

Minutes of the meeting of the Board of  
Governors of All Saints Catholic College  
held at the School on Tuesday 12<sup>th</sup>  
February 2019 at 6:00 p.m.

## **NON-CONFIDENTIAL**

### **PRESENT**

#### **Governors**

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

#### **Observers**

Tim Aykroyd (TA) Deputy Headteacher

Carolyn MacLeish (CM) Clerk for the Governors

### **1. GOVERNOR RECRUITMENT**

(MH, MK and DS were absent during this item).

AS led the discussion, and the following governor appointments were discussed:

- a) Governors were asked to ratify the decision (made by email) to appoint Marsha Kutkevitch to the Board in a non-voting capacity in replacement of James Marshall who had resigned since the previous meeting. Governors noted that MK was not eligible to apply to become a Foundation Governor. Governors ratified the decision unanimously.
- b) Governors welcomed Ashleigh Mealy (AM) as the School's new staff governor.
- c) AS reported to the Board on the recommendations from the governor interviews held prior to the meeting of Don Skeffington (DS) and Michael Harrington (MH). Governors were advised the panel recommended that each of DS and MH be appointed as associate members to the Board immediately pending their applications to become Foundation Governors.

AS reported that the governor recruitment panel (MM, CJ and AS) interviewed DS and MH. DS had been trained as an attorney in the US and had strong relatable skills for the C&S committee. MH had a career in running large companies and had a great amount of experience in procurement as well as being a mentor for Ofsted and HMI in Wales. He would be appointed to the F&GP committee. The panel stated it wished to recommend their appointments as associates and its endorsement of their applications to become Foundation Governors.

Governors approved both candidates unanimously as recommended by the panel.

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

- a) **MK be appointed to the ASCC Board of Governors in addition to her membership of the C&S committee.**

- b) MH be appointed to the Board of Governors and F&GP committee as an Associate Member. Governors agreed to endorse his application to become a Foundation Governor.
- c) DS be appointed to the Board of Governors and C&S Committee as an Associate Member. Governors agreed to endorse his application to become a Foundation Governor.

**ACTION:** New governors to arrange to meet with AS to carry out their induction process.

## 2. WELCOME TO NEW GOVERNORS

MH, MK and DS were welcomed to the meeting and informed of the Board's unanimous decision to appoint them all. Ashleigh Mealey was welcomed to the Board as the newly-appointed staff member.

## 3. OPENING PRAYER (AS)

As we start this critical year in our country's history, let us continue to 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 top priority.

In your mercy, Lord hear our prayer!

## 4. APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 5. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.  
New governors were advised that they needed to fill in their DOI forms.

## 6. MINUTES FROM THE MEETING HELD ON 11<sup>th</sup> December 2018

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 minutes of the meeting held on 11<sup>th</sup> December 2018 be signed as a true record. (unam)

## 7. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

Reports from Committee Meetings Since the Last Board Meeting (draft minutes/notes had been pre-circulated):

Governors were given the opportunity to ask questions of the relevant committee/group relating to any of the accompanying papers.

**Admissions Committee – Thursday 10<sup>th</sup> January 2019 (verbal report only from SPJ, with additional information provided by AON)**

SPJ stated the paperwork had been much improved from the year before and thanked support staff for their hard work. Everything was clear and there were only a few queries which had been referred to support staff. The committee had followed up on the queries and found that the LA had updated the access model and all students were in the right categories.

The following points were raised in discussion in response to governors' questions:

- the School had received 505 online applications
- there were 14 SEND applications
- the School believed approximately 50% of the applications were from Catholic students
- the gender split was even.

**Strategy Group – Tuesday 15<sup>th</sup> January 2019**

AON responded to governors' questions advising the following:

- homework-related detentions had reduced and would be covered under the headteacher's verbal report;
- the work with PiXL was ongoing, every half term one of the associate heads attended one of the PiXL meetings. Heads of departments attended regular meetings too, and the School used it as a resource as necessary;
- financial funding applications were ongoing and would be reported on later.

**F&GP – Tuesday 22<sup>nd</sup> January 2019**

CJ responded to questions advising that the School was predicting a surplus of £114K. The School had been successful in getting in income and making savings to see it through. CJ added that the School would not stockpile money at the expense of the quality of education provided to the School's students and all efficiencies had been sensible.

