

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Microsoft Teams on Tuesday 19<sup>th</sup> May 2020 at 4:00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

#### **Governors**

Joy Duval Koenig (JDK)	Elaine Gribben (EG)
Dave Hallbery (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM)	Ashleigh Mealy (AM)
Shane O'Driscoll (SD)	Andrew O'Neill (AON) (Headteacher)
Stella Powell Jones (SPJ)	Rabab Raza (RR)
Amanda Sayers (AS) (Chairman)	Don Skeffington (DS)

#### **Observers**

Tim Aykroyd (TA) Deputy Headteacher  
Oonagh Brett (OB) Deputy Headteacher  
Delyth Smith (DS) SBOM

Carolyn MacLeish (CM) Clerk for the Governors

### **1. OPENING PRAYER**

At this time of national emergency, we ask Our Lord to guide us as we make critical decisions for the wellbeing of all of the All Saints community. In your mercy, hear our prayer!

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

The Board were asked to approve the following absences:  
Richard Girvan (RG) – work related  
Fr Peter Wilson – unwell

**RESOLVED:** that the Board of Governors approved the absences as reported.

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

There were no declarations of interest relating to the agenda.

CM advised that she would be sending governors their DOI forms to ensure they were fully completed as the audit had identified that a signature alone was not sufficient. Governors were asked to state clearly on their forms that they did not have interests in the specific areas of the form.

4. MINUTES FROM THE MEETING HELD ON 24<sup>th</sup> March 2020

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 24<sup>th</sup> March 2020 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

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

F&GP – 12<sup>th</sup> May 2020

Governors were asked to approve the School's Draft Budget and staffing Structure for 2020-21, each as recommended by the F&GP Committee.

AON highlighted the following points considered by the School and the Committee when finalising the budget for 2020-21:

- 7/12ths funded for the previous census and therefore underfunded by 70 pupils
- £65,000 growth fund helped but did not compensate for the loss of full funding for the pupils for 7/12ths of the year which would be worth approximately £250,000;
- the School would not see full funding until its second year of having a full roll as the block funding was always based on the previous census figures;
- the School had factored in changes to rates, CV-19 costs and loss of revenue;
- savings due to CV-19 would be minimal as utilities costs at that time of year were traditionally low;
- the School was keeping a track of the costs being incurred which it would try to recoup later in the year. The costs were approximately £50,000;
- the budget had been set prudently with some flexibility and included the possibility of additional Humanities teaching;
- the School was looking to recoup some salary costs for IT teaching too;
- the bottom line was the School was in a strong financial position and had reviewed carefully how much of its reserves it wanted to use on the current year's students and the amount that needed to be retained in reserves;
- the School had allocated funds to general maintenance and costs
- some of the carry forward was to be used for new screens and classroom refurbishment.

CJ concluded as the committee Chairman that during a difficult time with a lot of uncertainties the School had retained a good grip on its finances. CJ added that he would like to thank DS for the excellent job she had performed as the SBOM in ensuring the School had a solid carry forward.

Governors thanked the School and Committee for the update and raised the following questions:

- Q) 83% of the budget was allocated to staffing, which was at the higher end of the recommended range, so should the School consider putting off hiring staff, especially whilst it was not clear whether students could return in September?
- A) If the School were fully funded the percentage of the budget spent on staffing would come down to approximately 78% which was at the lower end of the recommended range for staffing. Additionally, if the School were able to open in September it needed the staff to be in place.

The School believed that the funding provided every year should be spent as much as possible on the students in school. All staff recruitment and proposed appointments were in the budget and had been budgeted at approximately a M6/UPS 1 so there was potential that the staff appointed might be on lower pay points as this was normally the case.

There were also assumptions around all staff participating in the pension scheme, although in the previous year several had not although they could choose to join at any point. AON advised there was not much regular movement within the pensions scheme.

Governors reviewed the flow diagram of the Staffing Structure recommended by the F&GP committee. AON advised that the structure showed how the School was seeking to develop the senior middle leadership which might take longer than previously anticipated depending on when the School returned to normal working. The new structure included a further two AHT permanent posts which had been discussed with AS. Regular discussions had taken place with CJ to ensure the affordability of staffing plans throughout the year.

