

Cardinal Newman Catholic School
 Minutes of the Full Governing Body
 Meeting Date: Wednesday 23rd January 2019
 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	Gerard Silverstone	GS	Foundation Governor
Fr. John Hull	JH	Foundation Governor	Nick Wells	NW	Foundation Governor
Steve Walsh	SW	Foundation Governor	Antonella De Santo	ADS	Foundation Governor
Des McGuckian	DM	Foundation Governor	James Westbrook	JW	Parent Governor
Samer Bagaeen	SB	Foundation Governor	Shaun Meaney	SME	Staff Governor
In attendance	Initials	Role	In attendance	Initials	Role
Claire Jarman	CJ	Head of School	Paul Miller	PM	Head of College
Andy Thomas	AT	Clerk to the Governing Body	Simon Boden	SBO	Raising Standards Leader
Apologies	Initials	Role	Apologies	Initials	Role
Sandra Murphy	SM	Co-opted Governor	Fi Branagh	FB	Associate Member
Bernadette Hopper	BH	Foundation Governor	Absent	Initials	Role
Christine Henson	CH	Co-opted Governor	Roger Galvin	RG	Associate Member
Martyn Howe	MH	LA Governor			

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 12. 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. Apologies Apologies had been received from SM, CH, BH, MH and FB. GS had indicated that he would be arriving late. RG was absent.	
2.2	New Foundation Governor SB was welcomed to the Governing Body. It was noted that the appointment process had been lengthy.	

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2.3	Best wishes and prayers were expressed to SM and BH, both of whom had relatives who were unwell at present.	
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 5.2 5.3	<p style="text-align: center;">5. KS4 Data – Simon Boden</p> SBO was introduced and reference was made to the detailed report which had been circulated in advance of the meeting. The school's data had been benchmarked both against other local schools and national measures. P8 was a key element. SBO delivered a detailed presentation of the report. The document set out predications, the degree of confidence and Key Performance Indicators (KPIs). A school improvement partnership meeting had been held, which was positive. SBO made reference to the following key aspects: <ul style="list-style-type: none"> - There would be more boys than girls over the next few years, which would have a big impact. - There was a spike in free school meals in Year 8. - EAL students were progressing well. - Attendance was good, and up from the previous year. Persistent absence was reducing. PAMs had had a high impact and built good relationships. Exclusions were down. The staff restructure had therefore had a positive impact. - The previous and current years' cohorts were academically similar. - Predications had been historically accurate, and thus there was a high degree of confidence in this area. - Predictions were of a positive nature [examples were given]. The P8 score was due the next day and would be accessible on the school website. - Progress data indicated that girls were on average half a level up from boys. The attainment scores were the same. - The focus was on the 'core' of pupils, however a range of strategies were 	

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7.2	<ul style="list-style-type: none"> - <i>Recruitment of more Catholic teachers to the RE department:</i> This had been successful to some extent, through both external recruitment and internal deployment. There was a further applicant through the Schools Direct scheme. This was a primary area of shortage and recruitment was difficult. The school was doing well in the circumstances. - <i>More active involvement of students in planning and delivering liturgies:</i> This was in hand – it was progressing and visible within the school. <p>JK made reference to the school's priorities in this area:</p> <ul style="list-style-type: none"> - Work was ongoing to strengthen the links between home, school and parish. A working group had been set up. This was regarded as very important. Links were also being developed with Governors and the Deanery. Dates for meetings were being set. - The previous year's RE attainment and progress results had been disappointing. There was lots of work ongoing in this area. A need had been identified to have a correct balance between delivering teaching and marking. There was a high workload in respect of the latter. The policy was therefore being reviewed. It was more important to focus on teaching. There was also a wellbeing issue associated with the marking workload. - There had been a successful Year 7 retreat, attended by 60 students. This was very positive and included vulnerable and disadvantaged students. There had been a significant input into the event. - External priests were coming in to work with the 6th form and to conduct Q&A sessions. - There was lots of social action ongoing. - There was a proposal for 'Newman Day' on the 9th October 2019 Inset Day, preceded by an open evening on 8th October. This would be a day off for students and something would be organised for staff. 	
7.3	<p>JK was thanked for his report.</p>	
8.1	<p>8. Resources Committee Report</p> <ul style="list-style-type: none"> • Verbal Update <p>An additional meeting of the Committee had been held on 15th January. The next scheduled meeting on 6th February would focus on the budget plan. Matters in this area were challenging and the aim was to balance the finances.</p>	
8.2	<p>The special meeting in January had dealt with non-budget issues including:</p> <ul style="list-style-type: none"> - Audit actions, which were in place. 	

