

**NON-CONFIDENTIAL MINUTES**  
**Minutes of the meeting of the Board of Governors of All Saints Catholic College**  
**Held at the school on Wednesday 16<sup>th</sup> October 2019 at 6:00 pm**

**PRESENT**

**Governors**

Joy Duval Koenig (JDK)	Dave Halberry (DH)
Richard Girvan (RK)	Chris Johnston (CJ)
Elaine Gribben (EG)	Maureen Marlowe (MM)
Michael Harrington (MH)	Rahab Raza (RR)
Marsha Kutkevitch (MK)	Amanda Sayers (AS) (Chairman)
Ashleigh Mealy (AM)	Andrew O'Neill (AON) (Headteacher)
Don Skeffington (DS)	Peter Wilson (PW)

**Observers**

Tim Aykroyd (TA)	Deputy Headteacher
Shane O'Driscoll (SD)	Prospective Governor
Sandra Moss (SM)	Acting Clerk for the Governors

**1. OPENING PRAYER (AS) 6 pm**

As we commence our work for the new school year, let us take a moment to ask for our Lord's guidance in all that we are due to consider.

Help us to reflect upon what has worked well for the school and help us to be brave enough to recognise those elements that have not succeeded and make those changes necessary to ensure that we deliver an education that is right for each member of our community. In our mercy, hear our prayer!

**2. APOLOGIES FOR ABSENCE**

- a. The meeting commenced at 6 pm and was quorate.
- b. Apologies for absence were received from Stella Powell Jones who has just had a baby and has asked for a one-term sabbatical from governor duties. Governors noted that she has been very supportive to school life and is a valuable member of the governing body.  
**RESOLVED: Governors unanimously consented to a one-term sabbatical for SPJ.**
- c. Governors introduced themselves. Sean O'Driscoll who was attending as an observer gave a brief introduction as to his background and reasons for wanting to join the governing body.
- d. Sandra Moss was attending as the temporary clerk.

**3. ELECTION OF CHAIR AND VICE CHAIR**

- a. The periods of office of the Chairman and Vice-Chairman of the Board of Governors elapsed on the 15<sup>th</sup> October 2019. There had been two nominations received in advance of the meeting for: -
  - i. Chairman – Amanda Sayers
  - ii. Vice-chairman – Chris Johnston
- b. There were no further nominations at the meeting and governors agreed to vote by a show of hands.
- c. Amanda Sayers was duly elected unanimously by a show of hands as Chairman.
- d. Chris Johnston was duly elected unanimously by a show of hands as vice-chairman.  
**RESOLVED: Governors unanimously elected the Chair and Vice-Chair and agreed to a one-year term for the posts.**

#### 4. DECLARATIONS OF INTEREST

There were no declarations of interest relating to this Agenda.

#### 5. MINUTES OF THE PREVIOUS MEETING HELD ON 2<sup>ND</sup> JULY 2019

No comments had been received in relation to the minutes.

**RESOLVED: unanimously that the non-confidential and confidential minutes of the meeting of the 2<sup>nd</sup> July 2019 be signed as a true record of the meeting.**

#### 6. COMMITTEE REPORTS AND 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.

##### a. Strategy Group Meeting 11<sup>th</sup> September 2019

- Q) Governors asked whether the handbook for teachers mentioned in the minutes was available and whether they could have a copy.
- A) AON advised that it was an internal handbook and highly operational but governors could have a copy if they wished.
- Q) A governor asked with reference to Page 5 under Governance what was GDPR.
- A) Governors noted that this referred to the General Data Protection Regulations.

Governors noted that while there were currently two safeguarding governors there did need to be a nominated lead. Richard Girvan agreed to be the lead safeguarding governor and he was elected by a show of hands.

