

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 5th July 2022 at 5:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Rachel Burke (RB)	Joy Duval Koenig (JDK)
Hetty Fletcher (HF)	Richard Girvan (RG)
Elaine Gribben (EG)	Dave Hallbery (DH)
Michael Harrington (MH)	Chris Johnston (CJ)
Marsha Kutkevitch (MK)	Maureen Marlowe (MM)
Shane O'Driscoll (SD)	Andrew O'Neill (AON) (Head)
Amanda Sayers (AS) (Chair)	Don Skeffington (DS)

Observers

Tim Akyroyd (TA) – Deputy Head
Oonagh Brett (OB) – Deputy Head

Carolyn MacLeish (CM) Clerk for the Governors

1. OPENING PRAYER

As we reach the end of another academic year, let us take a moment to reflect on the past twelve months. For the positive changes that have occurred, for the efforts that both adults and children have made to ensure that the All Saints' community is a happy and fulfilling one in which children may learn and thrive and for the team around this table who have tried very hard to contribute in a meaningful way, Lord we thank you.

Amen.

2. APOLOGIES FOR ABSENCE

AS welcomed everyone to the meeting. There were apologies for absence from Rabab Raza (RR).

Stella Starritt (SS) remained on maternity leave.
PW was absent.

RESOLVED: that the board noted the absences as reported.

3. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

4. MINUTES FROM THE MEETING HELD ON 24th May 2022

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.

RESOLVED: that the non and confidential minutes of the meeting held on 24th May 2022 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS

Reports from Committee Meetings Since Last Board Meeting (draft minutes/notes attached):

C&CL – 8th June 2022 – Minutes were noted. Questions raised from non-attending governors below

Q) Did the committee feel satisfied with the response from the School's response on the motivation of teachers under the new curriculum planning system?

A) DH responded that the School had advised that although the curriculum is heavily prescribed teachers are able to have significant input into the curriculum planning through the one note system and can modify and improve lesson plans for the whole department and modify the curriculum.

MH and JDK said they had seen the One Note system in action, and it was an integral part of teaching and learning in the School.

6. REVIEW OF GOVERNANCE

A) Committee Terms of Reference (attached):

- a) C&CL Terms of Reference 22-23 (rec by C&CL) – Governors agreed that moving forward all references would be to pupils not students. Approved
- b) Pay Committee Terms of Reference 22-23 – AS made a couple of suggestions -it was agreed to remove the line about monitoring review. Approved
- c) Strategy Committee Terms of Reference 21-22. Governors discussed the committee terms of reference and noted that the committee had been given far reaching powers during Covid, and it was agreed that they would only be used during any lockdown as the result of a crisis.

B) Committee Membership (lists attached)

Governors approved the list and agreed:

- to remove the co-educational offer from RG's link role.
- RG and DH Co-Data Lead.
- MM Careers Programme Link Governor- MM reported meeting with AM in the Governors' Afternoon and that she had been provided with a comprehensive overview to the School's impressive careers offer and that she would include it in her report.

Link Governors and Committee membership approved.

Governors' self-evaluation –

- 20 Questions responses were discussed (as attached)
- Governors were reminded to return their skills audits to CM
- Oversight of the Governors' Day comments from governors highlighted below:

Leadership & Management

AS and CJ had had a meeting with AON, talked about what Ofsted were looking for in terms of what good and outstanding look like. Consistency and excellence across the board. Governance fed into this area too in terms of providing evidence of the School's work against objectives and targets through scrutiny, challenge, and support.

Quality of Education and Intent

DH, HF and MH reported on the sessions they had seen that afternoon and that they had met with Sinead Nammock. All stated they had increased confidence in the quality of education the School was providing pupils. They saw pupils actively engaged in their learning and teaching that mirrored the information being provided by the School to governors in meetings. All governors stated the day had been well prepared and informative.

