

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 23rd May 2023 at 6:00 p.m.

## NON-CONFIDENTIAL

### PRESENT

#### By Teams

Joy Duval Koenig (JDK)                      Richard Girvan (RG)

#### In School

Connor Cunningham                      Hetty Fletcher  
Elaine Gribben (EG)                      Dave Halberry (DH)  
Michael Harrington (MH)                      Chris Johnston (CJ)  
Marsha Kutkevitch (MK)                      Maureen Marlowe (MM)  
Shane O'Driscoll (SD)                      Andrew O'Neill (AON) (Head)  
Amanda Sayers (AS) (Chair)

#### Observer/Associate Members Candidates

Mike Craven (MC)                      Ike Offiah (IO)

#### Observers

Paul Walton (PW), Director of Learning  
Sinead Nammock (SN), ~~Executive Chair~~

Carolyn MacLeish (CM), Clerk for the Governors

### 1. OPENING PRAYER

Lord, as we seek to ensure that everyone in this community is afforded ever greater opportunities, help us to support and challenge the school's leaders in the most effective way.

Lord, in your mercy, hear our prayer!

### 2. WELCOME AND APOLOGIES FOR ABSENCE

AS welcomed CC as the Board's new staff governor.

AS welcomed the two associate member observers MC and IO.

Governors noted and welcomed MC as an observer and prospective governor (associate member in the first instance before application as FG per usual practice). MC was the Executive chair and founder, Lexington Communications (London strategic corporate and public affairs consultancy), the Chair of The Tablet Publishing Company a former governor Cardinal Vaughan Memorial School, 2009-2022 (Chair of governors 2016-2022) Parishioner at St Mary's Hampstead.

Governors noted and welcomed IO who was a Foundation Governor and the Chair of Governors at St Mary of the Angels, Westminster. IO had a senior role within the National Crime Agency. AS added that IO had kindly helped the School by being on the exclusions panel earlier this year and had made a valuable contribution.

Governors noted that CD had sent her apologies for her absence due to a family bereavement. AS asked that governors consent to her absence, which governors approved.

**RESOLVED:** that the Board approved CD and PW's absences.

### 3. DECLARATION OF INTERESTS

Any governor with a pecuniary or other interest in a particular agenda item were to declare their interest at this point. They were required to withdraw for the whole or part of the item in question.

There were no declarations of interest relating to the agenda.

All the declarations below had been completed.

- Governors had been reminded that they should have completed their Declaration of Interests via Governor Hub.
- Governors had been reminded that they needed to confirm alongside their Declaration of Interests that they had read and understood KCSIE 2022
- Governors had been reminded that they needed to confirm alongside their Declaration of Interests that they agreed to abide by the Governors' Code of Conduct

### 4. MINUTES FROM THE MEETING HELD ON 21<sup>st</sup> March 2023

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 21<sup>st</sup> March 2023 be signed as a true record of the meeting. (unam)

### 5. COMMITTEE REPORTS AND DELEGATION OF FUNCTIONS

#### Reports from Committee Meetings Since Last Board:

This was governors' 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.

F&GP – 9<sup>th</sup> May 2023

The School provided an up-to-date draft budget for 2023-24 to the Board which had been agreed by the committee to be recommended to the Board for approval

The School advised that post the meeting in line with the discussion held in committee it had revised the budget slightly. Key points and questions were highlighted below:

- AON advised that during the presentation of the budget the team had noted that the income did not look correct. The government grant for teachers' pay and energy grants were not being counted correctly and the in-year surplus had increased from £23,000-250,000;
  - AON advised the School had planned for the staffing needed in September and had been pleasantly surprised by the increase in the in-year carry forward which would help with the predicted salary increases for staff in September;
  - the School had budgeted a 5% increase for teachers from September and 5% from last year, the current recommendation was now 6.5% which would mean the School would need to find a further £80,000;
- Q) Was the LA happy to allow the School to have an increased carry forward or would it try to claw back some of the funding?
- A) Due to the increased staffing and energy costs the LA was happy with the School having an increased carry forward.
- Q) What had caused the error in the initial budget?
- A) There had been a flaw in the school's budget spreadsheet which had been unfavourable to the School, however it had been rectified and the budget re-checked. The School was satisfied that the error would not occur again in the future.
- Q) Was the teacher's pay increase accrued and did the School need to find the additional 1.5% ?
- A) Teacher's pay was accrued, and the School did need to find the additional 1.5%.
- Q) Given the increase in carry forward, should the School consider awarding bonuses to high performing staff?
- A) Schools could not award bonuses and had to stick to the STPCD and all statutory government guidelines.
- Q) What percentage of the School's budget was spent on teaching staff?
- A) It was currently 78% but would be 81% next year.
- Q) Why did the committee not spot the mistake?
- A) AON stated the error was operational and related to a new grant which the committee would not have recognised. CJ added that the School and committee operated in a robust financial way, and this was an unusual occurrence and had been rectified. AS stated that most importantly the mistake had not been hidden but fully reported.
- CJ concluded on behalf of the committee that over many years the School and governors had got the School into a very strong financial position, and now the

committee should consider with the School how best to use any carry forward, potentially creating a legacy for the School;

