

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

Attendees	Initials	Role	Attendees	Initials	Role
Tim Williamson	TW	Foundation Governor	James Kilmartin	JK	Principal (Headteacher Governor)
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
Christine Henson	CH	Co-opted Governor	James Westbrook	JW	Parent Governor
Des McGuckian	DM	Foundation Governor	Shaun Meaney	SME	Staff Governor
In attendance	Initials	Role	In attendance	Initials	Role
Roger Galvin	RG	Associate Member	Martyn Howe	MH	Prospective LA Governor
Claire Jarman	CJ	Head of School	Paul Miller	PM	Head of College
Vicky Hawking	VH	Disadvantaged pupils lead	Andy Thomas	AT	Clerk to the Governing Body
Apologies	Initials	Role	Absent	Initials	Role
Fi Branagh	FB	Associate Member	Gemma Bond	GB	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 14. The meeting was therefore quorate.

Minute No.	Agenda item, discussion and decisions	Action
1.1	1. Opening prayer The meeting was opened in prayer.	
2.1 2.2 2.3	2. Apologies Apologies had been received from FB. GB was absent. It was noted that attempts were being made to contact GB in order to confirm her intentions in relation to remaining as a Governor. MH was welcomed to the meeting. He had now been officially nominated as the Local Authority Governor and endorsement by the Governing Body was required. This was confirmed. MH was welcomed to the Governing Body and it was	AT

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
	advised that SM would act as his mentor.	
3.1	<p style="text-align: center;">3. Freedom of Information reminder</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.	
4.1	<p style="text-align: center;">4. Declarations of pecuniary and other interests</p> None were declared.	
5.1	<p style="text-align: center;">5. Minutes of meeting held on 18 October 2018</p> The draft minutes of the previous meeting had been circulated. It was noted that these had been delayed due to the Clerk's high workload.	
5.2	<p style="text-align: center;">• Accuracy</p> The following amendments were agreed: <ul style="list-style-type: none"> - 7.4 explain 'SEMH' - 7.5 explain 'ASP' - 8.2 amend 'within' to read 'without' - 8.7 remove paragraph and associated Action - 8.9 amend to read '...derived through the Diocese from central Government.' - 8.11 delete 'ADS'. 	
5.3	Subject to these amendments, the minutes were agreed as a true record. <p style="text-align: center;">• Action Log</p>	AT
5.4	Reference was made to the Action Log and the following was agreed: <ul style="list-style-type: none"> - Action FGB1: Keep open (Governors to action interests form). - Action FGB2: Keep open (Governors to action Safeguarding declarations/ Safeguarding booklet to be sent to CH and JH/ positive Safeguarding return to be recorded for RG as staff member). - Action FGB5: Confirm training and CLOSE. - Action FGB9: CLOSE following circulation of material. - Action FGB12: CLOSE following completion. - Action FGB 13: CLOSE following completion. - Action FGB15: Keep open (JK/ AT to arrange FGB discussion on subjects requiring improvement at March FGB). - Action FGB16: Keep open (JK/ AT to arrange FGB discussion on results/ 	AT

