

SIGNED

Minutes of the meeting of the Board of Governors of All Saints Catholic College held via Teams and part in person on Tuesday 14<sup>th</sup> December 2021 at 6:00 p.m.

**NON-CONFIDENTIAL**

**PRESENT**

**In School**

Rachel Burke (RB)	Joy Duval Koenig (JDK)
Richard Girvan (RG)	Elaine Gribben (EG)
Dave Hallbery (DH)	Chris Johnston (CJ)
Marsha Kutkevitch (MK)	Andrew O'Neill (AON) (Head)
Amanda Sayers (AS) (Chair)	Don Skeffington (DS)

Peter Wilson (PW) joined the meeting at 7:03 p.m.

**Governors (via Teams)**

Hetty Fletcher (HF)	Michael Harrington (MH)
Maureen Marlowe (MM)	Shane O'Driscoll (SD)

**Observers**

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

Carolyn MacLeish (CM) Clerk for the Governors

**1. OPENING PRAYER**

AS welcomed governors to the meeting and opened it with a prayer:  
Lord, as we face yet another health crisis this winter, we ask that you keep our school family safe and that the school leaders gain inspiration from the Gospel as they continue to ensure that the students entrusted to All Saints receive an exceptional education.

We also thank you, Lord, for enabling us to meet the challenges of our recent inspections and for allowing us to demonstrate the strengths of this school.  
In your Mercy, hear our prayer!

**2. DECLARATION OF INTERESTS**

There were no declarations of interest relating to the agenda.  
CM advised all declarations of interests and KCSIE declarations had been made on Governor Hub.

**3. APOLOGIES FOR ABSENCE AND GOVERNOR APPOINTMENTS**

CM reported the following apologies and governors on leave:  
Rabab Raza (RR) attending family wedding  
Stella Starritt (SS) Maternity Leave

**RESOLVED:** that RR's apologies were noted.

4. MINUTES FROM THE MEETING HELD ON 19<sup>th</sup> October 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 and confidential minutes of the meeting held on 19<sup>th</sup> October 2021 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS

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

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

F&GP Committee 30<sup>th</sup> November 2021

The School reported that it had hoped to submit its gardening tenders at the meeting but there were amendments to be made and they would go to the next committee meeting.

No questions were asked.

C&CL Committee 24<sup>th</sup> November 2021

Q) Was the School anticipating more Afghan evacuee students? Governors congratulated the School on how the students had been included into the School community.

A) AON advised the School had agreed to take 10 students but had received five with a potential further admission. Students had integrated well, but had varying degrees of English with all improving their English language skills. Students had started to engage more and were playing which was good to see. All had received funding from the LA, and the School received monthly funding for the students.

Q) Why had the School not received 10 students?

A) There had been no particular reason; it had been the way the allocation worked and some of the Schools that were under roll had received pupils too.

Q) Are the students with the School permanently?

A) The School did not know, the suggestion from the Home Office being 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.

Admissions Committee

CM advised that governors needed to set a date for the meeting and to appoint a Chair in SS's absence. Agreed to set a date for early January. Members JDK (Chair), DS (Deputy Chair), DH, HF and AS.

RESOLVED: that the Board voted unanimously to approve the Admissions Committee membership as follows: JDK (Chair), DS (Deputy Chair), DH, HF and AS.

6. HEADTEACHER'S TERMLY REPORT

AON referred governors to his pre-circulated termly report and highlighted the following points in discussion to governors:

**Leadership**

- P5 showed the proposed revised timetable and longer day.

**Education**

- P7- RG noted that he had reviewed the information on the mocks which had looked strong to him as did the lesson observations.

**Formatio**

- As part of the School's Catholic life, each form was working on donating a hamper to local elderly residents through Age Concern instead of the traditional lunch because of Covid. The Schola delivered them and sang to the residents too.

**Attendance**

- Attendance was looking good against the current national average. The School's was 92% last week against the national average which stood at 89-90%.

