

Minutes of the meeting of the Board of Governors of All Saints Catholic College held at the School on Tuesday 14<sup>th</sup> May 2019 at 6:00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

#### **Governors**

Joy Duval Koenig (JDK) Elaine Gribben (EG) arrived at 6:06 p.m.  
Dave Hallbery (DH) Michael Harrington (MH)  
Chris Johnston (CJ) Marsha Kutkevitch (MK) arrived at 6:06 p.m.  
Ashleigh Mealy (AM) Rabab Raza (RR) arrived at 6:06 p.m.  
Andrew O'Neill (AON) (Headteacher)  
Amanda Sayers (AS) (Chairman)  
Peter Wilson (PW) (arrived at 7:12 p.m. Item 12)

#### **Observers**

Tim Aykroyd (TA) Deputy Headteacher

Carolyn MacLeish (CM) Clerk for the Governors

### **1. OPENING PRAYER**

As we continue our work during this critical year in our country's history, let us be outward-looking, working collaboratively with our wider school community, and help us to ensure that our students continue to understand the richness of diversity and the positive contribution that they can make to our society.

May we always remember to keep the safety and wellbeing of the students entrusted to us as our priority.

In your mercy, Lord hear our prayer!

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

There were apologies for absence from: Maureen Marlowe (MM), Don Skeffington (DS) and Richard Girvan (RG).

Stella Powell-Jones (SPJ) was absent. AS asked clerk to write to SPJ regarding her attendance at meetings as she had been absent for the last meeting and the last committee meeting.

**RESOLVED:** that the Board of Governors noted the apologies from RG, MM, and DS.

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

There were no declarations of interest relating to the agenda.

4. MINUTES FROM THE MEETING HELD ON 2<sup>nd</sup> April 2019

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 2<sup>nd</sup> April 2019 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

Reports from Committee Meetings Since the Last Board Meeting (draft minutes/notes had been pre-circulated):

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

**F&GP 7<sup>th</sup> May 2019**

CJ and AON reported the following to governors:

- the committee had reviewed and recommended the draft budget for 2019-20 to the Board of Governors for approval;
- the committee had reviewed and approved a number of SLA's and contracts including 3BM, Alto Digital, Browne Jacobson and Uniform for Kids;
- governors had reviewed the three-year budget and recommended it to the Board of Governors for approval;
- governors were advised the School had drafted speculative budgets for 2020-21 and 2021-22 with predicted carry forwards of £132,000. Governors were advised that they were not asked to approve the budget, but the process carried out by the School as part of its financial management processes;
- the key challenge facing the School for the financial year 2019-20 was increasing the staffing and the capacity of the School while not receiving the increased level of funding to reflect the increase in student numbers;
- governors were advised that AON had run through his curriculum modelling with the committee, and the members had been satisfied that the School could meet student needs in the short term until funding caught up with the increase in student numbers;

MK, EG, RR arrived at 6:06 p.m.

- the rationale for the second two years on the three-year budget forecast was the predicted increase in funding and income which would see an increased spend on staffing and premises;
- the School would be assuming a 150 student intake in Y7 annually;
- the School had secured bulge class funding of £65,000 and had assumed that would continue going forward. This had been agreed in Schools' Forum and would support the School's additional students for 7/12<sup>th</sup> of the year;
- the School would have 467 students for 5/12ths of the year and then it would be 540 from September. £65,000 was a forum-agreed amount and would support the budget sufficiently;
- the LA has said the agreed expansion would be for 2021.

Governors thanked AON and CJ for the update and raised the following questions:

- Q) Did the School need to consider spending its reserves or risk the LA clawing back some of the carry forward?
- A) AON advised that the School's carry forward was not significantly large for the LA to claw back funding. The School also had to be prudent about increased pension and other staffing costs as they were not guaranteed to be fully funded by the DofE in future years;
- Q) How was the School's funding decided?
- A) AON advised that the funding formula took into account SEND, IDAKI (deprivation), PP and location which to date had been favourable to the School. The funding was calculated every year and for the School it tended to remain static; however, there was a risk under the future funding formula arrangements that it might be reduced.

Governors concluded that post the review of the School's end of year financial report for 2018-19, the draft budget for 2019-20, the projected three year budget and the School's invoices over £10,000 as recommended by the F&GP committee the Board voted to approve all unanimously.