Minute No.	Agenda item, discussion and decisions	Action
	<p>lessons learned at March FGB).</p> <ul style="list-style-type: none"> - Action FGB19: Keep open (JK/ AT to invite Molly Rozier to FGB meeting re: Attendance). - Action FGB24: On the agenda for this meeting and keep open (TW to take forward Governor results/ actions). - Action FGB 25: Potential applicants identified and keep open (Governors to report potential Governor applicants). - Action FGB 26: CLOSE following pending update to this meeting. Governors to notify CJ of interest in attending SIGs. - Action FGB 27: Ditto (CLOSE). - Action FGB 30: CLOSE following noting of October half term offset days. - Action FGB 31: Follow up at December FGB meeting. - Action FGB 32: CLOSE following pending update to this meeting. - Action FGB 35: CLOSE (in hand). - Action FGB 37: Keep open (ongoing). - Action FGB 38: Keep open (ongoing). - Action FGB 39: CLOSE following pending discussion at this meeting. - Action FGB 40: CLOSE (material circulated). - Action FGB 41: Keep open (ongoing). - Action FGB 42: CLOSE. - Action FGB 43: Keep open (to be followed up). - Action FGB 44: CLOSE (completed). 	
	<p>6. Principal's Report</p> <p>6.1 CJ and PM would deliver Strategic Plan updates; VH would cover disadvantaged pupils; and JK would give a verbal report on remaining matters.</p> <ul style="list-style-type: none"> • Strategic Plan – Challenge a KS3&5 (report from Claire Jarman and Paul Miller) <p><u>KS3</u></p> <p>6.2 CJ stated that the main thrust in this area was the 'Attitude to Learning' initiative (see above). Interventions within year groups were ongoing. The school was targeting 'below average' students. Lots of work was going into parent engagement. Attendance was being targeted. There was rich data to inform interventions.</p> <p>6.3 Progress data was coming in. This would be plotted against Learning attitudes and required action would follow. From 1800 students, only 4 parents had given negative feedback about 'Attitude to Learning', which related to system glitches. In relation to below average attitudes, the '3Ps' needed to be aligned with the new system.</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
6.4	[NOT USED]	
6.5	<p><u>KS5</u></p> <p>PM issued an 'Update on Challenge at KS5' handout to those present. This represented an update on the main areas of work including questioning in lessons; SIG; Cardinal 10; feedback; grades and targets; PIXL meetings; health checks; empowering leaders; staff handbook; CPD; and other matters.</p>	
6.6	<p>Validated results were awaited but indications were that the 6th form was in the top 15% of providers nationally. This was an excellent outcome. 'Power Hours' were ongoing, where College students worked with younger pupils. This 'College into School' programme provided enrichment.</p>	
6.7	<p><i>In response to questions</i> the following was stated:</p> <ul style="list-style-type: none"> - Questioning in lessons lasted around one hour. - All activities encompassed BTECs. - The Newman College Plan would be discussed at the December FGB meeting. - PIXL was making a positive contribution, providing a range of support and representing good value for money. In addition teachers' third appraisal target was PIXL related. 	PM/ AT
6.8	<p>PM and CJ were thanked for their reports.</p> <ul style="list-style-type: none"> • H&S – working at height 	
6.9	<p>There had been a tragic death at Blatchington Mill school. Following this, procedures had been modified, more risk assessments performed and additional training undertaken. The key was to sensibly manage risk and minimise this. Thanks were due to Blatchington Mill school which had been generous in sharing learning points.</p>	
6.10	<p><i>In response to a question</i> it was stated that there was a lone working element and this was being prioritised.</p> <ul style="list-style-type: none"> • Disadvantaged students lead teachers (report from Vicky Hawking) 	
6.11	<p>JK introduced VH, who gave an update on this matter by means of a PowerPoint presentation with the theme 'Improving academic progress for our disadvantaged students.'</p>	
6.12	<p>VH set out details of the issues disadvantaged students could face. She stated that they could sometimes be 'invisible'. They could be presenting certain behaviours due to complex underlying difficulties. These should be assessed and</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
	appropriate support offered.	
6.13	It was reported that the progress and attainment 'gaps' had diminished in the current year. Disadvantaged students were being prioritised in the classroom via an academic mentoring scheme.	
6.14	CJ distributed an 'Attitude to Learning' handout to those present. A picture of students' attitudes was being built up. This included a focus on attendance.	
6.15	VH stated that the above was 'RAG' (Red, Amber, Green) assessed. English, Maths and Science were priorities to which the mentoring scheme applied. Mentors employed a range of measures in the course of this work. Communication was key. All interventions were recorded on SIMS.	
6.16	The next steps were to evaluate the mentoring scheme; maintain the high prioritisation of disadvantaged students; and promote Governing Body involvement.	
6.17	<p><i>In response to questions</i> it was stated that:</p> <ul style="list-style-type: none"> - The cohort size was around 60 in each year group. The scheme targeted the highest priority students. There were 80-90 in the school overall. - This number was considered a good start. It was in any case the responsibility of all teachers to support disadvantaged students. - Pupil Premium funding was used to pay for the strategies outlined. A spending plan was published on the school website. The majority of spending was on Maths and English interventions. - It was indeed the case that the narrowing of the 'gap' between disadvantaged and other students was a measure of success. - Noting that some students may not wish to be identified as 'disadvantaged', a subtle approach was taken. These students were not treated as a 'group' per se. The school was asking teachers to 'pause and assess' and supporting them to do so. - It was not considered that there was a stigma associated with the prioritisation of these students. The parents concerned had been written to with an explanation of the programme and associated engagement. The feedback had been that there was not a sense of stigma on the part of disadvantaged students. The message was one of supporting students rather than labelling them, and this was proving successful. - Disadvantaged students were identified via applications for free school meals and also included children in care. Data and performance were also looked at. 	

