

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 21st March 2023 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

By Teams

Dave Hallbery (DH)

In School

Chantelle Doman (CD)	Joy Duval Koenig (JDK)
Elaine Gribben (EG)	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	

Observers

Paul Walton (PW), Director of Learning
Sinead Nammoock (SN), Associate Deputy Headteacher

Carolyn MacLeish (CM), Clerk for the Governors

1. OPENING PRAYER

Lord, as we seek to ensure that everyone in this community is afforded ever greater opportunities, help us to support and challenge the school's leaders in the most effective way.

Lord, in your mercy, hear our prayer!

2. APOLOGIES FOR ABSENCE

Mike Craven had been due to attend as an observer and had sent his apologies. Mr Craven would be invited to attend the meeting in Summer 1.

There were apologies for absence from: Richard Girvan (RG)
Hetty Fletcher (HF) had been due to attend the meeting but had been unable to join.

RESOLVED: that the Board approved PW's absence and noted all other apologies.

3. DECLARATION OF INTERESTS

Any governor with a pecuniary or other interest in a particular agenda item should declare their interest at this point. They may also be required to withdraw for the whole or part of the item in question.

There were no declarations of interest relating to the agenda.

- Governors are reminded that they should have completed their Declaration of Interests via Governor Hub.
Outstanding RG, PW
- Governors are reminded that they needed to confirm alongside their Declaration of Interests that they have read and understood KCSIE 2022
Outstanding RG, PW
- Governors are reminded that they needed to confirm alongside their Declaration of Interests that they agree to abide by the Governors' Code of Conduct
This has only been done by EG

All governors present confirmed they would update their records before the next meeting.

ACTION: to confirm completion of Declarations/Confirmations at next meeting

4. MINUTES FROM THE MEETING HELD ON 13th December 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 13th December, 2022 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS AND DELEGATION OF FUNCTIONS

Reports from Committee Meetings Since Last Board:

This was governors' opportunity to ask questions of the relevant committee relating to any of the accompanying papers. It was assumed that all governors had read these papers.

- C&CL – 31st January 2023 (draft minutes attached) - No questions
- F&GP – 31st January (approved) - No questions
- 7th March 2023 (draft minutes attached) - No questions
- Admissions – 18th January 2023 (report attached, with recommendation for discussion/approval in item 8)

Governors thanked Margaret Shortiss, the office manager, who despite being unwell had prepared all the paperwork for governors to review. Governors also thanked Marian Granaghan, a former long serving member of staff and previous governor, who had helped to get the paperwork ready too and remained very committed to the School.

AS referred governors to DH's committee report and the recommendation within the report which would also feature in the updated policies. The committee had decided not to spot check but to go through every single application for the

admission process and as a result a few applications were moved up and down the ranking order of offers.

6. HEADTEACHER'S TERMLY REPORT

Opportunity for governors to discuss the Headteacher' pre-circulated report and ask any necessary questions.

Leadership

AON stated the leadership team were fleshing out the School's pastoral offer while gearing up for the exams and planning for next year:

- Q) Was it a problem finding replacement teaching staff in RE and Music?
 A) It could be challenging to find good RE teachers however the School had good contacts and the requirement that they had to be Catholic had been lifted.
- Q) What needs or changes was the leadership seeking to address pastorally?
 A) Post Covid there were more pupil issues and more pupils with complex social needs. The School was reviewing its Early Help and attendance and reviewing its systems generally. The School had improved its data reporting of concerns through CPOMS. The School would be making the functions clearer for Heads of Key Stages and Heads of Year. An additional counsellor was being added to the team to increase the capacity. The School was planning a change to the star reward system to increase pupils' opportunities to earn more stars and to get letters out to families telling them about their children's stars.
- Q) Why were stars awarded?
 A) Stars were for effort so all pupils could be recognised.
- Q) How was the School planning on using its healthy carry forward?
 A) The School was in a financially strong position and had allocated some funds towards improvements to the site. End the financial year with approximately £100,000 cf as the figures currently stood:
- Organ for the chapel
 - Works to the computer room
 - New blinds
 - Reading resources
 - New Walkie Talkies
 - Laptops for new staff
 - Planners for next year
 - Paint works that were commissioned
 - Y7 Calculators
- Q) What did the financial position for next year look like?
 A) If the School was in a strong position next year, it would invest in improving the dining hall furniture and possibly the gym in addition to the School building expansion project.
- Q) If the proposed building programme were successful, what would it mean in terms of student numbers?
 A) The School would be up to 900 pupils which would be full capacity as a 6FE. AON provided governors with a rough overview of the plans for the building and advised the buildings would be built to match the front of the building. There would be an atrium, collapsible walls (so it could be one big space) and a garden on the roof. The building would be on stilts so as not to take away any playground space and it would also provide covered outdoor space. Governors noted that the project would be funded by the LA. AON provided an explanation of how the DfE funded school expansions through LA's and

how the School had been selected to be the School that was expanded in the LA.