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

- a) the School's Budget report for 2018-19
- b) the School's draft Budget for 2019-20
- c) the School's predicted three-year budget for each of 2019-20, 2020-21 and 2021-22
- d) the School's invoices over £10,000

## 6. SUMMER WORKS AND LCVAP UPDATE

AON reported that the School had been successful in its bid for LCVAP funding for the top floor of the science block and had received an allocation of £280,000. The School with the assistance of Wilbey Burnett (WB) had reviewed the remaining three classrooms on the top floor of the science block and ascertained that it would not be possible to refurbish all three classrooms with the funds allocated. Governors noted that the School had refurbished two classrooms the previous summer in the Science block for £280,000. The School had originally received £252,000 and the Diocese had topped it up to £280,000.

WB had provided the School with plans and options to renovate two of the three classrooms without the folding partition and excluding the external concrete work which was believed not to be needed. WB believed that through this option £30,000 could be saved. The School had also discussed splitting the LCVAP funding into two projects. Project one the science classrooms without the folding wall and project two a front office with meeting rooms and space for the HOY and behaviour team. The main office staff would be moved, and space would be created for a medical room. AON had canvassed staff informally and it was believed the proposals would be beneficial to them and the running of the School. The School was now waiting to hear from WB whether the School's proposals were possible with the funding received.

AS advised that the F&GP committee had raised concerns that the School had bid for the three science classrooms under advice from WB and had subsequently discovered the figures did not add up. The committee had also raised their concern that this was not the first time that this had been an issue.

AON responded that the School had been very successful in its bids for LCVAP funding for the previous three years receiving £720,000 in total which had resulted in dramatic and positive changes to the site. AON added that the system was being changed that year and the School could update governors on the process once the system was known.

Governors thanked AON for the update, congratulated the School on the successful LCVAP bid and stated that they were supportive of the School's proposals for the funding.

**RESOLVED:** that the Board of Governors voted unanimously to endorse the School's proposals for the LCVAP funding.

## 7. HEADTEACHER'S ORAL REPORT

This was governors' opportunity to ask questions of AON following his verbal report.

AON reported the following:

### Teaching and Learning

- the School had appointed a male PE teacher and was seeking a female PE teacher;
- the School was trying to secure maths teachers and were reviewing a variety of options;
- GCSE examinations had started the previous day. The first exam was RE and the feedback from staff and students had been positive. The exams would finish in the middle of June although the majority would take place this side of half term;
- the School had been working on its new curriculum in preparation for the new Ofsted framework. The School was working on its career offer and this would be developed in more detail post the Y11 cohort leaving;

### Behaviour

- exclusions in the last half term and the current half term were fairly comparable with the previous year and since January almost the same as the previous year which was positive as there were more students in the School;

### Catholic Life

- the School had held retreats in Y10, whole school mass on June 14 and 18<sup>th</sup> July;

## 8. SCHOOL MEALS UPDATE

AON updated governors on the following points regarding the School's work on a new catering provider:

- the School had spoken with students to gauge their perception of the School's catering service;
- the School's existing contract with Interserve would expire in February and the School had opted to leave the contract early to ensure a new provider was in place for September and the quality of the provision was improved;

- the School's tendering process had reviewed 45 different providers three of which had tendered for the contract, one had subsequently dropped out and the School had interviewed the remaining two companies;
- the two providers were AIP and the Lunchtime Company. AIP were bigger and worked with a number of secondary schools while the Lunchtime Company were smaller and wanting to expand their secondary school offer. They were currently working with two secondary schools in Newham;
- DS had spoken to schools that had worked with both providers and had received positive feedback for both companies;
- the School advised that AIP were offering a profit share if meals exceeded a certain point and the Lunchtime Company would take on more of the original risk of the contract and charge less as they wanted to expand their schools.

Governors thanked the School for the update and raised a number of questions regarding the proposed suppliers and catering in the School:

- Q) What commitment did both companies give to increasing the take up of school meals with students and staff?
- A) AIP said they would increase by 21% and Lunchtime Company by 75%. Both had provided spreadsheets to the School in order to explain their predictions.
- Q) Governors asked about the uptake of school meals from students entitled to FSM's and how this would affect the contracts and tenders.
- A) AON stated that there was risk that if the service improved there could potentially be increased costs to the School if the take up of meals increased; however, the School believed that it was imperative that the provision improved for students and staff.

AON advised that he and DS had reviewed the figures and wished to recommend the Lunchtime Company as they were cheaper and the School believed that as they were a smaller organisation who wished to increase their client portfolio they would be keen to work with the School and provide a good service.