CJ responded to questions about capital projects, stating that the funding was ring fenced for capital works and could not be used on educational or other resources.

Governors were asked to approve the link governor roles agreed in the committees.

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

- a) MK to be the link governor for Underperforming Subjects and Most Able
- b) MH to be the link governor for Effective procurement and Benchmarking

**8. HEADTEACHER'S ORAL REPORT**

AON gave governors a verbal report and answered governors' queries within the discussion.

**Leadership and Management**

- the School was recruiting for a number of vacancies linked to the its expansion, including the following posts
  - Deputy head teacher of Science
  - Maternity cover for the Head of Art. (Second round of advertising)

- the School was forecasting a carry forward of £114,000 however it would be raising purchase orders against some of the carry forward before the end of the financial year;
- the School's DSG (delegated schools grant) had increased by £346,000;
- the School would not receive the same level of funding from the Grenfell Education Fund as it had the previous year
- the overall increase for the following financial year would be £215,000 which would help pay for additional support staff and teachers;
- the 2020-21 admissions numbers would see an increase of approximately £500,000;
- the School had received an additional £25,000 of capital funding through the additional funds announced by the Secretary of State for Education (for bits and bobs) and was considering using the funding for the boiler pump so would request tenders in due course;
- the School was awaiting the LCVAP funding announcement which was expected by the end of March and was planning works with Wilbey Burnett. AON responded to questions about the Wilbey Burnett fees stating that he would check if they were waived in the event that the School was unsuccessful in its £200,000 bid. The School had planned for different works depending on the funding received;
- the School had had several meetings with the Gubay Foundation and would be sending a pitch for funding based on the conversations had in the meetings. If successful, the School would use the Diocesan architects. The proposals that were being considered were:
  - renovation of four classrooms on the top floor in the North block
  - female toilets in the South block to make them unisex
  - removal of the cube and the re-location of the Emmaus Centre
- regarding other grants, the School was focusing on the Gubay Foundation at that time before considering other grants;
- governors asked whether the changes to the teacher pension scheme affected the School's plans;
- AON stated that the School believed the increase in block funding due to increased student numbers would cushion the impact of the pension changes;
- AON added that the School was in discussions with the LA (Ian Turner) about the expansion of the School to become five-form entry, and the LA was carrying out a feasibility study. Nigel Spears would also be involved, and it was expected that the final decision would be the following year.

### SEF

- AON had updated some of the report and would do further work once the new Ofsted framework had been ratified. The document had been re-written to match the proposed new framework;
- there would be an INSET on 25<sup>th</sup> February with a focus on the review of the boys' T&L half way through the year. TA's would be going to northern France for a team building day;
- the School would hold a service on Ash Wednesday with prayers and ashes and a Lenten mass and the Sacrament of Reconciliation would be held on 2<sup>nd</sup> April 2019 at 1:30 p.m.;
- the School Chaplain was running two minutes of silence daily during Lent, and the School was hoping to reach a million minutes;
- the Chaplain was also undertaking Diocesan training;

- AS advised that Ofsted had confirmed they were keeping the current grading so the School would be able to try for an Outstanding judgement in due course;
- AON agreed to share the report on boys and the impact of boys on the School with RG.

