

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

## **NON-CONFIDENTIAL**

### **PRESENT**

#### **Governors**

Joy Duval Koenig (JDK)  
Richard Girvan (RG) arrived at 7:22 p.m. (Item 10 Review of Governance)  
Elaine Gribben (EG) Dave Hallbery (DH)  
Michael Harrington (MH) Chris Johnston (CJ)  
Marsha Kutkevitch (MK) Maureen Marlowe (MM)  
Ashleigh Mealy (AM) Rabab Raza (RR)  
Andrew O'Neill (AON) (Headteacher) Amanda Sayers (AS) (Chairman)  
Don Skeffington (DS)  
Peter Wilson (PW) Left at 8:00 p.m. (Item 12 Chairman's Actions)

#### **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**

Governors noted that Richard Girvan (RG) had sent his apologies for the first part of the meeting.

Stella Powell-Jones (SPJ) was absent. CM advised that she had written to SPJ regarding her attendance at governor meetings and AS continued to try to contact her.

**RESOLVED: that the Board of Governors noted SPJ's absence.**

**3. DECLARATION OF INTERESTS**

There were no declarations of interest relating to the agenda.

**4. MINUTES FROM THE MEETING HELD ON 14<sup>th</sup> May 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 non and confidential minutes of the meeting held on 14<sup>th</sup> May 2019 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.

**C&S 5<sup>th</sup> June 2019**

- Q) Governors asked whether the behaviour management and planning CPD to reduce teacher workload was a new strategy.
- A) AON advised that the School had put an AHT in charge of CPD that year and they had devised a bespoke programme for staff.
- Q) Was the number of EHCP students still manageable as the minutes showed they were increasing significantly?
- A) AON stated that the numbers were still manageable, and teachers were using classroom differentiation to meet students' needs. AON advised the situation was being monitored as the numbers being identified in Y7 had increased and it was expected that there would be a significant number in the new Y7 from September too.

**CE&CL 5<sup>th</sup> June 2019**

- Q) What was the School's view on the increased number of incidents of reported self harm by students?
- A) TA advised there had been an increase in self harm incidents in the country in the previous seven years and more so in the most recent couple of academic years. On average the School was made aware of one or two incidents every two weeks. Some were repeat cases. There were differing views on the reasons why the School was seeing an increase, and governors discussed media and external influences. Governors noted that incidents were more prevalent with female students but the School had not had a case reported for any of its male students. AON advised that the School's Safeguarding Policy

covered self harm and the processes to be followed when an incident was reported.

- Q) Governors asked what the impact had been of the Y11 student fight involving eight students on the School and whether the School had had any contact with the parents of the students.
- A) AON reported that some of the parents had advised that they had been aware of the students' plans to fight through their social media use but had not warned the School unfortunately. The parents had apologised to the School when questioned regarding their knowledge of their children's plans.

The impact had been significant on staff particularly, and the School had had to use considerable resources to ensure the eight students sat their exams in two groups of four separately from other students. The invigilator had commented that the School had executed the plan very well.

The incident had upset students, in particular the non offending Y11 students. Three of the protagonists had been casual admissions and none of the offending pupils would be included in the leaving celebrations offered to the other Y11 students.

### **F&GP 18<sup>th</sup> June 2019**

Governors commended the School on its contribution to the local community post Grenfell including hosting the Holiday club for nothing. Governors stated the School had ensured it supported the local community and schools nearer to the tragedy regardless of inconvenience and cost. Governors also noted the Macmillan cake sales were led by students with parents invited to attend.

## **6. HEADTEACHER'S TERMLY REPORT**

Governors were given the opportunity to ask questions of AON or comment relating to either his report or the questionnaire.

### Leadership and Teaching

- Q) Governors congratulated the School on achieving a waiting list for places in Y7 and asked what percentage of students in September would be Catholic.
- A) The percentage of Catholics would be 51% in Y7 which was a significant increase from two years ago when only 30% of Y7 students had been Catholic. If the School went just on the PAN admission for Y7 the number would be 58%. The national average in Catholic schools was 65%.
- Q) Governors asked for more information about the Rosenshine principles.
- A) AON advised that the principles were based on modelling and visualising techniques and that all staff had received a copy.
- Q) Was the star reward system reducing the number of x's issued?
- A) The correlation was difficult to make directly; however, students in the lower years were very motivated by the stars, and staff spoke about students' excitement when stars were awarded.

