

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Thursday 13 September 2018
 Meeting Time: 18.30 hours

Attendees	Initials	Role	Attendees	Initials	Role
Tim Williamson	TW	Foundation Governor	James Kilmartin	JK	Head teacher
Carolyn Sheehan	CShe	Co-opted Governor	Nick Wells	NW	Foundation Governor
Steve Walsh	SW	Foundation Governor	Gerard Silverstone	GS	Foundation Governor
Des McGuckian	DM	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
James Westbrook	JW	Parent Governor			
In attendance	Initials	Role	In attendance	Initials	Role
Paul Miller	PM	Head of College	Graham Goldup	GG	KS5 Raising Standards Leader
Simon Boden	SB	Years 10/11 Raising Standards Leader	Andy Thomas	AT	Clerk to the Governing Body
Apologies	Initials	Role	Apologies	Initials	Role
Sandra Murphy	SM	Co-opted Governor	Shaun Meaney	SME	Staff Governor
Christine Henson	CH	Co-opted Governor	Bernadette Hopper	BH	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Gemma Bond	GB	Parent Governor
Fi Branagh	FB	Associate Member	Roger Galvin	RG	Associate Member
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 9. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	<p>1. Opening prayer</p> <p>The Chair opened the meeting and welcomed those present. It was noted that Fr John Hull was recovering from illness and best wishes were expressed. Fr John had recently presided at the funeral of a former pupil and the meeting was opened in prayer for that pupil, the Governing Body and the school.</p>	
2.1	<p>2. Apologies</p> <p>Apologies had been received from SM, CH [post meeting], BH, JH, GB, SM, FB, 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</p>	

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	published on the school's website.	
	4. Business interests register and Child Protection declarations	
4.1	In relation to business interests, the following were distributed to those present: Local Authority business interests declaration form and guidance; bespoke CNCS staff/ Governor business interests form; additional statutory website information form. Following discussion, it was agreed that only the Local Authority form should be used by Governors as the associated guidance was comprehensive.	AT/ Govs.
4.2	In relation to Child Protection/ Safeguarding, updated guidance had been published in a revised school handbook and declaration. Governors undertook to complete and return the declaration as soon as possible.	Govs.
	5. Declarations of pecuniary and other interests	
5.1	None were declared.	
	6. Election of new Chair and Vice Chairs	
6.1	The Clerk took the chair for this Item. TW was elected unopposed as Chair and both SM and GS were elected unopposed as joint Vice Chairs. The Clerk duly handed chairing duties back to TW. TW expressed thanks and welcomed SM and GS as Vice Chairs.	AT
	7. Minutes of meeting held on 19 July 2018	
7.1	The draft minutes of the previous meeting had been circulated.	
	• Accuracy	
7.2	Subject to a minor amendment to paragraph 6.6, the minutes were agreed as a true record.	AT
	• Matters arising	
7.3	Reference was made to the Action Points from the previous minutes and the following further comments/ actions noted:	
	- Take forward bespoke Governor training.	AT
	- Arrange Admissions and Survey Working Party meetings in consultation with JH.	JK
	- Noted that the Poverty Proofing audit report had been deferred to/ timetabled for the October FGB meeting. It was agreed that the report should be circulated to in advance. JK stated that the report was positive, had raised important issues and had gone out to staff.	JK
	- SM to be contacted about the circulation of GRP minutes.	

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	<ul style="list-style-type: none"> - The MAT/ partnership presentation from a previous meeting had been requested and would be followed up. - Safeguarding actions and Link Governor allocation to be taken forward. Noted that CH has been asked to fulfil the latter role – if not the matter would be referred back to Governors. - Follow up student body Link and circulate RSL responsibilities. - Include Catholic Ethos in Newman College Strategic Plan. 	<p>AT</p> <p>AT</p> <p>CJ/ TW</p> <p>TW/ JK</p> <p>PM/ RG</p>
8.1	<p>8. 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"> • Summer results <p><u>Sixth Form</u></p>	
8.2	<p>JK stated that the school was very pleased with the results and that significant progress had been made, including in relation to subjects that had previously been cause for concern. A lot of hard work had been undertaken.</p>	
8.3	<p>GG had made a written report available to those present and explained the colour coding and terms therein. He went on to deliver a detailed PowerPoint presentation [subsequently circulated] covering:</p> <ul style="list-style-type: none"> - Enrolment numbers and associated income. - Maths academy/ maths study numbers. - Induction 'bonding day'. - A new behaviour system, which was embedding. - Work with external organisations to support transition to University, including Churchill College Cambridge. - Results, including the use of the ALPS tool; College targets; disadvantaged pupils; and UCAS places; and a Departmental breakdown. 	
8.4	<p><i>In response to questions</i> the following was stated:</p> <ul style="list-style-type: none"> - The ultimate enrolment target was 300, and 250/ 260 in the interim. The current number of 294 therefore exceeded the latter. There had not necessarily been an influx following GCSE results. Financial impacts were being assessed. Some applicants were holding multiple places. There had been a net increase of 68 from the previous year, which included a higher proportion of girls. - Churchill College Cambridge had 'self-identified' itself to the school as it 	

