

Minutes of the final meeting of the Board of Governors of All Saints Catholic College held at the School on Tuesday 16<sup>th</sup> October 2018 at 6:00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

#### **Governors**

Joy Duval Koenig (JDK)

Elaine Gribben (EG)

Maureen Marlowe (MM) (arrived at 6:07 p.m)

Andrew O'Neil (AON) (Headteacher)

Peter Wilson (PW) (arrived at 6:09 p.m,

Richard Girvan (RG)

Chris Johnston (CJ)

Amanda Sayers (AS) (Chairman)

#### **Associate Members**

Dave Hallbery (DH)

James Marshall (JM)

#### **Observers**

Tim Aykroyd (TA) Deputy Headteacher (left at 5:45 p.m. Item 9)

Tina Toby (TT) Parent Governor Candidate

Carolyn MacLeish (CM)

Clerk for the Governors

### **1. OPENING PRAYER (AS)**

As we embark on an exciting new chapter in the educational life on this site, let us take a moment to ask for the Lord's guidance in all that we are due to consider and for all of the decisions that we will need to take to ensure that we deliver a first-class service for our community. We recognise that many have placed immense trust in us and we pray that we may never let them down.

In your mercy, Lord hear our prayer!

All: Amen

### **2. APOLOGIES FOR ABSENCE**

The clerk reported the following:

Prospective parent governor candidates had been invited to the meeting. Christopher Bamberry had been unable to attend and had sent his apologies, and governors welcomed Tina Toby as an observing prospective Parent Governor.

Governors noted that Stella Powell Jones (SPJ) was absent

**RESOLVED:** that governors noted SPJ's absence. (unam)

### **3. DECLARATION OF INTERESTS**

There were no declarations of interest relating to the agenda. Governors signed their annual Declaration of Interest forms.

4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD OF GOVERNORS FOR 2018-19

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: Joy Duval Koenig.**

Governors were therefore asked to:

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

Governors voted unanimously to accept the nominations received and appoint the candidates to the respective roles.

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

- a) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam.);
- b) Joy Duval Koenig 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 2019.

5. MINUTES FROM THE MEETING HELD ON 3<sup>rd</sup> July 2018

AS reminded governors that the minutes had been extensively reviewed by her and the clerk. Governors had been asked to send typing error corrections directly through to the clerk and to raise only factual inaccuracies.

RESOLVED: that the minutes of the meeting held on 3<sup>rd</sup> July 2018 be signed as a true record. (unam)

6. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

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

This was governors' opportunity to ask questions of the relevant committee/group relating to any of the accompanying papers. It was assumed that all governors had read these papers. All action points had been placed on the agenda for the relevant committee/group or Board meeting.

Recommendations to the Board would be considered but committee/group minutes would not be discussed except in the Chairman's discretion.

MM arrived at 6:07 p.m.

Strategy Group – 12<sup>TH</sup> September 2018 – no questions

C&S Committee – 19<sup>th</sup> September 2018 – no questions

F&GP – 25<sup>th</sup> September 2018 – no questions

#### **Committee/Group Review – Terms of Reference (drafts attached)**

Governors were asked to review and consider adopting the terms of reference for the 2018-19 school year, **as recommended by the respective committees/group.**

The following terms were attached:

- C&S approved
  - Strategy Group approved
  - Pay Committee approved – Governors clarified that if the School were to have Leading Practitioners it would set objectives as reflected in the policy.
- PW arrived at 6:09 p.m.

#### **B) Committee Membership and Lead Roles (attached)**

Governors noted the committee membership and link roles which were agreed in the previous meeting. Governors discussed whether there were any further changes to be made, and AON reported on how he would run link governor visits that year with a governors' day proposed for the end of the academic year.

Governors agreed that there were no further changes to be made to the committee memberships or link roles at that time except that AS' More and Most Able link was to become Most Able.