Pastoral

- Q) Did the School believe 96 exclusions were high?  
A) AON stated the exclusions had been proportionally higher than the previous year; however, when governors considered that it was the first year of having boys, the figures were not excessively high and had reduced post the Autumn term. The spike had been in the second half of the autumn term.
- Q) Why did the School think there had been more exclusions committed in Y7?  
A) There were more students in Y7 than other years and the introduction of boys were the main reasons. AON added that part of the misbehaviour was due to immaturity, and the School expected to see an improvement as the students moved into Y8.
- Q) Governors asked for examples of infringements for which the School issued fixed term exclusions.  
A) The School advised that it was strict and issued x's for infringements such as forgetting equipment and kissing teeth. SEND students' needs were considered when punishments were decided. The School believed it was important to set out its expectations regarding behaviour from the very start and could see the benefit particularly in Y7 by the end of the year.
- Q) Governors asked what happened with specific incidents (graffiti in the lavatories).  
A) The School investigated all incidents.

Governors noted that in the Manning Award presentation earlier in the afternoon two of the students had previously had serious behavioural issues but through support and correct use of the Behaviour Policy they had excelled. The School agreed and advised that a mixture of punishment and encouragement was used for students with behavioural problems.

Faith

Governors were invited to mass on 18<sup>th</sup> July, and PW commended the School on the work it had carried out with students stating the School had the best behaved students in mass that he had seen in the country.

**7. POLICY/IMPORTANT DOCUMENT REVIEW**

The following were scheduled for review and approval/discussion:

- a) Finance & General Purposes Committee Terms of Reference 2019-20 as recommended by the F&GP Committee - Approved**
- b) Pay Committee Terms of Reference 2019-20 as recommended by the F&GP Committee – Approved**

**c) Audit of Governors' Fund (for information) – Noted**

Q) Governors asked whether the Governors' Fund could be used to fund parts of the curriculum. Governors stated that they had been impressed by the subject presentations in the afternoon and advised that the Heads of Music, Arts and Science had all had very good ideas about additional resource which would help them improve their offer to students.

A) AON stated that he needed to ensure there was equity in funding to each department and added that the School had invested significantly in the arts and music in the previous year. The School was looking for opportunities to enhance its equipment in particular departments and gave as an example the Head of IT speaking to Raspberry Pi to resource the department in September when the School would start teaching computing.

Q) Governors asked whether the School had a plan for the site to address the shortage of changing rooms highlighted to them by staff in their presentations.

A) AON advised that changing rooms would be part of the School's site plan and LVCAP bid for 2021. The School wanted to renovate the lavatories in the South Block and repurpose the area adjacent.

**d) Lettings Rate Card, as recommended by the F&GP Committee - Approved**

**e) Lettings Licence Agreement (for information)**

Governors suggested that a nominated representative space should be included on the form. Governors requested that a reference to the site users policy be referenced and the appropriateness of the purpose of use be referenced.

**f) Lockdown Policy, as recommended by the F&GP Committee – Approved.**

Governors were advised the policy would become part of the H&S Policy.

MM asked whether the policy should be in place as it had been acknowledged in the US and France that such policies could increase anxiety in students.

The School advised that when the most recent drill was carried out two years previously students had enjoyed the exercise and it had been managed well. The message in the UK was that the danger was not imminent; however, it was important to be prepared which hopefully would allay student concerns.

**RESOLVED: that the Board unanimously approved/noted the following policies and documents subject to amendments agreed in discussion:**

**a) Finance & General Purposes Committee Terms of Reference 2019-20 (approved as recommended by F&GP committee)**

**b) Pay Committee Terms of Reference 2019-20 (approved as recommended by F&GP committee)**

**c) Audit of Governors Fund (noted)**

**d) Lettings Rate Card (approved as recommended by F&GP committee)**

**e) Lettings Licence Agreement (noted)**

**f) Lockdown Policy (approved as recommended by F&GP committee)**

## **8. GDPR UPDATE**

TA reported the following:

- TA had responded to an FOI from a journalist regarding the pay of senior leaders in the School. There had been no further queries relating to the request.
- The School had received a media enquiry to which it was responding from Schools Week from a journalist called Freddie Whittaker asking about the impact of ICO regulations on school leaders .
- Over the course of the year there had been four FOI/SARs.
- The GDPR spot check report would be conducted by RG by the end of term.

