

Cardinal Newman Catholic School  
 Minutes of the Full Governing Body  
 Meeting Date: Thursday 13 December 2018  
 Meeting Time: 19.00 hours

<b>Attendees</b>	<b>Initials</b>	<b>Role</b>	<b>Attendees</b>	<b>Initials</b>	<b>Role</b>
Carolyn Sheehan	CShe	Co-opted Governor	James Kilmartin	JK	Headteacher Governor (Principal)
Gerard Silverstone – acting Chair	GS	Foundation Governor	Sandra Murphy	SM	Co-opted Governor
Steve Walsh	SW	Foundation Governor	Nick Wells	NW	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Bernadette Hopper	BH	Foundation Governor
Des McGuckian	DM	Foundation Governor			
<b>In attendance</b>	<b>Initials</b>	<b>Role</b>	<b>In attendance</b>	<b>Initials</b>	<b>Role</b>
Roger Galvin	RG	Associate Member	Paul Miller	PM	Head of College
Claire Jarman	CJ	Head of School	Amanda Sherratt	AS	Clerk to the Governing Body (cover)
<b>Apologies</b>	<b>Initials</b>	<b>Role</b>	<b>Absent</b>	<b>Initials</b>	<b>Role</b>
Christine Henson	CH	Co-opted Governor			
Sandra Murphy	SM	Co-opted Governor			
Tim Williamson	TW	Foundation Governor			
Antonella De Santo	ADS	Foundation Governor			
Samer Bagaeen	SB	Foundation Governor			
Martyn Howe	MH	Prospective LA Governor			
Shaun Meaney	SME	Staff Governor			
Fi Branagh	FB	Associate Member			
Andy Thomas	AT	Clerk to the Governing Body			

**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 9. The meeting was therefore quorate.**

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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 FrH</p>	
2.1	<p><b>2. Apologies</b></p> <p>Apologies were received from: SM, CH, TW, A DS, SB, MH, SME, FB, AT.</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>	
4.1	<p><b>4. Declarations of pecuniary and other interests</b></p> <p>None were declared.</p>	
5.1	<p><b>5. Minutes of meeting held on 14<sup>th</sup> November 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Accuracy</b></li> </ul> <p>Pg. 2 - 5.1 - Change '<i>...had been delayed die to the Clerk's high workload</i>' to '<i>...had been delayed due to the Clerk's high workload</i>'.</p>	
5.2	<p>Pg. 4 - 6.4 - Remove both bullets as governors were not sure what this was about.</p>	
5.3	<p>Members agreed that minutes should be concise and, where possible, kept to 8 pages, this will be fed back to AT and TW.</p>	GS
5.4	<p>The minutes were APPROVED as a true record pending the above changes.</p> <ul style="list-style-type: none"> <li>• <b>Action Log</b></li> </ul>	
5.5	<p>A discussion was had about the open H&amp;S actions. NW will form an H&amp;S governor group consisting of BH, NW, DM and CH to support H&amp;S across the school and carry out premises walks in consultation with the School Business Manager.</p>	NW
5.6	<p>Reference was made to the Action Log and the following was agreed:</p> <ul style="list-style-type: none"> <li>- Action FGB52: CLOSED</li> <li>- Action FGB53: CLOSED</li> </ul>	

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5.7	<ul style="list-style-type: none"> <li>- Action FGB54: CLOSED</li> <li>- Action FGB55: CLOSED</li> <li>- Action FGB56: CLOSED</li> <li>- Action FGB57: CLOSED</li> <li>- Action FGB58: CLOSED</li> <li>- Action FGB59: CLOSED</li> <li>- Action FGB64: Ongoing - Discussions have begun with the Marketing and Communications Officer Corinne Allen (CA), around policies. There are 41 policies, some of which are statutory. Governors only need to review a few of them. There is a review framework for policies and JK and CA meet weekly to amend and review them.</li> </ul> <p>JK has emailed governors a link to the DfE website where the statutory policies are listed. To take this forward JK will email the DfE link again. Governors will then review the statutory policies and put together a policy review schedule.</p>	JK Govs
5.8	<ul style="list-style-type: none"> <li>- Action FGB68 – CLOSED</li> <li>- Action FGB69 – Governor visit proforma was APPROVED. AT to circulate proforma and completed governor visit reports to all governors ongoing.</li> </ul>	AT
6.1	<p><b>6. Headteacher's (Principal's) Report</b></p> <ul style="list-style-type: none"> <li>• <b>Newman College Development Plan (Paul Miller)</b></li> </ul> <p>PM thanked DMcG, TW and BH for their input in to the plan, he then gave governors an overview:</p>	
6.2	<p>There are three key priorities within the plan:</p> <ol style="list-style-type: none"> <li>1. Marketing (M)</li> <li>2. Recruitment (R)</li> <li>3. Student outcomes (O)</li> </ol>	
6.3	<p>Within these are 7 strategic objectives:</p> <ol style="list-style-type: none"> <li>1. Marketing the College so that we remain a vibrant thriving Christian community in the city.</li> <li>2. Improving Challenges at KS5 so that students experience teaching of the highest quality and make excellent progress.</li> </ol>	