Cardinal Newman Catholic School
Minutes of the Full Governing Body
Meeting Date: Wednesday 14 November 2018
Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
6.18	<ul style="list-style-type: none"> - It was recognised that other students would benefit from the strategies reported, but the school was aiming to support disadvantaged students as a priority. There was however wider pastoral support for all students. The programme reported was specific to disadvantaged students. - As disadvantaged students progressed into the 6th form, they were identified and treated in a similar way to that reported. The 6th form data on disadvantaged students was very positive. <p>Thanks were expressed to VH for her report. She invited Governors to submit post-meeting questions.</p>	
6.19	It was noted that CShe held one of two Link Governor positions for disadvantaged students, of which the other was vacant. It was agreed that JW would fulfil this second role.	AT
6.20	It was agreed that VH would sustain communications with the Governing Body through AT and TW.	VH
	<ul style="list-style-type: none"> • Grievance reporting/ recommendations 	
6.21	A document setting out lessons learned/ recommendations had been circulated in advance of the meeting. Some recommendations made by Governors would be adopted.	
6.22	It was agreed that positive action should be maintained and that a dialogue should take place between the school and the Governors concerned – NW and DM.	JK/ NW/ DM
	<u>Other Matters</u>	
6.23	<p>JK reported that he had had a meeting with the Local Authority, which had been fractious yet useful, at which the following issues were addressed:</p> <ul style="list-style-type: none"> - Catholic/ VA schools had been at the bottom of published lists for Primary School admissions. This had now been changed to alphabetical order. - Basic Needs Funding of £0.5M had been allocated to the school following a campaign. A strategic decision had since been taken to accept this amount. However the school had informed the Local Authority that it was not content with this amount. - There had been an attempt to charge the school £4k for remedying a fallen tree in BHASVIC Field. This had been resisted. - A new Fair Funding formula was being introduced which should eliminate present unfairness. The school would benefit from this, however Primary Schools would lose out. The Local Authority wished to slow implementation and this was considered reasonable in the circumstances. 	

Minute No.	Agenda item, discussion and decisions	Action
6.24	Finally, JK reported that Admissions applications were currently being assessed.	
	<p style="text-align: center;">7. Policy Reviews</p> <p style="text-align: center;">• Health & Safety</p>	
7.1	This needed to be reviewed annually. As a Voluntary Aided school, CNCS was the designated employer and policy in this area needed to be regularly updated. It was noted that NW was the H&S Link Governor.	JK/ NW
7.2	H&S was previously the responsibility of a member of the SLT. Now there was an H&S Committee which met half-termly. It was agreed that NW should attend this.	NW
7.3	JK asked if there were any questions. The Local Authority had raised some issues.	
	<i>In response to questions</i> the following was stated:	
7.4	<ul style="list-style-type: none"> - The policy applied to both the School and College. JK had overall authority as Principal. This would be confirmed. - Students received general H&S training, together with subject specific induction as necessary e.g. DT, Science and PE. - Staff received a whole range of H&S training. There was also a crossover between H&S and Safeguarding. 	JK
7.5	NW, CShe and CH would conduct an H&S walk around. This would be undertaken one building at a time. It was noted that the Local Authority conducted an H&S audit every 3 years.	NW/ CShe/ CH
	<i>In response to further questions</i> the following was stated:	
7.6	<ul style="list-style-type: none"> - The LA audit cycle prioritised community schools, hence why the CNCS audit was every 3 years. The school opted/ bought in to this. This would be reviewed. - It was not thought that a more frequent audit would be possible under current arrangements. 	JK
7.7	It was agreed that all Link Governors should raise H&S with subject leaders and that this should be covered in visit reports.	Govs/ AT
7.8	It was noted that the Resources Committee received accident reports. This provided an opportunity for scrutiny. Most related to ski trips. It was recognised that risk could not be completely eliminated.	
7.9	<i>In response to a final question</i> it was stated that there was a need to be conscious of procedures relating to claims against the school. A security audit had been undertaken in the previous year. Lockdown and evacuation procedures	