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	<p>fell within its assigned area.</p> <ul style="list-style-type: none"> - The apparent conflict within the data concerning the percentage achieving grades A-E would be checked. - Results were benchmarked against BHASVIC and Varndean Colleges. - Newman College was attracting some students who had started at local Sixth Form colleges for a number of reasons, including differences in size, culture and learning styles. 	GG
8.5	<p>GG was thanked for his presentation and the very positive results were noted/ welcomed. It was remarked that the College was going from strength-to-strength.</p> <p><u>GCSEs</u></p>	
8.6	<p>JK introduced SB, remarking that it was difficult to compare 'like with like' due to system reforms. Also results would not be validated until a later date. SB went on to deliver a detailed PowerPoint presentation [subsequently circulated] covering:</p> <ul style="list-style-type: none"> - Detailed results and key measures, which were being scrutinised on an ongoing basis. - Further detail on English, Maths and Science, with results well above the national average. - An improvement in relation to Disadvantaged/ Premium Pupil children. - EAL children, who were doing well, and significant results on the part of higher performing pupils. - Subjects requiring improvement. 	
8.7	<p><i>In response to questions</i> it was stated that:</p> <ul style="list-style-type: none"> - The apparent conflict between A Level results and subjects requiring improvement could be explained by teacher deployment. - A key issue was how to enthuse students. Some were struggling to engage with the Curriculum. - The timing of examinations within the year would be looked at. - Comparison with other schools' results was difficult. Cohorts differed. 	SB
8.8	<p>Following discussion it was agreed/ noted that:</p> <ul style="list-style-type: none"> - There should be an FGB discussion regarding improvements required. - Ofsted focussed on progress rather than attainment, and CNCS would do the same. - The FGB should revisit results in November, when validated, and 	JK/ AT

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	determine lessons for the future.	JK/ AT
8.9	It was agreed that both presentations should be circulated.	AT
	<ul style="list-style-type: none"> Staff Handbook 	
8.10	The Staff Handbook was available on Firefly. It was agreed that Governors should be given hard copies.	JK/ AT
	<ul style="list-style-type: none"> Strategic Plan – attendance 	
8.11	Attendance had been the most disappointing aspect identified following a review of the Strategic Plan, despite the focus it had been given. Attendance levels had dropped, including for Disadvantaged and SEN pupils.	
8.12	CNCS was however part of a funded project with Durrington High School. The key message was that Attendance was everyone’s responsibility. Pastoral and Attendance Managers (PAMs) had now been assigned to each year group and it was anticipated that this would bring about improvement.	
8.13	It was underlined that good Attendance led to good results. It was important for pupils to render full Attendance. The school would put in place every possible incentive and address any barriers.	
8.14	No meaningful data was yet available as it was so early in the academic year.	
8.15	<i>In response to a question</i> it was confirmed that the Attendance booklet circulated in advance of the meeting had been issued to all staff.	
8.16	It was agreed that Molly Rozier (RSL who leads on Attendance) would be invited to attend a future FGB meeting at which Attendance would be timetabled for discussion.	JK/ AT
	9. Resources Committee Report	
9.1	The Resources Committee had last met on 18 July and the draft minutes of that meeting had been issued to the Governing Body.	
	<ul style="list-style-type: none"> Committee Terms of Reference 	
9.2	The Committee’s Terms of Reference had been issued in advance. Subject to some ‘fine tuning’, these were agreed.	CShe
	<ul style="list-style-type: none"> Committee Chair election 	
9.3	The Governing Body agreed to re-appoint CShe as Resources Committee Chair.	
	<ul style="list-style-type: none"> Pay update 	
9.4	The Pay Committee was due to meet in November. There was a staff pay increase pending, effective from September 2018. Some of the cost may be	

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9.5	offset by the Local Authority but there were budgetary considerations. One possibility was separate talks with the Unions. <i>In response to a question</i> it was stated that there may be possible legal implications arising from not applying the central agreed award, together with other negative implications.	CShe/ AT	
9.6	In conclusion it was agreed that developments would be awaited and matters reviewed at the October Resources Committee meeting.		
9.7	<u>Basic Needs Funding</u> It was reported that £0.5M had been allocated. This was disappointing given that the total Local Authority 'pot' amounted to £17M and that other schools had been given proportionately more.		
9.8	<i>In response to a question</i> it was confirmed that no rationale for the level of award had been given. Sums had been established as 'round numbers' and appeared unsupported.		
9.9	In discussion, it was reported that no conditions on the £0.5M figure were apparent. <i>In response to a question</i> it was stated that the relevant Local Authority Committee was due to revisit things in December.		
9.10	It was agreed that JK would speak to the Local Authority to clarify the question of whether conditions would apply to the £0.5M allocation. JK and GS would also discuss further communications/ lobbying options.		JK/ GS
9.11	<u>Catering Contract</u> CShe gave a detailed report of the ongoing tendering process. The contract was due to expire in January 2019. There was a degree of confidence that a higher quality service would be secured.		
9.12	Meetings with the current catering team were being held in order to sustain service provision in the interim.		
	10. Governing Body update		AT
	<ul style="list-style-type: none"> • Code of Conduct review 		
10.1	It was proposed that the current Code of Practice (based on the Diocese model) may need to be reviewed. It was noted that the Clerk had previously drafted a version based on the NGA model.		
10.2	Following discussion it was agreed that the previous NGA-based draft should be amended to include a fourth priority reflecting the Catholic Ethos of the school, with the Nolan principles annexed.		
	<ul style="list-style-type: none"> • Code of Conduct declarations 		
	In the light of the decision above, Governors were asked to refrain from signing		