- Q) Is there a formula for how much time SLT members of staff are in the classroom and how much time is out of the classroom?
- A) There was guidance for the allocation:  
DHT 10/30  
AHT 14-15/30  
Head of core subject 22/30  
Head of other subject 23/30  
Teacher 25/30.  
Class teachers should have ten percent non-contact time.

**RESOLVED:** that the Board of Governors unanimously approved the following as recommended by the F&GP Committee:

- a) the Draft Budget for 2020-21  
b) the School Staffing Structure for 2020-21

## 6. HEADTEACHER'S REPORT

AON referred governors to his report. The report included a CV-19 update, and the following points were highlighted in discussion with governors:

-Remote learning

- Safeguarding and Inclusion
- Provision for Key Workers and Vulnerable children
- Staff Wellbeing
- Preparation for returning back to School (if there were plans in place)

Q) Point 1.4: What did the School acting as hub mean operationally?

A) Several RBKC schools had seen greater numbers of children of key workers in their schools. Some of the primary heads had met to see what they could offer over the holidays with conversations between heads, Andrew Tagg and senior leaders. AON stated that the School could host a holiday provision run by RBKC. It had happened and had gone well. Primary colleagues were pleased. Varied between 25-30 children attending. The School had made the same offer for the May half term to the LA who had stated they were interested but no details had been established to date. AON believed it would happen.

### Educatio

AS stated that she had been in contact with several chairs and believed that what the School had put together for students and the support for their families has been outstanding. AS further stated that she would like to extend the full Board's thanks to AON and his staff for being the only school delivering its offer in this way including delivering live teaching sessions and additional tutorials to solidify learning for weaker students. There was an additional focus for PP students.

AON thanked AS and governors for their support and stated that nationally only 6% had delivered teaching sessions by Zoom or Teams and to date it had gone well. The School had been contacting students at home to find out if they had Wi-Fi capability and if not were there other ways they could access their work.

Q) Governors congratulated the School on the offer of activities and schooling on Twitter and asked how did the Twitter timetable worked and why was Twitter chosen?

A) Twitter was used to publicise the School's work and for nothing else. It was not operational. Communication with families in the School community was by letter and all could be seen on the website.

Q) Point 3.7 referred to the use of the visualiser and governors asked how this worked.

A) It was a document camera, and some of the teachers had used it which had improved their teaching. They did an hour session of teaching online where they focused on using the Rosenshine modelling concepts and students could access learning later.

Q) What did student progress look like?

A) TA was overseeing this area and advised that Y11 students had been uploading their work which validated the grades that they were being awarded so the School could use their work and mock marks. Subject leaders were validating the grades and work to put the School in as strong a position as possible to evidence why they were proposing the grades they were for each student.

TA advised that the School had collected multiple pieces of work, used the FFT analysis and met with every HOD to rank every student and question why the grades proposed were being proposed. The SLT had been

proactive rather than waiting for exam boards to ask for the evidence afterwards. It was being managed by TA and senior curriculum leaders.

- Q) What did the School do for students who would have been sitting heritage language GCSE's.
- A) The School could not award grades for subjects for whom it did not have student work. This affected only a small proportion of students and included languages and some other subjects such as economics. It would not affect the School's performance as there would be no performance data produced by the DfE that year.
- Q) Governors commended the decision to send the report home in point 3.17 and asked how this had been received.
- A) The School had also held an options evening online which had lowered anxiety levels for students and parents.
- Q) Governors praised the School for the pastoral work it was doing and asked where the funding came for the food voucher FSM scheme in his report.
- A) The government had originally been slow to move on the voucher scheme and the School had spent £3,500 to cover the initial period. Since then the Government voucher provider Edenred had taken over. The scheme was difficult to access due to the volume of schools trying to access it, which had caused DS problems, however the School was securing vouchers and distributing accordingly.

Governors concluded by commending the School on the data in the report regarding engagement and student progress in such difficult circumstances, stating the offer for students was obviously high quality and engaging.

