

Minutes

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 18th October 2022 at 6:00 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) by Teams

Observers

Tim Akyroyd (TA) – Deputy Head
Paul Walton (PWa) – Director of Learning

Carolyn MacLeish (CM) Clerk for the Governors

1. OPENING PRAYER

AS welcomed all in attendance to the meeting and thanked all governors for their hard work and the hours they gave to the School and the support they provided her and AON. AS thanked the School on behalf of governors for all their hard work for the pupils of the School. AS started the meeting with the prayer below.

Lord, as we come together at the beginning of another academic year, help us to deliver the rich educational experience that our students deserve and to use our resources in the most effective way to serve our entire community.

Lord, in your mercy, hear our prayer!

May I also take this opportunity on behalf of governors to thank the school's staff across all departments once again for their exceptional commitment to the school and its pupils over the past year which has culminated in exceptional results for our outgoing year group as well as an enriched experience at all levels.

Amen.

2. RE-APPOINTMENT OF GOVERNOR

CM reminded governors that RG's term of office was due to end that day. RG had confirmed that he was happy to be reappointed on an annual basis. Governors noted that the normal term of office was four years however RG had requested that the term be reviewed annually. AS stated that RG's contribution during his years with the Board had been invaluable and recommended his re-appointment.

RESOLVED: that RG be reappointed to the Board as a co-opted governor for a term of office of one year.

3. APOLOGIES FOR ABSENCE

AS welcomed everyone to the meeting. There were apologies for absence from: Hetty Fletcher (HF), Richard Girvan (RG) and Rabab Roza (RR).

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

RESOLVED: that the board noted the absences of RG and RR as reported.

RESOLVED: that the board approved PW's absence.

Clerk chaired next meeting item

4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2021-22

The periods of office of the Chairman and Vice-Chairman of the Board of Governors had elapsed immediately prior to the meeting.

To date, advance self-nominations had been received as follows:

Chairman: Amanda Sayers.

Vice-Chairman: Chris Johnson.

Governors were therefore asked to:

- determine a period of office for both positions (one to four years); governors approved a one-year term of office;
- decide whether to admit nominations at the meeting, to which governors agreed, but there were no further nominations; and
- decide on the method of voting for candidates (if more than one candidate).

CM advised she had received self-nominations from AS and CJ for their existing roles, and both had stated they were happy to serve another year in their respective offices. There were no further nominations for either role received at the meeting. Whilst a vote was not necessary, all governors present endorsed both reappointments.

RESOLVED: that the Board of Governors approved that:

- a) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam);
- b) Chris Johnson be re-elected Vice-Chairman of the Board of Governors of All Saints Catholic College (unam);
- c) the terms of office for the position of both Chairman and Vice-Chairman of the Board of Governors of Governors extend to the day of the first ordinary Board meeting of the Autumn Term 2023.

5. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

- a) Governors were reminded that they needed to complete their Declaration of Interests via Governor Hub and should have done so in advance of the meeting.
- b) Governors were reminded that they needed to confirm alongside their Declaration of Interests that they had read and understood KCSIE 2022 and should have done so in advance of the meeting.

CM reported on the declarations to date and requested that all governors complete their declarations by the end of the week so that she could update the website record over half term.

6. MINUTES FROM THE MEETING HELD ON 5th July 2022 and EGB 27th September 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 5th July and the EGB on 27th September 2022 be signed as a true record of the meeting. (unam)

7. COMMITTEE REPORTS AND DELEGATION OF FUNCTIONS

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

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

Governors were given the opportunity to ask questions of the relevant committee relating to any of the accompanying papers.

Strategy Committee – 7th September 2022 (draft minutes attached)

Q) Had the change in the School timings worked well for the School?

A) AON stated the end of the day had moved to 3:15 and had worked well to date. There had been a few negative responses from parents who felt the day was too long, however the School disagreed, and the majority of parents were happy with the change. The discussions about having an offer from 7 am to 7 pm had been discussed in previous meetings; politically it had received a positive response ,however there had been no movement on the programme to date.