- governors noted that the School was in the fortunate financial position of protecting itself against falling pupil rolls which was affecting a number of schools, particularly primary schools locally;
  - governors noted that the School supported a number of Catholic primary schools who were all struggling with their rolls and budgets, and asked if the School could reduce charges to these schools to try and support them further;
  - the School advised that it needed to charge for the services to cover the support staff costs who helped provide the services however it did provide a good value for money service and a cheaper service than outside providers;
- Q) Could the School increase support staff salaries to recognise difficulties with the cost of living and recognise their contribution and reduce the need for agency staff?
- A) The School had to and did follow the LA recommendations for support staff. The use of agency staff or supply staff was often strategic and provided flexibility with staffing structures.

Governors thanked the School and approved the budget as presented and recommended by the F&GP committee (subject to the amendments reported in this meeting)

AON asked that governors approve the following contracts which had been reviewed and recommended by the committee:

**a. Photocopying Contract with Sharp for three years**

Key points from the committee reported by AON and MH:

- three-year licence instead of five as that was too long, and the quality of the contract always waned.
- increasing the number of machines from four to five to reduce the wear and tear on the machine.
- did not choose Toshiba again as there had been a lack of support and they did not have current references on the government framework.

Governors approved the contract as recommended by the committee.

**b. Catering contract update**

Key points from the committee reported by AON and MH:

- the School had hired a consultant to carry out the process of securing tenders from interested parties and had received four expressions of interest;
- one organisation had submitted a bid;

- the history behind the School meals offer was that three years ago the School had replaced its previous provider which had been poor with the current provider, and they had not lived up to the expectation;
- a lot of work had been carried out by the consultant and DS. Of the four expressions of interest there had been only one bid (and the current provider had not bid either);
- the cost of the process had been approximately £10,000;
- there were many factors to consider including balancing the take up of meals by pupils who paid and FSM pupils with the key thrust being that the School and governors wanted all pupils to have a decent meal at lunchtime;
- the School had carried out extensive research into the bidding company and had taken references from JP Morrison and Holland Park. The organisation had some big contracts and had a strong HR offer for its staff;
- the provider had looked at the service and delivery and thought the current services were too slow, so it was investing in more tills and hotplates for the cost of £37,000;
- the provider had recruited a new chef and the School believed there would be a shift in quality;
- governors noted that the School was allowed to go with one quote if the appropriate process had been followed;
- governors confirmed that the references had been positive, a framework was in place to ensure standards would be maintained and DS would be keeping the consultant on for a year to facilitate the process.
- RG confirmed that the School had reviewed the organisation's safer recruitment processes and the School confirmed that it was satisfied;
- governors confirmed that dietary requirements, religious or otherwise, could be catered for and the School confirmed that it was, and the organisation had covered it in their presentation;
- the contract would put the School £15,000 over budget with an increased uptake of 10% of pupils taking meals;
- the School confirmed that pupils had tasted the food;

Governors approved the contract.

**RESOLVED:** that the Board unanimously approved the following in line with the recommendations from the F&GP committee and subject to changes reported in the meeting made post the committee meeting:

- a) The draft Budget for 2023-24
- b) The three-year photocopying contract with Sharp.
- c) The School meals contract with Accent Catering Services for three years.

## 6. HEADTEACHER'S REPORT

(Main written report for July Meeting.)

Governors thanked AON for his report, and he highlighted the following points.  
**Educatio**

AON advised his report had focused on the work being carried out with Y11 and the GCSE exams, the School had dropped in data on the current Y11 attainment and progress. Governors noted that progress was more volatile since Covid. Governors were advised the grade boundaries would be different from last year. The School advised it would use the government's measures to measure progress.

### Formatio

AON highlighted the following activities and formation events:

- Grenfell Mass on anniversary at 1.30 p.m. at Westminster Cathedral and the Schola were singing;
- Schola music available to download on Apple Music
- Schola performed on 17<sup>th</sup> at St Cuthbert's church
- Activity Day on Friday which would see many pupils going off site to see the curriculum in action. The whole programme had been organised by Ashleigh Mealy and there would be an activities week in the last week of term
- Governors' afternoon for the last meeting of the year.

Governors raised the following questions:

- Q) How had the social media checks implementation process worked?
- A) The School had designed a template and Rosa Lagunas had carried out the checks for new staff. No concerns had been uncovered and all staff had had their social media set to private.
- Q) Were all staff using CPOMS?
- A) CPOMS was in use across the School but kitchen staff reported their concerns directly.

