

Cardinal Newman Catholic School  
 Minutes of the Full Governing Body  
 Meeting Date: Thursday 18 October 2018  
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Tim Williamson	TW	Foundation Governor	James Kilmartin	JK	Headteacher Governor (Principal)
Carolyn Sheehan	CShe	Co-opted Governor	Sandra Murphy	SM	Co-opted Governor
Gerard Silverstone	GS	Foundation Governor	Nick Wells	NW	Foundation Governor
Steve Walsh	SW	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Bernadette Hopper	BH	Foundation Governor
Des McGuckian	DM	Foundation Governor	Shaun Meaney	SME	Staff Governor
In attendance	Initials	Role	In attendance	Initials	Role
Roger Galvin	RG	Associate Member	Fi Branagh	FB	Associate Member
Claire Jarman	CJ	Head of School	Paul Miller	PM	Head of College
Martyn Howe	MH	Prospective LA Governor	Andy Thomas	AT	Clerk to the Governing Body
Apologies	Initials	Role	Absent	Initials	Role
Christine Henson	CH	Co-opted Governor	Gemma Bond	GB	Parent Governor
			James Westbrook	JW	Parent 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	<p><b>1. Opening prayer</b></p> <p>The meeting was opened in prayer by JH. The Chair introduced MH, who had applied to be the Local Authority Governor. Confirmation was pending. MH explained his role at Brighton City College and was welcomed.</p>	
2.1	<p><b>2. Apologies</b></p> <p>Apologies had been received from CH [post meeting]. GB and JW were absent.</p>	
3.1	<p><b>3. Freedom of Information reminder</b></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 style="text-align: center;"><b>4. Declarations of pecuniary and other interests</b></p> <p>None were declared.</p>	
5.1 5.2 5.3 5.4 5.5 5.6 5.7	<p style="text-align: center;"><b>5. SIGs</b></p> <p>5.1 It was agreed that this Item would be taken earlier than scheduled on the agenda.</p> <p>5.2 CJ was introduced and explained the role of SIGs. Many had been completed and were now being promoted. Groups had been run in the previous year, mostly around subjects. These were action/ research groups.</p> <p>5.3 This year's SIGs had not been launched yet. People were thinking beyond subjects and towards the vision for the school. A broader range of innovative SIGs was being considered. Matters would be progressed after half-term.</p> <p>5.4 SIGs underlined the need for engagement, talent-spotting, ownership and dispersed leadership.</p> <p><b><i>In response to questions</i></b> it was confirmed that:</p> <p>5.5</p> <ul style="list-style-type: none"> <li>- The number of SIGs in the previous year was 12.</li> <li>- This was being reviewed for the current year.</li> <li>- An electronic access portal would be established.</li> </ul> <p>5.6 CJ undertook to circulate information on the 12 SIGs groups and issue regular updates concerning this year.</p> <p>5.7 CJ was thanked for her report.</p>	<p>CJ CJ</p>
6.1 6.2 6.3 6.4	<p style="text-align: center;"><b>6. Minutes of meeting held on 13 September 2018</b></p> <p>6.1 The draft minutes of the previous meeting had been circulated.</p> <ul style="list-style-type: none"> <li>• <b>Accuracy</b></li> </ul> <p>6.2 The minutes were agreed as a true record.</p> <ul style="list-style-type: none"> <li>• <b>Action Log</b></li> </ul> <p>6.3 Thanks were expressed to the Clerk for introducing an Action Log and for following-up assigned Actions with Governors. It was agreed that this was a good new method.</p> <p>6.4 Reference was made to the Action Log and the following was agreed:</p> <ul style="list-style-type: none"> <li>- Action FGB1: Keep open (Governors to action interests form).</li> <li>- Action FGB2: Keep open (Governors to action Safeguarding declarations).</li> <li>- Action FGB5: Keep open/ update (Clerk to arrange Safeguarding training</li> </ul>	<p>AT AT</p>