F&GP – 20th September 2022 (draft minutes attached) – No questions

C&CL – 27th September 2022 (draft minutes attached) – No questions. Governors stated the governor reports circulated had been very useful.

Pay – 18th October 2022

AS reported that, in line with the committee's normal practice, it considered the headteacher's recommendations for pay progression for teaching staff.

The committee looked at the number of staff members who would go up a pay point and had been advised that there were three teachers who were either not eligible or not able to progress as they were part of a two-year cycle of review.

The committee had been encouraged by what they had heard about the performance management system and the performance of the School's teaching staff, which could be seen clearly in the School's performance. The C&CL committee had seen clear evidence of intent, implementation, and impact in all areas of teaching.

The Committee recommended that the Board approve the pay increase recommendations and the inflationary pay increases once agreed with unions.

RESOLVED: that the Board voted unanimously to approve the Pay Committee's recommendation to approve the School's recommendations for teachers' pay increases to be implemented from 1st September 2022 and to implement the inflationary increase once agreed with the unions and the government. (unam)

B) Committee Membership and Lead Roles (attached)

Governors to note that in the previous Board meeting committee membership, terms and link roles were agreed for existing governors.

Governors to approve the following appointment agreed by the Strategy Committee:

Chantelle Doman (CD) – to shadow DH as SEND Link Governor

The following are attached for governors' review and approval:

- Delegation of Functions – AS stated she had queries regarding the delegation of functions and asked the clerk to discuss with DS and for the correct version to come back to the next meeting.
- Governors' Standing Orders – As above.

- Q) AS asked whether a meeting could continue if there appeared not to be a quorum once members with a conflict of interest in terms of a vote on an item on the agenda withdrew?
- A) CM advised that there had to be a quorum of governors for the meeting could go ahead (ie at least 50% or 7 governors).

ACTION: CM and DS to review the Delegation of Functions and Standing Orders to bring back to the next meeting for approval.

8. HEADTEACHER'S ORAL REPORT

AON highlighted the following points in an update to governors on the School for Autumn 1, advising the update followed the information provided at the recent committee meetings:

- the School's P8 score to date was +0.68 which was unvalidated. If it remained at that level or higher it would put the School in the top 5-6% of schools nationally for progress;
 - in line with the School's objectives for the year:
 - Objective 1 – the focus on the recommendations made by the inspectors in the last inspection.
 - Bedding in new teachers and supporting all staff to deliver outstanding teaching
 - Developing and embedding the curriculum
 - Focus on safeguarding systems and ensuring they were robust, effective, and clear.
 - Developing the SEND provision to meet the ever-increasing numbers of pupils with SEND.
 - Objective 2 – Y11 outcomes
 - Mocks 14th November
 - Small group of pupils (five to six pupils) who needed extra support to be more settled in their learning and who were now focused, and this had led to an improvement across the whole year group.
 - There would be a data drop at the end of November and the results including a P8 forecast.
 - Schools did not know yet whether there would be concessions to the exams as last year to take into account lost learning because of Covid.
 - The current Y11 and Y10 cohorts were academically weaker than the Y11 cohort that had left in the summer.
 - Objective 3 Lighthouse
 - Continuing to work with academy trust in Birmingham who wanted additional support.
 - Lot of data about to be released nationally which would be fed into the system.
 - Shadow secretary of state Bridget Philipson visiting to the School and was interested in the tool.
- Q) Was the School making any money from the Lighthouse tool?
- A) Not from the product itself to date, however the School was trying to encourage the use of the tool by as many schools across the country as possible and make it the go to platform for the information and then potentially monetise it. The tool could potentially support a SIP and consultancy offer from the School which would benefit the School financially and its own offer.