Minute No.	Agenda item, discussion and decisions	Action
	had been developed. There was a need to trial these with staff and pupils.	
	<ul style="list-style-type: none"> • E-Safety and Use of Social Media 	
7.10	This policy had emerged from a particular staff grievance case and following a recommendation by NW. It was not a statutory policy. There had been an old policy in place which needed to be reviewed and updated. The new version had been based on best practice elsewhere and professional advice.	
7.11	Liaison with NW was ongoing in relation to its development. It was agreed that NW and BH (as Safeguarding Link Governor) should work together on this. It was noted that 'grooming' was a key issue for Ofsted in relation to Safeguarding.	NW/ BH
7.12	<i>In response to questions</i> the following was stated: <ul style="list-style-type: none"> - It was recognised that there was a long list of 'dos and don'ts' in the draft policy. Efforts would be made to simplify these into a small number of key messages. - Pupils signed an E-Safety agreement when first joining the school (Home/ School agreement). - This agreement covered social media. There was also an on-screen message when logging-on to school IT. 	JK
7.13	It was agreed that behaviour outside school needed to be addressed and that the Home/ School agreement should be updated accordingly.	JK
7.14	Finally, it was noted that JK had written to parents and carers in the current term regarding E-Safety/ Social Media. <i>In response to a question</i> it was confirmed that the adoption of the new policy would be announced in Newman News.	JK
	<ul style="list-style-type: none"> • Safeguarding/ Child Protection 	
7.15	Deferred to the next meeting in December.	JK/ AT
	<ul style="list-style-type: none"> • Policy Review mechanism 	
7.16	There were a limited number of statutory policies. There were too many school policies established and published on the website – these needed to be streamlined. It was noted that NW was the Governor responsible for policies.	NW/ AT
7.17	It was agreed that a policy review schedule should be established and that discussions on this should begin before the next meeting.	NW/ AT CShe
7.18	CShe would check the status of policy relating to Governors' expenses.	
	<ul style="list-style-type: none"> • 8. Governors' Survey – way forward 	
8.1	TW thanked Governors for participating in the survey. The following aspects were highlighted:	

Minute No.	Agenda item, discussion and decisions	Action
8.2	<ul style="list-style-type: none"> - Comments had been made about the length and frequency of FGB meetings. Reference was made to the alternative models of additional Committees or more frequent FGB meetings. The recommendation of the Chair and Vice Chairs was that monthly FGB meetings should continue. The time involved was acknowledged but this frequency was considered to tie in with reports from JK based around the Strategic Plan. - With regard to the Resources Committee, it was considered that this was working well and gave the opportunity for full financial scrutiny. Additional Governors were invited to get involved. Improved arrangements for reporting back to FGB meetings were being considered, including written recommendations. This would be discussed by the Resources Committee. - Attempts would be made to keep FGB meetings inclusive and ensure that all voices were heard. The size of the Governing Body was considered to provide a richness of debate. Efforts would be made to ensure that meetings finished on time. <p>Other specifics had been addressed on meeting agendas or by other means. Anything outstanding should be referred to TW or AT.</p>	<p style="text-align: center;">CShe/ AT</p> <p style="text-align: center;">Govs</p>
9.1	<p>9. Resources Committee Report</p> <ul style="list-style-type: none"> • Update from Resources Committee and Pay Committee <p>Resources Committee minutes had been previously circulated.</p>	
9.2	<p>The tendering process for catering was ongoing, with bidders having provided pupils, staff and Governor representatives samples of the food on offer. This had been of good quality and student engagement had been positive. A company had now been appointed, confirmation of which would be announced before the end of the week.</p>	
9.3	<p><i>In response to questions</i> it was stated that:</p> <ul style="list-style-type: none"> - There would be no staff losses as TUPE would apply. - All bidders had been good but there had been a clear choice made. All involved had come to the same conclusion. - The new contract would begin operating from January 2019. 	
9.4	<p>Some money would flow back to the school as a result of the new catering contract. This would be at least £30k per year.</p>	
9.5	<p>The number of catering staff would double and there would be a full-time Executive Chef. The company was 'green' and committed to recycling. There would likely be a big positive impact on staff and pupils in January.</p>	