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	<p>and move January FGB).</p> <ul style="list-style-type: none"> <li>- Action FGB6: Close (meetings being arranged).</li> <li>- Action FGB9: Keep open (Clerk to seek MAT material).</li> <li>- Action FGB10: Close (Safeguarding Link established and following-up).</li> <li>- Action FGB11: Close (Link responsibilities circulated).</li> <li>- Action FGB12: Keep open/ update (PM/ RG to update College Plan and report to FGB).</li> <li>- Action FGB 13: Re-open (PM to follow-up on A-E attainment data).</li> <li>- Action FGB14: Close (timing of exams reviewed).</li> <li>- Action FGB15: Keep open (JK/ AT to arrange FGB discussion on subjects requiring improvement following validated results).</li> <li>- Action FGB16: Keep open (JK/ AT to arrange FGB discussion on results/ lessons learned following Curriculum review).</li> <li>- Action FGB18: Close (Staff Handbook issued to Governors).</li> <li>- Action FGB19: Keep open (JK/ AT to invite Molly Rozier to an FGB meeting re: Attendance).</li> <li>- Action FGB21: Close (pay reviewed at October Resources Committee meeting).</li> <li>- Action FGB22: Close (Basic Needs funding addressed).</li> <li>- Action FGB23: Close (new Governing Body Code of Conduct drafted).</li> <li>- Action FGB24: Re-open/ update (TW to take forward Governor survey results).</li> <li>- Action FGB 25: Keep open (Governors to report potential Governor applicants).</li> </ul>	
	<p><b>7. Headteacher (Principal's) Report</b></p> <p>7.1 JK written report had been circulated. This covered the three aspects outlined on the agenda and JK also invited general questions.</p> <ul style="list-style-type: none"> <li>• <b>Strategic Plan – Behaviour for Learning</b></li> </ul> <p>7.2 The policy had changed in the previous year and represented a strategy for improvement. Good behaviour was being rewarded and this was proving to be a successful approach. The aim was to achieve greater consistency.</p> <p>7.3 The second aspect was dealing with disruptive behaviour in lessons. Such behaviour was now being met with an immediate response and same-day detentions were being utilised. Data indicated a marked decline in exclusions.</p> <p>7.4 There was a greater understanding of the SEMH (Social, Emotional and Mental Health) relationship and how this affected matters. The aim was to implement sanctions with a therapeutic/ creative aspect. Overall Behaviour for Learning was a positive area of work and would continue to be developed.</p>	

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7.5	<p><b><i>In response to questions</i></b> the following was stated:</p> <ul style="list-style-type: none"> <li>- The length of any exclusions varied in accordance with the nature of the issue involved.</li> <li>- The aim was to keep pupils in school and avoid exclusions whenever possible. The emphasis was also on internal exclusion rather than external.</li> <li>- Year 10/11 was receiving fewer positive behaviour points but that disparity was reducing.</li> <li>- The school did not 'offroll' pupils from exams in order to manipulate data. Any issues were recorded in ASP (Analyse School Performance).</li> </ul> <ul style="list-style-type: none"> <li>• <b>Attendance</b></li> </ul>	Govs.
7.6	<p><b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- Attendance data was looking positive, colds and flu notwithstanding. Every year group had an assigned PAM, which made responses to issues much quicker. A range of measures was in place e.g. school dog and outdoor learning class. Interventions were targeted.</li> </ul>	
7.7	<p>The school was also dealing with the matter of persistent absence. This was being addressed with pupils. This was also about imaginative solutions, a welcoming atmosphere and engaging with parents.</p>	
7.8	<p><b><i>In response to further questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- The 2019/20 school calendar was being reviewed in order to avoid small numbers of school days within holiday periods. This year's arrangements could not be changed but creative thoughts would be welcomed.</li> <li>- It was noted that the holiday period were set by the Local Authority so the school could indeed reasonable claim that it was not directly responsible from any adverse consequences.</li> </ul>	
7.9	<p>It was stated that there was a need to avoid 'hounding the ill'. <b><i>In response to a final question</i></b> it was confirmed that new letters had been established.</p> <ul style="list-style-type: none"> <li>• <b>Survey working party</b></li> </ul>	
7.10	<p>A meeting had been held on Monday 24<sup>th</sup> October. This had been positive and follow-up work had been taken forward. A further meeting would be useful. Survey methodology was being looked at. The aim was also to tailor things to reflect the particular aspects of CNCS.</p>	
7.11	<p><b><i>In response to questions</i></b> it was stated that:</p> <ul style="list-style-type: none"> <li>- Firefly could be used to conduct surveys, which was ostensibly</li> </ul>	