- there would be a drop-down day of activities for the celebrations for All Saints Day on 1st November 2022 including an online reflection and assembly and a pupil lunch;
- 17th November Schola – Fauré's Requiem: governors would be invited to attend, as would parents and prospective parents;
- the School had conducted the Parents' survey and had received 167 (820 pupils were on roll) responses;
- there was a good response across all year groups with 87% of the responses stating their child(ren) were happy in school and 92% of respondents stated their child(ren) felt safe in school;
- the School had reviewed all the comments and there was only one response which had strongly disagreed with the School in all areas. The School knew why the parent was disgruntled and the view related to an incident which was specific to the parent and their child;
- any other comments that needed follow up were being followed up with the parents if they were identifiable although there was an option for parents to respond anonymously if they so wished;

- Q) Did the School ask parents to complete the questionnaire during parents' evenings?
- A) This was no longer possible for logistical reasons.
- Q) What did the questionnaire and the results tell the School and governors?
- A) Reflected the survey carried out when Ofsted last visited that approximately 90% of parents agreed strongly with the School and were happy with the offer being provided to their children. There had been a few comments about homework and detention communications which had been fair and related to a technical difficulty with SIMS which had been followed up and resolved. Ultimately the School was conditioning pupils to do homework but there was some embedding in to be achieved.
- Q) Why were there a high number of parents of children with SEND who felt they were not getting the support they needed to succeed?
- A) The School was working on parents' understanding of how SEND support worked at secondary school in comparison to primary, and this took time. Additionally, there were increasing numbers of pupils with SEND, which was having an impact on the School's provision but was being addressed.
- Q) Did the School feel the response regarding bullying was high in terms of the numbers of parents who felt that their child was being bullied?
- A) The School had looked at the responses regarding bullying and felt there was a misunderstanding by some parents of what was bullying. Parents did not always appreciate that it was systematic and related to a balance of power. The School did follow up all allegations of bullying and tried to explain to parents if it felt an incident was a behavioural incident rather than behavioural and bullying.
- Q) In the last Ofsted a question had arisen from the survey results relating to an incident, had this been resolved?
- A) The School had showed the Lead Inspector its evidence and they had agreed that the School had done all it could to resolve the incident. CD was working on these behavioural areas with the pastoral team.
- Q) Why did parents disagree with the careers and wider personal development?

- A) The School felt that because of Covid this area of the School's work had not been as visible or embedded as it would have been. This was changing and the C&CL committee had reviewed the School's work in this area which should improve parents' view of it.
- Q) Was the School satisfied that there were no pupils suffering from bullying?
- A) AON stated that it was difficult to categorically say no, however as far as the School was aware the answer was yes they were satisfied. The School had received 400 CPOM's emails from staff to date this year and they had all been logged. Staff watched and observed all pupils and knew individual pupils, therefore the School was confident they did and do spot pupils with difficulties for whatever reason and took the appropriate actions.

9. SAFEGUARDING

Governors were advised of the following by PWA and TA:

- RG had carried out his link visit, and his safeguarding report would come to the December Board meeting;
- RG had spent half a day in the School and had met with AON and his staff to review the SCR, recruitment practices including taking references for candidates, online background checks, induction for new members of staff, social media review and safeguarding processes;
- RG had met with TA to review the School's GDPR and SAR processes;
- RG had made a couple of recommendations and their implementation was underway and would be reported on in the next meeting;
- the School was in the process of compiling a safeguarding training calendar and outlined the training provided to staff to date this year:
 - In the first INSET dates the KCSIE 2022 updates and annual CP & Safeguarding training
 - This had resulted in an increase and spike in CPOMS entries
 - The entries were colour coded and were acted on accordingly
 - Online training through the Key in their own time
 - Prevent training all completed and certificates received
 - Online Safety training all completed, and certificates received
- CD was the DSL, TA and PW were assistant DSL's

Q) How did the School monitor social media and is there a period of time that the School states staff must not be in contact with pupils and former pupils?

A) Staff do carry out checks on social media as does the School. AON advised that teachers were generally not on social media.

Action: RG's Safeguarding report to come to the December Board meeting.

10. APPROVAL OF SIP KEY OBJECTIVES AND SDP

Governors discussed the draft SIP key objectives as recommended by the Strategy and C&CL Committees and the draft SDP as recommended by the Strategy Committee, and asked questions of AON.