### Teaching & Learning

- the School had been working on its comparative marking and how to judge grades across the School
- attendance currently stood at 94%. The biggest impact on attendance was term-time holidays;
- the number of logs had reduced since last reported in the C&S committee. They had been significantly high in Y7 (approximately a fifth of the logs). The School had changed the system so that the teacher whose homework had not been completed went to the hall to check that it had been completed and if not the student received another x;
- the result of the new approach to detentions for homework had seen a significant reduction with Y8-11 seeing on average two to three x's for homework a day;
- there had been 12 exclusions that half term which was slightly lower than the same period the previous year and improved on the autumn term which had seen 32 between October and December;
- the autumn term had seen the Behaviour Policy firmly established;
- AON responded to questions about the introduction of boys into the School, highlighting the following statistics:
  - Y7 intake had doubled and there were more children from local schools, some of whom had challenging behaviour
  - the dynamic of having 10 to 15 students from the same primary school was very different to the intake in Y8-11
  - there were more boys externally and internally excluded in Y7 than girls.
- AON responded to a question about incentivising students in terms of attendance stating that the School had made huge progress in this area with children being happier and wanting to come to school (two years ago attendance had been between 91 and 92%). The School was not a national average school in terms of its student context which needed to be factored in to all comparisons. For example, the School had four times the national number of PP students;
- Governors asked whether the School was working with other schools on its marking in light of AON's judgement that some teachers were marking work too conservatively;
- AON responded that the comparative marking scheme was seeing an impact across the whole school particularly for most able students. The systems had been implemented across the whole school and AON gave examples of how they worked;
- AM had carried out an exam INSET for all middle leaders to show them how exam board marking worked;
- the forecast for Progress 8 for Y11 students was 0.1 and the VA score 0.3;
- the current expectation was 74% of students achieving L4+ in English and Maths and 44% L5+ in English and Maths
- Y11 would have another set of mocks in March
- the School would have a residential trip for the most able in Y11, and all children in the year group would have an event too;
- AON responded to questions from governors about his biggest concerns stating that the biggest challenge the School faced was students arriving in year with no English;
- governors asked whether the School was looking at the extracurricular offer in light of the proposed changes to the Ofsted framework;

- AON advised that there were aspects of the new framework that the School would need to review once it had been finalised. Key changes included looking at the character of the student and careers guidance;
- governors stated that they believed the School served its students well in its Catholic ethos which built character through education and the outside experiences that students received.

#### Student Questionnaires

Governors were advised that TA had organised the process, and the questionnaire looked at all aspects of students' lives in school including safety, teaching and learning. The results were circulated, and the following observations, questions and answers were made through the review of the results.

- Q) Could the School follow up on responses they found concerning?  
A) Yes, the results were not anonymous.
- Q) Why did 15% of students respond that they did not feel safe?  
A) Students in the main did feel safe at School. The week before the survey there were incidents which involved non-school students and the School was following them up.
- Q) Governors were concerned that 25% of the respondents were worried about bullying and asked what the School's next steps would be  
A) The School was speaking with students who had indicated concerns to try and investigate if they were concerned or they were the concerns of others. The School would also work with the School Council.
- Q) Was the Library being used as a safe space by students?  
A) The Library was a large part of the School's extracurricular offer and was well used by students. It was popular at lunchtime particularly in December and January as it was warm. The School had placed an AHT with the librarian at lunchtime to ensure the space remained calm.
- Q) Were students attending clubs and did they request anything?  
A) Students wanted food tech, and there was work to be carried out in terms of sex education.
- O) Students did not seem to like the food provided as they got older.  
O) Governors suggested that for some questions "neither" should be an option and there should be a summary of the open responses which would explain the data.  
O) Some of the questions could be reworded to avoid double negatives which were difficult for EAL students.  
O) Students were most positive on verbal feedback and not as positive about written feedback. The School recognised there was work to be done on consistency across all subjects. The core subjects were the strongest in terms of scores.

#### **9. GDPR UPDATE**

TA updated governors on the School's GDPR work and highlighted the following points:

- there had been no significant incidents or work up until Christmas;
- there had been a few SARS (subject access requests) from parents which had been completed;
- there had been one FOI (freedom of information) request about the School's energy usage;
- there had been one complaint to the ICISO about the way a SAR had been handled and it was ongoing.

- Q) Was the School able to cope with the additional work?  
A) There were peaks and troughs in the GDPR work but yes currently.  
Q) Did the School report breaches?  
A) The School had reported some. When there were near misses these were discussed with AON and examples were given.  
O) Governors suggested a log be kept of breaches and near misses and the actions taken.  
O) Governors agreed that an annual spot check should be carried out on the log and RG agreed to carry out the check.  
O) Several governors had either attended or completed online GDPR training.

