported that there had been a significant improvement in staff sickness absence levels. This was encouraging. The school had a committed staff and had worked admirably, including through the recent Summer heat. The Governing Body acknowledged the commitment of staff throughout what had been a difficult year.</p>	
	<p>7. Newman College (Paul Miller)</p> <ul style="list-style-type: none"> Update/ report 	

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7.1	<p>The Strategic Plan had been circulated in advance and PM delivered a presentation covering the following aspects:</p> <ul style="list-style-type: none"> - Aims: To be first choice, high quality and a caring environment. - Issues to celebrate: Various issues including pastoral care, Teaching & Learning, extra-curricular activities, good results and good facilities. - Challenges: Various points including BHASVIC competition, student feedback on learning strategies/ teacher deployment, publicising good news (a Newsletter had now been established) and student engagement. - Recruitment: This was a big challenge. Various issues were outlined including BHASVIC, improving the product, better promotion (including attendance at post-16 evenings for local schools) and promoting Catholic ethos. - New Behaviour for Learning Policy: Celebrating success and attainment, accumulating points and moving through stages and review process (things were working well). Points would be 'wiped' in September (except in special cases needing supervised study). - Teaching & Learning: A Year 12 review had led to numerous outcomes, which were mostly positive with some issues to address. - Course content: Ensuring that students knew the content of courses and how this was broken down. - The 'Power Hour': A bookable slot for the delivery of lectures and challenging activities. Opportunities for students to go into the main school and work with pupils had also been developed. - College Volunteer Scheme: Opportunities to volunteer within the school. This would be formalised. This would be good for both students and the school. Neither BHASVIC nor Varndean could offer this. Consideration was being given to making volunteers senior prefects. - New College Handbook for staff: This had been issued and was a useful tool and resource. - Fun/ challenge/ belonging to the community: Multiple aspects were outlined, including trips and events etc. - Making the product better: There had been positive feedback from parents. <p><i>In response to questions</i> the following was stated:</p>	
7.2	<ul style="list-style-type: none"> - The College newsletter was not on the website, however the main CNCS Newsletter was, and the former could possibly appended to the latter on occasion. - A measured/positive approach would be taken to promoting Catholic ethos, including student involvement, noting that there was a misconception that only Catholics could apply. It was agreed that PM 	

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	<p>would work with RG with regard to adding Catholic Ethos to the Strategic Plan.</p> <ul style="list-style-type: none"> - Students were seeing the new Behaviour Policy as positive and supportive, which was to be welcomed. Everything was tracked at the individual lesson level. - The 'Power Hour' would be introduced in September 2018. - The volunteer scheme would be looked at with a view to expanding this to external outreach opportunities. There may be Safeguarding issues. Private sector activities and the Duke of Edinburgh award would be considered. A re-link to junior SVP would be carried out. <ul style="list-style-type: none"> • Attracting more female students 	<p>PM/ RG</p> <p>PM</p>
7.3	<p>It was reported that 47% of applicants were female, but enrolment numbers were lower. The figure was 42% in Year 12. There was a general discussion on the issue covering girls' level of interest in various subjects and the plan for communicating 'down the school' (through siblings at present).</p>	
7.4	<p>It was suggested that links should be made between all relevant 'strands' of this issue in order to make sense of the situation. The aim should be to establish an exciting and higher achieving College and to establish a 3-year Plan that built on this. It was agreed that PM, TW and BH would meet in September to discuss.</p>	<p>PM/ TW/ BH</p>
7.5	<p><i>In response to questions</i> it was stated that:</p> <ul style="list-style-type: none"> - Teachers responded/ taught in a way designed to maximise student engagement and achievement, avoiding a 'one size fits all' approach. This was an ongoing strategy. - Teaching time was crucial and would be the focus if more resources became available. Contact time in comparison to other colleges was different. - The Strategic Plan did not currently reflect BTEC. PM would discuss this with DM as the relevant Link Governor. 	<p>PM/ DM</p>
7.6	<ul style="list-style-type: none"> • Lanyards/ security <p>Not discussed.</p>	
7.7	<p>Thanks were expressed to PM for his excellent report. It was noted that the Strategic Plan was a work in progress and was looking positive.</p>	
8.1	<p>8. Wellsprings plan (Roger Galvin)</p> <p>Deferred/ withdrawn (see above).</p>	