Key Objectives

- the School to secure an outstanding Ofsted inspection
- continued improvement of GCSE outcomes and reducing variability in subject outcomes for all pupils
- formation of a strong middle leadership team
- improving the pastoral system
- become the first-choice school for more families

Actions to achieve objectives

- continued strong recruitment practices when vacancies arose
- Y11 plan to improve and achieve strong GCSE outcomes
- plan to improve attendance
- stronger data systems and positive culture to achieve outcomes
- recovery programme for all pupils
- strategy and thinking for beyond Ofsted

- Q) How would the School demonstrate improved GCSE outcomes with a weaker Y11 cohort academically?
 A) The School was a comprehensive inclusive school that would achieve outcomes and excellence by showing outstanding progress.

Governors approved the School's Key Objectives for the year

Approved – Key Objectives

Draft SDP

AON advised the plan showed the broad plans for Education and Formation within the School and was linked to its mission. It had come to its planned end the previous year and the plan circulated showed what strands and plans had been fully met, partially met, and not met through rating.

For the following three years the School would be looking to achieve or explore the following aims and objectives:

- develop leadership and partnerships
- secure the Sec 5 inspection, develop the curriculum and secure Y11 outcomes
- potential development of the School site
- development of online chaplaincy and worship

Both documents would be sent to governors.

Governors approved the SDP.

AON provided governors with an overview of discussions that were being had with the LA to move to being a six-form entry school and the possible changes to the site to accommodate this increase in pupils. AON advised he would update governors further as discussions progressed.

RESOLVED: that the Board of Governors unanimously approved the School's SIP objectives for 2022-23 and the SDP.

Action: DS to circulate the School's SIP for 2022-23 and the SDP

11. PREPARATION FOR OFSTED INSPECTION

Governors discussed preparation for the expected Ofsted inspection and the following points were highlighted:

- governors noted DH and DS's reports on their recent curriculum visits for SEND and PP and were advised they provided very good information for governors if called to meet Ofsted inspectors
- governors to focus on their sphere of influence
- governors to attend Ofsted training where possible
- clerk to circulate DH's materials from his recent Ofsted training with the Borough and Enfield.

12. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were reviewed for approval/discussion:

- a) Careers Programme Information – Reviewed by C&CL and recommended for approval. Approved
 b) CP & Safeguarding – Reviewed by C&CL and recommended for approval. Approved – the policy would come straight to Board the following year.
 Q) Are financial implications picked up?
 A) Yes, and they came through to the Board.
 c) ECT Policy – reviewed by C&CL and recommended for approval. Approved
 d) Freedom of Information Scheme –
 No changes – by tracking
 5.1 – School's prospectus to be replaced with website
 5.4 – Check it's all up to date
 Governors asked to feedback to the School what it says about them (on the website) and check please.
 e) *Pay Policy 2022-23 – Governors noted the policy was not yet available and negotiations remained ongoing between the unions and the Diocese.*

Governors were asked to approve the inflationary increases once approved and the policy would come back to the December Board meeting.

- f) Overarching approval for the coming year of the latest form of LA and CES Policies where the School does not hold its own bespoke policies. The F&GP reviewed and recommend the following individual policies, which must be adhered to in a Diocesan school:
- Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure - Approved

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

- a) Careers Programme Information
 b) Child Protection & Safeguarding
 c) ECT Policy
 d) Freedom of Information Scheme
 e) Inflationary pay increases for teachers once agreed by the unions and Diocese.
 f) Overarching approval for the coming year of the latest form of LA and CES Policies where the School does not hold its own bespoke policies.
 g) The CES policies as listed below
- Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

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

None from the last meeting.

14. **BOARD OF GOVERNORS**

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

Rachel Burke, Resigned, Staff Governor, 6th October 2022

Governors thanked RB for her time stated they appreciated her contribution. AS advised she had written to thank RB on their behalf and advised that RB had taken on more responsibility in school.

Chantelle Doman, Appointed, Parent Governor, 14th July 2022
Richard Girvan, reappointment per item 2, Co-Opted Governor, 18th October 2022

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**

Rabab Raza, Parent Governor, End of Office, 15th November 2022
AS stated that RR did not wish to remain as an associate and the School confirmed they would organise the PG election process to take place later this term.