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

Minute No.	Agenda item, discussion and decisions	Action
9.6	The company had offered engagement with food tech students and to cater for meetings and parents' evenings etc.	
9.7	There had been a special Resources/ Pay Committee meeting on 9 th November, at which most recommendations had been agreed. Applications from two staff had been declined and they would be invited to reapply next year. No appeals had been lodged as yet but a Governor Appeals Panel might be necessary. The Principal's pay progression had been agreed.	
	10.AOB - notified to the Chair in advance of the meeting	
	<i>i. <u>Learning Walks/ learning points</u></i>	
10.1	It had been agreed that a functional link between Governors and subjects should be retained. There were some Link Governor vacancies, details of which would be circulated.	AT
10.2	Matters relating to Learning Walks and related issues were open for discussions and ideas. This needed careful thought and reference to staff performance issues was to be avoided.	
10.3	Subject leaders would feed back through internal mechanisms. It was noted that template Governor Visit report forms had been previously circulated. It was agreed that these should be reviewed and updated (including a reference to H&S); checked with JK/ CJ; and reissued with guidance.	
	11.Date of next meeting	
11.1	The next meeting was scheduled to take place on Monday 17 December 2018 at 7pm [subsequently rescheduled to Thursday 13 December at 7pm].	
	12.Close of Meeting	
12.1	There being no further business the meeting was duly closed.	

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

Initials.....

Cardinal Newman Catholic School
Minutes of the Full Governing Body
Meeting Date: Wednesday 14 November 2018
Meeting Time: 19.00 hours

1. Draft minutes of FGB meeting on 18th October 2018.
2. Action Log.
3. Attitude to Learning Report (handout).
4. SIGs report (handout).
5. Update on Challenge at KS5 (handout).
6. Recommendations adopted – poverty proofing and grievances.
7. Health & Safety policy.
8. E-Safety and Use of Social Media policy.
9. Policies – note on statutory requirements.
10. Governor Survey results.

Action list

Minute	Action	Responsibility	Date
2.3	Establish MH as a new Governor.	AT	ASAP.
5.3	Update and establish agreed minutes of previous meeting.	AT	ASAP.
5.4	Update Action Log as outlined.	AT	ASAP.
6.7	Discuss Newman College Plan at December FGB meeting.	PM/ AT	December FGB meeting.
6.19	Establish JW as second Link Governor for disadvantaged students.	AT	ASAP.
6.20	VH to sustain communications with the Governing Body via AT and TW.	VH	Ongoing.
6.22	Dialogue to take place on grievance 'lessons learned'.	JK/ NW/ DM	As required.
7.1	H&S policy to be reviewed annually.	JK/ NW	Annually as required.
7.2	NW to attend H&S Committee meetings.	NW	Half-termly as required.
7.4	Confirm JK's overall authority re: H&S policy.	JK	ASAP.
7.5	Conduct an H&S walk around.	NW/ CShe/ CH	In due course.
7.6	Review Local Authority H&S audit arrangements.	JK	As required.
7.7	Link Governors to raise H&S with subject leaders and reflect in visit reports.	Govs/ AT	Ongoing.
7.11	NW and BH to work together on draft E-Safety/ Social Media policy.	NW/ BH	ASAP.
7.12	Simplify 'dos and don'ts' in draft E-Safety/ Social Media policy to smaller number of key messages.	JK	ASAP.

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 14 November 2018
 Meeting Time: 19.00 hours

7.13	Update Home/ School agreement to address behaviour outside school.	JK	As required.
7.14	Announce adoption of E-Safety/ Social Media policy in Newman News.	JK	In due course.
7.15	Defer Safeguarding item to next meeting.	JK/ AT	December FGB meeting.
7.16	Review/ reduce number of school policies.	NW/ AT	In due course.
7.17	Begin discussions on the establishment of a policy review schedule.	NW/ AT	Prior to December FGB meeting.
7.18	Check policy position on Governors' expenses.	CShe	In due course.
8.1	Resources Committee to review arrangements for reporting to FGB meetings.	CShe/ AT	RC meeting on 12 December.
8.2	Refer any outstanding issues from Governors' Survey to TW or AT.	Govs	ASAP.
10.1	Circulate details of Link Governor vacancies.	AT	By next meeting.
10.3	Review and reissue Governor Visit report forms and guidance.	CShe/ AT	In due course.