JDK, SD and DS stated they had met with Courtney Dalton and Rebecca Fulla to discuss directed faculty time, and governors had found it very interesting to see all the actions and evidence that illustrated why the School was providing an outstanding education for its pupils. Governors stated that both members of staff were noticeably confident in their delivery and able to answer all questions directed at them. Governors stated that it reflected what C&CL governors had been told in their previous meeting about lesson planning. Governors added that the staff in the session seemed incredibly happy with the support they were being given too. Governors had asked what more could be done to support them, and they struggled to think of anything, and stated that they felt they were fully supported by the leadership and that they knew they were lucky in comparison to teachers at other schools.

Behaviour and attitudes

Governors commented that CD was noticeably confident and responded well to governors' questions in this area. She was very enthusiastic about pupils' behaviour and learning and was clear that the last couple of years had seen a huge improvement in this area.

The School was now a school that was popular with parents and pupils and therefore pupils' attitudes were more positive.

Personal Development

MM met with Ashleigh Mealy who had talked MM through the whole PD structure which incorporated careers advice. AM had talked about the pupils and their profiles, spiritual, academic, and interpersonal skills. MM stated that it was very impressive what went into students at all levels.

Pupil Presentations

Curriculum and Learning Panel

Governors stated that the pupils they had met through the course of the day and those that presented to governors had been confident and articulate. There were no subjects that they did not like, and they had said the teachers made their subjects interesting. They had talked about their learning in the pandemic and stated that it

had made them more independent in their learning. They felt like they had not needed to catch up in their learning as they had not stopped learning.

Behaviour and Personal Development Panel

Governors stated the pupils had been lovely and, once they had got over their initial nerves, were noticeably confident and honest in their responses to questions. They liked the structure of the rules and discipline structure.

Journey towards DT and Clubs

The teacher had been with the School for 12 years and had been responsible for Art, Photography and Textile design, had started as a Receptionist, trained to teach in 2018 and had taken on the DT leadership remit and thrown themselves into the role.

The teacher had joined a number of organisations with other practitioners and designed an extremely exciting KS3 curriculum. The School's focus for the present time was to ensure that this was fully developed before considering offering the GCSE.

Governors had seen some of the project work that pupils had produced and stated it had been extremely exciting and very enjoyable to see the pupils so engaged in their learning.

Governors asked how the School managed the extra curriculum activities and noted the success of the Finance and Business club where pupils designed products like mugs and made them to be sold. OB advised it was something the School was looking into and getting pupils to commit to the clubs so they could be planned better in terms of numbers.

Governors stated the progression of the curriculum from Y7-9 was clear and they had enjoyed seeing the curriculum projects for each year group. The School stated the focus was on teaching pupils how to create real world products and governors stated this was evident in the Y9 project.

Governors agreed that they would like the teacher to present to the C&CL committee the following year at the appropriate time for them.

Governors discussed the clubs offer in general and asked whether there were clubs that could be offered to higher attainers such as further Maths. The School advised the club offer was being developed.

General Points made by governors from the day:

- teachers were really happy; they could not think of more ways they could be supported and mentored. Talked about other schools who were not as supportive. They really appreciated the SLT open door policy;
- governors enjoyed listening to the staff morning briefing;
- Whole School Curriculum, good focus to keep breath to Y9 and then more focused in Y10 and Y11;
- HOY – Tilly and Billy very enthusiastic (both newly appointed in the last year). They were competitive with each other regarding getting pupils back in;
- the School was moving to being oversubscribed and had more engagement with parents;
- the staff were incredibly grateful for the extension of the School day stating it gave them more time to manage their additional responsibilities;

- the staff felt the School struck the right balance between sanction and support, they felt supported by other colleagues when their workload was high;
- more information to follow on work experience and how it was progressing for pupils in the next academic year.

RESOLVED: that the Board of Governors unanimously approved the following:

- a) Curriculum and Catholic Life terms of reference for 2022-23
- b) Pay Committee Terms of Reference 2022-23
- c) Strategy Committee Terms of Reference 2022-23
- d) Committee Memberships and Link Governors for 2022-23

7. HEADTEACHER'S TERMLY REPORT

Governors thanked AON for his termly report, and the points were highlighted to governors with their questions answered under the headings below:

Strategic

- Q) Governors had asked if there had been any more work on the promotion of the School's Lighthouse tool.
- A) AON advised there had been the Fiona Millar article in January and his podcast. This term the focus had been on the extra-curricular provision, exams, and end of year activities. Post the exam results there would be a bigger push on its development and rebuilding the back end of the tool.