**RESOLVED: unanimously by a show of hands that Richard Girvan be the lead safeguarding governor.**

- Q) Governors asked what “there has been a huge leap forward... and hoping progress was moving to Green” meant on P2 in relation to exam results.
- A) AON said that the results were nationally colour coded and while this school had been blue for the last 3 years (amber related to the top 40%) he hoped that the school would be in the top 20%. AON said that they did not use the green and blue system anymore but green, amber and blue. OFSTED undertakes risk assessments, and no one is exempt from inspection now even if graded as “Outstanding”. The school was preparing for a potential inspection as there had been significant changes to the school. Section 48 is a Catholic Diocesan Inspection.

##### b. Finance & General Purposes 24<sup>th</sup> September 2019 – CJ

The school had been audited on October 8<sup>th</sup> and AON would update governors under AOB.

- Q) Governors commented that the number of SEN students could be a strain on the finances.
- A) This would be discussed in committee. Governors suggested that SEN students could be a benefit as they came with additional funding. AON said that the first £6k of funding comes from the school budget and the remaining funds to pay for support comes from the high needs block funding. A sudden influx of children with SEN and EHCP plans could affect the budget adversely.
- Q) Governors asked about a donation from the Albert Gubbay foundation. AON said that this was not now available as its board had decided not to fund schools. The school was

looking to the LA for extra funds. AON reported that a National lottery bid had been put in for £10k for an outdoor canopy. The Diocese had a fund-raising consultant who was working with the school to look at a bid to the John Lyons Charitable Trust. Councillor Lindsay had visited the school and had backed additional needs funding. It would now go to feasibility and the school was looking at RBKC to run the project with the Diocesan surveyors being used.

**c. Curriculum and Catholic Life Committee 25 September 2019 – DH**

- Q) Governors asked about the school's careers provision.
- A) This was being led by Oona Brett and was for future discussion in committee as the school was in the process of provisioning this new area.
- Q) Governors asked about history and geography which appeared to be under performing.
- A) AON confirmed that these subjects were in the EBacc bucket. AON said that meetings with HoDs had taken place and they had presented plans for improvement. A 360 review was being carried out on the departments. The key shift for OFSTED was on the curriculum and this was the area that the school was looking at.
- Q) Governors commented that fewer students were choosing triple science.
- A) AON advised that there were two groups of History and Geography students. Q) Governors asked whether assurance could be provided.
- A) AON informed Governors that the forecasts for Geography were better, and progress and achievement would be reported following mocks and throughout the year.

**d. Pay Committee 16 October 2019 – CJ.**

There had been a Pay Committee meeting that evening.

MH had been asked to join the pay committee by existing members following JDK having stepped down, subject to ratification by the Board. The Board agreed to MH's appointment.

The Pay Committee had reviewed teachers' salary pay progression and those who are to go up the pay scale by 1 point and unanimously agreed with the recommendations. One teacher was recommended to go up 2 points and Governors unanimously agreed to this. 4 teachers did not meet their targets and were not awarded pay increase. AON said that they had budgeted for everyone to move up the pay scale. The Governors had approved unanimously the proposals put forward by AON and recommended them to the Board.

**RESOLVED: Governors** unanimously agreed to ratify the appointment of Mike Harrington to the Pay Committee and to approve the AON pay recommendations, as recommended by the Pay Committee.

**e. Committee/Group review Terms of Reference**

C&CL had recommended terms of reference.

**RESOLVED: Governors** unanimously agreed to the C&CL terms of reference, as circulated.

**Strategy Group** – Governors questioned whether the group could be disbanded. The Chairman stated that she felt it was a useful group and decisions come back to the Board for approval as the SG had no delegated authority.

**RESOLVED: Governors** unanimously agreed the Strategy Group's terms of reference.

- f. Committee Membership and Lead Roles** – all governors were content with their roles. MM volunteered to be on the admissions panel and have lead roles with

respect to aspirations and safeguarding. JDK also volunteered to be on the admissions panel. RG is safeguarding lead.

## 7. HEADTEACHER'S TERMLY REPORT

a. Governors to note that the Board meeting on the 27<sup>th</sup> November is now cancelled.  
AP/Governors

b. Questions of the Headteacher  
Leadership and context –

Q) Governors questioned how the open evening went.

