

Signed

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 4th July 2023 at 4:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Connor Cunningham	Joy Duval Koenig (JDK)
Hetty Fletcher	Elaine Gribben (EG)
Dave Halberry (DH)	Michael Harrington (MH) (left at 5:07)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM)	Shane O'Driscoll (SD)
Andrew O'Neill (AON) (Head)	Amanda Sayers (AS) (Chair)

Observers

Paul Walton (PW), Director of Learning
Sinead Nammock (SN), Associate Deputy Headteacher

Carolyn MacLeish (CM), Clerk for the Governors

1. OPENING PRAYER

As we reach the end of another academic year, let us take a moment to reflect on the past twelve months. For the positive changes that have occurred, for the efforts that both adults and children have made to ensure that the All Saints' community is a happy and fulfilling one in which children may learn and thrive and for the team around this table who have tried very hard to contribute in a meaningful way, Lord we thank you.

Amen.

2. APOLOGIES FOR ABSENCE

Apologies were received from the following governors:
Mike Craven (MC), Richard Girvan (RG) and Ike Offiah (IO).

Governors were advised that PW was unable to attend the meeting, and AON would be meeting with him to discuss whether he was able to continue as a governor.

AON advised governors that PW remained supportive of the School and part of the community by celebrating Mass at the School.

AON reported that the parent governor process was underway, and the School had a good response to the process and would update next term.

RESOLVED: that the Board noted the absences as reported.

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 on Governor Hub

- Declaration of Interests
- Governors confirmation they had read and understood KCSIE 2022
- Governors had agreed to abide by the Governors' Code of Conduct

4. MINUTES FROM THE MEETING HELD ON 23rd May 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 23rd May 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.

C&CL – 13th June 2023 (draft minutes attached)

There were no specific questions raised by governors from the minutes however there was a general discussion about the policies reviewed and the following points were noted:

- the School was in the process of updating its privacy notices to work with the new systems that had been purchased so parents could see rewards and positive feedback about their children at the end of the day;
- there was a discussion about Early Help (EH) and their role within schools and the difference in the level of service between different LAs. The School had provided feedback to the Head of Children's services and Head of EH to share its concerns. Key areas of concerns were that services were stretched and referrals were often sent back to the school with no action. The LA recognised concerns and ongoing issues.
- School attendance post covid locally and nationally seemed to be getting worse not better. The School was carrying out two roll calls per day for 900 pupils and doing all it could to try and improve attendance;

- the committee had received a report on exclusions and suspensions.

6. REVIEW OF GOVERNANCE

A) Committee Terms of Reference (attached):

- a) C&CL Terms of Reference 2023-24 (rec by C&CL) - Governors approved the terms of reference subject to minor typos and wording being amended.
- b) Strategy Group Terms of Reference 2023-24 - (to be reviewed in September and will come to October board for approval)

B) Committee Membership approved as detailed below

Governors noted that CD's role would be reviewed next term to avoid a conflict of interest.

Governor	Status	Link/Role	Committees
Amanda Sayers	Foundation Governor	Chairman- future direction and strategy	Admissions, C&CL, F&GP, HRP, Pay and Strategy
Chris Johnston	Foundation Governor	Vice Chair, Chair of Finance and General Purposes- strategy	F&GP, HRP, Pay and Strategy
Dave Halberry	Foundation Governor	Chair of Curriculum & Standards- strategy and SEND	Admissions, C&CL, and Strategy
Joy Duval-Koenig	Foundation Governor	Catholic Life	Admissions and C&CL
Michael Harrington	Foundation Governor	Effective Procurement and Benchmarking	F&GP, Pay and HRP
Shane O'Driscoll	Foundation Governor	Risk Management	F&GP and Pay
Father Peter Wilson	Foundation Governor	Community Relationships	C&CL
Maureen Marlowe	Local Authority Governor	Pupil Premium and Improving Subjects	C&CL
Chantelle Doman	Parent Governor	SEND deputy	C&CL
	Parent Governor	TBD	
Richard Girvan	Co-opted Governor	Safeguarding	C&CL
Conor Cunningham	Staff Governor	Post 16 transfer	C&CL
Mike Craven	Associate Member	PR	F&GP
Hetty Fletcher	Associate Member	SFVS, pupil numbers and planning for falling rolls	Admissions and F&GP
Elaine Gribben	Associate Member	Student Wellbeing	C&CL
Marsha Kutkevitch	Associate Member	Health and Safety	F&GP
Ike Offiah	Associate Member	Support for most vulnerable/at risk	

Carolyn MacLeish	Clerk to the Board		
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C) Governors' Self Evaluation

Governors were asked to comment on what they had learnt from the afternoon or their year in office which had strengthened their role as governor generally and/or their specific knowledge for their lead role.