Educatio

- Q) What were the processes for pupils who were unable to sit exams due to Covid?
- A) There was form which followed a process. The exams had been spread so that an average grade across papers could be awarded. It had affected one pupil in one subject.

- Q) Governors asked for more detail and information about the School's SEND provision and the apparent high numbers of EHCPs.
- A) AON advised the School had 50 EHCP pupils and was proud to be inclusive and supporting of pupils when some of its peers were not. The School was very aware that its work with pupils with SEND should not be detrimental to other pupils and needed to balance the significant increase and popularity of the School with parents of children with SEND. The School was monitoring the situation to ensure it was manageable and was in discussion with the SEND team at the LA to ensure that the allocation of pupils with SEND was appropriate for the School.

- Q) Governors stated that they would wish the School to fulfil its civic responsibility to pupils with SEND but noted that the School was not a special school for pupils with SEND. Resources needed to be in place to ensure the School's offer for all pupils was protected and that staff with SEND responsibilities had the capacity to fulfil their duties to the pupils with SEND. Governors asked what specific measures were in place.
- A) AON advised the School managed the work internally and was seeking to develop positions to support the SENDCo in his work. He was currently having to do more than one annual review a week (there were 30 academic weeks and 50 EHCPs). TA was responsible for this piece of work and the first area of focus was admin support. More work was being given to SEND TAs in terms of supporting the offer especially for the pupils they worked with.

- Q) What did the SEND offer look like in class?
A) AON stated in addition to the specialist provision provided by the School, there were high numbers of pupils with SEND whose needs were not visible, and their learning needs were met in class through differentiation and high-quality teaching.

Formatio

- Q) What did the Y11 pupils do for their leaving event/prom?
A) There was a Y11 celebration held at the School and a leavers' assembly.
- Q) Governors asked if there had been work experience for Y11.
A) The School advised it had been disrupted during Covid and for those pupils leaving this year they could ask the School for support in finding work experience.
- Q) Governors noted that there had been a reduction in suspensions and asked for more context.
A) AON stated the data on its own did not show the whole picture and how behaviour had improved. The reasons for suspensions were quite different to a few years ago.

Governors noted the improved attendance figures and were advised there were no safeguarding issues to report.

Governors who attended the Grenfell Memorial Mass commented that pupils had been wonderful and a credit to the School, and that the service had been very moving with an excellent speech from AON and beautiful music from the Scola.

AON reported that the Scola and Steel band performed at Westminster Cathedral too.

Governors thanked AON for his report.

8. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were reviewed for approval/discussion:

- a) Behaviour Principles– Governors noted there were no changes since the last review and the School would check the next review date. Approved.
- b) Cleaning Contract and Tender Evaluation (summary note included)
The recommendation was made to remain with Julius Rutherford. The School advised the staff that serviced the contract were excellent. MH added that from a governance perspective he had been happy with the process. Governors approved the contract for three years.
- c) Summer Works Quotes and Tenders (if available) –
AON reported the School had received VASCA funding for the fire doors and governors were asked to approve the 10% contribution from Governors' Fund.
Governors approved the 10% contribution.
- d) Uniform Policy (& presentation) Governors stated that it was very helpful that the School went out to see what other schools were doing and noted that parents were not put off by costs in terms of applications from PP pupils.

The School had totalled up the mandatory uniform costs and highlighted the following points:

- The uniform was extremely high quality in terms of materials;
- The blazer was not the grey from supermarkets;
- The costs of the blazer were £35.93, and this was in comparison with Cardinal Vaughan which was £195.00;
- The School's uniform was significantly cheaper than other Catholic schools;
- The School supported families with uniform costs and bought uniform for 10-15 families every year;
- The School asked leavers to leave their uniform behind and provided a second-hand uniform provision;
- Changed the socks to black socks.