Q) What were the reasons for the current absence rate, was it still heavily impacted by Covid?

A) Yes

Q) Why had the School's Fixed Term Exclusions (FTE) increased in the year-on-year comparison.

A) Principally because the School's population had grown by 100 students since last year. It also fitted the local and national picture and finally there had been a spate of exclusions for students bringing in and smoking vape pens. 8/26 of the FTE's had been due to vaping.

7. REPORT ON S48 INSPECTION

AON, AS and JDK reported to governors on the recent S48 inspection and answered questions.

**Governance**

- JDK and AS came in and met the lead inspector for the SEF 48;
- AS stated it was one of her proudest moments as a governor of the School when she and JDK had heard what the inspector had to say about the School and the excellence seen with governance judged to be outstanding. AS thanked all the governors and former governors who had played a part in the School's journey;
- JDK echoed AS' comments and stated she had been nervous, but the inspector had been very happy with their findings

**School**

AON reported that the inspector had reviewed the School against the Diocese's framework and was focused on the Catholic Life of the School and the RE curriculum:

- the Curriculum was assessed under four judgements and the one action point had been to bring more creativity into some of the teaching however the Inspector had said it was difficult to find a recommendation;

- Catholic life was seen as central to the School, and this was reflected by the fact that RE was at the core of the curriculum;
- prayer, liturgy, common good and the overall leadership of the Catholic Life of the School was outstanding;
- there were two suggested action points for Catholic Life in the School, and they were to involve students more in worship and the liturgy;
- the inspector stated that the School was at the top of "Outstanding" and where a Catholic School should be;
- AON stated the RE department as a whole had been and were fantastic. Ashleigh Mealy (AHT and former governor) had shown real strength of character and leadership to get the School to the judgement;
- Bonnie the School Chaplain had been fantastic too;
- The inspector had been the same one who had inspected the School in 2016 and stated they had never seen such a significant improvement in a school;
- the next inspection would be in approximately five years.

Governors congratulated the School on the result and asked whether there were any lessons or actions that could be used to help the School in its follow up Ofsted inspection expected the following year.

When the School had its Section 8 inspection the Ofsted Inspector called the Diocese to confirm they were happy with RE and would not visit RE lessons as they don't have a remit to do that as the responsibility for RE lay with the bishop and not Ofsted. The transformation reported by the S48 Inspector since 2016 was further evidence of the transformation of the rest of the School.

## 8. APPROVAL OF SIP

As agreed in the last meeting the following documents to be reviewed and approved:

- SIP Priorities
- SDP

The SIP had changed since the last meeting post HPR light of Ofsted and Sec 48. Governors approved the key objectives. Governors noted the SDP had been approved.

**RESOLVED:** that the Board unanimously approved the School's SIP objectives for the year 2021-22.

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

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

- key area identified in the Ofsted inspection for improvement was DT;
- post half term the School had been reviewing the schemes of work;
- reviewed different DT options and models and was now taking a further step back to review the timetable to see how it could be delivered;
- morning tutor times covered a lot of information and learning;

- when Ofsted returned the School would have a further 100 students on roll;
- the School was considering whether the school day was fit for purpose and whether the curriculum and development fit in the day. Currently the School started at 8:30 a.m. and finished at 2:50 p.m., and the School wished to extend it by 25 minutes to 3:15 p.m.;
- the curriculum timetable which had been included in AON's report was explained as allowing the School to have guided reading led by teachers for all year groups;
- the changes would allow for DT, give more time for PE, and broaden the reading offer which the School felt was necessary as it was seeing lags in all reading ages across the School;
- the School was proposing a further 15-minute tutor time in the middle of the day in which the School would pray the examen and take the afternoon register, but it would also help triage anything out that may have happened in the day;
- spaced out lunchtime relieved the pressure in the canteen.