### Formatio

AON advised that the School was in preparation for the summer service to end the year. The overall school plans are in constant flux with regular updates being received from the DfE. The School was awaiting the announcement on May 28<sup>th</sup> regarding bring pupils back on June 1<sup>st</sup>. The School would report fully at the next board meeting on bringing back Y10.

- Q) Governors asked whether families and students engaged in the Easter activities details in P 7.5 and suggested an exhibition of activities in lockdown once it was over?
- A) OB oversaw it and there were some activities with one or two students posting every day on teams. The aim had been to get parents together with their families. One of the teachers posted her and her sister signing to a song. Then some students and other teachers did the same. There had been lots of baking cakes and Mr Trainer demonstrated bread making. Lots of families engaged. Students had written to care homes. Staff joined in and some students who were difficult in school really enjoyed it and participated.

### Primary Engagement and Transition

- Q) What are we going to do for parents to make them feel welcomed instead of transition evening?
- A) On the first Wednesday of July the School usually hosts an induction day and sells uniform. It would be unlikely that this could happen however the

School would work with the uniform company to provide something in August. At the start of the autumn term the School might try to host a celebration day. Possibility of a BBQ for current students and families which could include Y7.

- Q) Governors commended birthday cards being sent to children and asked if this had been welcomed.
- A) AON stated feedback had been positive

AON advised the School had been speaking with Julie Ely, the Assistant Director of SEND for the LA, who stated RBKC were keen for the School to take on some students with full funding for complex needs, those needs being generally more complex than the students who were on roll at present, and to offer a provision. JE's view was that the School should start with small numbers of the School's existing students to see how the provision could work. AON advised that he would be keen to explore the possibility as the students would be fully funded which could work better potentially than currently where the School had to fund SEND students for the first £6,000 from its main grant. AON asked governors for their approval to explore the opportunity further.

- Q) Governors stated the opportunity sounded exciting, however they wished to ascertain how much management time the provision would take.
- A) AON stated that he believed it could be handled without using too much of his time. He added that it was positive that RBKC and Westminster saw the School as highly inclusive, unlike other schools within both LAs, and appreciated the School's willingness to try and help all children where possible. With a SALT provision there would be more flexibility to move staff around the School and it could work better for the SENDCO and his team.

Governors stated they approved the School's exploration of the provision as part of the School's offer and looked forward to an update.

**RESOLVED:** that the Board unanimously approved the School's discussion with the Bi-Borough regarding the opening of a SALT provision within the School's offer.

## 7. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

- **Committee Terms of Reference for F&GP Committee 2020-21** (rec by F&GP committee). Approved
- **Data Protection Policies and Privacy notices** (rec by F&GP committee).  
Governors were asked to delegate future approval to the F&GP Committee –  
There had been no significant changes. Governors asked TA whether the policies continued to work for the School and whether there had been an increase in the workload, to which TA advised the policies worked and there had been no significant issues with workload. Approved
- **Invoices over £10,000 for approval for audit** –  
Q) Why was AQA so high?  
A) Exam entry costs, pay for individual papers, exams costs £38-40K  
Approved
- **Lettings Rate Card (rec by F&GP committee)** - Approved  
Q) Why was there a commercial rate on the card?

A) There was discretion for a community letting and that was why there was a commercial rate.

Q) Were there any lettings?

A) All lettings were on hold including the Notting Hill carnival.

Q) What was the impact of the loss of earnings?

A) The Governors Fund had sufficient funds to cover the LCVAP contribution. OB was working with RR and Natasha Evans on fundraising. The School had secured some funding for Canapes from the National Lottery and further funding from the Sisters of the Holy Cross. In theory the School should be able to claim for lost revenue from the government.

- **Lockdown Policy (rec by F&GP committee)**

Governors noted the School was supposed to have annual trials which would not traumatise students. The School would advise when all returned to normal.

Approved

- **Y7 catch up premium**

Designed to support students and integration into the School, and was always received late in the academic year. The funding report was analogous with the PP report.

Q) In September Y7 would have had just over half of their year so this money might be allocated to them in Y8.

A) Partly, however the additional capacity in English had been used for Y7 in the first part of the year.

Q) Would there be something in terms of funding for other year groups to catch up?