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	<ol style="list-style-type: none"> <li>3. Improving the student experience so that student's time at college is more fun, engaging, fulfilling and attractive.</li> <li>4. Ensuring consistently high outcomes for all groups of students, especially the vulnerable and disadvantaged.</li> <li>5. Developing and responding to the call of Christ</li> <li>6. Improving the attendance and behaviour in the College</li> <li>7. Ensuring the course offer is varied, attractive and competitive. Strengthening the Academy Offer.</li> </ol>	
6.4	<p><b>Marketing</b></p> <p>The College is being marketed in local secondary schools. So far there has been 100+ external applicants for next September.</p> <p>There is a conflict between growing the College and keeping it Catholic. Our priority is to educate, but also for students to experience the love of Christ through the actions of others, so they grow up to appreciate what they had, and want to have the same values for their own families.</p> <p>The ethos of the College is built around excellence and working together, with an identifiable faith-based education. It is our faith that makes us such a good establishment, we are true to our identity, ethos and our community, we want to recruit students who want to be a part of that community. The recruitment drive is not targeted exclusively at Catholic students but more to the wider community whilst promoting our Catholic ethos and values.</p>	
6.5	<p>A College newsletter is sent out weekly via Firefly to Years 11,12 and 13, as well as to parents. A successful taster day was held and we have been invited to do an assembly at Kings School which is a faith school with similar cohorts, so it will be good to target those students.</p>	
6.6	<p>A member suggested getting students to contribute to the newsletter. PM said the Christian Union and sports team captains already contribute, plus there'll be regular features on student volunteering activities. PM said it's important the newsletter doesn't become too long or become a student rag-mag.</p>	
6.7	<p><i>Gov Q: Has there been much cross over to the science department in terms of learning and maths?</i></p> <p>Ans: Yes, James Harvey has been working with the science department which has improved massively.</p>	
6.8	<p><i>Gov Q: Are there any subject areas that are a concern?</i></p> <p>Ans: Economics, because leadership and management of the subject is in</p>	

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6.09	<p>transition. During last year's restructure we unintentionally lost our economics subject leader who took voluntary redundancy. We are advertising for a Head of Economics and Business after Christmas.</p> <p><i>Gov Q: Will this impact on the students for their exams next year?</i>            Ans: We are monitoring this very carefully.</p>	
6.10	BTEC in Business is also a concern due to staff shortages, currently there are two agency teachers, one of which is part-time. It is possible that an existing teacher may move over to this subject.	
6.11	Psychology and science are improving.	
6.12	Teaching and learning are monitored through learning walks. Lessons are graded and teachers get feedback. There's also a College handbook. We meet a lot more with KS5 leaders, which we will continue to do.	
6.13	A governor reported how impressed he was with how engaged students were in maths during a recent learning walk.	
6.14	<p><b>Improving student experience</b></p> <p>Lots of work has been done in this area to enhance the student experience to make it more fun and engaging, with opportunities to interact further down the school.</p>	
6.15	Students are participating in many outside activities such as trips, volunteering (at care homes, nursing homes, Martlets charity shops, National Civil Service and Chaplaincy work).	
6.16	Students can participate in art clubs, IT and maths clubs, maths extra tuition, journalism, drama and music clubs and do first aid courses. There is a football team, netball team and basketball team.	
6.17	Students can become a 'leaving buddy', work in the science department or work with the Wellbeing Team. 30 students will go on a retreat day to Cottesmore. There is a 'Power Hour' once a week when students get the opportunity to teach younger year groups.	