### Questions and points raised by governors:

- Q) Was a 25-minute extension sufficient for the needs of the curriculum?  
A) Yes and most children would stay until 4pm and do something extra-curricular between 3:15 p.m. and 4 p.m. The School held no external meetings in this time.
- Q) How did staff feel and was the School compliant with their terms and conditions?  
A) The School would consult with parents and staff however even with the increase the School was within the allowed teaching hours of 1,265 per annum. There may be questions regarding the extra tutor time.
- Q) Four hours from the start of the day to lunch time seemed a long morning for students to go without food.  
A) Students and staff had a break at 10:40 a.m., and hot and cold food was available.
- Q) Did students who were in receipt of FSM have breaktime food given to them and breakfast?  
A) They could use their funding across the three servings, and it affected half of the School.
- Q) What were the current teaching hours?  
A) The School's teachers were working below the 1265 total. In terms of days, it was supposed to be 195 with 190 pupil days. The calculation for a classroom teacher was 1,080 hours which was almost 200 hours below the limit.
- Q) Why was Reading being extended to Y10 and Y11, were there significant literacy issues?  
A) Guided reading stopped after primary school and there was educational research to support the benefits of it being included in all secondary year groups. The model in Y7-9 would be replicated and there would be a reading club amounts tutors.
- Q) Was the School expecting any push back from staff?  
A) There may be a few staff who raised concerns however the Leadership Team had discussed the proposals and felt it was a good solution. AON had discussed the proposals with the Head of English and Reading who were in favour. The majority were supportive of the drive for an exceptional offer and the LT would consider how the presentation of the proposal was managed.

PW joined the meeting at 7:03 p.m.

Q) *Was there a national curriculum rule on timings?*

A) *There were no rules, and it was down to the School and Governing Board*

Q) *When did the School expect to implement the proposal, was there a union issue and were there pay implications?*

A) *Implementation would be post consultation, there was no known union issue and there would be no pay increase related to the proposals. The hope was to implement from September and potentially trial in the summer term.*

Q) *What were the next steps?*

A) *Governors approve the consultation, the School consults, School and Board review consultation results and vote to approve.*

RESOLVED: that the Board unanimously approved the consultation process for the change of the timings of the School day.

#### 10. POLICY AND IMPORTANT DOCUMENT REVIEW

The following policies and important documents were reviewed and discussed:

- a) Admission Arrangements (recommended by C&CL to Board for approval) – Approved  
P2 – Governors noted a tie break on category would be decided on the front door of the dwelling. Add front door to the policy  
P3 – School to check how far we allocated.
- b) Covid Recovery Premium Report (recommended by F&GP to Board for approval) – Approved
- c) Pupil Premium Impact Report (recommended by C&CL to Board for approval) – Approved
- d) Pupil Premium Funding Statement (recommended by F&GP to Board for approval) – Approved
- e) SEND Funding Statement (recommended by F&GP to Board for approval) – Approved
- f) SEND Impact Report (recommended by C&CL to Board for approval) – Approved
- g) SEND Information Report (recommended by C&CL to Board for approval) – Approved
- h) Site users (recommended by F&GP to Board for approval) – Approved
- i) Term Dates 2022-23 (recommended by C&CL to Board for approval) – Approved  
Sync some of the INSET days with some of the local primary schools. Next board meetings

RESOLVED: that the Board of Governors unanimously approved the following policies either as recommended by the committees or reviewed in the meeting and subject to amendments agreed in discussion:

- a) Admission Arrangements
- b) Covid Recovery Premium Report
- c) Pupil Premium Impact Report
- d) Pupil Premium Funding Statement
- e) SEND Funding Statement
- f) SEND Impact Report
- g) SEND Information Report
- h) Site users
- i) Term Dates 2022-23

#### 11. ACTIONS FROM THE LAST BOARD MEETING

SDP to come back to the December board meeting. – Done

#### 12. BOARD OF GOVERNORS

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

Joy Duval Koenig, reappointed, Foundation Governor, 1<sup>st</sup> November 2021 – 31<sup>st</sup> August 2025

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

Maureen Marlowe, LA Governor, End of Office, 5<sup>th</sup> February 2022

Governors were asked to approve that MM be reappointed as its LA governor. MM confirmed she who would be delighted to serve for another year. MM left the meeting and governors approved her reappointment subject to the LA confirmation.