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7.12	<p>anonymous but the data could in theory be tracked by a designated person.</p> <ul style="list-style-type: none"> <li>- There were two draft surveys in preparation, one to parents and once to staff. They would be designed to capture trends and models were being considered.</li> <li>- The aim was for the surveys to be issued this term, following a further meeting.</li> <li>- A pupil survey would be considered as the next stage.</li> </ul> <p>• <b>Poverty Proofing audit report</b></p> <p>The full audit report had been circulated in advance of the meeting. The concept had been around for a while and was being run buy a charity. This had changed the focus in relation to the experience of disadvantaged pupils in school.</p>	JK
7.13	<p>A team of adult researchers had come in and interviewed pupils, with the assistance of sixth form pupils.</p>	
7.14	<p>The report was generally positive and had confirmed that CNCS was a good place for disadvantaged pupils. A number of recommendations were being followed up –however there were some with which the school did not agree. Some were merely ‘snapshots’ and did not make sense as ongoing strategies.</p>	
7.15	<p><b><i>In response to questions</i></b> the following was stated:</p> <ul style="list-style-type: none"> <li>- Any alienation of parents was being addressed, including through the parent survey. However responses to such surveys tended to be ‘uneven’.</li> <li>- The criticism of ‘expensive trips’ was not considered to be legitimate, as curtailing this activity may disadvantage pupils.</li> <li>- The school would confirm which recommendations it was implementing. Some were being done this year (e.g. food pricing) and others may follow further down the line (e.g. uniforms).</li> <li>- It was not intended that there would be a written response to the report.</li> <li>- A follow-up meeting, as recommended in the report, had taken place.</li> </ul>	
8.1	<p><b>8. Resources Committee Report</b></p> <p>The Resources Committee had last met on the previous day, so a verbal report would be given. The meeting had been put back as certain financial information had been awaited and there had been a delay in the publication of the pay policy.</p>	
8.2	<p>• <b>Pay</b></p> <p>The RC had decided to match the Local Authority approach and implement the</p>	

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	policy without change. Payments would be made in October salaries. The policy and a commentary had been circulated in advance of the meeting. Endorsement of the policy was sought from the Governing Body. The policy was duly agreed.	<b>AT</b>	
8.3	The Pay (Resources) Committee was meeting on 9 <sup>th</sup> November to consider applications for pay progression. The Committee had delegated authority under the Scheme of Delegation/ its Terms of Reference. <ul style="list-style-type: none"> <li>• <b>Budget</b></li> </ul>		
8.4	The good news was that, instead of a balanced budget this year, there was an anticipated surplus of £126k. However there was a projected deficit of £342k in the following year. The school should benefit from a new national funding formula, however there would be an adverse impact on Primary schools.  <u>Basic Needs Funding</u>		
8.5	The school had been allocated £0.5M and this was not likely to be increased. The view of the Resources Committee was that this amount should be accepted rather than risk its withdrawal through further dispute.		
8.6	There was a need to clarify Catholic schools' entitlement to Section 106 funding and how this related to the unique LCVAP funding source available to such schools. Federation/ MAT developments were relevant.		
8.7	NOT USED		
	<u>LCVAP</u>		
8.8	The bid was being finalised and would include funding for a range of accommodation works, many with H&S imperatives. The Resources Committee had decided to bid for all matters on an established 'wishlist'. This was endorsed by the Governing Body.		<b>CShe</b>
8.9	<b><i>In response to questions</i></b> it was confirmed that there was room for negotiation concerning the bid; that the work to windows did not include 'listed' items (but H&S was paramount); and that LCVAP funding derived through the Diocese from central Government.		
8.10	Emergency work to toilets had also been agreed from this year's funding. Further work to changing rooms and lighting would hopefully follow in due course.		
	<u>IT</u>		
8.11	Lots of work and investment was needed. A working party was being set up and Governor representation was required. It was agreed that DM and MH	<b>CShe</b>	