## **9. ACTIONS FROM THE PREVIOUS MEETING**

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

AON circulated the proposed final version of the Mission in the format it would be published and requested governors' approval so that the School could ensure printed copies were available for the School community for September.

Governors received the proposed final copy, and the following points and queries were raised in discussion:

- Q) Governors stated the document was well written and provided an exemplar of Catholic Education. Governors asked whether the 50% of students who were not Catholic were catered for in the document and whether the values written about were sufficiently universal to cater for all students. Would it be potentially useful to have an explanation within the introduction to state the values were for all students regardless of faith?
- A) AON stated that while the School might have significant numbers of non-Catholics a significant proportion of the students were of a Christian faith. More importantly the School was 100% a Catholic School in its ethos and should not be apologetic about the Catholic faith. It was the School's duty to expand the teachings of the bishop to its students. AON added that it was not an issue that there were non-Catholic students and that he wanted to encourage applications from all faiths to the School with the understanding that Catholic children would be given preference under the admissions criteria and that the education students would receive would be Catholic.

AON agreed through discussion with governors to add "faiths" to P17 so that it was clear that the School was inclusive to students of all faiths and did not try and convert students to the Catholic faith whose ethos it unashamedly followed.

Governors agreed that the School had improved its performance in terms of attracting Catholic parents and families to the School in the previous two years and wanted to continue to build on this success whilst ensuring its non-Catholic families felt welcome.

**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 - Completed
- 4) Governors to confirm and sign that they have read KCSIE 2018 Part 2 - Completed
- 5) AON to raise the protocols at the Headteacher's Deanery Consultative and find out more information. – Ongoing/Completed
- 6) CM to follow up with LA regarding SEC 128 checks for governors. – No update from the LA

**RESOLVED:** that the Board of Governors unanimously approved the School's Mission document subject to the one amendment agreed in discussion.

**10. REVIEW OF GOVERNANCE 2018-19 AND PREPARATION FOR 2019-20**

**a) Committee structure**

Governors were asked to consider merging the Curriculum & Standards Committee with the Community Engagement & Catholic Life Committee. The new committee would amalgamate both committee memberships and be called the Curriculum & Standards Committee. Catholic Life and Ethos would be a standing item on every board agenda, and all other areas covered by the CE&CL committee would be moved across the C&S committee.

- Q) How would communications be reported?  
A) Communications would be part of the Headteacher's report to C&S committee and Board.
- Q) Would the amalgamation of the committees downgrade the importance of any of its existing functions.  
A) No. It would upgrade all functions so that more governors were involved in the discussion and more governors would be skilled up in understanding the School's standards.

Governors stated the proposal seemed sensible and since where possible governors should seek to reduce the workload of staff having one meeting instead of two would do so. Governors agreed that the committee should look at Work Life Balance (WLB) of staff and the outcomes for students post 16 transfer. Governors approved the proposal.

Governors were asked to approve the transfer of MK to the F&GP committee to strengthen the membership. Governors approved the proposal.

**b) Committee Membership (to be tabled for approval)**

F&GP – AON, AS, CJ, MH, MK and RR  
C&S – AM, AON, AS, DH, DS, EG, JDK, MM, PW, RG and SPJ  
Admissions – AON, AS, SPJ, MM

**c) Delegation of Functions (attached for approval) Approved 3-year cycle**

**d) Conduct Gov Self-Evaluation (20 Questions and Skills Audit as previously sent)**

Discussion recorded on appended document.  
RG arrived during this item at 7:22 p.m.

**e) Governor Training and Induction- training report (attached).**

CM advised governors of their own training record for the year.

**f) Governors' Personal Skills Audit (as previously sent).**

CM reported under the 20 questions form.