Governors approved the policy subject to the amendments agreed in discussion.

RESOLVED: that the Board of Governors unanimously approved the following policies either as recommended by the committees or reviewed in the meeting:

- a) Behaviour Principles and noted the Behaviour Policy
- b) Julius Rutherford's as the School's cleaning contract provider
- c) The Governors' Fund contribution to the VASCA funding for the fire doors
- d) The Uniform Policy

9. ACTION POINTS FROM THE RECENT OFSTED INSPECTION AND NEXT STEPS (STANDING ITEM)

- a) AON to feedback to parents by email regarding the school consultation - Completed
- b) The School to check the LA and Diocese had amended its Admissions Procedure. & RBKC residents -Completed

10. BOARD OF GOVERNORS

A) Governor Appointments or Ends of Office since the Last Meeting:

Maureen Marlowe, LA reappointment process in train – Governors approved the appointment and post the meeting the AS received confirmation from the LA that the LA had ratified her appointment.

Stella Starritt, Associate Member, 31st August 2023 – reappointed for a further year at the last meeting.

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

Richard Girvan, Co-Opted Governor 18th October 2022

Rabab Raza, Parent Governor 15th November 2022

C) **Governor Vacancies**

One Parent Governor – The parent governor election was in process and DS was liaising with CM.

D) **Governor Non-Attendance:** No issues to report. PW remained a governor and attended when able. SS remained on maternity leave and would be contacted next term about a return date.

E) **DBS and S 128 Check Update:** No checks were outstanding.

F) **Governor Training:**

CM reported on training and circulated the report. Governors advised they would provide amendments if the record were not correct for them and AS reminded governors of their obligation to attend at least six hours of training a year.

G) **Local Authority Information: School Circular.** Governors reminded that LA and Diocese post regular updates on Governor Hub. Governors noted that the School would endeavour to arrange a LA Governor training session prior to the December meeting.

10. CHAIRMAN'S ACTION REPORT

Agreed up to £270 on end of half term refreshments for staff in recognition of weekend and other additional work.

1st July £600 spend on SLT preparation day. – Agreed

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

DATES OF FUTURE MEETINGS

Governors had received the dates for next year's meetings and approved them. MM and DS stated they could not make the meeting on 22nd September. DS advised that he inform CM and AS whether he could make the meeting if it were on 29th September.

AUTUMN 2022

Date	Meeting	Time
Wed 07/09/22	Strategy	6:00 p.m.
Tue 20/09/22	F&GP	8:00 a.m.
Tue 27/09/22	C&CL	6:00 p.m.
Tue 18/10/22	Pay Committee	5:00 p.m.
Tue 18/10/22	GB	6:00 p.m.
Tue 22/11/22	C&CL	6:00 p.m.

Tue 29/11/22	F&GP	8:00 a.m.
Tue 13/12/22	GB	6:00 p.m.

SPRING 2023

Date	Meeting	Time
Tue 24/01/23	F&GP	8:00 a.m.
Tue 31/01/23	C&CL	6:00 p.m.
Tue 07/03/23	F&GP	8:00 a.m.
Tue 21/03/23	GB	6:00 p.m.

SUMMER 2023

Date	Meeting	Time
Tue 09/05/23	F&GP	8:00 a.m.
Tue 23/05/23	GB	6:00 p.m.
Tue 13/06/23	C&CL	6:00 p.m.
Tue 04/07/23	Governors Afternoon and GB	12pm onwards Meeting 6pm

MM advised she would be in the US for the first part of the Autumn term and if unable to dial in she would send her apologies.

RESOLVED: that the Board of Governors approved the School's meetings unanimously for 2022-23.

11. ITEMS FOR FUTURE ACTION OR MEETINGS

DS and CM to me to meet in the summer break to review and update the work plan which will be reviewed at the Strategy meeting and circulated with the first Board meeting's papers.

CHAIRMAN'S SIGNATURE: 

DATE: 18/10/22

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the board noted the absences as reported.

RESOLVED: that the non and confidential minutes of the meeting held on 24th May 2022 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board of Governors unanimously approved the following:

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

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