A) The School would be looking at ways to help Y8 catch up, so they were ready to go in Y11. Broader brush, the curriculum leaders were reworking their offer for the following year, not just for Y10, but they would look at each year group including the Y7 offer. Subject leaders had been very proactive and were working to address the fact that it had not been a normal year.

Q) Was there any mileage in sending out work for the summer?

A) The School could look at it but would not have control of it. TA advised that the School would wait to see and potentially provide the new Y7 with work to ease them into secondary school rather than through summer work.

Approved

- **Summer works quotes and tenders**

AON advised that sadly the LCVAP bid had been unsuccessful which had been surprising for the School and Wilbey Burnett as the bid had been for the south block conversion for lavatories and changing rooms for boys as there were insufficient facilities, which would be further impacted the following year with more boys joining the School. The bid had been for £150,000.

The School would try again in the Autumn as there would be another round of bids as the Diocese had held back £1.5 million of the funding due to CV-19.

In relation to the new build the programme was progressing well with AON having a lot of meetings with architects and the LA. It was believed that works would proceed from 16<sup>th</sup> June and contracts would be awarded the following week with the contractors appointed by 16<sup>th</sup> June 2020.

Work to be carried out that summer would include the following:

- Food teach lab
- Library classroom
- Carpet
- Maths and Geography rooms on the 2<sup>nd</sup> floor
- Top floor North block four classrooms RE dept

The work would be faster and easier hopefully with the students not in school. Contractors would meet with DS and Joe Lenaghan (Site Manager) to organise clearing the areas ready for work, and the School would use additional staff from Julius Rutherford (school cleaning company) which the LA would fund.

The main school build was on track to start in December and work to fully start in January 21, the plans had gone to consultation and AON would send the link to governors to fill out for the consultation.

AON shared draft images of the build and stated that he hoped most of the work could be completed for that summer by September.

- **Term dates**

AON advised that the School was looking at term dates for the following year in terms of the current situation and therefore was late publishing the dates. AON shared his proposed dates on screen and highlighted the following points:

- Start on Tuesday 1<sup>st</sup> September and the dates are broadly in line with RBKC;
- The School would like to have six INSET days with a carry forward from the current year;
- Inter primary day to move to September;
- Bring in primary students in early September for a fun and celebration day and prepare to bring the parents in for Early October for an open day;
- The School wanted to have four shoulder days. One tagged onto October half term, February half term and one after Easter;
- Each day would be allocated to Y11 and another year group so students could have an intensive catch up on those days.

Q) What was the current expectation for the next academic year by the DfE in terms of students coming back into school?

A) The School might not be able to be fully open and would need to think how that would be managed. Additionally, it would be a hard year for staff and the profession in terms of filling gaps around exams and interventions. Having more INSET days would help and benefit staff and students. In terms of planning, the situation was ever evolving and changing and it was not a good use of time to plan for September when the situation was liable to change on a weekly basis. The School would publish what the offer would look like in an ideal world and what options might be used if it were not possible.

Q) Governors stated they had seen quite a lot in the newspapers about unions advising teachers not to return to school, had there been any feedback from the School's staff in line with this advice?

- A) AON stated that he had not received any push back from staff and felt they trusted him and the leadership team to make good decisions and keep them safe. The School was receiving support from the LA and there would be no pressure to return to work. Most staff would continue to work from home.
- Q) Have there been any cases of CV-19 in the School community?
- A) A few, based on reported symptoms, for staff, no reports on students and one father had been in intensive care for two weeks but was getting better. St Charles College had sadly lost a sociology teacher who had been in their early 40's. Jesus and Mary College in Harlesden had sadly lost nine parents to the disease.
- Q) Were the LA asking schools to do certain things for their students or were decisions solely down to the School?
- A) Schools made their own decisions based on the guidance and their capacity.
- Q) Had the School canvassed its staff to know who would be impacted by a return to work?
- A) There were approximately four staff members who would be considered vulnerable from a health perspective, staff had been invited to discuss their concerns which they had done. If the School returned in June/July it would be for Y10 only which would be 70 students. The School had ascertained which subjects they were finding difficult through canvassing parents, and students and groups would be formed. Small numbers of teachers would be needed.
- Q) How would the School deal with the Autumn term including the flu vaccination season, would the School offer vaccinations?
- A) The School could look at offering to pay for vaccinations.