**ACTION: School to keep GDPR breach log.**

**RG to carry out annual spot check on the GDPR Breach Log.**

**Comment [AS1]:** Has this been placed on the work plan?

## 10. POLICY/IMPORTANT DOCUMENT REVIEW

Governors reviewed the following pre-circulated documents:

The following were scheduled for review and approval/discussion:

### a) Admissions Arrangements for Autumn term 2020

- AON reported that the document had been finalised post discussion in recent Board meetings and under advice from the LA and Diocese.
- the School could not give preference to armed forces pupils above Catholic pupils
  - P2 - governors had decided not to use the Certificate of Catholic Practice under the advice of the Diocese. The School had been advised to request the baptismal certificate only;
  - PW stated that there was an inconsistency in the advice and requested advice from the Bishop be considered who had stated the certificate should be included in the criteria;
  - AS reminded that the documents had been discussed in the previous two Board meetings and that the advice had been clear from the CES (Catholic Education Service);
  - PW responded that he would convey the information to the Bishop as there was an inconsistency between the advice received and the direction of the CES. He believed that the Bishop had recommended it should be referred to when there was a level of over subscription;
  - AON observed that schools had understood the advice had been formulated as the result of actions taken against faith schools by organisations like the Humanist Society and this advice was to ensure a fairer admissions system for all Catholic children regardless of circumstances;
  - AON advised the criteria would be reviewed annually;



- AS suggested that AON and PW should take their queries to the Diocese and Bishop respectively and report back; however, the Board needed to vote to adopt the admissions arrangements in that meeting;
- Governors voted by a majority to approve the arrangements (ten votes in favour and one against).

**b) Financial Control Procedures**

As recommended by F&GP - virements to be increased in line with other financial control procedures and the value of items being recorded on the Asset Register to be moved from £250 to £500. Governors approved the changes to the procedures.

c) **SFVS**

Recommended by F&GP Committee – Governors approved the SFVS.

d) **Term Dates and INSET Days**

AON advised that the School usually had five dates for INSET and it was asking for a similar amount as it made a difference to staff. Governors approved eight days.

AON stated that the INSETs were used for a variety of reasons and not just training, some being for wellbeing, some primary school days and some working from home on marking.

Governors approved Monday 2<sup>nd</sup> September as an INSET and Tuesday 3<sup>rd</sup> September for Y7 only.

Monday 2<sup>nd</sup> INSET

Tuesday 3<sup>rd</sup> Y7

**RESOLVED:** that the Board approved the following documents subject to the amendments and decisions agreed in discussion:

- a) The Admissions Arrangements for 2020 by a majority vote (10 votes in favour and 1 against)
- b) Financial Control Procedures (unanimously)
- c) SFVS (unanimously)
- d) Term Dates and (8) INSET Days for 2019–20.

**ACTIONS:** AON and PW to speak to Diocese and Bishop respectively regarding inconsistencies in advice regarding the Certificate of Catholic Practice in the admissions procedures.

11. **ACTIONS FROM THE PREVIOUS MEETING**

- 1) School and/or Clerk to contact SPJ and PW regarding absence. Completed
- 2) School to circulate finalised Admissions Criteria at Spring One Board meeting. Completed
- 3) Governors to confirm and sign that they have read KCSIE 2018 Part 2 – Clerk to circulate and governors to confirm and sign sheet at the next meeting.

12. **BOARD OF GOVERNORS**

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

Appointments discussed at the beginning of the Meeting.

James Marshall, Associate Member, Resigned Jan 2019

Ashleigh Mealy, Staff Governor, Appointed, 5<sup>th</sup> February 2019

Michael Harrington, Associate Member, Appointed, 12<sup>th</sup> Feb 2019

Don Skeffington, Associate Member, Appointed, 12<sup>th</sup> Feb 2019

Marsha Kutkevitch joined the full board (already an Associate Member), 12<sup>th</sup> Feb 2019

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

None

**C) Governor Vacancies**

3 Foundation Governors.

DS and MH were applying for two out of the three vacancies.

There would be one vacancy for a potential Catholic education expert.

D) **Governor Non-Attendance:** No issues.

E) **Reports by Governors:** None reported

F) **Visits To The School:**

AS and AON reported on the School's plan for the governors' afternoon prior to the last meeting of the last meeting of the summer term

G) **DBS Check Update:** New governors were asked to contact Rosa Lagunas to carry out their checks.