Governors noted that years of working closely with the LA, becoming popular with parents and careful site planning had meant the School was the LA's choice to expand.

- Q) How did the local population's need for places balance with the Catholic places criteria?
- A) Numbers were falling in all schools within the LA except for the School and that's why the LA had chosen to invest in it. The School had increased its Catholic pupil population considerably since AON had joined while serving and educating a large non-Catholic pupil body too.
- Q) When would the project start and finish?
- A) The project would start in January 2024 and finish in December 2024. More designs would follow for governors to view once available, different options were being explored.

Educatio

AON highlighted the following points in reference to the GCSE predictions:

- 0.12 progress 8 score was being predicted based on the November mocks, there had been another round of mocks in the previous two weeks and the SLT would be reviewing the results on Monday and would send governors and update;
 - the School was meeting with Y11 families to speak about exam preparation;
 - the cohort was predicted to attain less than last year however it was difficult to predict because of Covid and the exams evolving to move on from changes made during Covid;
 - the focus was on the quality of teaching and learning, there have been more challenges with this Y11 including attendance and social issues however the majority were doing well;
- Q) Were there any extra resources that could be allocated to subjects where there was need?
- A) No, because the School was already putting in sufficient additional resources. The issue was around the unknown grade depreciation to be set by the DfE. The challenges being faced by the School were being faced by many schools. The national average attendance for Y11 was 89%
- governors noted the intervention programmes being run and thanked staff, governors asked that a special thanks be conveyed to the SLT for working on the strike days to support Y11 pupils.

Professional Development – No questions

Formatio (Catholic Life and Culture)

- governors who had attended the Wizard of Oz and Zadok the Priest had enjoyed the performances;
- governors congratulated the School on the link with the choir from Reims;
- governors asked if the extracurricular music and drama was being seen to benefit the performance of pupils in the subjects. AON advised it was clear in Y7-9 and would hopefully be seen in exam years in the future.

Safeguarding

- Six LAC (one new since the last committee meeting)
- Six CP
- Eight CIN
- Two young carers.

- Q) What is hot spotting?
- A) Getting feedback from students on key issues and student voice and getting insight from them on the School site.
- Q) Did the School have refugee children and were there any additional parameters or safeguards around them.
- A) Yes there were, and no additional parameters as they were monitored under the same systems.
- Q) Were the numbers high for a school of its size?
- A) Relatively high number however it was positive as it showed the School was doing its job properly and was ensuring children were protected.

7. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

The C&CL Committee recommended the following policies for approval to the Board:

- Children with Health Needs who cannot attend School
- Staff Code of Conduct
- Staff Dress Code

Governors approved the above policies.

The F&GP Committee recommended the following policies for approval to the Board:

- Asset Registers IT/Non-IT (delegate to F&GP committee for approval SD to report at the next meeting)
- Business Continuity Management Plan
- Financial Control Procedures
- SFVS
- Statement of Internal Control

Governors approved the above policies.

Report on the School's Biometric information protection measures in the School of pupil data. (Update only) SD spoke with DS and was satisfied that the School's policies and procedures covered the necessary information.

The Admissions Committee recommended that the Board review the oversubscription criteria in its Admissions Policy for 2023-24, specifically to consider the following points:

- Criteria 2 and 5 to be removed
- Rewording of paragraph below the criteria to read: "Should there be an oversubscription of applicants within any of the above categories, the governors will first allocate places to 1) children with a "sibling" at the school at the time of admission then 2) to children on the roll of the listed local "feeder" primary schools in Kensington & Chelsea."

- Category 3- do we wish to rank more highly children with a Certificate of Catholic Practice than those who are only baptised?
- Whether CIN should feature at category 4

Governors discussed the points suggested and AON advised that if you had an oversubscription of practising Catholics applying for the School and had followed the criteria you would use distance from the School as the judging criteria. Governors agreed to leave 2 and 5 as they were in the criteria.

Governors discussed whether CIN should be a category. AON advised LAC was written into law but CP and CIN were not. They would generally be temporary statuses.

Governors thanked the admissions committee for their review and agreed to leave the criteria as they currently stood.