A) AON advised Governors that the event had taken place on the 2<sup>nd</sup> October and had been highly successful with over 1,000 attendees. AON gave a huge amount of credit to Rob Mahon and Shona Keith for this very successful event. There were more parents this year considering the school as their first choice. The closing date for applications is October 31<sup>st</sup> 2019. There had been a Welcome evening for Y7 on the 26<sup>th</sup> September and two thirds of parents attended, with parents being treated to cheese and wine.

The Chairman commented that the congregation of her local parish church was very complimentary about the school.

Q) Governors asked how the school managed disappointment.

A) AON said that they were just testing the waters in attracting students from further afield and outside the Borough.

Q) Governors asked whether children from outside the Borough received financial support from their Borough.

A) AON said that funding was only available for SEN pupils and that it was hard to get funding. Boroughs have asked for children to be accepted at short notice in which case the school has asked for the full £10k to support them because of the difficulty of recruiting staff.

Q) Governors asked whether you can have a ceiling on the number of SEN children.

A) AON said this was not possible.

Q) Value added – Governors asked whether the two students who did not take any exams could be moved off roll.

A) AON said these students could not be moved off roll but he had asked for them to be removed from the national results set. DFE would not allow this.

He said two thirds of parents attended the parents welcome evening and families were very appreciative of this.

### Educatio –

Q) Gov asked what ASDAN stood for.

A) AON informed Governors this was a Level 2 qualification for special educational needs.

Q) Governors asked whether there would be capacity for casual admissions.

A) AON said technically students could be turned away and legally the school did not have to take any more students.

### Formatio –

Q) The Y7 retreat was at the end of term – Governors asked whether there would be special things done for other year groups.

A) AON said that this retreat was just for Y7, and the reporting is only in respect of what had happened so far.

Q) Governors questioned whether there was a way of measuring the increase in faith.

A) AON advised that the school should not measure faith but would try to increase engagement. The Chairman commented that the school was not fully Catholic and should not be trying to change faiths. AON said that students had a huge amount of respect for the faith. 48% of students in Y7 were of the Catholic faith. If taken from PAN it would have been 65%.

There was to be an All Saints Day Mass on 1<sup>st</sup> November at 1.30 pm in the school hall. It was the school feast day, and the plan was for the students to learn "When the saints go in" and to sing this. The Chairman asked whether this song could be adopted as the school hymn.

## 8. SAFEGUARDING UPDATE

**Safeguarding Report** – verbal report from AON which would be dealt with under AOB together with a report from RG.

## 9. HEADTEACHER'S ACTION PLAN FOR THE SCHOOL

**Key objectives – School Development Plan** needed re-writing. The areas of focus were broken down into areas relating to results, moving away from numbers and data. Ofsted reviews are now based on impact and are more concerned with intent and implementation.

**RESOLVED: Governors unanimously approved the School Development Plan and the objectives by a show of hands.**

## 10. POLICY/IMPORTANT DOCUMENTS REVIEW

Governors were not required to read all the documents.