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6.18	<p><i>Gov Q: Who is responsible for safeguarding students when they are volunteering outside of school?</i>            Ans: Parents are responsible for safeguarding students when they are offsite. Parents are notified of their responsibility to do so.</p>	
6.19(i)	<p><i>Gov Q: How are you giving students more say in the running of their college?</i>            Ans: We have an Academic Council who question and survey heads of departments then feedback to subject leaders. The Student Union is encouraged to take over more ownership of the college.            Buddying other students from other colleges/universities to bring back ideas is a possibility too. Students are encouraged to use their own initiative rather than have things done for them, so they understand the concept of setting up clubs etc. when they reach University.</p>	
6.19(ii)	<p>The Governors welcomed the Newman College Plan and looked forward to seeing it successfully implemented.</p>	
6.20	<p><b>Improving Life Chances of Disadvantaged</b>            Students are monitored and tracked carefully. Underperforming students are supervised and given private study and extra tuition if needed. We go through every student in every department and target the Disadvantaged.</p>	
6.21	<p><i>Gov Q: What are you doing to prepare Disadvantaged students for University?</i>            From Yr8 students take part in visits to Sussex and Brighton Universities. There is still the difficult barrier that Disadvantaged students often feel they should not go to University as they don't have the finances or feel they won't fit it.</p>	
6.22	<ul style="list-style-type: none"> <li>• <b>Attendance and Behavioural data</b></li> </ul> <p>The new attendance point-issuing scheme is proving very effective. We know exactly who is attending and who is not. It enables us to catch students who have low attendance early, and move them on to apprenticeships, rather than wait until after the exams in June, by which time it is too late.</p>	
6.23	<p>Teachers also commented that they feel empowered by this scheme as it reinforces deadlines for marking, essays etc. as the students know they will be pointed if they miss a deadline.</p>	

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6.24	Behaviour for learning is not just about punctuality and good attendance. It is about instilling a positive culture for behaviour as early in school life as possible, not just for 6 <sup>th</sup> formers.	
6.25	The College is exploring introducing a Yr14 curriculum as no other college provides this locally. We could run a one-year maths A level for students who didn't get the right grade at end of Yr13, so they can still get to university. Funding for this would be £2,500 per year per student.	
6.26	Lots of new courses are being run. We are trying to increase the academic offer and expand the A level offer, we are doing BTEC sports at Hove Lagoon and there are two different history courses.	
6.27	Governors agreed the plan looked good; they will review it in detail and email PM their questions, ideas and suggestions.	Govs
6.28	Sixth form students have noticed the increase in vibrancy at the college. A governor advised that it is important to develop plans to get student feedback/ student voice when monitoring the success of the plan.	Govs
6.29	The issue of teachers not filling in registers was discussed. While there is some understanding and sympathy as to the reason why they fail to take the register, non-compliance needs to be dealt with as it is a legal obligation. The situation has improved as teachers have been spoken to, but ultimately it will have to be a disciplinary issue if it continues. Latecomers also need to be recorded as late, not absent.	
6.30	<ul style="list-style-type: none"> <li>• <b>Term Dates for 2019-20</b></li> <li>• Members agreed the half-weeks in the Brighton &amp; Hove term dates calendar negatively impacts attendance. Summer term 2020 ends on a Wednesday. JK has enabled CNCS to finish on Friday 17<sup>th</sup> July and start one day earlier. It has been discussed with other head teachers at the deanery meeting; it is hoped they will follow suit and church schools will stick together on this issue.</li> </ul>	

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6.31	<ul style="list-style-type: none"> <li>Chairs of Governors need to discuss eliminating half-weeks with Chairs from other church schools.</li> </ul>	FGB Chair
6.32	<p>TW will liaise with the LA over term dates and explain the rationale for eliminating half-weeks going forward.</p> <ul style="list-style-type: none"> <li><b>Questions and discussion</b></li> </ul>	TW
6.33	Governors noted the excellent work around detailed analysis of attendance by the Attendance Manager in her report and requested their thanks be passed on to her.	JK
6.34	The document 'Miss School, Miss Out' produced by the Chair of Education was also complimented.	
6.35	<p><b>Exclusions</b></p> <p>A governor commented on the number of exclusions in Yr9. JK explained that Yr9 is a challenging year, pupils come with many issues from mental health to family problems.</p>	
<b>7. Safeguarding/ Child Protection</b>		
7.1	The Safeguarding and Child Protection policy is very comprehensive, it now reflects our Christian identity and has wording that ties in with our other policies.	
7.2	The Safeguarding and Child Protection policy was APPROVED.	
<b>8. Resources Committee Report</b>		
8.1	<ul style="list-style-type: none"> <li><b>Pay approval</b></li> </ul> <p>Two pay decisions have been passed by the committee.</p>	
8.2	NOT USED	
8.3	<ul style="list-style-type: none"> <li><b>Scheme of Delegation</b></li> </ul> <p>A governor challenged point A17 of the Scheme of Delegation 'Authorise and formally minute the write off of any deficiencies of individual items of stock and equipment with original purchase values in excess of £1,000'. The member said that in all his time as a governor,</p>	

