

519260

Minutes of the meeting of the Board of Governors of All Saints Catholic College held via Teams and part in person on Tuesday 25th May 2021 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

| | |
|---|-------------------------------|
| Rachel Burke (RB) | Elaine Gribben (EG) |
| Michael Harrington (MH) | Chris Johnston (CJ) |
| Marsha Kutkevitch (MK) | Amanda Sayers (AS) (Chairman) |
| Andrew O'Neill (AON) (Headteacher) (6.21 pm) | Don Skeffington (DS) |

Governors (via Teams)

| | |
|-----------------------|---------------------------|
| Dave Hallbery (DH) | Hetty Fletcher (HF) |
| Richard Girvan (RG) | Maureen Marlowe (MM) |
| Shane O'Driscoll (SD) | Stella Powell Jones (SPJ) |
| Rabab Raza (RR) | |

Observers

Delyth Smith (DS) School Business & Operations Manager (in person)

Carolyn MacLeish (CM) Clerk for the Governors (in person)

1. OPENING PRAYER

As our country opens up to greater liberties and opportunities, help us to identify the needs of our community and to ensure that the members are supported to achieve their maximum potential whilst always ensuring their safety.

Lord, hear our prayer!

2. APOLOGIES FOR ABSENCE

There were apologies for absence from Joy Duval Koenig (JDK)

AS welcomed, everyone to the meeting - those in the School and those joining via Teams. Governors were advised that HF was in the Teams waiting room as her term of office had ended. HF had confirmed she was happy to restand for a term of office for three years. Governors voted unanimously to reappoint who joined the meeting and thanked the Board for her reappointment.

RESOLVED: that the board voted unanimously to:

- note JDKs apology for absence.
- to reappoint HF as an Associate Member for a three-year term of office.

3. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

4. MINUTES FROM THE MEETING HELD ON 23rd March 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.

RESOLVED: that the non and confidential minutes of the meeting held on 23rd March 2021 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):

F&GP – 11th May 2021 – Governors were asked to approve the School's Draft budget and staffing structure for 2020-21, each as recommended by the F&GP Committee.

MH reported that as the committee was not meeting until the Autumn MH and DS had met and reviewed the contracts list.

Key points highlighted from the minutes were as follows:

- in year surplus of £55,000
- the School had reserves of circa £230,000 which was a healthy position for the School to be in
- the budget setting for 2021-22 was in line with the budgets set in previous years. The budget was set close to the margins with the hope that there would be in-year savings. The budget would be revisited in September and reported to governors;
- the budget had been based on 180 students in Y7 and met the needs of a roll of 700 students (although not being funded for 700 students) but the School was in a strong position;
- the School has seen a net gain of 210 students, and the committee had recommended the budget and staffing structure to the Board for full approval.

RESOLVED: that the Board of Governors unanimously approved the School's budget for 2021-22 and the three-year budget forecast.

6. HEADTEACHER'S VERBAL REPORT

AON shared his presentation with the Board, and the following points were highlighted to governors with their questions answered under the headings below:

Strategic

- under direction from Public Health England, the School had had to perform lateral flow tests for the whole school in school from Monday – Thursday that week;

- the reason behind the testing was concerns around variants, particularly in NW London in Brent and Harrow. Public Health England wanted to make sure students in this region were tested;
- ASCC staff had been fantastic and had implemented the testing without complaint, this had also been the case with all the work around Teacher Assessed Grades (TAG's) for Y11 students;
- the School had 180 students due to start in September and would continue to make offers to ensure 180 students did start;
- following the last Board meeting presentation by Julie Ely, the lead officer for education, had signed off on the SALT provision for the School and the consultation would go out the following week for six weeks. Unless there were significant objections, the School expected the provision to go ahead.

Q) Why did the School have to run the testing in school rather than students doing it at home?

A) There had been a decline in self testing as it was not compulsory so Public Health England had asked schools in the area to test.

Q) Did the School have more information regarding the September Y7 intake?

A) There were 180 students with 36 children on the waiting list. The full breakdown would not be available until September when the full transfer files are received from primary schools. Over half of the students offered places were Catholic. The waiting list would be managed strictly according to the admissions criteria.