Elaine Gribben, Associate Member, End of Office 23<sup>rd</sup> February 2022

Governors were asked to approve that EG be appointed for a further year as an Associate Member. EG confirmed that she would be delighted to serve for another year. EF left the meeting and governors approved her reappointment.

##### C) Governor Vacancies

DH Foundation governor application was in train.

One Parent Governor – School to advise on when the process would be run  
Governors agreed to delegate the arrangements to AON and AS.

##### D) Governor Non-Attendance: No issues to report.

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

##### F) Governor Training:

MK advised that she was having issues with Modern Governor. CM advised that she contact Jackie Saddington to ask for assistance.

##### G) Local Authority Information: School Circular. Governors reminded that LA and Diocese post regular updates on Governor Hub. Governors received the LA categorisation letter, and the Ofsted training report would be sent out post the meeting.

RESOLVED: that the Board unanimously approved the following:

- a) The reappointment of EG as an associate member for one year.
- b) The reappointment of MM as the LEA governor for one year and subject to the LA endorsement.

**13. CHAIRMAN'S ACTION REPORT**

23/11/21- agreed the swapping of INSET dates from July 2022 to January 2022 in order better to prepare for anticipated Section 5 Ofsted inspection, subject to ratification by governors.

30/11/21

Agreed £750 to come from the governors' fund as a contribution to the staff party (with all staff members to pay £15 per head) and a contribution of £250 from the governors' fund towards the cost of the SLT Christmas dinner, each of these being in recognition of the staff's extremely hard work throughout the year and in the interests of recruitment and retention.

Good attendance at the party and lots to celebrate!

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

**14. DATES OF FUTURE MEETINGS****SPRING 2022**

Date	Meeting	Time
Tue 25/01/22	F&GP	8:00 a.m.
Wed 02/02/22	C&CL	6:00 p.m.
Tue 08/03/22	F&GP	8:00 a.m.
Tue 22/03/22	GB	6:00 p.m.

**SUMMER 2021**

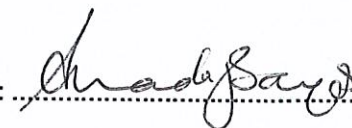
Date	Meeting	Time
Tue 10/05/22	F&GP	8:00 a.m.
Tue 24/05/22	GB	6:00 p.m.
Wed 08/06/22	C&CL	6:00 p.m.
Tue 05/07/22	Governors Afternoon and GB	12pm onwards Meeting 6pm

**15. 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  
 Work Plan Documents attached

Governors  
 GDPR Report  
 Committee Reports including Admissions  
 Headteacher Interim Review  
 School  
 Headteacher's report  
 Impact of Behaviour Report  
 INSET days  
 Summer works quotes and tenders  
 Policies  
 Financial Control Procedures  
 SFVS  
 Statement of Internal Control

CHAIRMAN'S SIGNATURE: .....



DATE: 22 / 3 / 22

**RESOLUTIONS AND ACTIONS AGREED IN THE MEETING**

RESOLVED: that RR's apologies were noted.

RESOLVED: that the non and confidential minutes of the meeting held on 19<sup>th</sup> October 2021 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board unanimously approved the School's SIP objectives for the year 21-22.

RESOLVED: that the Board unanimously approved the consultation process for the change of the timings of the School day.

RESOLVED: that the Board of Governors unanimously approved the following policies either as recommended by the committees or reviewed in the meeting and subject to amendments agreed in discussion:

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