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10.3	the declaration in the current Code of Conduct (but were reminded to sign the other declarations covered in Item 4).	
	<ul style="list-style-type: none"> • Governing Body survey 	
10.4	TW proposed that a survey of Governors be undertaken, based on a small number of key questions around self-evaluation. This was agreed.	TW/ AT
	<ul style="list-style-type: none"> • Vacancies 	
10.5	It was confirmed that measures were in place to address the Local Authority Governor vacancy and two Foundation Governor vacancies. The waiting list had now been exhausted so Governors were urged to report any interested parties to the Chair.	Govs.
	<p style="text-align: center;">11.AOB - notified to the Chair in advance of the meeting</p> <p><i>i. <u>Grievance cases – lessons learned</u></i></p>	
11.1	It was stated that there was a need to assess 'lessons learned' from Grievance cases recently dealt with by NW and DM. Important recommendations/ actions for the school had been identified. Thanks were expressed to NW and DM for their work on the cases.	
	<p style="text-align: center;">12.Date of next meeting – Thursday 18 October @ 7pm</p>	
12.1	The next meeting was scheduled to take place on Thursday 18th October 2018 at 7pm.	
	<p style="text-align: center;">13.Close of Meeting</p>	
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 19th July 2018.
2. Business interests forms and guidance (circulated separately and hard copies at meeting).
3. Child Protection/ Safeguarding guidance and declaration form (circulated separately and hard copies at meeting).
4. Exam results documents for School (x5) and College (x2).
5. Newman College Exam Data Analysis (handout).

Initials.....

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6. School results presentation (circulated post-meeting).
7. Newman College results presentation (circulated post-meeting).
8. Attendance handbook.
9. Draft minutes of Resources Committee held on 18th July 2018.
10. Resources Committee Terms of Reference.
11. Governing Body Code of Conduct.

Action list

Minute	Action	Responsibility	Date
4.1	Use/ complete Local Authority business interests form.	AT/ Govs.	ASAP
4.2	Governors to complete Child Protection/ Safeguarding declaration form.	Govs.	ASAP
6.1	Establish GS as new Vice Chair	AT	ASAP
7.2	Amend and publish agreed minutes of the previous meeting.	AT	ASAP
7.3	Take forward bespoke Governors' training.	AT	In due course
7.3	Arrange Admissions and Survey Working Party meetings in consultation with JH.	JK	In due course.
7.3	Circulate Poverty Proofing audit report prior to next meeting.	JK	FGB 18 th October
7.3	Contact SM re: circulation of GRP minutes.	AT	FGB 18 th October
7.3	Obtain MAT/ partnership presentation material.	AT	FGB 18 th October
7.3	Safeguarding actions and Link Governor to be taken forward.	CJ/ TW	FGB 18 th October
7.3	Follow up student body Link and circulate RSL responsibilities.	TW/ JK	In due course
7.3	Include Catholic Ethos in Newman College Strategic Plan.	PM/ RG	ASAP
8.4	Check grade A-E attainment data.	GG	FGB 18 th October
8.7	Review timing of exams.	SB	In due course
8.8	Arrange FGB discussion on GCSE subjects requiring improvement.	JK/ AT	As required
8.8	FGB to review results in November and determine lessons learned.	JK/ AT	November FGB
8.9	Circulate results presentations.	AT	In due course
8.10	Hard copies of the Staff Handbook to be given to Governors.	JK/ AT	FGB 18 th October
8.16	Invite Molly Rozier to an FGB meeting at which Attendance was timetabled.	JK/ AT	In due course.
9.2	Resources Committee TOR to be finalised.	CShe	ASAP

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9.6	Review pay at October RC meeting.	CShe/ AT	October RC meeting.
9.10	Take forward Basic Needs funding as outlined.	JK/ GS	As required.
10.2	Draft new Governing Body Code of Practice as outlined.	AT	FGB 18 th October
10.4	Undertake survey of Governors.	TW/ AT	ASAP
10.5	Report potential Governor applicants.	Govs.	Ongoing.