## 7. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

- a) F&GP Terms of Reference 23-24 (rec by F&GP) Approved
- b) Pay Terms of Reference 23-24 (rec by F&GP) Approved
- c) Invoices over £10,000 (audit) – reviewed and noted  
Teach First – Every single teacher the School has had had been outstanding.  
Vibe – Support staff high calibre  
Gas and energy bills from before April
- d) Lettings Rate Card (rec by F&GP) – still gives the school the discretion to vary rates Approved  
Car Park Rentals had been more lucrative than running the weekend clubs. Film crews will pay £8-9000 for the playground and required no staffing from the school and virtually no running or repair costs.
- e) Whistleblowing Policy (rec by F&GP)  
Changed it to make sure the confidentiality aspects of their contract did not preclude them from whistleblowing

Approved

RESOLVED: that governors unanimously approved the following policies as recommended by the committees:

- a) The F&GP Committee terms of reference 2023-24
- b) The Pay Committee terms of reference 20223-24
- c) The Invoices over £10,000 audit report
- d) The Lettings Rate Card
- e) The Whistleblowing Policy

8. ACTIONS FROM THE LAST MEETING

- 1) Governors to confirm they agree to abide by the Board's Code of Conduct on Governor Hub. – completed
- 2) School to hold Parent and Staff Governor elections in the Spring term. – Ongoing as regards parent election.

9. BOARD OF GOVERNORS

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

Connor Cunningham, Staff Governor, 27<sup>th</sup> April 2023 -Maths teacher and pastoral team and HOY next year

Marsha Kutekevitch, Associate Member, reappointed from 14<sup>th</sup> May 2023

Don Skeffington, Foundation Governor resignation effective 23<sup>rd</sup> May 2023

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

*Foundation Governors whose terms of office end at the end of the summer*

Mike Harrington, Foundation Governor, End of Office, 31<sup>st</sup> August 2023

Amanda Sayers, Foundation Governor, End of Office, 31<sup>st</sup> August 2023

AS and MH left the meeting and governors voted unanimously to endorse their application be reappointed by the Diocese

Peter Wilson, Foundation Governor, End of Office, 31<sup>st</sup> August 2023 – AON

advised that he would catch up with PW to find out his intentions

C) Governor Vacancies

1 Parent Governor- school to detail arrangements for election - Summer term

D) Governor Non-Attendance:

PW remains on an extended period of leave for health reasons and attends when possible. Governors are asked to consent to his absences.

E) Reports by Governors: None.

F) Visits To The School: None. AON asked governors to consider areas they would like to see covered in the Governors' Afternoon.

G) DBS and S 128 Check Update: this was an opportunity to ensure that all governors are receiving necessary Disclosure and Barring Service checks or that checks are in train. – No outstanding checks

H) Governor Training: None to report

I) Local Authority Information: LA information on Governor Hub.

RESOLVED: MH and AS applications to be reappointed as Foundation Governors to be endorsed.(unam)

ACTION: School to hold Parent Governor elections in the Summer term.

10. CHAIRMAN'S ACTION REPORT

None reported

11. DATES OF FUTURE MEETINGS

SUMMER 2023

Date	Meeting	Time
Tue 13/06/23	C&CL Apologies AS	6:00 p.m.
Tue 04/07/23	Governors Afternoon and GB	12pm onwards - meeting 6pm

12. ITEMS FOR FUTURE ACTION OR MEETINGS

**Governors**

Review and agree terms of reference  
 Review of Governance  
 Committee Terms of Reference inc Pay  
 Committee Reports

**School**

Headteacher's report  
 Approval of School Budget  
 Invoices over £20,000 for audit purposes  
 Summer works quotes and tenders  
 Policies  
 Staffing Structure

Terms of Reference Pay and Finance Committee

13. ANY URGENT BUSINESS

AS reported that under safeguarding training they had discussed situations in which pupils had asked to be addressed with different pronouns. Aon replied that the School would treat all children sensitively and follow guidance and regulations regardless of its Catholic ethos.

CHAIRMAN'S SIGNATURE: .....



DATE: 4 / 7 / 23

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board approved CD and PW's absence.

RESOLVED: that the non and confidential minutes of the meeting held on 21<sup>st</sup> March 2023 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board unanimously approved the following in line with the recommendations from the F&GP committee and subject to changes reported in the meeting made post the committee meeting:

- a) The draft Budget for 2023-24
- b) The three-year photocopying contract with Sharp.
- c) The School meals contract with Accent Catering Services for three years.

RESOLVED: that governors unanimously approved the following policies as recommended by the committees:

- a) The F&GP Committee terms of reference 2023-24
- b) The Pay Committee terms of reference 20223-24
- c) The Invoices over £10,000 audit report
- d) The Lettings Rate Card
- e) The Whistleblowing Policy

RESOLVED: MH and AS applications to be reappointed as Foundation Governors to be endorsed. (unam)

ACTION: School to hold Parent Governor elections before the end of the academic year.

