

Minutes of the meeting of the Board of Governors of All Saints Catholic College held in part via Teams and in part in person on Tuesday 22nd March 2022 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Rachel Burke (RB)	Joy Duval Koenig (JDK)
Elaine Gribben (EG)	Dave Hallbery (DH)
Michael Harrington (MH)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM)	Shane O'Driscoll (SD)
Andrew O'Neill (AON) (Head)	Rabab Raza (RR)
Amanda Sayers (AS) (Chair)	Don Skeffington (DS)

Governors (via Teams)

Hetty Fletcher (HF)	Chris Johnston (CJ)
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Observers

Tim Aykroyd (TA) – Deputy Head	Oonagh Brett (OB) – Deputy Head
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Carolyn MacLeish (CM) Clerk for the Governors

1. OPENING PRAYER

Lord, guide us in the decisions that we make tonight and help us to ensure that the exceptional education that is every All Saints' student's right may be delivered.

In your mercy hear our prayer!

2. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

MH advised that he had been appointed as Foundation Director of Ascension Catholic Academy Trust.

CM advised that all declarations of interests and KCSIE declarations had been made on Governor Hub.

3. APOLOGIES FOR ABSENCE AND GOVERNOR APPOINTMENTS

CM reported the following absences and governors on leave:

Stella Starritt (SS) Maternity Leave
Peter Wilson
Richard Girvan

4. MINUTES FROM THE MEETING HELD ON 14th December 2021

AS reminded governors that the minutes had been extensively reviewed by her and the clerk. Governors had been asked to send minor corrections directly through to the clerk and to raise only factual inaccuracies.

None were raised.

RESOLVED: that the non-confidential minutes of the meeting held on 14th December 2021 be signed as a true record of the meeting(unam) .

5. COMMITTEE REPORTS -Reports from Committee Meetings Since the Previous Board Meeting for which draft minutes/notes had been circulated:

Governors had received the draft minutes and were advised that those not in attendance could ask questions regarding the minutes.

F&GP – 8th March 2022

The School had provided a budget update to the Board (as agreed with the committee in advance of the final budget being presented in the following meeting), and the following points were highlighted in discussion:

- the Board was asked to approve a 1.75% pay increase to support staff dating back to April 2021.
- the School estimated that its revenue reserves of £309K would be needed in future years in part to protect the School against falling rolls. AON responded to governors about the percentage the carry forward could be of the School's total budget and noted that it should not go above 8% ideally however there were schools and academies with higher reserves as agreed with their LA or trusts.
- the School had consulted staff on extended hours and had received positive feedback, which would be followed by a consultation with parents that week.
- staff had stated they were usually in school during the proposed extended hours and could see the benefit to students.

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|----|---|
| Q) | Would there be after-school classes every day and provision on Saturday? |
| A) | Additional classes were separate to the discussed extended schools offer. |
| Q) | When would staff do things like marking if they were involved in the extended schools offer and would it impact their wellbeing? |
| A) | AON advised that staff would be running clubs until 4:00 p.m. instead of 3:45 p.m. but would still be working fewer hours than the maximum they could be asked to work. |
| Q) | How was the School hoping to increase its rental income over the Easter holidays? |
| A) | The School was negotiating with a film company regarding a potential letting. |

- Q) Was the governors' fund only funded by lettings?
 A) The School received some donations with the bulk being from lettings, and it was hoped the carnival would proceed which would add significant income to the fund.
- Q) Were the issues around the gas leak resolved?
 A) The investigation had shown that the leak was underground, and it was fixed within an hour of its discovery.