- a. **Admission Arrangements 2021-22.** The Chairman informed Governors that the admissions policy did not need review as any changes need consultation, which would have to take place in early December and be approved by the local authority.
  - b. **Behaviour Policy**, including written Statement of Behaviour Principles, is a school policy, and governors are only responsible for the behaviour principles. There were no changes to the policy. This policy was duly noted by Governors.
  - c. **Child Protection and Safeguarding Policy** (reviewed and recommended by the Strategy Group to the Board. Changes had been made, including a recommendation that all upskirting would be reported to the police. Governors unanimously approved the policy, in particular the two safeguarding leads.
  - d. **Freedom of Information Policy** (reviewed and recommended by C&CL to Board)– Governors unanimously approved.
  - e. **Governors Work Plan** circulated – This document did not need approval but any suggested amendments should be sent to AON, copying in the clerk and the Chairman.
  - f. **Health and Safety Policy** (including Fire Safety & Evacuation policies) (reviewed and recommended by F&GP to the Board). Governors unanimously approved
  - g. **Revised NGA Code of Conduct** – The Chairman felt that the school Code of Practice was more rigorous. To be put on the summer term meeting as an Agenda item for comparison of the two policies. **AP/Clerk**
  - h. **Pay Policy** – (reviewed and recommended by F&GP to the Board) 2.75% pay increase had been recommended by RBKC but the school could set a different amount. However, schools in the borough were following this recommendation. The Chairman suggested it would be a good idea to follow this policy for recruitment and retention purposes. Governors unanimously agreed to adopt the Pay Policy as circulated and discussed.
  - i. **Pupil Premium Impact Report** (reviewed and recommended by C&CL to the Board)– only amendment was a request for additional data. Governors asked 'whether there was anything in the report which was potentially embarrassing. AON said it was very positive report. Unanimously adopted by Governors
  - j. Y7 catch up funding to be reported on later in the year **AP/AON/Clerk**  
**SEND documents** (reviewed and recommended by C&CL to Board)
  - k. **SEND Policy** – DH was content with the policy. Governors commented on its quality. Governors unanimously approved
  - l. **SEND Information Report** – Governors commented on it being very well written and that their appreciation was to be sent back to SENCO – Governors unanimously approved.
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- m. **SEND Funding Report** – Governors noted that the school had applied for £140k and 10% was at risk. AON said it was difficult to acquire SEND Funding. This would be discussed at the FGP in December. Governors thanked the SEND team for the comprehensive reports. Governors unanimously approved.
- n. The Chairman asked Governors to agree that if the school were not to recommend a bespoke policy then the LA/CES policies would be automatically adopted in an overarching policy decision. Governors unanimously agreed to support this decision.

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

- Admission arrangements (noted)
- Behaviour Policy (noted)
- Child Protection and Safeguarding
- Freedom of Information
- Governors Work Plan (noted)
- Health and Safety
- Revised NGA Code of Conduct (noted)
- Pay Policy
- Pupil Premium Impact Report
- SEND Policy
- SEND Information Report
- SEND Funding Report
- Overarching policy

#### 11. ACTIONS FROM THE LAST MEETING

None to report.

## 12. BOARD

- a. PW and AS had been reappointed as foundations governors on 1<sup>st</sup> September 2019. MH had submitted all the required paperwork to the Diocese but awaited formal appointment.
- b. There were no Governors' terms of office which were due to end.
- c. There were three Foundation Governor vacancies (two applications were in process).
- d. Sean O'Driscoll who was an observer at the meeting might apply for one vacancy. SOD has a wealth of expertise in governance. SOD gave a background update. He had expertise in risk management and was a Barrister by profession in Ireland.
- e. There would be formal interviews in due course.
- f. Governors agreed a congratulations on the new baby card to be sent to SPJ **AP/Chairman**
- g. Visits to the school – feedback session. Governor said drama appeared exceptional but the results were not so good. AON informed Governors that a new member of staff had been appointed who was making great leaps forward.
- h. DBS and S128 check update – all up to date and had been audited.
- i. Governor training – Governors noted the RBKC training available. Clerk to be made aware of any training undertaken.
- j. Local authority information – had been distributed to Governors.

## 13. CHAIRMAN'S ACTION REPORT

The Chairman had approved £500 to be provided from the Governors' Fund to be given to a consultant from the LA who had had her bicycle stolen and who needed it for her job. It was a £1,500 bike and the consultant was overwhelmed by the generosity. The consultant was reminded that the bike should have been locked up, but there had been exceptional circumstances.