1 Staff Governor

D) **Governor Non-Attendance:**

PW remained on an extended period of leave for health reasons and attends when possible. Governors were asked to consent to his absences. (This ex officio position is not open to be filled other than by the parish priest.) Governors were advised SS remains on maternity leave.

E) **Governor Visits and Reports**

Safeguarding and GDPR Link RG
Pupil Premium Link Governor DS
SEND Link Governor DH

F) **DBS and S 128 Check Update:** CD's check was in progress.

G) **Governor Training:**

Governors were thanked for their reports

Safeguarding Training - HF & LA
Safeguarding training too.

Ofsted Training - MK (Report and materials to follow from DH)

Governors' role in Headteacher Performance Review - MH -

H) **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.

ACTION: School to hold Parent Governor election later this term.

15. **CHAIRMAN'S ACTION REPORT**

The Chairman met with AON to conduct CD's induction meeting on 27th September per the Governors' Induction Policy but has no other items to report.

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

16. **DATES OF FUTURE MEETINGS**

AUTUMN 2022

Date	Meeting	Time
Tue 13/12/22	GB	5:30 p.m. (training before 6.30 pm meeting)

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

17. ITEMS FOR FUTURE ACTION OR MEETINGS

Governors were asked to approve the work plan for the Board and committees as circulated.

Standing item for Board and Committees: Preparation for Section 5 Ofsted Inspection

Next Meeting

Suspensions and Panel training by Jackie Saddington

RESOLVED: that the Board approved the Governor work plan for 2022-23 (unam).

18. ANY URGENT BUSINESS

AON asked that governors ratify the F&GP committee's decision to increase the spend on FSMs from £2.15 to £2.30 to improve the offer and numbers of pupils taking up school meals.

CM asked governors to approve the audits of the School's voluntary fund as recommended by the F&GP Committee

RESOLVED: that the Board unanimously approved the following as recommended by the F&GP Committee:

- a) The increase from £2.15 to £2.30 for school meals
- b) The voluntary fund audits.

CHAIRMAN'S SIGNATURE:

DATE: 13/12/22

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that RG be reappointed to the Board as a co-opted governor for a term of office of one year.

RESOLVED: that the board noted the absences of RG and RR as reported.

RESOLVED: that the board approved PW's absence.

RESOLVED: that the Board of Governors approved that:

- a) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam.);
- b) Chris Johnson be re-elected Vice-Chairman of the Board of Governors of All Saints Catholic College (unam.);

- c) the terms of office for the position of both Chairman and Vice-Chairman of the Board of Governors of Governors extend to the day of the first ordinary Board meeting of the Autumn Term 2023.

RESOLVED: that the non and confidential minutes of the meeting held on 5th July and the EGB on 27th September 2022 be signed as a true record of the meeting. (unam)

RESOLVED: that the GB voted unanimously to approve the Pay Committee's recommendation to approve the School's recommendations for teachers' pay increases to be implemented from 1st September 2022 and to implement the inflationary increase once agreed with the unions and the government. (unam)

RESOLVED: that the Board of Governors unanimously approved the School's SIP objectives for 2022-23 and the SDP.

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

- a) Careers Programme Information
- b) Child Protection & Safeguarding
- c) ECT Policy
- d) Freedom of Information Scheme
- e) Inflationary pay increases for teachers once agreed by the unions and DfE.
- f) Overarching approval for the coming year of the latest form of LA and CES Policies where the School does not hold its own bespoke policies.
- g) The CES policies as listed below
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

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

RESOLVED: that the Board approved the Governor work plan for 2022-23 (unam).

RESOLVED: that the Board unanimously approved the following as recommended by the F&GP Committee:

- a) The increase from £2.15 to £2.30 for school meals
- b) The voluntary fund audits.

ACTIONS

- 1) CM and DS to review the Delegation of Functions and Standing Orders to bring back to the next meeting for approval.
- 2) RG's Safeguarding report to come to the December Board meeting.
- 3) DS to circulate the School's SIP for 2022-23 and the SDP
- 4) Parent and Staff Governor Election