

Minutes of the meeting of the Board of
Governors of All Saints Catholic College
held at the School on Tuesday 2nd April
2019 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

Richard Girvan (RG) (arrived at 6:12 p.m. Item 6)

Elaine Gribben (EG)

Michael Harrington (MH)

Marsha Kutkevitch (MK)

Maureen Marlowe (MM)

Andrew O'Neill (AON) (Headteacher)

Don Skeffington (DS)

Peter Wilson (PW) (arrived at 7:12 p.m. Item 12)

Dave Hallbery (DH)

Chris Johnston (CJ)

Ashleigh Mealy (AM)

Rabab Raza (RR)

Amanda Sayers (AS) (Chairman)

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 continue to 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 top priority.

In your mercy, Lord hear our prayer!

2. APOLOGIES FOR ABSENCE

There were apologies for absence from Joy Duval Koenig (JDK) and Stella Powell Jones (SPJ).

RESOLVED: that the Board of Governors noted the apologies from JDK and SPJ.

3. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

4. **ELECTION OF VICE-CHAIRMAN OF THE BOARD OF GOVERNORS**

Governors noted that JDK has resigned from her post of Vice Chairman of the Board and Chair of the CE&CL committee as she had accepted a full-time role which gave her less time to make meetings. JDK had advised that she would like to continue as a Foundation Governor on the Board.

Governors were asked to elect a Vice-Chairman for the remainder of the academic year. Governors agreed to accept additional nominations at the meeting.

Governors were advised that CJ had self nominated for the role. There were no further self nominations. Governors thanked CJ for volunteering to take on the role in addition to his role as the Chair of the F&GP Committee.

RESOLVED: that the Board of Governors voted unanimously to appoint CJ as the Vice-Chairman of the Board of Governors for 2018-19.

5. **MINUTES FROM THE MEETING HELD ON 12th February 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 12th February 2019 be signed as a true record. (unam)

6. **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/group relating to any of the accompanying papers.

F&GP 19th March 2019

- Q) Governors asked whether the School had received the VAT payment and whether the committee was concerned that the School's Payroll might be incorrect.
- A) AON advised that the LA VAT payment had been delayed. AS reported that there had been issues at other schools where people remained on payroll post leaving and stated that it was good governance to spot check payroll at least once annually. AS advised the decision had not been taken due to any concerns about the School.
- Q) Governors asked whether the School had completed the windows in the classroom doors project and whether the remaining doors would be included in the proposed building works for the future.
- A) AON advised that there were approximately 15 doors which did not have windows however they were mainly offices and cleaning/storage cupboards. The School had not included them in the plan for financial reasons and they did not impact on H&S and Safeguarding. AON agreed to check with the LA regarding the requirement and would look into signage for the doors and advise at the next meeting.

- Q) What would be the next steps for improving the food offer in the School so that more staff and students wanted to take up the offer and what were the specific concerns regarding student obesity?
- A) AON advised the School was reviewing potential catering companies. The tender had gone out for a new catering contact with a framework agreed by the School. The tender had gone out to 40 suppliers. There was a twelve-week timetable and it was hoped that the School would have more details the following term for governors.
AON added that the ward not the School specifically had high levels of child obesity. The point made in the committee meeting was that the School would want school meals to be healthy and popular with staff and students.

RG arrived 6:12 p.m.

C&S 20th March 2019

- Q) What is the Trailblazers scheme and was there an issue with children in need of counselling not being seen immediately?
- A) AON and AS stated that the Trailblazers scheme was very exciting for the School and explained that it was a LA scheme which would really help the School and other schools in the LA help their students with their mental health. Counselling was a fluid issue with the need being greater at some times more than at others. The School had secured a counsellor through the Catholic Children's Society (higher need), and the School Chaplain provided lower level support.
- Q) Governors asked whether the School was concerned that students with issues like self harm were not being seen or helped immediately.
- A) AON stated students with issues such as self harm would be referred to social services, and CAMHS resources would be deployed. While the School would like to have more counselling resources, an additional full time counsellor would cost the same as a senior leader in the School.
- Q) Governors asked what the next steps were for the School and its partnership with St Paul's.
- A) RG and TA responded that they had had discussions and were hoping to have a plan in place for September. The key issues at that moment were logistical however the schools hoped to work together soon. TA added that he would like to use the partnership to provide students with opportunities the School could not provide. The School hoped to use St Paul's DT facilities in the summer term during St Paul's holiday however this would be dependent on the building works programme at St Paul's. RG stated that he would try to arrange places at the SPS career fair for ASCC students in the summer term.

DH highlighted the training that AON provided at the beginning of the meeting and the glossary of terms included in the minutes as a useful resource for governors.

CE&CL 20th March 2019

Governors noted that the committee discussed the appointment of an Emotional Health & Wellbeing Link Governor and thanked EG for volunteering for the post.

AS asked governors whether they felt that the minutes were self explanatory and therefore did not need to ask questions. Governors confirmed that they were happy with the detail in the minutes and were comfortable asking questions.

RESOLVED: that the Board of Governors unanimously approved EG as the Board's Emotional and Wellbeing Link Governor.