- the School building programme was progressing well but was not yet watertight as there were some issues around the supply of building materials- the end date was 6th September with some aspects of the programme being amended;
- from 16th August the School would be able to move in and move things around
- the English and Art rooms had been completed, and the School was incredibly happy with the results;
- there was work on the South block ground floor being carried out to the existing Music and Drama rooms which would become Humanities rooms by August.

Staffing Structure and Recruitment

- the recruitment for teachers had been based on the School's existing and projected expansion;
- four members of teaching staff were leaving - three were moving out of London and one was leaving the profession;
- one member of staff had been seconded to support another school;
- one member of staff would be on maternity leave from September;
- AON advised on the structure - the bottom three rows were external appointments while the middle ones were internal;
- the new Geography and Science teachers were from Teach First.

Education

- Y11 TAGs were ending, and the final day of assessment was the previous Thursday;
- the scrutiny process would be in early June with students potentially being called back in the first couple of weeks of June with the final submission date being 18th June for the TAG's;
- AON stated the effort by staff had been phenomenal and, although it had been much harder than the previous year or a normal GCSE year, there had been no complaints and staff had worked late evenings and weekends;

- governors asked that their thanks be conveyed to staff for all that they had done for students in the previous year, particularly for Y11 students;
- the Y9 options process had been completed for 150 students;
- there were several polls carried out through the year, the SLT met with all Y9 students to ensure they chose the right options for them;
- the School had secured healthy groups in all subjects including Music Tech and Music and it was hoped Music would continue to grow over the following few years;
- assessment for year groups who were not Y11 would be difficult as students had not really had assessments at the end of the previous year;
- Y10 were going to sit mock exams so the School could see where they were in their GCSE's;
- Y7-9 were going to do end of topic assessments for all subjects, except English and Maths which would have detailed end-of-year exams as the two subjects were the cornerstones for all other subjects;
- once the information had been collated and analysed, the School would know where the deficits were in terms of knowledge;
- there would be a drop-down day in the Autumn term in which parents would come in and see the plans for students;
- there had been a lot of information in the media about catch up funding, but the money was not quite as was being reported but what the School had received had been spent on quality English and maths staff to support students to recover aspects of their learning;
- the School had produced its COVID Catch up funding report;
- the School did not want to participate in the National Tutoring programme as it would not tie in with the School's work and was felt not to be beneficial.

Q) Governors stated that it sounded like Y11 and their teachers had worked extremely hard despite the difficulties and asked whether staff had received any pressure around grades from parents or students.

A) AON reported that RG had met with TA and SM and discussed ways parents might complain. Samples of work had been reviewed and to date there had been no issues.

Formatio

- several students had been designated as CIN and three students were CP, one was pre-existing, and the LA was potentially moving the students;
- governors were advised that at the following meeting there would be a full breakdown of attendance and exclusions.

Q) Had the Safeguarding numbers increased because of lockdown?

A) AON advised the numbers remained relatively steady with a very slight increase due to a student becoming LAC; however, the reasons were pre-existing prior to lockdown.

Q) Have any students been stressed by the assessment process to the extent it had caused safeguarding concerns?

A) AON stated Y11 had been very focussed and had worked extremely hard in difficult circumstances.

Q) What percentage of students had not been attending school in terms of safeguarding?

- A) The attendance figures would come to the Board in the July. The attendance figures nationally were falling. Generally, the School's PA's were existing prior to the pandemic and were being managed by the School through its processes.

Catholic Life

- the School had continued its offer of workshops online with the SLT and Chaplain which were played in tutor times;
- there had been a huge amount of work carried out the by Chaplain in producing videos for worship;
- 14th June there would be a Grenfell memorial service and activities for that week would raise funds within form groups for the Grenfell charities;
- governors asked whether they could contribute for any of the School's work in this area. AON stated that there could be a governor contribution to the Celebration Day planned for 14th July when it was hoped that a whole school mass could be held in the front school playground;
- the School was also raising funds for CAFOD who was helping the people affected by the Israeli and Palestinian conflict.

AON concluded that, excluding all the difficulties, the School was progressing well and he continued to be incredibly grateful to all his staff in all areas of the School for their dedication to the School and students. Governors thanked AON and his team formally for all their hard work.

7. RELATIONSHIP AND SEX EDUCATION CONSULTATION AND POLICY

AON presented the policy which was a new statutory policy which had been updated from a previous one. The School had had to bounce forward the policy consultation because of the pandemic, and governors were advised that the policy was the same as in every other Catholic school in the country. The policy ensured that Catholic teaching was applied.