- Q) Governors asked what changes were being proposed to the service to make it more attractive to students and staff.
- A) The overall look of the catering service would be more attractive and self service. The old Bain Marie service would go. The School currently had a basic breakfast club which was part funded by Kellogg and the new provider could also look at providing breakfast too.
- Q) Governors asked whether the School would ring fence money within the budget to pay for increased costs of catering as the service improved and take up was greater particularly amongst FSM students. Governors stated they agreed with the School that they wished the School to provide an enticing food offer for its students as a nutritious lunch was vital to students' learning.
- A) AON explained how the FSM funding allocation worked and advised that he and DS would be looking at ensuring the School had sufficient funds to cover any additional costs incurred from improving the catering. The School currently had 140 students entitled to FSM. Governors also noted that there was the potential for increased income from non FSM students which could potentially save the School money too. Governors agreed to approve the School's recommendation from September and to review the implications regularly through the F&GP committee in September.

RESOLVED: that the Board of Governors unanimously approved the School's recommendation to enter into a catering contract agreement with the Lunchtime Company starting in September 2019.

9. GDPR UPDATE

TA reported that the School had completed a SAR request. The School had received a FOI request from a journalist working for the national press asking for the HT and DHT salary for the last five years. The School was in the process of dealing with the request and would provide the information it was legally required to. TA stated the workload for GDPR was manageable in response to governors' questions

10. ACTIONS FROM THE PREVIOUS MEETING

- 1) AON to email new governor induction dates – Completed – Send copies to DS and MH
- 2) RG to carry out annual spot check on the GDPR Breach Log. – Summer 2
- 3) Governors were asked to confirm how they would fulfil their commitment to 6 hours training per annum to the clerk
- 4) Governors to confirm and sign that they have read KCSIE 2018 Part 2 – Ongoing
- 5) AON to raise the protocols at the Headteacher's Deanery Consultative and find out more information. – Ongoing
- 6) CM to email AD, LF and ND regarding their associate membership term of office. – Completed
- 7) CM to follow up with LA regarding SEC 128 checks for governors. – Ongoing

11. BOARD OF GOVERNORS

- A) Governor Appointments or Ends of Office since the Last Meeting: None  
B) Governors Whose Offices are Due to End within the Next Three Months:

The following associate members terms ended on 14<sup>th</sup> May 2019. Governors considered their reappointment or noted their end of office.

Amelia Darrell – End of Office and was not seeking reappointment

Natali Dragic – Re-appointment approved for a year with the notice that ND would be re-locating due to work to Singapore in the new academic year.

Lucie Follett – End of Office and was not seeking reappointment

DH and MK left the meeting and on their return were advised that they had been unanimously re-appointed as associates and were asked if they were happy to be appointed for four-year terms of office to which they agreed.

Dave Hallbery – four-year term of office

Marsha Kutkevitch – four-year term of office

Governors thanked AD, ND and LF for their service to the School and wished them well for the future.

C) **Governor Vacancies:**

3 Foundation Governors  
MH and DS applications in process for FG posts and there was one remaining vacancy which AS was pursuing.

D) **Governor Non-Attendance:** SPJ had been absent for the last two meetings and the matter had been discussed under Item 1.

E) **Reports by Governors:**

Safeguarding – MM – Governors noted the audit report provided by MM. AON stated that he believed the report had been discussed previously and he would follow up with MM.

F) **DBS Check Update:** Governors were asked to follow up on their DBS checks with Mrs Lagunas.

G) **Governor Training:**

Skills Audit and training record to be reported on at the next meeting.  
AS requested that the items be moved to summer 1 in the following academic year.

H) **Local Authority Information:**

- a) Ofsted Report on Knife Crime  
Governors reviewed the report stating that the School was following all the recommendations made in the report and had been doing so for some time.  
AON advised that he was on the RBKC working party for knife crime and he commended the LA lead for Safeguarding Hilary Shaw for her work in this area.
- b) Keeping Children Safe Online
- c) Headteacher's Meetings and Key Purposes across the LA for 2018-19
- d) Children's Services Staff Contact List
- e) Ian Heggs Head's Letter Summer Term
- f) RBKC School Circular – attendance conference.

Governors noted the LA information circulated with papers for the meeting and highlighted the following points

- Bi Borough SALT would have an impact on Schools, and the SENDCO was discussing the matter with the LA
- The School advised that it was involved in LA research on peer on peer abuse and once the School had more information it would update governors.

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

- a) ND to be reappointed as an Associate Member for a one-year term of office.
- b) MK and DH to be reappointed as Associate Members for four-year terms of office.

PW arrived at 7:12 p.m.

12. **SCHOOL MISSION**

AON update governors on the School's work to develop the School's Mission post the feedback from the previous meeting. Governors were advised that post that meeting the Mission would be taken to the CE&CL meeting for their thoughts and it would be approved in the final Board meeting of the year.