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	<p style="text-align: center;">9. Resources Committee Report</p> <p>9.1 The Resources Committee had met the previous day and minutes would be available in due course.</p> <p>9.2 The following aspects were reported:</p> <ul style="list-style-type: none"> - The Data Protection Policy had been approved and circulated. Comments were welcome. - GDPR training was taking place in October and the date had been circulated. Governors were invited to attend. - £300k worth of works were due to take place over the Summer, some of it fire related. Much of the LCVAP funding had already been utilised. Also the school bell was not stable and therefore being removed. Plans with what to do with the bell were being looked at including a potential sale. - The assumption was that there would be a balanced budget in 2018/19. The Business Manager's (JB's) good work and CShe's strong leadership were noted. - PM's curriculum and timetabling work had saved money. - There had been an increase in contact time for teachers. - The Committee was hopeful in relation to Basic Needs Funding. - Support for non-political campaigns on school funding had been agreed. This was noted/ endorsed by the Governing Body. - There would be a deficit budget in 2019/20 despite a 3% vacancy factor. - There was a need to raise funds and expand Newman College. - Unbudgeted staff pay increases would have a significant negative impact unless externally funded. - Nothing had emerged from the public sector pay body as yet. A 2% pay increase had been assumed in the budget – anything above this would be problematic if not funded additionally. <p>9.3 The report was duly noted.</p>	
	<p style="text-align: center;">10. AOB - notified to the Chair in advance of the meeting</p> <p>i. <u>Results days</u></p> <p>10.1 It was reported that the A Level and GCSE results days would be 16th and 23rd August respectively. It was suggested that it would be useful and rewarding for Governors to attend and assist with giving out results.</p>	

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10.2	<p><i>ii. <u>Chair/ Vice Chairs nominations</u></i></p> <p>Governors were asked to submit any nominations for the posts of Governing Body Chair and Vice Chairs to the Clerk by the September FGB meeting.</p>	Govs./ AT
10.3	<p><i>iii. <u>Governing Body social</u></i></p> <p>It was agreed that a Governing Body social event should be held in September 2018 and that dates would be canvassed.</p>	AT
11. Programme of meetings 2018/19		
11.1	A draft Programme had been circulated by AT. This was agreed subject to a review of the September and November Resources Committee dates.	AT/ CShe
11.2	BH gave apologies for the September FGB meeting.	AT
12. Date of next meeting		
12.1	The next meeting was scheduled to take place on Thursday 13th September 2018 at 7pm.	
13. Close of Meeting		
13.1	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 21st June 2018.
2. Note of Governing Body Chairs' meeting held on 6th June 2018.
3. Newman College Strategic Plan.
4. Data Protection Policy.
5. Proposed Programme of Meetings 2018/19.

Action list

Minute	Action	Responsibility	Date
2.2	JK to visit JH and report.	JK	In due course.
2.3	JW to be established as new Parent Governor.	AT/ TW	ASAP
5.2	Amend and publish agreed minutes of the previous meeting.	AT	ASAP
5.3	RG to co-ordinate dates for working party meeting.	RG	In due course.

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5.4	Circulate additional material re: Chairs' meetings.	AT	In due course.
5.4	Update Link Governors.	AT	In due course.
5.4	Publicise Governor training details.	AT	In due course.
5.4	Arrange Admissions Working Party meeting for September 2018.	JK	September 2018.
5.4	Follow-up and publicise Behaviour points on Firefly.	JK	ASAP.
5.4	Discuss Poverty Proofing audit report at September 2018 FGB meeting.	JK/ AT	September 2018 FGB meeting.
5.4	Circulate GRP minutes to the Governing Body [noting PINK status/ confidentiality].	SM/ AT	ASAP
5.4	Obtain MAT/ partnership presentation material and circulate.	AT	In due course.
5.4	Safeguarding actions and Link(s) to be taken forward as outlined.	JK/ TW/ Govs.	ASAP
5.4	LA Governor vacancy to be addressed as outlined.	AT	ASAP
5.4	Follow-up Link to student body.	TW/ JK	In due course.
6.6	Take forward survey working party as outlined.	JK/ AT	September for October FGB.
7.2	Include Catholic Ethos in Newman College Strategic Plan.	PM/ RG	In due course.
7.2	Re-link to junior SVP.	PM	In due course.
7.4	Meet to discuss strategy for increasing female student numbers in Newman College.	PM/ TW/ BH	September 2018.
7.5	Discuss inclusion of BTEC in Newman College Strategic Plan.	PM/ DM	In due course.
10.2	Submit/ administer Chair/ Vice Chair nominations.	Govs./ AT	September FGB meeting.
10.3	Canvass dates for Governing Body social.	AT	September 2018.
11.1	Confirm final meeting programme as outlined.	AT/ CShe	ASAP.
11.2	Record apologies from BH for September FGB meeting.	AT	September FGB meeting.