Governors were presented with the work the School had done to date on the policy and the next steps:

- "Life to the full" the resources had been produced by Ten Ten a Catholic organisation who had always produced resources for Catholic schools. The GES, DoW and the DfE had approved the resources which uphold Catholic values;
- the School had received 60 responses to its consultation and most families were happy with the School's proposed teaching and policy feeling confident in the School's ability to deliver the curriculum appropriately to their children;
- there were two families who had expressed some concerns;
- the issues were presented to students, with Catholic views being taught alongside respect for other societal views. The School felt strongly that when the topics were either taught through Science or RE and taught well it fulfilled the curriculum and met the needs of students.

Governors thanked AON for the presentation and report on the consultation and noted the following points:

- governors liked the section on critical dialogue which would enable students to debate and discuss issues which was healthy;
- governors noted that parents understood and accepted they were the first educators of their children;

- parents indicated that they would value further support on how to talk to their children about sensitive issues;
- most respondents did not make comments and were happy to support the School;
- governors were advised that parents and carers could not opt out of relationships or science teaching however they could opt out of explicit sex education for their children;
- parents could clearly see what was being taught through the curriculum and OB was meeting with some parents who had expressed concerns and to address some incorrect assumptions;
- governors highlighted that the vision and mission statement was not the School's and the introduction needed to reflect what the policy was about more clearly, including the concept of respect;
- governors asked why the School thought the turn out for the consultation was low as the response had been approximately 10%;
- AON advised that it was difficult to know why the parents who responded did and, although the response rate had been relatively low, it was sufficient to be able to be proportionally representative;
- all families received multiple emails reminding them of the consultation and had had several opportunities to contribute if they wished, so it was therefore assumed they were happy. Furthermore, the School would not expect Y11 or Y10 parents to respond in great numbers as their children were older and were not affected by the changes to any great degree;
- governors noted because there had been no face-to-face meetings getting forms filled in by parents was more difficult;
- governors asked how the responses fed into the final document and how would the School show the consultation was meaningful;
- the consultation responses fed into the delivery and content of the policy and curriculum and had led to the School reviewing some of the content. As discussed previously OB would meet some of the families to make sure they understood the content and the policy;
- governors noted the consultation was meaningful however the teaching was compulsory from the following academic year and part of the national curriculum, the wording of the policy being in the main from the DfE wording. The School could adapt aspects based on the feedback to meet the School's needs.

RESOLVED: that the Board of Governors unanimously approved the School's RSHE Policy subject to the amendments agreed in discussion.

8. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were reviewed for approval/discussion:

Allegations against Staff – Approved

Governors highlighted the following amendments:

- when reporting an allegation if you are a teacher should also state parent and student too.
- the section on suspension needed to include something about being paid on suspension in line with pay and conditions documents.
- the section on police involvement should be clarified.
- remove the Chair of Governors from the penultimate bullet point as they would not support staff who had had allegations made against them.

- **Committee Terms of Reference for F&GP Committee 2021-22** (rec by F&GP committee). Approved
- **Committee Terms of Reference for Pay** - Approved
- **Invoices over £10,000 for approval for audit**- Ratified by the Board.
 - Q) Was the School paying for a member of staff to do their PGCE?
 - A) AON confirmed that the School was using its CPD budget to support the member of staff. The member of staff would qualify as a teacher and study for their PGCE too.
- **Lettings Rate Card (rec by F&GP committee)**
 - Governors were asked to approve the card and the delegation of Lettings Rate Card to FGP Committee for the future. Approved
 - Governors noted the Headteacher retained the right to negotiate rates.
 - AON advised the School had been speaking with the Metropolitan Police regarding the carnival letting. It was assumed the carnival would go ahead that year. The School was working with the project managers of the build to ensure the letting could take place and that the School could be ready for the start of term.
 - There were currently no other lettings at the School.
- **SFVS (rec by FGP committee)**
Approved
- **Summer Works Quotes and Tenders** -Proposal for moveable walls (attached). More quotes may be tabled on the day.
 - The moveable wall in the hall needed replacing and the School wanted to use its DFC.
 - The School received £15K per year for its DFC and had £15K in the bank and another £13K was due to upgrade the School's asset.
 - The walls were used daily and significantly.
 - Four similar quotes were provided, the glazed version was expensive, and the decibel measure did not make a significant difference.
 - There were no significant differences in terms of the guarantees and all were for 15 years;
 - Glass looked better but the wood was more affordable.
 - AEG partitions had been the most impressive supplier in terms of the quote however they were slightly more expensive.
 - Governors asked that further details be sought on the servicing, a qualitative paragraph about the work.
 - Governors approved in principle a spend of up to £23K subject to a qualitative rationale for the summer Board meeting.
- **School Staffing Structure**
Governors noted the structure had been reviewed at the F&GP Committee
Governors had looked at the staffing structure and the curriculum and had been shown a general overview of staffing and leadership structure. Governors were invited to ask questions:
 - Q) Were all the new Maths teachers relatively inexperienced or trainees?
 - A) The School had strengthened the department and would only bring on less qualified teachers if they could be supported. The Maths department was able to do this.
- Q) Was it positive to have 7-8 new teachers joining?