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8.3	<ul style="list-style-type: none"> - SFVS, which was an annual return due to come to the February FGB meeting. An Action Plan was in place. - The catering contract, which was going well despite some teething problems. The aim was to get the contractor more involved in school events. The staff team had been excellent. The food was of good quality and portion sizes were being addressed - Gender pay gap. <i>In response to a question</i> it was stated that there were more females than males employed by the school. The Gender Pay Gap data was misleading, being skewed by the majority of support staff being female. The data would be circulated. - Teachers' sickness absence, which was not too bad and had been benchmarked. - Health & Safety, in respect of which walkarounds were ongoing and meetings with H&S leads also being set up. The principles underlying Governors' engagement with this matter were being looked at, including examination of policies and procedures and monitoring of the school's compliance. The two areas of most risk were working at height/ lone working and use of vehicles. <p>• Governors' Expenses policy</p> <p>The policy had been agreed in principle at the last Resources Committee meeting and had been circulated in advance of the FGB meeting. The policy was agreed.</p>	CShe/ AT
8.4	CShe was thanked for her report.	CShe/ AT
	<p>9. AOB - notified to the Chair in advance of the meeting</p> <p><i>i. <u>Newman College – Cambridge University link</u></i></p> <p>JW proposed developing links/ scholarships. Existing Churchill College, and Oxford University, links were noted. There were a number of other areas/ programmes. The school was already engaged and this could be built on. JW was due to visit Canterbury University and others. It was agreed that more detailed proposals should be put to the next meeting, including the possibility of a theology scholarship.</p> <p><i>ii. <u>Complaints Policy</u></i></p> <p>Since the policy had changed, the level of complaints to the Principal and Chair of Governors had reduced significantly and issues were increasingly handled by more junior staff.</p> <p>However the only complaint being dealt with was from an unnamed particular parent with multiple complaints relating to a similar issue who could be</p>	JW/ PM
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9.4	<p>considered to be a persistent and vexatious complainant. Currently the response to this parent was that the school would not deal with any further complaints. However TW and JK had offered to meet the complainant to discuss their issues with the school. The Governing Body were being made aware.</p> <p><i>iii. <u>Emails at home</u></i></p> <p>The view was expressed that it was to be hoped that staff were taking advice issued not to deal with emails at home outside working hours.</p>	
9.5	<p><i>iv. <u>School drama performance</u></i></p> <p>All four performance nights had sold out. This was welcomed. It was noted that there was a good theatre space.</p>	
10.1	<p style="text-align: center;">10. Date of next meeting – 28th February 7pm to 9pm</p> <p>The next meeting was scheduled to take place on Thursday 28th February 2019 at 7pm.</p>	
11.1	<p style="text-align: center;">11. Close of Meeting</p> <p>There being no further business the meeting was duly closed.</p>	

Signed _____ Chair of Governors

Date _____

Documents attached to the minutes:

1. GCSE data/ predications report.
2. Draft minutes of FGB meeting on 13th December 2018.
3. Action Log.
4. Draft minutes of Resources Committee meeting on 12th December 2018.
5. Governors' Expenses policy.

Action list

Minute	Action	Responsibility	Date
5.3	Reconsider the discontinuation of Option Drops from a budget perspective.	JK/ CShe	In due course.

Initials.....

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5.3	Forward additional disadvantaged data to the Clerk for circulation.	SB	28 th Feb FGB.
5.4	Check EBAC data and report back.	SB	28 th Feb FGB.
5.4	Produce a breakdown of disadvantaged pupils' mid-attainers' progress.	SB	28 th Feb FGB.
5.4	Share full data as outlined.	SB	28 th Feb FGB.
5.5	Attend Local Authority data course.	Govs.	In due course.
6.2	Update and establish agreed minutes of previous meeting.	AT	ASAP.
6.3	Update Action Log as outlined.	AT	ASAP.
8.2	Circulate Gender Pay Gap data.	CShe/ AT	In due course.
8.3	Implement Governor Expenses policy.	CShe/ AT	Ongoing.
9.1	Table proposals for further University Links and theology scholarships.	JW/ PM	28 th Feb FGB.