C&CL - 2nd February 2022

Governors raised the following questions:

- Q) Has there been progress on the counselling offer in the School and was there training to make up for the lack of availability of CAMHS?
 A) The School was still working on it and was taking part in the WLZ pilot scheme to see if it could bridge the gap.
- Q) Did the School make Y11 students attend the after-school study sessions?
 A) The School could not make students attend however it was strongly suggested that they did attend depending on the session being run. The sessions were small groups and tutorial based for their option subjects with approximately 36/75 students attending. The school had analysed the attendance and had worked out why students chose not to attend. If there were valid reasons and they were still attaining, there were no further actions. The School also looked at working with students through the day. The School wrote to parents to strongly encourage attendance at Saturday school. There would be a big push post Easter.
- Q) Are the Afghan evacuee students with the School permanently?
 A) The School did not know; the suggestion from the Home Office had been that they would be moved on by January. The LA had written to the DfE to complain about the transfer and advised that they were concerned that the families were being parcelled around.

Governors discussed the tree planting in honour of the Queen's Platinum Jubilee and looked forward to an update the following term

Admissions Committee – 20th February 2022

The admissions committee comprising JDK, DS, AS, DH and HF had met to consider applications.

Having regard to the admissions criteria, the committee reviewed the evidence in the folders for each of the 592 applications.

- It challenged the Catholic baptismal status of four children and the faith status of six.
- One child moved up to ranking category 9 from 15
- One child moved up from category 9 to 4.
- Six children were moved down from ranking 13 to 15.

Governors were very grateful for the very well-organised paperwork and for the considerable efforts that office staff had gone to follow up on queries.

They considered the admissions criteria and recommended to governors to add another category ahead of each of number 6 and 7 category children for siblings in each case (ie another two categories) as there currently was no ranking ahead for siblings.

Governors discussed adding the survivors of Grenfell tower to its LAC clause

The Board of Governors stated that they approved the changes if each change was confirmed by the LA admissions' officer and the Diocese.

AS thanked the committee, reminded the Board that they had looked at every single application and thanked Margaret for her preparation of the papers.

RESOLVED: that the Board voted unanimously to approve the proposed changes to the Admissions Criteria subject to the actions agreed in discussion.

ACTION: School to approach each of the LA and Diocese to have the proposed changes to the admissions criteria approved.

6. CONTRACTS AND SLAs FOR APPROVAL

AON presented quotes for work and/or purchases for the current financial year:

Gardening Quote – (reviewed and recommended by F&GP Committee for approval)

Q) Governors asked if the quote included the work on the wall and the tree.

A) Yes, both the wall and the tree

The School had used funds for the work on the perimeter wall provided through LCVAP and had made the wall safe, using some of the funds elsewhere. The surveyor now stated that the wall needed to be inspected so the School was getting Wilbey Burnett to oversee the work. The work was being carried out this way as the School site was a Diocesan asset.

Approved

Insurance Quote – (reviewed in F&GP committee, recommendations made and School to report)

AON reported that the School could not get a three-year deal and the provider would only provide a one-year deal. **Approved**

Easter holidays or Summer term works projects

AON reported that for the fire door replacement programme the School wanted to go with SS carpentry and joinery. The School had followed the procurement process and had worked with the company previously.

Approved

RESOLVED: that the board unanimously approved the following:

- a) Gardening Quote
- b) Insurance Quote
- c) Fire Door Replacement – SS Carpentry and Joinery

7. HEADTEACHER'S TERMLY REPORT

AON referred governors to his pre-circulated termly report including:
Impact of Behaviour Report
Update on changes to the School day consultation

The following points were highlighted in discussion with governors:
Educatio

- congratulations were offered to AON for driving traffic to the Lighthouse website;
- governors noted the School's use of Aquinas Education, a Catholic teacher recruitment company. It provides high-quality staff who are Catholic and attracts teachers from Ireland and Northern Ireland;
- governors noted that that term had been the harder of the last two years in respect to Covid with the highest number of staff absences and the SLT having provided a huge amount of cover;
- teaching retention was a significant issue in the UK with approximately 30% of teachers leaving at the end of their first year and 40% by the end of their fifth. The new ECT programme was over two years with the aim of having better retention;
- the School believed it had a strong culture of looking after staff;
- the March Mocks had taken place and initial analysis predicted English and Maths pass 4+ would be 75% and 5+ would be 57.5%;
- the School had made arrangements to support all students and understood their individual needs;
- the School could not provide analysis of progress 8 scaled scores as the KS2 levels were different, therefore the School would stick to raw attainment;
- the marking was easier than during Covid but it was difficult to say what the results would be in comparison to 2019.