The following points were highlighted by governors in discussion:

- AS and MK reported on a Y7 Art lesson and saw the clear progression from an Art lesson seen three years ago. The progression of the teaching of the subject was clear, the improvement in the work being produced and the resources used;
- Within the same lesson MK reported on the work of the SEND TA who ensured that SEND pupils were keeping up with the learning and no pupils were left behind, the learning environment was calm and purposeful;
- HF, AS, MM, CJ, MK, and CC fed back on the feedback from pupils (whom they had spoken to while playing table tennis) on the School in general and where they would like to see change, the School responded to the comments:
 - the homework star system - the School advised that actions to address the issues highlighted by pupils were already in train and there would be a screen downstairs showing which stars had been awarded;
 - cleanliness of bathrooms - the School advised it paid for a cleaner to come in during the day so that bathrooms were cleaned during and at the end of the day
 - pupils felt they didn't always get time to explain why their home was late or the reason for homework not being as it should
 - pupils wanted more food and noted that sometimes when it got to their turn there was insufficient - the School hoped the new service would address this issue and would feedback to pupils about the change in caterer
 - loved the playground games
 - positive generally about fellow pupils and amazing supportive staff
 - loved lessons where the teaching was clear and thought there was good equipment
 - liked that there were prizes for hard work and understood they could all get prizes
 - one student had started at another school, had wanted to come to ASCC and had transferred once a place had become available
 - another pupil had said that ASCC was the best thing that had happened to them, they had been really encouraged by their teachers and form tutor
 - pupils loved their trips including a trip to Italy
 - Y7 pupil liked that other year groups spoke to them and were friendly
 - some complaints about the distance between some lessons and getting into trouble for being late
 - large numbers of pupils with home languages which could be harnessed and used to promote learning
 - Y7 pupils spoke about how quickly they had settled in and spoke about the induction days and how the School had helped them
 - pupils loved Drama and Oracy including some that had not expected to like them
 - pupils were proud of their different cultures and really enjoyed international culture day and would want like more of that kind of activity

- liked the celebration of their achievements
- pupil was returning to Spain and was sad to be leaving
- some girls wanted to play football
- Y7 wanted to see AON more on the playground, they liked playing Table Tennis with him
- loved Food Tech
- more co-ordination between subjects would be good so that they didn't have too much homework on the weekend and could plan it better in the week.
- governors noted that the Y7 cohort in particular were friendly and confident and hoped that could be harnessed and developed through their school career
- the School responded to points about teaching languages advising that next year it would teach Y7 French only. The School tracked pupils who had home languages and used a service to see if they were competent enough in their writing in the language to sit a GCSE
- the School was introducing a different homework system the following term using class charts, and pupils would know at the beginning of the week when homework was due so could plan better.

DH and CD reported on Literacy and Oracy

- the School had introduced thinking reading, oracy and changes to literacy teaching
- CD and DH said the Oracy lesson they saw had been very inspiring and it had been fantastic to see the pupils using powerful arguments on both sides - all pupils were brought into the discussion
- the School advised that it was focusing on improving pupils' reading and ensuring there was help for those that needed it, Oracy was being used in conjunction with Reading teaching to improve literacy overall
- DH stated that the most impressive part was that it was impossible to tell which pupils were SEND in the Oracy lesson.

MJ and JDK reported on Maths and Geography lessons:

- both noted that all pupils were enthusiastic, and behaviour was impeccable regardless of ability, pupils were purposeful
- both stated they were seeing typical pupils and teachers rather than hand selected ones.

SD, EG and CM watched the Schola practice and noted the following:

- great to see the dedication of the pupils and their rapport with the teacher
- pupils very excited about their French trip
- the School reported that pupils who were not selected for the Schola could join the School Choir so there was opportunity for all to sing and perform.

MM, HF and CM reported on Maths and Geography lessons in which they saw:

- Maths lessons and teaching was engaging, paced for pupils so that lessons were positive and there was good use of technology
- Geography showed how knowledge was recapped and built on and how a new pupil in a class was supported.

All governors stated that it had been a great privilege to see the learning and different activities across the School. The pride and enjoyment in the School for pupils and staff was evident in everything that governors had seen in their afternoon.

MH left the meeting.

RESOLVED: that the Board unanimously approved the following:

- a) The C&CL committee terms of reference for 2023-24
- b) The committee memberships and links governor roles

ACTION: CD to be allocated a new link role in September.
Strategy Terms of reference to be reviewed in September.

7. HEADTEACHER TERMLY REPORT

This was governors' opportunity to ask questions of the attached Headteacher's report. The following points were highlighted:

Educatio

- governors discussed the increasing numbers of SEN pupils particularly in the incoming Y7 cohort - the School had 184 pupils joining in Y7 and a high level of need
- governors noted the Y11 predictions remained the same as last reported, and the Y10 cohort was a strong cohort
- Y10 English and Maths estimates were based on the FFT estimates not the School's, the School was predicting higher for Y10 and Y11.