RESOLVED: that the Board of Governors unanimously approved the following

- a)The Curriculum & Standard Committee Terms of Reference for 2018-19
- b)The Strategy Group Terms of Reference for 2018-19
- c)The Pay Committee Terms of Reference for 2018-19

## **7. GCSE REPORT**

AON presented the School's headline data. Governors noted that a detailed discussion was held in the C&S meeting for which governors had draft minutes. This was an opportunity for governors not present at the meeting to ask questions about matters unaddressed in committee.

AON responded to governors' questions and highlighted the following in discussion:

- 58% of Y11 students had achieved L4+ for English and Maths. The School had hoped the figure would have been higher;
- the changes in the maths grade boundaries had pulled down the Maths results;

- the School was in discussion with the DfE about having students removed from the School data who had not sat exams. All other dis-applications had been rejected;
- governors noted that the DfE were clamping down on schools off rolling students from their results for insufficient reasons. The School had not tried to do this, and all applications had been made correctly;
- governors noted that, if all the dis-applications had been accepted, the School's results for L4+ for English and Maths would have been 61%;
- the un-validated national data Progress 8 measure was 0.15;
- the School had reviewed national, local and historic data for the last 6 years. SM had been bottom out of the five LA secondary schools and this year was third for progress;
- the School's overall VA score was very positive at 0.5. This included all students including those without KS2 data who were not included in the Progress 8 measure;
- governors noted that the School's casual admissions were changing slightly with more students arriving from overseas rather than through managed moves from other secondary schools. They entered with limited English, however, and were benchmarked upon entry. They made very good progress and tended to achieve well;
- the Progress 8 score for students who had been with the School from Y7 was 0.3;
- the English results had been very good, and the School had trebled the number of top grades achieved;
- the RE results were outstanding with 90% at L4+ and 54% at L7+. The results had been above Cardinal Vaughan and the Oratory;
- the School's Science and MFL results had improved;
- attainment for the Most Able in Maths had been low. The results were a reflection of historic staffing and legacy issues. Students without KS2 data had done well;
- Most Able students overall had not done as well as would have been expected;
- governors noted that the new GCSE exams were more wordy, especially in subjects like Maths;
- governors asked whether the School had been successful in identifying barriers for students with special needs such as dyslexia and subsequently in getting approval for special arrangements for students;
- the School advised that the JCQ (Joint Council for Qualifications) regulations had changed and the School was trialling extra time with some students using different colour pens for the extra time to see if it made a difference. The work was carried out internally and then evidence was submitted to JCQ;
- Geography results had been disappointing as they had increased over the previous two years and dipped that year. AON and TA had met with the Head of Geography to discuss the new specifications for subjects which had impacted the results;
- governors raised that the changes had been universal but that the Schools results in the subjects were lower than national. Governors asked how the School planned to redress the weaknesses in subjects;
- TA stated the SLT had been clear on identifying the skills that needed to be improved for students and the School was working on these areas focusing on Y11 and working with the younger year groups too. The skills were discussed in every meeting for all subjects;
- governors asked whether the School looked at how students learnt and then reviewed teaching. The School advised that its review was based on subjects' question level analysis;

- governors asked whether the School used marked scripts as part of the review of results. AON stated the School used recalled papers with students and staff. All HoD (Heads of Department) had attended an examiner feedback day and PixL conference as part of their CPD;
- governors asked whether the dissection of the papers was exam or knowledge based. AON advised the School looked at, both stating part was looking at what papers were asking and the application – how the knowledge base was passed on to the student and retained;
- governors agreed that it was important staff knew how examiners allocated marks and how students needed to answer to attain those marks;
- AON reported on the PixL courses and resources staff used in this area, and governors noted that the School also added to this CPD from its own expertise.

## 8. HEADTEACHER'S ACTION PLAN FOR THE SCHOOL FOR THE FORTHCOMING ACADEMIC YEAR

Governors reviewed the School Improvement Plan key objectives (attached).  
Governors noted that the School was working on the Strategic Development Plan produced last year with 2018-19 being year 2 of the plan.