**RESOLVED: Governors agreed unanimously to ratify the decision of the Chairman as reported.**

## 14. DATES OF FUTURE MEETINGS

Tuesday 26 November 19 F&GP – 8.00 am  
 Wednesday 27 November 19 C&CL 6.00 pm

## 15. ITEMS FOR FUTURE ACTION OR MEETING

- Committee Reports
- LA updates
- Headteacher's Report
- Audit Report

## 16. ANY URGENT BUSINESS – Non-confidential business

- a. **RG tabled and presented the Safeguarding Audit Report – in** Keeping Children Safe in Education there was a statutory duty to undertake an audit and to have a governor with responsibility. The report evidenced the oversight that the Board should have.
- b. RG made a number of recommendations. There was now a lead safeguarding officer at the school who took the role very seriously. A number of recommendations had been made to support her. There were recommendations on record keeping and training. It was important to ensure that single central records were kept up to date.

Q) Governors questioned whether with regard to the recording of issues there was any delay in reporting as paper based.

A) RG said SCR was a digital record and kept up to date. Child protection plans were kept as paper copies. AON advised that there was always a verbal conversation and this was followed up in writing. Most members of staff would write a report straight away. Staff fully understood the need for the record and were trained accordingly. Governors asked whether compliance could be on a tick box basis as difficult to assimilate. A grid on the right hand side of the report as to compliance would be useful. RG agreed to do this **AP/RG**  
Next steps were for acceptance of the report at the next Board meeting.

- c. The Chairman reminded Governors that everyone should sign the Keeping Child Safe in Education document and read the audit report.
- d. Audit – AON informed Governors that the financial Auditors from RBKC came in to review a number of areas including financial management. It was a very intensive four days for the finance team. No judgement would be made until the following week or the week after. There was nothing urgent raised. Auditors had been very impressed with the level of engagement
- e. Next Board meeting copy of the report and the school's follow up plan to meet any recommendations to be presented to Governors. **AP/Clerk**
- f. AON to report on SEND placements to the next board meeting and to report on whether SBOM arrangements are going satisfactorily having regard to All Saints staff members' capacity and wellbeing.

7.50 pm staff members left the meeting

#### 17. CONFIDENTIAL ITEMS

- a. Please see confidential minutes

Meeting ended at 8.30 pm

Signed by Amanda Sayers, Chairman of Governors, as an accurate record of the meeting

Signed .....

Dated .....



## **ACTION POINTS FROM THE MEETING**

- 1) Governors to note that the Board meeting on the 27 November is cancelled
- 2) All Saints Day Mass on 1<sup>st</sup> November at 1.30 pm in the school hall
- 3) Comparison NGA and School Code of Conduct – Summer Board Meeting
- 4) Y7 catch up funding to be reported on later in the year – AON board meeting
- 5) Congratulations on new baby card to be sent to SPJ – AS
- 6) Audit report and follow up plan to be reported/approved at the next Board meeting. AON

## **RESOLUTIONS AGREED IN THE MEETING OF THE 16<sup>TH</sup> OCTOBER 2019**

**RESOLVED:** Governors unanimously consented to a one-term sabbatical for SPJ

**RESOLVED:** Governors unanimously agreed to elect the Chair and Vice Chair and agreed to a one-year term for the posts.

**RESOLVED:** unanimously that the non-confidential and confidential minutes of the meeting of the 2<sup>nd</sup> July 2019 to be signed as a true record of the meeting.

**RESOLVED:** unanimously by a show of hands that Richard Girvan be the lead safeguarding governor.

**RESOLVED:** Governors unanimously agreed to ratify the appointment of Mike Harrington to the Pay Committee and to approve the AON pay recommendations, as recommended by the Pay Committee.

**RESOLVED:** Governors unanimously approved the School Development Plan and the objectives by a show of hands.

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

- Admission arrangements (noted)
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- Freedom of Information
- Governors Work Plan (noted)
- Health and Safety
- Revised NGA Code of Conduct (noted)
- Pay Policy
- Pupil Premium Impact Report
- SEND Policy
- SEND Information Report
- SEND Funding Report
- Overarching policy

**RESOLVED:** Governors agreed unanimously to ratify the decision of the Chairman as reported.

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