RESOLVED: that governors unanimously approved the following policies as recommended by the committees:

- Children with Health Needs who cannot attend School
- Staff Code of Conduct
- Staff Dress Code
- Asset Registers IT/Non-IT (delegate to F&GP committee for approval SD to report at the next meeting)
- Business Continuity Management Plan
- Financial Control Procedures
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- Statement of Internal Control

8. ACTIONS FROM THE LAST MEETING

- 1) Governors to confirm they agree to abide by the Board's Code of Conduct on Governor Hub. – action to be carried forward
- 2) School to hold Parent and Staff Governor elections in the Spring term. – Ongoing

9. BOARD OF GOVERNORS

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

Don Skeffington, Foundation Governor, Resignation, 31st March 2023
Governors thanked DS for his service and presented him with a goodbye gift, he in turn thanked everyone and said it had been a pleasure to serve on an excellent board

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

Marsha Kutkevitch, Associate Member, End of Office, 13th May 2023 – (MK was reappointed by governors at the end of the non-confidential agenda to serve another year term)

Foundation Governors whose terms of office end at the end of the summer

Mike Harrington, Foundation Governor, End of Office, 31st August 2023

Amanda Sayers, Foundation Governor, End of Office, 31st August 2023
Peter Wilson, Foundation Governor, End of Office, 31st August 2023

Discussion in the next meeting.

C) Governor Vacancies

1 Parent Governor- school to detail arrangements for election -after Easter
 1 Staff Governor- school to detail arrangements for election – one member of staff who came forward, teacher and middle leader, they want to think about it.

D) Governor Non-Attendance:

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

E) Reports by Governors: None.**F) Visits To The School:** None.**G) DBS and S 128 Check Update:** this is an opportunity to ensure that all governors are receiving necessary Disclosure and Barring Service checks or that checks are in train. – No outstanding checks**H) Governor Training:**

Modern Governor information about training circulated to governors.
Report on training records on Governor Hub from the Chairman
 MH – Strategic Finance for Governors and Effective Governance training reports
 Congratulations to SU

I) Local Authority Information: LA information on Governor Hub.

RESOLVED: that MK be reappointed as an Associate Member to the Board for a year term post the end of her current term.(unam)

ACTION: School to hold Parent and Staff Governor elections in the Summer term.

10. CHAIRMAN'S ACTION REPORT

AS reported the following actions

17/01/23 and 24/01/23 having chaired governor exclusion panels, sent four decision letters upholding Headteacher's permanent exclusions by the panels to parents
 31/01/23- agreed to fund SLT/governors refreshments post Wizard of Oz
 25/02/23- represented the School together with AON before IRP in respect of one permanent exclusion. (This decision was upheld by the IRP but is subject to judicial review should the family appeal within three months.)

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

11. DATES OF FUTURE MEETINGS**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 Apologies AS	6:00 p.m.
Tue 04/07/23	Governors Afternoon and GB	12pm onwards - meeting 6pm

12. ITEMS FOR FUTURE ACTION OR MEETINGS**Governors**

Review and agree terms of reference
 Review of Governance
 Committee Terms of Reference inc Pay
 Committee Reports

School

Headteacher's report
 Approval of School Budget
 Invoices over £20,000 for audit purposes
 Summer works quotes and tenders

Policies

Staffing Structure
 Terms of Reference Pay and Finance Committee

13. ANY URGENT BUSINESS

Governors were asked to approve the Pupil Premium Cover. Governors approved it unanimously.

RESOLVED: that the Board of Governors unanimously approved the Pupil Premium Cover.

CHAIRMAN'S SIGNATURE: 

DATE: 23/5/23

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board approved PW's absence.

ACTION: to confirm completion of Declarations/Confirmations at next meeting

RESOLVED: that the non and confidential minutes of the meeting held on 13th 2022 be signed as a true record of the meeting. (unam)

RESOLVED: that governors unanimously approved the following policies as recommended by the committees:

- Children with Health Needs who cannot attend School
- Staff Code of Conduct
- Staff Dress Code
- Asset Registers IT/Non-IT (delegate to F&GP committee for approval SD to report at the next meeting)
- Business Continuity Management Plan
- Financial Control Procedures
- SFVS
- Statement of Internal Control

RESOLVED: that MK be reappointed as an Associate Member to the Board for a year term post the end of her current term.(unam)

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

RESOLVED: that the Board of Governors unanimously approved the Pupil Premium Cover.

ACTION: School to hold Parent and Staff Governor elections in the Summer term.