- Q) Did the School have any ambitions for additional subjects in the next few years?
A) The School was hoping to add Citizenship GCSE. There had been a big push on the subject nationally ten years ago. The Humanities Dept said they could deliver it and there was a significant cross over with RE. The School was confident that it could be successful and incorporate History, Geography, Politics and Sociology. It would also offer an alternative to History and Geography and be more suitable for some students. TA was looking at a Classics GCSE to include Latin. This would start after Citizenship, so the Humanities department was not launching two subjects at once.
- Q) What was the capacity of the Citizenship subject, and would it need another member of staff?
A) Existing member of staff would teach the subject and it would be one class only.

Formatio and Impact of Behaviour Report

- AON spoke about the behavioural information reported and noted that Y7 had the highest number of sanctions. It was primarily due to settling into secondary school, but a number of students had particular needs and there was some overhang from Covid with high staff absence rates. This had had an impact on Y10 too.
- conversely governors noted older students appeared to be behaving better and had fewer sanctions;
- the School was working on behaviour and structures and was using incentives for students too;
- attendance was strong and above national. Y10 though had been impacted by a school refuser.

8. ACTION POINTS FROM THE RECENT OFSTED INSPECTION AND NEXT STEPS

AON reported verbally to governors on what the school was now doing to ensure the delivery of an exceptional education consistently across the curriculum and an enriched co-curricular offer.
AON reported the following:

Objective 1 – Securing Outstanding under Ofsted

- The School was working on recruiting high quality staff into the School and had recruited a number for the academic year;
- appointed an internal head of DT;
- met with the Head of creative tech and mapped out the curriculum for Y7,8, and 9 starting after Easter. The summer term would be a pilot and any tweaks and changes needed could be planned over the summer and in place for the next academic year;
- food technology and clean technology would be provided and the School had increased its hardware including adding another 3D laser cutter;
- Brompton Bikes had offered the School sessions about the design of a Brompton Bike and AON had met with the lead product developer who had advised the School would be given six bikes to use to go to meetings saving time and money;
- the School was breaking down each subject plan and working out the areas that needed support and development which would include CPD analysis, so each subject would have its own improvement plans, and would incorporate staff development;
- AON advised that, although the School was ambitious and wanted to secure the "Outstanding" Ofsted judgement, the focus was on what we are teaching and why we are teaching it to ensure the best education offer for students. The School's practice as such had not changed;

- Q) How would the School avoid Ofsted preparation fatigue and continue to inspire staff?
A) The School was mindful of this and was ensuring the load was spread out and was over-staffing to ensure workload was manageable and staff stayed innovative and fresh in their teaching. Staff had bought into the Mission, and the School was mindful that it needed to look after them and keep them inspired.

9. POLICY/IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

- a) Updated Board Work Plan (for information/noting)
- b) SFVS and Statement of Internal Control (recommended by F&GP Committee) – DS and HF had been through it and had looked at benchmarking data. The committee reviewed it and made some suggestions too, noting the School's consistent approach. Approved
- c) Financial Control Procedures (recommended by F&GP Committee) - Approved
- d) Staff Code of Conduct (recommended by C&CL Committee) - Approved

RESOLVED: that the Board of Governors unanimously approved the following as recommended by the committees:

- a) SFVS and Statement of Internal Control
- b) Financial Control Procedures
- c) Staff Code of Conduct

10. ACTIONS FROM THE LAST BOARD MEETING

There were no actions from the last meeting to follow up.