Governors agreed that for the December meeting the School would table Y3 for the SDP and the SEF.

AON highlighted the following points:

- the leadership team were reviewing the documentation and adding to the plans. The School was including actions agreed from meetings with HoDs;
- the School was exploring the expansion of the School from 120 to 150 students per year group;
- the School would be expecting a Section 48 Diocesan Inspection from the end of the following academic year and would with the CE&CL committee start to review the SEC 48 SEF;
- JDK would meet with the staff responsible for the SEC 48 documentation. Governors noted that the Catholic Life and the RE results had progressed significantly since the previous inspection. The School wanted to maintain the excellent RE results and improve the quality of participation in masses;
- with regard to Teaching and Learning the School wanted to ensure the quality of learning schemes and improve consistency of practice across the School;
- AON responded to governors' questions on teaching and learning that advising the School did not have a specific Teaching and Learning Policy. The School adapted its practice for the subject; however, there was a discrepancy in performance, and the School was targeting weaker areas;
- the School continued to work on its behaviour systems and embedding its expectations of behaviour for students;
- governors noted that the School had embedded its house system with house captains. HoYs (Heads of Year) were working on developing and embedding the system with all students, and details would be on the website;
- governors noted the behaviour logs were similar to the same time last year, and the School was working on increasing student engagement through its increased club offer;
- governors commended the range of clubs noting that there was something for all tastes, and the School advised that it had spent money on resources such as books, games, and robots for Science;

- the School had held a Fresher's Week fair for Y7;
- the activities week had been retained to develop a school culture;
- the School had started planning for an expected dip in funding per student. The School had managed to set a balanced budget the previous year with a carry forward by not recruiting additional staff; however, that year the School would need to recruit teachers for the next Y7 (2019). The School would try Schools Direct through the Cardinal Vaughan and Holland Park partnership. The School would be seeking to increase its teaching capacity in Maths, Science and RE.
- the School was forecasting 70% L4+ for English and Maths excluding significant outliers for 2018-19;
- the School's attendance stood at 94%.

Governors thanked AON for the update and his responses to their questions and requested the SDP be brought back to the December meeting to reflect any amendments and expand the actions for the basic points within the SDP.

**RESOLVED:** that the Board of Governors unanimously approved the SIP Key Objectives for 2018-19 subject to any amendments agreed in discussion.

**ACTION:** School to bring the SDP to the December Board meeting.

## 9. SAFEGUARDING UPDATE

Governors thanked the School for the Safeguarding report and noted there would be a more detailed update in December.

The following points were highlighted:

- since September there was one additional CIN (Child in Need) in the School;
- there were no students on a CP (Child Protection) plan;
- the School had two LAC (Looked After Children) but one was not in School and being managed by a different LA;
- the School was in the process of gathering information from primary schools for Y7 students. The School had had discussions with Hillary Shaw (LA officer) about the best methods to do this. The process was very time consuming as the intake had come to the School from a wide range of schools;
- the School had received some information from some schools and the year 7 HoY had been to some schools to have a handover. The key issue for the School was what had not been passed over and getting that information;
- Ms Dalton was acting AHT (Assistant Headteacher) for Safeguarding and Behaviour and was doing a great job in OB's absence. Governors asked for thanks and appreciation to be conveyed;
- governors raised that Ian Heggs' letter to Headteachers and Chairs had included a section on Safeguarding, and AON confirmed that it had been conveyed to staff

## 10. POLICY IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

a) **Agree Term Dates and INSET days**

AON advised that the School had put out term dates only and was leaving the INSET dates for the time being. The School had used the RBKC dates as a template. The School would want to set more INSET dates than it had done in

previous years to help with staff CPD. The School was currently mapping out the training days for the year, the inter primary day and events for raising the profile of the School Staff training with an opportunity for team building was to take place on Monday 2<sup>nd</sup> September, an INSET day. Y7 only would be in School on Tuesday 3<sup>rd</sup> September. Governors approved the dates as presented.