**g) Highlights of Governors' Afternoon – full evaluation reports to be presented to the first Autumn term meeting**

Governors were invited to give their highlight of the afternoon and the following were recorded:

- Y11 students had said that AON celebrated them and appreciated them and what they had achieved which was very positive.
- Y7 science class project with three teachers involved and excellent responses from students.
- Football had been fun; however, the School needed to consider a way to enhance the facilities to meet the demand as one pitch was not sufficient.
- Two students presenting their Manning Award. Inspirational. The candidates had been picked because of their potential and difficulties yet the results had been fantastic.
- Excellent teaching in Drama lesson.
- SEND students gardening was moving and impressive. Y7 male student saying "Hello Governor."
- Students who had arrived at the School less than a year before with no English presenting to governors their educational experience in English.
- EAL teachers were amazing.
- Mr Burke's presentation was passionate and enthusiastic about SEND students. Clear to see his dedication to the School.
- Music teacher presentation was fantastic.
- Male students in the School and the change they brought to school life.
- Observing the staff after school trying to ensure students made their way home safely.

AON thanked governors for their kind comments and stated that he had been really pleased with how the afternoon had progressed. The School had deliberately shown all governors Y7 and complex students so that they could see the School and the Mission in action. The School was a haven for a number of its students who led very difficult and complex lives outside school.

AS thanked AON and his staff on behalf of the Board, stating the experience had been very worthwhile for governors and a more in-depth review would take place in the autumn term.

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

- a) The amalgamation of the C&S and CE&CL committees and membership to become the new C&S Committee.**
- b) The membership of the committees as recorded in discussion.**
- c) The delegation of functions. (Review 2022)**



**ACTION: Review C&S terms of reference in Autumn term.  
Review of Governors' Mission Afternoon Autumn term.**

**11. BOARD OF GOVERNORS**

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

Natali Dragic – 2<sup>nd</sup> July 2019, Resigned relocating to Singapore

Michael Murphy 2<sup>nd</sup> July 2019, Resigned. AS read parts of MM's resignation letter which spoke about his involvement with the School at the request of the Diocese from February 2015. MM stated the School had been transformed since then by governors and the school leadership from an educational wasteland into an outstanding school and therefore he felt it was time for him to stand down. Governors thanked MM for his lovely wishes and fantastic contribution to the School.

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

Governors were advised that AS's and PW's term of office were coming to an end. The Board noted their re-appointments were in process and approved their re-appointment subject to the Diocese's confirmation.

Amanda Sayers 31.08.19

Peter Wilson 31.08.19

**C) Governor Vacancies**

3 Foundation Governor vacancies

MH and DS applications were in process which left one vacancy.

**D) Governor Non-Attendance:**

Governors noted the matter had been discussed under apologies for absence.

**E) Reports by Governors:**

Safeguarding and SCR Spot Check – MM

MM's Safeguarding audit had been reviewed in CE&CL –MM advised that she was in discussion with AON and RG regarding safeguarding. Governors discussed appointing joint safeguarding link governors. RG was appointed Joint Safeguarding Link Governor.

**F) DBS Check Update: . There were no outstanding checks.**

**G) Governor Training: Reported under review of governance.**

**H) Local Authority Information: Training for 2019-20 to be circulated once available.**

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

- a) PW and AS were approved to be reappointed as Foundation Governors by the Board.
- b) RG be appointed as Joint Safeguarding Link Governor.

## **12. CHAIRMAN'S ACTION REPORT**

AS reported the following actions for approval:

- 21/6/19: approved the purchase by the Headteacher of laptops for all staff to a maximum of 22 at approx. £20,000 from the Governors' Fund
- Portobello End of year celebration – £350
- £9,000 carpets for classrooms from DC

**RESOLVED:** that the Board of Governors unanimously approved the Chairman's actions

## **13. DATES OF FUTURE MEETINGS**

The dates were reviewed and agreed with the following amendments:

C&S meetings would take place at 6pm

The summer term F&GP meeting to be held on 5<sup>th</sup> May 2020 at 6:00 p.m.