Governors approved the term dates as presented by AON.

- **CP and Safeguarding Addendum in reference to CV-19**

The addendum has been put together post-despatch, appendix to safeguarding policy which reiterates who the DSL is and who is the point of contact on site. DSL is Delyth Smith during CV-19. Outlines what we do for every child particularly vulnerable children. Been received by the Key and filled in the gaps over and above recommended

Approved

**RESOLVED:** that the Board of Governors unanimously approved/noted the following policies and documents:

- a) Committee Terms of Reference 2020-21 for the F&GP Committee
- b) Data Protection Policies and Privacy notices
- c) Invoices over £10,000 for approval for audit
- d) Lettings Rate Card
- e) Lockdown Policy
- f) Y7 Catch Up Premium
- g) Term Dates 2020-21
- h) CP and Safeguarding addendum

**8. ACTIONS FROM THE LAST MEETING**

- 1) PP Report to be tabled in the summer term – this will be the intent around the funding for June. School to table in July
- 2) Comparison NGA and School Code of Conduct – Summer Board Meeting Deferred to 20-21

9. **BOARD OF GOVERNORS**

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

SD appointed, associate member 24<sup>th</sup> March 2020  
MH and DS reappointed as associate members 24<sup>th</sup> March 2020

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

None

C) **Governor Vacancies**

3 Foundation Governors (Three applications in process). Waiting for clearance from the Diocese.

Governors were asked to approve the application of Hetty Fletcher to become once again an associate member of the Board, serving on the F&GP Committee, following her return to the UK.

Governors approved the appointment unanimously.

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

E) **DBS and S128 Check Update:**

The School advised there were some governors who needed to complete their checks and they were asked to contact Delyth Smith asap.

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:** Governors were referred to the latest LA and Diocese information on Governor Hub.

**RESOLVED:** that the Board of Governors unanimously approved the appointment of HF as an Associate Member on the Board and F&GP Committee.

10. **CHAIRMAN'S ACTION REPORT**

No actions reported.

**11. DATES OF FUTURE MEETINGS**

**SUMMER 2020**

Date	Meeting	Time
Wed 17/06/20	C&CL	6:00 p.m.
Tue 07/07/20	Governors and GB Afternoon	12-6:00 p.m.

AS stated the School hoped to have the last meeting in person if possible

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

**Work Plan**

- Committee Terms of Reference C&CL and Pay
- Review of Governance
- Set dates for meetings for 2020-21
- Committee Membership
- Governor self-evaluation
- Committee report
- LA Updates
- Headteacher's report
- Revised SEF
- Summer Works – Quotes and Tenders
- Questionnaires Feedback
- SDP Review
- SCR Spot check
- CV-19 Update

**13. ANY URGENT BUSINESS**

AON reported that support staff pay rises from April 2020 were in negotiation. The LA had made an offer of 2% which had been rejected, the LGA had come back with an offer of 2.75% and an additional day's holiday for those with 21 days holiday.

The School asked for governors to approve the pay increase as reported above in advance of it being agreed by both parties to be implemented in June including back dated pay to April.

**RESOLVED:** that the Board of Governors unanimously approved in principle the inflationary pay increase of 2.75% to support staff salaries to be paid in June when agreed by the LA and unions.

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

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

RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that the Board of Governors approved the absences as reported.

RESOLVED: that the non and confidential minutes of the meeting held on 24<sup>th</sup> March 2020 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board of Governors unanimously approved the following as recommended by the F&GP Committee:

- a) the Draft Budget for 2020-21
- b) the School Staffing Structure for 2020-21

RESOLVED: that the Board unanimously approved the School's discussion with the Bi-Borough regarding the opening of a SALT provision within the School's offer.

RESOLVED: that the Board of Governors unanimously approved/noted the follow policies and documents:

- a) Committee Terms of Reference 2020-21 for the F&GP Committee
- b) Data Protection Policies and Privacy notices
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- g) Term Dates 2020-21
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