**b) Admissions arrangements for 2020-21**

AON reported on the proposed School expansion documentation put together by the LA and expressed his gratitude to Wendy Anthony for her help with the draft School Admissions documentation.

Governors raised their concerns that the Admissions Criteria had been discussed and certain elements that had been agreed had not been included in the documentation presented.

AON advised that the documentation had been written with the aim of meeting the LA's requirements for expansion, agreed to check the following points raised by governors and to circulate the policy by email for approval. Governors noted the consultation would need to commence by December at the latest. To be approved by email by the Board of Governors:

- clarify the feeder schools (point 11) to ensure Catholic schools come first
- clarify the oversubscription criteria
- governors wished for LAC regardless of religion to be at the top of the list.

**c) Governors' Allowances**

Recommended by the F&GP committee. Approved

**d) Amended Governors' Job Profile**

AS advised that as the Board was seeking new governors, she had changed the policies about visits to incorporate the new governors' afternoon (last Board meeting of the year from 2:00 p.m.). Approved

**e) KCSIE September 2018**

Statutory Safeguarding responsibility governors are asked to sign to say they have read part 2 of KCSIE. The item would be included in the work plan for the first autumn meeting of the year. Clerk to circulate.

**f) Amended Governors' Visits Policy**

Approved

**g) Governors' Work Plan (for reference only)**

**h) Governors Standing Orders**

Approved (Chair and Vice Chair) – Appendix delegation planner.

**i) Health & Safety Policy (rec by F&GP)**

Approved

**j) LCVAP Bid (to be tabled by the school)**

AON reported meeting with Wilbey Burnett to look at phase 2 of the Science block, and the quote had come in at £300,000. The School was trying to get as much work funded by LCVAP as possible. The closing date for the bids

was November 23<sup>rd</sup>. The School would need to pay 10%. The School was anticipating funding this through the sugar tax levy (£10,000) funding and the Metropolitan Policy Letting. The hope was to renovate two science rooms.

Governors approved the bid and agreed that the School could amend the bid in line with the discussion.

**k) SEND Policy and Information Report**

DH reported to governors as the link governor.

The School's SEND policy included how the School used its funding including its PP (pupil premium) funding which was used for students that crossed both groups.

The Send Information Report (SIR) was for prospective parents. The document stated how the School would manage the educational well being of their child and how the School would ensure their child had an equal footing. The LA has a local offer too. The SIR had to dovetail with the LA offer.

DH concluded that he had read through both and was happy to recommend both documents.

AS thanked DH for checking both documents at her request and advised governors that both documents were statutory requirements and apologised for the need for approval at such short notice.

Governors approved the SEND Policy and SIR.

**l) 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.**

Approved all the CES and LA policies for the coming year.

Governors noted the new statutory Careers Guidance requirement for schools and agreed to delegate it to the CE&CL committee.

**RESOLVED:** that the Board of Governors voted unanimously to approve:

- a) the INSET Days and Term Dates tabled for 2019-2020;
- b) Admissions Arrangements for 2020-21 by email subject to confirmation with the LA of governor queries
- c) the Governors' Policy, Allowances, Governors' Job Profile, Governors' Visits Policy and Standing Orders;
- d) Health and Safety Policy
- e) LCVAP Bid
- f) SEND Policy
- g) SEND Information Report
- h) the LA and CES Policies where the School does not hold its own bespoke policies
- i) delegation of the review of statutory Careers guidance to the CE&CL committee.

**ACTION:** CM to circulate KCSIE 2018 to governors.

AON to circulate the Admissions Arrangements for 2020-21 to governors for final approval.