Formatio

- business day for Y10 on Wednesday 19th July talking about exams and Y11. Pupils would be asked for to wear business dress, and the School would invite business leaders in to talk to them about the world of work so that the focus was not just university
- GRIT mentoring had been funded by the Harrow club for KAA and ASCC, 60-70 pupils would be mentored once a week and they were selected because they were at risk of poor behaviour
- the HOY and SLT met the CEO of the GRIT and Harrow Club to set up the process.

8. POLICY AND IMPORTANT DOCUMENT REVIEW

The following was scheduled for review and approval/discussion: Behaviour Policy and Principles which had been reviewed by the C&CL committee. Governors were asked by the Committee to note the Policy and approve the Principles.

RESOLVED: that governors unanimously approved the Behaviour Principles and noted the Behaviour Policy as recommended.

9. ACTIONS FROM THE LAST MEETING

School to hold Parent Governor elections in the Summer term. – In train

10. BOARD OF GOVERNORSA) Governor Appointments or Ends of Office since the Last Meeting:

Mike Craven, Associate Member, elected 23rd May 2023 one-year term
 Ike Offiah, Associate Member, elected 23rd May 2023 one-year term
 Amanda Sayers and Mike Harrington's reappointment as Foundation Governors in process.

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

Governors were advised MH and AS' reappointments were in train.

Michael Harrington, Foundation Governor, 31st August 2023

Amanda Sayers, Foundation Governor 31st August 2023

Richard Girvan, Co-Opted Governor, 17th October 2023

Peter Wilson, Foundation Governor, 1st September 2023

C) Governor Vacancies

1 Parent Governor- School advised the response had been positive and the election would be run before the end of term.

1 Foundation Governor

D) Governor Non-Attendance:

Governors had discussed PW's attendance previously and approved his absence.

E) Reports by Governors: None.F) Visits To The School: - Discussed under Governors AfternoonG) 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 checksH) Governor Training: None to reportI) 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.

11. CHAIRMAN'S ACTION REPORT

AS reported that she had approved under Chairs Action the following: 21/06/23: agreed the sum of up to £ 3,101.00 for the end-of year School Prom.

AON advised the funding had helped to pay for transportation to a Rugby Club in Ealing, food, decorations, and a DJ. All pupils had been very grateful, 120 had attended and a brilliant time had been had.

RESOLVED: that the Board approved the Chairs Action reported unanimously.

12. DATES OF FUTURE MEETINGS

RESOLVED: that Governors had approved the meetings below as follows:

AUTUMN 2023

Date	Meeting	Time
Tue 05/09/23	Strategy	6:00 p.m.
Tue 26/09/23	F&GP	8:00 a.m.
Tue 26/09/23	C&CL	6:00 p.m.
Tue 17/10/23	Pay Committee	5:00 p.m.
Tue 17/10/23	GB	6:00 p.m.
Tue 21/11/23	C&CL	6:00 p.m.
Tue 28/11/23	F&GP	8:00 a.m.
Tue 12/12/23	GB	6:00 p.m.

SPRING 2024

Date	Meeting	Time
Tue 23/01/24	F&GP	8:00 a.m.
Tue 30/01/24	C&CL	6:00 p.m.
Tue 05/03/24	F&GP	8:00 a.m.
Tue 26/03/24	GB	6:00 p.m.

SUMMER 2024

Date	Meeting	Time
Tue 14/05/24	F&GP	8:00 a.m.
Tue 21/05/24	GB	6:00 p.m.
Tue 11/06/24	C&CL	6:00 p.m.
Tue 02/07/24	Governors Afternoon and GB	12pm onwards Meeting 4pm

13. ITEMS FOR FUTURE ACTION OR MEETINGS

DS and CM are meeting in the summer holiday to draft the work plan which will go to the Strategy committee to be circulated to the Board in advance of the first meeting of the year.

CHAIRMAN'S SIGNATURE:

DATE: 17/10/23

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board noted the absences as reported.

RESOLVED: that the non and confidential minutes of the meeting held on 23rd May 2023 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board unanimously approved the following:

- The C&CL committee terms of reference for 2023-24
- The committee memberships and links governor roles

RESOLVED: that governors unanimously approved the Behaviour Principles and noted the Behaviour Policy as recommended.

RESOLVED: that the Board approved the Chairs Action reported unanimously.

RESOLVED: that Governors had approved the meetings below as follows:

ACTIONS

- CD to be allocated a new link role in September.
- Strategy Terms of reference to be reviewed in September.
- School to hold Parent Governor elections in the Summer term.