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8.4	<p>he'd never had to write off an item, despite many items in the school having a value in excess of £1,000. He questioned whether this limit was now out of date. A discussion took place and the governor was reassured that no individual item was likely to exceed £1,000 and the limit of £1k was set by the LA.</p> <p>CS said it was important for governors to have sight of written off assets and be reassured they are disposed of properly, securely and most importantly, that all data is removed.</p>	CS & NW
8.5	CS and NW will follow up the issues raised around the disposal of assets with the resources committee.	
8.6	The Scheme of Delegation was APPROVED by the FGB.	
	<ul style="list-style-type: none"> <li>• <b>Budget Monitoring Report</b></li> </ul>	
8.7	CShe informed members there will be a budget surplus at year-end of £50,000, provided that this year's payment in relation to the 6 <sup>th</sup> form loan of £110,000 is paid off from the governor's fund. The School Business Manager is working hard on this and we are hoping the restructure will improve the figures for 2019-20. However, there is a very real possibility we will have to look again at how we can save money, this is the message that needs to be shared with staff. A lot of work has been done to reduce the deficit which was originally predicted to be £250,000 at year-end, but it is an ongoing struggle as funding is cut and costs rise.	
8.8	Yr12 is running at a cost to the school as there are 65 new students but the funding for them won't be received for another 2 years.	
8.9	The 2019-20 budget will be scrutinised further by the resources committee in a budget meeting in February; recommendations will then be put to the FGB.	
8.10	Six HR policies were signed-off by the resources committee.	
8.11	<p><i>Gov Q: How are we making better use of our assets to reduce outgoings and improve income by changing suppliers or increasing lettings?</i></p> <p>Ans: Lettings income has increased as the studio is regularly leased to a dance</p>	

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8.12	<p>school.</p> <p>Lettings do put the premises team under substantial pressure, but we are getting income from doing it. If we were successful in getting an artificial pitch a lot more income could be generated, but this would have to be weighed up against costs. Leasing the church and grounds for summer events such as weddings could generate further income but there could be an issue with the Parish, which would need to be looked in to.</p>	
9.1	<p style="text-align: center;"><b>9. AOB</b></p> <p>Meeting was closed at 20.42</p>	
10.1	<p style="text-align: center;"><b>10. Date of next meeting</b></p> <p>The date of the next FGB is 23<sup>rd</sup> January 2019 at 7pm.</p>	
11.1	<p style="text-align: center;"><b>11. Close of meeting</b></p> <p>There being no further business the meeting was duly closed.</p>	

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_

Documents attached to the minutes:

- 18.12.13 FGB agenda FINAL
- 18.11.14 FGB minutes DRAFT
- 18.10.18 FGB minutes FINAL
- CNCS Action Log 5 Dec 2018 - updated 13.12.18
- Principal's Report December 10-18 final
- New development plan
- New Child Protection Policy
- Scheme of Delegation
- Finance.Premises.IT Update Report Dec 18
- 18.10.17 RC minutes CMTE DRAFT

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**Action list**

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5.3	Feedback to AT and TW that minutes should be concise and kept to 8 pages.	GS	In due course
5.5	Form a H&S governor group consisting of BH, NW, DM and CH to support H&S across the school	NW	In due course
5.7	Email to governors the DfE link to the policies schedule/list.	JK	ASAP
5.7	Review statutory policies and put together a policy review schedule.	Govs	ASAP
5.8	AT to circulate governor visits proforma and completed governor visit reports to all governors ongoing.	AT	Ongoing
6.27	Review 3 Year Plan in detail and email PM their questions, ideas and suggestions.	Govs	ASAP
6.28	Develop plans to get student feedback/student voice to help monitor the success of the 3 Year Plan.	Govs	Ongoing
6.31	Discuss eliminating half-weeks with Chairs from other church schools.	Chair of FGB	In due course
6.32	Liaise with the LA over term dates	TW	In due course
6.33	Pass on thanks from the GB to the Attendance Manager for her comprehensive report.	JK	In due course
8.5	Follow up issues raised around the disposal of assets with the resources committee.	CS & NW	At next RC meeting