H) **Governor Training:**

Governors' Bi-borough Conference – Dave Halberry (verbal report)

Safeguarding training – DH

- The conference had been very good and very SEND focused, and CM would forward slide presentations to governors.
- Governors were advised to read Ian Heggs' presentation in conjunction with the newsletter.
- Every metric for SEND was above the national average however there was no money and the LA's were due to be Ofsteded. Schools would be visited as part of the inspections.
- DH advised the presentation from Dean Beale had been inspirational. Mr Beale was Autistic and had been excluded several times as a child. Today he toured the word delivering talks about Autism.
- Queens Park School delivered a presentation which was a whole school well being programme which included staff parents and children.
- Ofsted new framework Lucy Nutt – SIP and inspector, went through frameworks side by side. The School advised that it would respond to the proposed framework. Governors concurred that the new framework played to the School's strengths.

**ACTION: Governors were asked to confirm how they would fulfill their commitment to 6 hours training per annum to the clerk.**

I) **Local Authority Information:** Governors were referred to recent information and guidance from the LA on school governance issues.

- Attendance at meetings is now compulsory to go on the website.
- School needs to establish EU residents' numbers and report to governors – Staff
- Behaviour Policy – Definitive SEND statement
- National Deals tool – DofE guidance
- PP funding report – refer to the academic year and not the financial year.

13. **CHAIRMAN'S ACTION REPORT (attached)**

None taken



**14. DATES OF FUTURE MEETINGS**

**SPRING 2019**

Date	Meeting	Time
Tue 19/03/19	F&GP	8:00 a.m.
Wed 20/03/19	C&S	4:30 p.m.
Wed 20/03/19	CE&CL	6:30 p.m.
Tue 02/04/19	GB	6:00 p.m.

**SUMMER 2019**

Date	Meeting	Time
Tue 30/04/19	F&GP	8:00 a.m.
Wed 01/05/19	C&S	4:30 p.m.
Wed 01/05/19	CE&CL	6:30 p.m.
Tue 14/05/19	GB	6:00 p.m.
Tue 18/06/19	F&GP	8:00 a.m.
Tue 02/07/19	GB	6:00 p.m.

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

- LA updates
- Statement of Internal Control

**16. ANY URGENT BUSINESS**

AS advised that there were new Diocesan Model Protocols which needed to be reviewed by the School and governors.

**ACTION:** AON, CM and AS to review and report to governors.

The Student Questionnaire results would be revisited in summer 2 post the School's work into some of the responses.

JDK advised the School that EU staff in her organisation had been advised to carry out the pre-settled status now. The process was short and easy to follow

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

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

**RESOLUTIONS AGREED IN THE MEETING**

RESOLVED: that the Board of governors unanimously approved the following:

- a) MK be appointed to the ASCC Board of Governors. MH be appointed to the Board of Governors and F&GP committee as an Associate Member. Governors approved to endorse his application to become a Foundation Governor.
- b) DS be appointed to the Board of Governors and C&S Committee as an Associate Member. Governors approved to endorse his application to become a Foundation Governor.
- c) MK to be appointed to Board in addition to her membership of the C&S committee.

RESOLVED: that the minutes of the meeting held on 11<sup>th</sup> December 2018 be signed as a true record. (unam)

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

- a) MK is the link governor for Underperforming Subjects and Most Able
- b) MH to be the link governor for Effective procurement and Benchmarking

RESOLVED: that the Board approved the following documents subject to the amendments and decisions agreed in discussion:

- a) The Admissions Arrangements for 2020 by a majority vote (10 votes in favour and 1 against)
- b) Financial Control Procedures (unanimously)
- c) SFVS (unanimously)
- d) Term Dates and (8) INSET Days for 2019-20.

#### ACTIONS AGREED IN THE MEETING

- 1) New governors to arrange to meet with AS to carry out their induction process.
- 2) PW and AON to speak to Diocese and Bishop regarding inconsistencies in advice regarding the Certificate of Catholic Practice in the admissions procedures.
- 3) School to keep GDPR breach log.
- 4) RG to carry out annual spot check on the GDPR Breach Log.
- 4) Governors were asked to confirm how they would fulfill their commitment to 6 hours training per annum to the clerk.
- 5) Governors to confirm and sign that they have read KCSIE 2018 Part 2 – Clerk to circulate and governors to confirm and sign sheet at the next meeting.
- 6) AON, CM and AS to review and report on Diocesan Model Protocols to governors.