- A) The appointments had been made to support the growing school which was positive. The School believed it was successful in bringing on new members of staff with outstanding educational backgrounds which would further strengthen the School's offer.

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

- a) Allegations against Staff
- b) Draft F&GP Terms of Reference 2021 – 22 (rec by F&GP)
- c) Draft Pay Terms of Reference 2021-22
- d) Invoices over £10,000 for approval for audit Statement of Internal Control (rec by F&GP)
- e) Lettings Rate Card (rec by F&GP committee) and to delegate review to the F&GP committee
- f) SFVS (rec by FGP committee)
- g) A spend of up to £23K on internal walls quotes, final quote to be approved in July Board meeting;
- h) The School Staffing structure 2021-22 (rec by F&GP committee)

9. **ACTIONS FROM THE LAST MEETING AND MATTERS ARISING FROM THE LAST MEETING**

RG to carry out link governor visit with TA and AON regarding Y11 GCSE teacher assessments. - Completed

10. **BOARD OF GOVERNORS**

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

Hetty Fletcher 18th May 2021 Associate Member

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

Richard Girvan, Co-Opted Governor 16th October 2021

Chris Johnson, Foundation Governor 30th August 2021

Stella Powell Jones, Foundation Governor 30th August 2021

CJ and SPJ agreed to reapply for their FG status and RB's reappointment would be considered at the appropriate meeting.

C) **Governor Vacancies**

None

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

E) **DBS and S 128 Check Update:** School to update on any relevant information.

F) **Governor Training:**

Governors to complete their skills audit and provide training information to clerk to report at the next meeting.

- G) Local Authority Information: School Circular. Governors reminded that LA and Diocese post regular updates on Governor Hub.

10. CHAIRMAN'S ACTION REPORT

None reported.

11. DATES OF FUTURE MEETINGS

Governors were advised the C&CL meeting has moved from the 16th June to 9th June due to the Schools Forum meeting clashing, which AON and AS needed to attend.

Meetings remained online until regulations and guidance changed. It was hoped some would resume in person in the summer term.

SUMMER 2021


| Date | Meeting | Time |
|-----------------|-------------------------------|-----------------------------|
| Wed 09/06/21 | C&CL | 6:00 p.m. |
| Thu 01/07/21 | Governors Afternoon and GB | 12pm onwards Meeting 6pm |

12. ITEMS FOR FUTURE ACTION OR MEETINGS

Work Plan

Governance

- Review of Governance
- Committee Terms of Reference C&CL and Pay
- Governor Induction Policy
- Governor's Job Profile
- Governors Training Report Template
- Governors Visits
- Governors Code of Practice
- Set dates for meetings for 2021-22
- Committee Membership
- Governor self-evaluation
- Committee report
- LA Updates
- Headteacher's report
- Revised SEF
- Summer Works – Quotes and Tenders

CHAIRMAN'S SIGNATURE: 

DATE: 1 / 7 / 21

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the board voted unanimously to:

- a) note JDKs apology for absence.
- b) to reappoint HF as an Associate Member for a three-year term of office.

RESOLVED: that the non and confidential minutes of the meeting held on 23rd March 2021 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board of Governors unanimously approved the School's budget for 2021-22 and the three-year budget forecast.

RESOLVED: that the Board of Governors unanimously approved the School's RSHE Policy subject to the amendments agreed in discussion.

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