**11. ACTIONS FROM THE LAST MEETING**

Ref.	Item	Person	Action	Status/Due Date
8	6	AON	To table INSET Days for 2018-19	Dates to be confirmed in Autumn 2018 - Completed
9	11	AON	Revised Behaviour Policy to be tabled at the C&S committee. AON to send to RG and AS.	Ongoing – Confirm completion Autumn 1 2018 – Going on in the background and working with Andrew -
14	8	AON	AON to run training for TEAMS prior to the next meeting	Autumn 1 2018 – Move it forward.
15	11	AON	AON to send revised Allegations against Staff Policy to RG to review amendment	Autumn 1 2018– AON to ask DS to send it to RG and report next term. Seen it happy and add in line about KCSIE
9	18	Clerk	Board to review Governor Allowances, Standing Orders and Delegation of Responsibility in the Autumn term 2018.	Autumn 1 2018 - Done
13	19	TA	School to review GDPR request charges and update governors.	Autumn 1 2018 –GDPR review ongoing. Discussion about GDPR.

**12. BOARD OF GOVERNORS**

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

Hetty Fletcher, Associate Member, Resigned, 3<sup>rd</sup> July 2018  
 Marian Granaghan Staff Governor, Resigned 1<sup>st</sup> September 2018  
 Jason Swettenham, Foundation Governor, Resigned, 8<sup>th</sup> October 2018

Governors thanked all the former governors, noting their resignations had been the result of changes to their personal or professional circumstances.

AON reported that the he had met with parents the previous Monday, and the election would take place in Autumn 2. The staff election was currently on hold for operational reasons and would be reported on in the following meeting.

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

None

**C) Governor Vacancies**

3 Foundation Governors – AS advised that she had started to approach and pitch to parishioners at the local churches.  
 1 Staff Governor  
 1 Parent Governor

**D) Governor Non-Attendance:**

No issues to report

- E) **Reports by Governors:**  
None reported.
- F) **Visits To The School:**  
All governors were asked to ensure that they noted what was required of them in the Governors' Work Plan in respect of visits/reports going forward.
- G) **DBS Check Update:**  
All checks were either in place or in process.
- H) **Governor Training:**  
Governors were asked to email the Chairman with their training intentions confirmed for the year
- I) **Local Authority Information:**  
Governors had received the LA information. AON responded to governors' questions about the School's SLA with the LA following on from Lucy Nutt's report, stating that the School kept the School Support SLA to a minimum with one visit per year and used the SLA for training instead. The School utilised the LA in other areas and had found them to be very supportive of the School.

13. **CHAIRMAN'S ACTION REPORT**

AS reported one Chairman's action: asking DH to review the SEND Policy and SIR

RESOLVED that governors unanimously approved the Chairman's action.

14. **DATES OF FUTURE BOARD AND COMMITTEE MEETINGS**

**AUTUMN 2018**

Date	Meeting	Time
Tue 20/11/18	F&GP	8:00 a.m.
Wed 21/11/18	CE&CL	6:30 p.m.
Wed 28/11/18	C&S	4:30 p.m.
Tue 11/12/18	GB	6:00 p.m.

**SPRING 2019**

Date	Meeting	Time
Tue 15/01/19	Strategy	6:00 p.m.
Tue 22/01/19	F&GP	8:00 a.m.
Tue 12/02/19	GB	6:00 p.m.
Tue 19/03/19	F&GP	8:00 a.m.
Wed 20/03/19	C&S	4:30 p.m.
Wed 20/03/19	CE&CL	6:30 p.m.
Tue 02/04/19	GB	6:00 p.m.

**SUMMER 2019**

Date	Meeting	Time
Tue 30/04/19	F&GP	8:00 a.m.
Wed 01/05/19	C&S	4:30 p.m.
Wed 01/05/19	CE&CL	6:30 p.m.
Tue 14/05/19	GB	6:00 p.m.
Tue 18/06/19	F&GP	8:00 a.m.
Tue 02/07/19	GB	6:00 p.m.