### **AUTUMN 2019**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Thu 11/09/19	Strategy	6:00 p.m.
Tue 24/09/19	F&GP	8:00 a.m.
Wed 25/09/19	C&S (inc CE&CL)	6:00 p.m.
Wed 16/10/19	Pay Committee	5:00 p.m.
Wed 16/10/19	GB	6:00 p.m.
Tue 26/11/19	F&GP	8:00 a.m.
Wed 27/11/19	C&S(inc CE&CL)	6:00 p.m.

### **SPRING 2020**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Wed 05/02/20	C&S (inc CE&CL)	6:00 p.m.
Tue 10/03/20	F&GP	8:00 a.m.
Tue 24/03/20	GB	6:00 p.m.

**SUMMER 2020**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Tue 05/05/20	F&GP	6:00 p.m.
Tue 19/05/20	GB	6:00 p.m.
Wed 17/06/20	C&S (inc CE&CL)	6:00 p.m.
Tue 07/07/20	Governors Afternoon and GB	12-6:00 p.m.

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

Committee terms of reference  
 Governors' Mission Afternoon evaluation reports  
 Others to be agreed in the Strategy Meeting

**15. ANY URGENT BUSINESS**

Governors were asked to approve the following tenders

- a) Laptops – AON circulated three quotes and recommended the lowest cost one. Governors approved the XMA quote.
- b) The School was awaiting final quotes for the pipes of the main boiler house. AON circulated the quotes as they currently stood and recommended the organisation with the best expertise. Governors approved the use of ECOMEC.
- c) Cleaning Contract – Governors were advised that the F&GP had discussed the contract extensively and wanted to reappoint the School's existing supplier subject to two other tenders being sought and compared. The School was pleased to note Julius Rutherford's tender was competitive. The School wanted to move to pay cleaning staff the London Living Wage (LLW); however, that would add £10,000 to the contract which the School could not afford in the current financial year. The School would review this in the following financial year as it would like to move to the LLW as being consistent with its values. Governors approved the reappointment of Julius Rutherford and asked the School to convey their thanks to the staff and organisation.
- d) Former governor and current member of staff Marian Granaghan was retiring. MG had been a former pupil and had sent all her children to the School. MG had been an integral part of the local and school community and sadly due to a few difficult years personally she had taken the decision to retire. The School would be presenting her with a gift and had nominated her for a Diocesan long service award which would be presented at the Bishop's last mass.

AON concluded that he felt the first year of ASCC had been very successful and he thanked governors for all their support through the year, their attendance at events and meetings and for the commitment they had shown staff.

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

- a) **The XMA laptop quote**
- b) **The ECOMEC boiler pipe quote**
- c) **Julius Rutherford reappointment as the School's cleaners.**

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

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

**RESOLUTIONS AGREED IN THE MEETING**

**RESOLVED: that the Board of Governors noted SPJ's absence.**

**RESOLVED: that the non and confidential minutes of the meeting held on 14<sup>th</sup> May 2019 be signed as a true record of the meeting. (unam)**

**RESOLVED: that the Board unanimously approved/noted the following policies and documents subject to amendments agreed in discussion:**

- a) Finance & General Purposes Committee Terms of Reference 2019-20 (approved as recommended by F&GP committee)**
- b) Pay Committee Terms of Reference 2019-20 (approved as recommended by F&GP committee)**
- c) Audit of Governors Fund (noted)**
- d) Lettings Rate Card (approved as recommended by F&GP committee)**
- e) Lettings Licence Agreement (noted)**
- f) Lockdown Policy (approved as recommended by F&GP committee)**

**RESOLVED: that the Board of Governors unanimously approved the School's Mission document subject to the one amendment agreed in discussion.**

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

- a) The amalgamation of the C&S and CE&CL committees and membership to be the C&S Committee.**
- b) The membership of the committees as recorded in discussion.**
- c) The delegation of functions. (review 2022)**

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

- a) PW and AS were approved to be reappointed as Foundation Governors by the Board.**
- b) RG be appointed as Joint Safeguarding Link Governor.**

**RESOLVED: that the Board of Governors unanimously approved the Chairman's actions**

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

- a) The XMA laptop quote**
- b) The ECOMEC boiler pipe quote**
- c) Julius Rutherford reappointment as the School's cleaners.**