7. HEADTEACHER'S REPORT

Governors thanked AON for his report and the following points were raised in discussion:

Leadership

- Q) Governors asked why the School would not receive bulge funding for the current financial year as it had for the previous financial year;
- A) 2.7 – AON responded to questions about the School roll and finance stating that while the School received £65,000 bulge funding the previous year from the LA and the net increase of students would be bigger in September 2019, the School would not be receiving any additional funding as it had elected to take the extra students and had not been asked.
- Q) Had the School discussed the pressure on the increased student numbers with the LA?
- A) AON was in discussion with the LA regarding the disparity in the funding increase between the current and previous years. The Director of Finance had advised that she would raise the issue with the EFSA for 2020-21
- Q) Governors asked how the School intake that year would impact the proposal to increase the School PAN moving forward.
- A) AON advised that with the School's increased carry forward and the proposed changes to the national funding the School would be able to balance the budget. It was strategic for the School to increase its numbers that year despite not receiving additional funding in order to increase the size of the School in the long term.

Teaching

- the pupil progress metric had been amended since the C&S committee. The School had reviewed the data in light of the permanent Pex and the predicted P8 score was 0.03;
- AON advised that teachers and leaders had been cautious with predictions due to the mock results. A number of students were on grade boundaries for Maths.
- governors discussed the data and commented on the stronger VA scores. Governors agreed with AON that while they were aware of Ofsted's guidance they knew the School was more focused on meeting the needs of the students of the School;
- AON stated progress for the Most Able was still a negative number largely due to a couple of significant outliers and legacy issues. The School targeted the Most Able students that were underperforming as it did all its students;

Behaviour, Safeguarding, Attitudes and Faith

Governors noted the significant activity within the Catholic life of the School, and AON thanked CJ for attending the Lenten mass earlier in the day.

- Q) Governors asked how many counselling referrals the School was awaiting.
- A) The School was waiting for five referrals.

- Q) Governors asked for more information on the Y7 student exclusions as they accounted for half of the exclusions that year in the School.
- A) AON stated that the inclusion of boys into the School had had an impact on Y7 however the numbers were reducing over the course of the year and were generally made for errors in judgement regarding behaviour rather than for more serious misconduct.

MK suggested the School contact the Harrow Club as they had been the recipient of fundraising activities and had increased their outdoor facilities for local children.

8. GDPR UPDATE

TA reported that the School had received a SAR request that day which was the only significant information to report since the last meeting.

9. POLICY/IMPORTANT DOCUMENT REVIEW

Governors reviewed the following pre-circulated documents which had been reviewed and recommended by the F&GP Committee.

- a) **Business Continuity Plan** – Approved
 - Q) Did the School have a buddy school?
 - A) Kensington Aldridge Academy
- b) **Financial Control Procedures** – There had been a small amendment to include the use of the new School Charge Card. Approved
- c) **Staff Code of Conduct** – Governors noted that staff were not permitted to tutor students at the School. Approved
- d) **Statement of Internal Control** – Approved

RESOLVED: that the Board approved the following documents subject to the amendments and decisions agreed in discussion unanimously:

- a) **Business Continuity Plan**
- b) **Financial Control Procedures**
- c) **Staff Code of Conduct**
- d) **Statement of Internal Control**

10. ACTIONS FROM THE PREVIOUS MEETING

- 1) New governors to arrange to meet with AS to carry out their induction process. – AON to email dates
- 2) PW and AON to speak to Diocese and Bishop regarding inconsistencies in advice regarding the Certificate of Catholic Practice in the admissions procedures. – AON advised that he had checked with the DoW regarding their advice to the School and they confirmed that it was right. If the School became oversubscribed by Catholics the School would then go to the Certificate of Catholic Practice. At present half the students in the School were Catholic.
- 3) School to keep GDPR breach log. – TA confirmed the School now had a log and it was kept up to date.
- 4) RG to carry out annual spot check on the GDPR Breach Log. – Summer 2

- 5) Governors were asked to confirm how they would fulfil their commitment to 6 hours training per annum to the clerk. – Governors discussed the possibility of annual training in the December meeting and agreed to confirm their training arrangements with CM.
- 6) Governors to confirm and sign that they have read KCSIE 2018 Part 2 – Clerk to circulate and governors to confirm and sign sheet at the next meeting. – Ongoing
- 7) AON, CM and AS to review and report on Diocesan Model Protocols to governors. Governors were advised that the process was ongoing. AON and AS stated that protocols had been sent to schools without consultation and there were some issues with them especially in regard to financial practice. AON stated he would raise the protocols at the Headteacher's Deanery Consultative and find out more information. The School would ask for a conversation with the Diocese regarding the practicalities of the protocols.

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 end on 14th May 2019
Amelia Darrell – CM to email to find out if they want to continue
Natali Dragic – CM to email to find out if they want to continue
Lucie Follett – CM to email to find out if they want to continue
Dave Hallbery – Confirmed that he wished to be re-appointed
Marsha Kutkevitch – Confirmed that he wished to be re-appointed

C) Governor Vacancies

3 Foundation Governors (MH and DS to apply for FG posts and one remaining)

AS advised that the School had been looking for an educational specialist to replace Stuart Alexander. The School had been unsuccessful and had put out a request to the local parishes for interested candidates. Governors were asked to send AS any recommendations and were advised that candidates had to be Catholic and if they had children under 16 those children had to be in a Catholic School.