15. **ANY URGENT BUSINESS**

Governors asked AON whether the School was due an Ofsted inspection as a result of a possible “significant change” because of its admission of boys. AON advised that the School remained the same School in terms of Ofsted and therefore did not need to be inspected within a year. Governors were advised that there would be a significant change to the Ofsted inspection framework later that year and that the new framework would be live from September 2018.

Governors had a discussion about the start to ASCC and the marketing for the following year’s Y7 intake. The following points were raised in discussion:

- PW reported anecdotally his conversations with his fellow priests at Deanery meetings stating that parental feedback on the School was very positive and a number of parents had asked for their forms to be signed;
- other governors from the local community added their own stories stating how enthusiastic ASCC students were about the School and how liked AON was within the Catholic community;
- AON thanked governors for their kind feedback and for attending the inauguration mass;
- AON thanked staff for their hard work in organising the mass and the students for their excellent participation and behaviour. Particular members highlighted were the new Music teacher, the Head of RE and the Chaplain;
- governors agreed and asked for their thanks to be conveyed to all involved in the mass. Governors stated that students wore their uniforms with pride and had embraced the change;
- governors noted that the School would celebrate mass on 1<sup>st</sup> November 2018 for the feast of All Saints;
- the School had held its open evening and had had over 750 people in the building. The evening had been run differently that year with visitors being given a map to collect stamps from around the building and a bag of goodies. The School believed that approximately 430 families had visited the school;
- AON thanked Rob Mahon and Sinead Nammock for their work with engaging with the primary schools

16. **ITEMS FOR FUTURE ACTION OR MEETINGS**

- Committee Reports
- LA updates
- Governors Fund Audit (for discussion and noting)
- HT Performance appraisal review
- Board to finalise school vision
- Pay Committee Report
- Website Compliance
- Headteacher’s Report
- Pupil Premium and SEND Spending and Impact reports for 2017-18
- PP Link Governor visit
- Safeguarding Link Governor visit
- Child Protection and Safeguarding Policy
- Financial Control Procedures

**CHAIRMAN’S SIGNATURE:** .....

**DATE SIGNED:** ...../...../.....

RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that governors noted SPJ's absence. (unam)

RESOLVED: that the Board of Governors unanimously approved that:

- b) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam.);
- d) Joy Duval Koenig be re-elected Vice-Chairman of the Board of Governors of All Saints Catholic College (unam.);
- e) 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 2019.

RESOLVED: that the minutes of the meeting held on 3<sup>rd</sup> July 2018 be signed as a true record. (unam)

RESOLVED: that the Board of Governors unanimously approved the following

- a) The Curriculum & Standard Committee Terms of Reference for 2018-19
- b) The Strategy Group Terms of Reference for 2018-19
- c) The Pay Committee Terms of Reference for 2018-19

RESOLVED: that the Board of Governors unanimously approved the following the SIP Key Objectives for 2018-19 subject to any amendments agreed in discussion.

RESOLVED: that the Board of Governors voted unanimously to approve:

- a) the INSET Days and Term Dates tabled for 2019-2020;
- b) Admissions Arrangements for 2020-21 by email subject to confirmation with the LA of governor queries
- c) the Governors' Allowances Policy, Governors' Job Profile, Governors' Visits Policy and Standing Orders;
- d) Health and Safety Policy
- e) LCVAP Bid
- f) SEND Policy
- g) SEND Information Report
- h) the LA and CES Policies where the School does not hold its own bespoke policies
- i) delegation of the review of statutory Careers guidance to the CE&CL committee.

RESOLVED that governors unanimously approved the Chairman's action.

ACTIONS AGREED IN THE MEETING

ACTION: School to bring the SIP and SDP to the December Board meeting.

ACTION: CM to circulate KCSIE 2018 to governors.

AON to circulate the Admissions Arrangements for 2020-21 to governors for final approval.