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8.12	<p>should sit on the working party.</p> <p><u>School Fund</u></p> <p>There was £34k in the Fund, which was an historical amount built up from previous parent contributions. Spending on essential items was being encouraged. Staff would be asked to think about requirements relating to the Curriculum and/ or the wellbeing of pupils and staff. <b><i>In response to a question</i></b> it was confirmed that a communication to staff would be issued to staff accordingly, also acknowledging their hard work and support.</p>	JK/ SM
8.13	<p><u>Fundraising</u></p> <p>Only £13k had been raised from parents. The Resources Committee proposed to ask parents for donations relating to the Curriculum. This had not been done before. <b><i>In response to a question</i></b> it was stated that the intention was not to appeal in relation to specific items, as this would limit the scope, but to give examples and costings.</p>	
	<p style="text-align: center;"><b>9. Governing Body Code of Conduct</b></p>	
9.1	<p>It had been agreed that the current Code of Practice (based on the Diocese model) should be withdrawn and replaced with a version based on the NGA template, but amended to include a fourth priority reflecting the Catholic Ethos of the school and with the Nolan principles annexed. This had been circulated in advance of the meeting.</p>	Govs.
9.2	<p>Following discussion the revised Code of Conduct was agreed and Governors were asked to sign the declarations included therein.</p>	
	<p style="text-align: center;"><b>10. AOB - notified to the Chair in advance of the meeting</b></p>	
	<p><i>i. <u>Grievance cases – lessons learned</u></i></p>	
10.1	<p>It had been agreed 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.</p>	CShe
10.2	<p>Hard copy reports from DM and NW had been distributed. NW gave an additional verbal report relating to the case he had handled. An aspect related to the use of social media and CShe undertook to circulate a model policy. DM’s written report was noted.</p>	
10.3	<p>Following discussion it was agreed that the recommendations from both cases should be assessed and an action plan reported back to the Governing Body. This would cover the need for a social media and/ or other policies.</p>	
	<p><i>ii. <u>Link Governors</u></i></p>	JK

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10.4	It was reported that new Governors did not yet have Link assignments and that there were some areas without Link Governors. Volunteers were sought on the latter. It was noted that DM had taken the GDPR Link role.	<b>Govs.</b>
10.5	It was suggested that consideration be given to adopting an alternative Link Governor system based on the new school structure (RSLs etc). It was agreed that this should be looked at.	<b>TW</b>
10.6	It was noted that a Governor Visit report template had been circulated. It was agreed that this should be reviewed and Safeguarding included.	<b>CShe/ AT</b>
	<i>iii. <u>New Governor mentors</u></i>	
10.7	It was agreed that mentors should be assigned to JW and MH.	<b>TW</b>
	<i>iv. <u>Admissions</u></i>	
10.8	It was noted the Clerk had confirmed Admissions Committee membership to the relevant school contact point.	
	<b>11. Date of next meeting – 14<sup>th</sup> November @ 7pm</b>	
11.1	The next meeting was scheduled to take place on <b>Wednesday 14<sup>th</sup> November 2018 at 7pm.</b>	
	<b>12. Close of Meeting</b>	
12.1	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 13<sup>th</sup> September 2018.
2. Action Log.
3. Disclosure of interests form (handout).
4. Governors' survey results.
5. Headteacher's (Principal's) Report.
6. Poverty Proofing audit report.
7. Draft pay policy and briefing note.
8. Revised draft Governing Body Code of Conduct.
9. Grievance resolution reports x 2 (handouts).

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**Action list**

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
5.1	Establish electronic portal for SIGs.	<b>CJ</b>	As required.
5.6	Circulate info on 12 SIGs and regular updates.	<b>CJ</b>	ASAP/ ongoing.
6.2	Establish agreed minutes of previous meeting.	<b>AT</b>	ASAP.
6.4	Update Action Log as outlined.	<b>AT</b>	ASAP.
7.8	Submit creative ideas about school holidays.	<b>Govs.</b>	14 <sup>th</sup> Nov FGB.
7.11	Consider pupil survey.	<b>JK</b>	In due course.
7.15	Confirm which Poverty Proofing report recommendations were being implemented.	<b>JK</b>	ASAP.
8.2	Communicate pay policy endorsement.	<b>AT</b>	Immediate.
8.8	Take forward full LCVAP bid.	<b>CShe</b>	ASAP.
8.11	Confirm Governor representation on IT working party.	<b>CShe</b>	ASAP.
8.12	Issue comms to staff re: School Fund expenditure.	<b>JK/ SM</b>	In due course.
9.2	Sign revised Governing Body Code of Conduct.	<b>Govs.</b>	ASAP.
10.2	Circulate model social media policy.	<b>CShe</b>	In due course.
10.3	Review reccs from grievance cases and propose action plan/ policy requirement to FGB meeting.	<b>JK</b>	In due course.
10.4	Consider adopting Link Governor assignments.	<b>Govs.</b>	ASAP.
10.5	Consider alternative Link Governor system.	<b>TW</b>	In due course.
10.6	Review/ update Governor Visit form report template.	<b>CShe/ AT</b>	In due course.
10.7	Assign mentors to JW and MH.	<b>TW</b>	ASAP.