The draft Mission document was circulated, and AON responded to governors' questions and points:

- Q) Governors asked whether the document should be written in the future tense.  
A) The School wished the document to be written in the vein of intention.
- Q) For which stakeholder groups was the document being developed and for what purpose?  
A) The document was for the School staff, parents, students and all stakeholders. It would be on the website and could be used to help market the School. It was the School's promise in what it was aiming to deliver as a Catholic school. Governors should be able to see evidence of the Mission in the governors' afternoon within the School.
- Q) Did the School believe the document adequately covered achieving students' potential and stretching students?  
Q) Would parents find it easy to read and understand (particularly those whose first language was not English) as the document was very detailed with a high level of literacy required to understand it?  
Q) Would parents be able to see how the document would impact their child and where would their son or daughter fit into the Mission and could it potentially put parents off the School?  
Q) Was the document an internal document for staff and governors?  
Q) Could a short vision and values précis sit on top of the document which would be more accessible to parents and students?  
A) AON responded to the above questions as a whole stating the document was to show proudly what the School was and how the church's teaching was at its centre. The document was not written about students as individuals. The document was showing that the teachings of the church were used in the School on a daily basis and how. AON stated that he believed that it was something all Catholic schools should do and the document was to illustrate that it was of fundamental importance. AON added that the Mission would not be forced on to parents and would be there if they wished to read it. He further stated that governors' points were useful regarding the précis and he would revise the document for the committee.
- Q) Governors highlighted their confusion over the difference between Formation and Formatio in the document, stating they understood the difference in a Catholic School about developing the whole character of the School.  
A) AON advised he would take on board the point in his revision of the Mission document for the CE&CL committee.

Governors concluded that they were supportive of the development of the Mission document and looked forward to seeing the final version at the following meeting.



ACTION: Final version of the School Mission to be scheduled for approval post the CE&CL review. Summer 2

13. CHAIRMAN'S ACTION REPORT

None taken

14. DATES OF FUTURE MEETINGS

SUMMER 2 2019

Date	Meeting	Time
Wed 05/06/19	C&S	4:30 p.m.
Wed 05/06/19	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	Governors Afternoon	12pm. Prayer in the chapel Ashleigh will lead follow by lunch. Invite staff too.
Tue 02/07/19	GB	6:00 p.m.

15. ITEMS FOR FUTURE ACTION OR MEETINGS

**Governors**

Review and agree terms of reference

Review of Governance:

- Set dates for meetings
- Committee Terms of Reference inc Pay
- Committee Membership
- Conduct Gov Self-Evaluation

Committee Reports

LA updates

**School**

Headteacher's Report

Revised SEF

Summer works – quotes and tenders

Questionnaires feedback

**Policies & Important Documents**

SDP review

Letting Rate card

Staff Code of Conduct

Data Protection Policies /Privacy

SCR spot check

Risk Management Register

**CHAIRMAN'S SIGNATURE: .....**

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

### RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that the Board of Governors noted the apologies from RG, MM, and DS.

RESOLVED: that the minutes of the meeting held on 2<sup>nd</sup> April 2019 be signed as a true record of the meeting. (unam)

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

- a) the School's Budget report for 2018-19
- b) the School's draft Budget for 2019-20
- c) the School's predicted three-year budget for each of 2019-20, 2020-21 and 2021-22
- d) the School's invoices over £10,000

RESOLVED: that the Board of Governors voted unanimously to endorse the School's proposals for the LCVAP funding.

RESOLVED: that the Board of Governors unanimously approved the School's recommendation to enter into a catering contract agreement with the Lunchtime Company starting in September 2019.

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

- c) ND to be reappointed as an Associate Member for a one-year term of office.
- d) MK and DH to be reappointed as Associate Members for four-year terms of office.

### NEW ACTIONS

- 1) Final version of the School Mission to be scheduled for approval post the CE&CL review. Summer 2

### ACTIONS FROM PREVIOUS MEETING (CARRIED OVER)

- 2) RG to carry out annual spot check on the GDPR Breach Log. – Summer 2
- 3) Governors were asked to confirm how they would fulfil their commitment to 6 hours training per annum to the clerk
- 4) Governors to confirm and sign that they have read KCSIE 2018 Part 2 – Ongoing
- 5) AON to raise the protocols at the Headteacher's Deanery Consultative and find out more information. – Ongoing
- 6) CM to follow up with LA regarding SEC 128 checks for governors. – Ongoing