D) Governor Non-Attendance: No issues to report

E) Visits To The School:

- a) MM reported meeting with AON and advised the Safeguarding audit would be presented at the next meeting
- b) DH reported coming into the School to review the ASP and his report would follow.
- c) MH reported carrying out a procurement finance visit which would be reviewed at the next F&GP meeting.

F) DBS Check Update:

New governors were asked to ensure that their references were submitted to Delyth Smith. DBS checks were in train.

G) **Governor Training:**

AS and CJ had attended the Strategic Financial Management for Governors and CJ's report was circulated to governors. Governors were advised that it was a very good session and worth attending.

PW arrived at 7:12 p.m.

H) Local Authority Information:

Governors had received the following LA and DfE information:

- a) Governor Handbook March 2019
- b) LA Spring Letter
- c) LA Conference Information
- d) Website Compliance
- e) Ian Heggs letter to Heads and Chairs (for governors' information)

AS circulated the pertinent changes for the School and governors in the new Governor Handbook. Governors were asked to read the handbook at their own pace and the following points were discussed from AS's report:

- governors to come from a broad range of backgrounds which the Board had;
- parental engagement – what the Board was doing for the next year and what governors did with the opinions expressed;
- governors considered the newsletter, meetings, parents' feedback, how it should communicate in the future and a potential separate questionnaire for SEND parents
- careers guidance – TA had reported on in the CE&CL committee;
- reports and data including PP, Y7 catch up and ASP;
- P26 – How did the Board know the School plans staffing. AON advised that he kept an intricate spreadsheet of teaching needs and available staff shortfalls and who he needed to recruit. It was possible to see the additional recruitment to cater for expansion;
- SEC 128 checks – CM was in the process of taking advice from the LA;
- Code of Conduct – information was on the website;
- The School should cover mental and physical health;
- Board decided the School's Behaviour Principles;
- City of Westminster placement for supported internship programme. School to look into;
- Retention of staff. The School had a low turnover in comparison to other secondary schools in the LA.
- P17 – School Security guidance. Governors believed the School was very secure and to gain entry to students one would have to get through three locked doors.

ACTION: CM to email AD, LF and ND regarding their associate membership term of office.

CM to follow up with LA regarding SEC 128 checks for governors.

12. CHAIRMAN'S ACTION REPORT

None taken

13. DATES OF FUTURE MEETINGS

SUMMER 2019

Date	Meeting	Time
Tue 07/04/19	F&GP	8:00 a.m.
Wed 05/06/19	C&S	4:30 p.m.
Wed 05/05/19	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.

14. ITEMS FOR FUTURE ACTION OR MEETINGS

Governors

- Committee Reports
- LA Updates
- Governor Attendance
- HT interim Review
- Governor Annual Skills Audit
- Governor Training and Induction Report
- Governors Visit Afternoon

School

- School Mission/Vision and values restatement/development
- Support Staff Pay and Appraisals
- Safeguarding Report including Prevent agenda
- Impact of Behaviour Policy
- Summer Works Quotes and Tender
- Approve School Budget for 19-20
- Approve Staffing Structure 19-20
- Update on School Targets
- Sign off on invoices over £10,000 for audit
- H&S action points – No high priorities and just suggestions
- ASP/IDSR

15. ANY URGENT BUSINESS

AON updated governors on the School finances and use of the carry forward. Governors noted that the carry forward was £144,000 and the School had elected to pay for the windows in the hall and the work would be carried out in the Easter holidays.

The School had also paid for the glass in the chapel, refurbishment of the female staff toilets and the re-decoration of the MFL rooms.

The School was chasing the LA for funds agreed for contingency SEND funding. The School expected to have the payment in the next few days. The School would review capital funding with the F&GP committee in May.

The Goubey funding application was on hold due to bereavement in the family and the LCVAP funding had not been announced.

CHAIRMAN’S SIGNATURE:

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

RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that the Board of Governors noted the apologies from JDK and SPJ.

RESOLVED: that the Board of Governors voted unanimously to appoint CJ as the Vice-Chairman of the Board of Governors for 2018-19.

RESOLVED: that the minutes of the meeting held on 12th February 2019 be signed as a true record. (unam)

RESOLVED: that the Board of Governors unanimously approved EG as the Board's Emotional and Wellbeing Link Governor.

RESOLVED: that the Board approved the following documents subject to the amendments and decisions agreed in discussion unanimously:

- a) Business Continuity Plan
- b) Financial Control Procedures
- c) Staff Code of Conduct
- d) Statement of Internal Control

16. ACTIONS FROM THE PREVIOUS MEETING

- 1) AON to email new governor induction dates
- 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
- 5) AON to raise the protocols at the Headteacher's Deanery Consultative and find out more information.
- 6) CM to email AD, LF and ND regarding their associate membership term of office.
- 7) CM to follow up with LA regarding SEC 128 checks for governors.