11. BOARD OF GOVERNORS**A) Governor Appointments or Ends of Office since the Last Meeting:**

Joy Duval Koenig, reappointed, Foundation Governor, 1st November 2021 – 31st August 2025

B) Governors Whose Offices are Due to End within the Next Three Months:

Stella Starritt, Associate Member, 31st August 2022

Richard Girvan, Co-Opted Governor 18th October 2022

Rabab Raza, Parent Governor 15th November 2022

C) Governor Vacancies

One Parent Governor

AON advised that following week on Wednesday he and AS were going to meet potential candidates from 3.30pm to 4.15pm.

D) Governor Non-Attendance:

Governors had previously approved SS maternity leave.

E) Reports by Governors:

DS and DH had carried out a Curriculum visit re PP and Curriculum SEND steering committee DH

F) Visits to the School

Oliver Production had been attended by AS and MM and both stated that it had been excellent and fantastic to see the students happy with their performance.

AON reported that the School had set a date for just after Easter for an evening with the School Schola and had hired professional singers too

G) DBS and S 128 Check Update:

AS was in process. MH and DH had had their checks renewed.

H) Governor Training:

Report circulated- CJ –Supporting, Challenging and Holding to Account Report

I) Local Authority Information: School Circular. Governors reminded that LA and Diocese post regular updates on Governor Hub.**12. CHAIRMAN'S ACTION REPORT**

17/01/22 – Approved a spend from governors' fund of £500 to pay for refreshments at the middle and senior leaders' conference.

AON thanked governors and stated the event had been successful and staff had appreciated governors' contribution.

RESOLVED: that the Board of Governors unanimously approved the Chairman's action.

13. DATES OF FUTURE MEETINGS**SUMMER 2021**

Date	Meeting	Time
Tue 10/05/22	F&GP	8:00 am
Tue 24/05/22	GB	8:00 p.m.
Wed 08/06/22	C&CL	6:00 p.m.
Tue 05/07/22	Governors Afternoon and GB	12pm onwards Meeting 6pm

14. ITEMS FOR FUTURE ACTION OR MEETINGS

Work plan update governors with dates for governor visits
Standing Item Ofsted Section 5 preparation

Standing item for Board and Committees: Action Points from Section 8 Ofsted Inspection and next steps

Governors

Review and agree terms of reference for committees

Review Governance

School

Headteacher's report

Approve School Budget

Invoices over £10,000 for audit purposes

Summer works quotes and tenders

Questionnaires' feedback

Staffing Structure for 2022-23

Parents consultation on extended day

Policies

Data Protection Policies

Lockdown (to be confirmed)

15. **ANY OTHER BUSINESS**

AON provided governors with an overview of the plan for the following year in terms of staffing and how this would drive the School's quest to provide an outstanding educational offer to its students. He highlighted the following points:

- the SLT needed to be strengthened with a team member who had experience of working in leadership in another outstanding setting;
- the current leadership team were excellent but homegrown therefore the proposed appointment would give the School an outside perspective;
- the School wished to add a post at DHT level with a different focus and title (to be decided), potentially Associate Headteacher;
- the post had been factored into the School's budget planning for the following year and could be afforded;
- the post would be a permanent post and would support the increase in student numbers to 800.

Q) Would the School use a head-hunter to find this person?
 A) If recruitment attempts were unsuccessful it would be considered, however to reduce costs the advert would be placed on the School's website.

Q) Why was the post necessary?
 A) AON had revised the SIP in December and his view was that to meet the objectives the post outlined was necessary. The person would be versatile, an experienced manager and motivator. They would need to be able to switch focus quickly.

Q) What would be the cost?
 A) The person would be appointed in line with a DHT up to L20.

RESOLVED: that the Board of Governors approved the amendments to the staffing structure to include the appointment of the Associate Headteacher role for September 2022 (unam).

CHAIRMAN'S SIGNATURE: 

DATE: 24/5/22

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the non and confidential minutes of the meeting held on 14th December 2021 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board voted unanimously to approve the proposed changes to the Admissions Criteria subject to the actions agreed in discussion.

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