

Minutes of the meeting of the Board of
Governors of All Saints Catholic College
held at the School on Tuesday 11th
December 2018 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

Elaine Gribben (EG)

Maureen Marlowe (MM)

Amanda Sayers (AS) (Chairman)

Chris Johnston (CJ)

Andrew O'Neill (AON) (Headteacher)

Observers

Tim Aykroyd (TA) Deputy Headteacher

Don Skeffington (DS), Governor Candidate

Carolyn MacLeish (CM)

Clerk for the Governors

1. OPENING PRAYER (AS)

As we work to ensure that our school delivers excellence, let us also ensure that no one is forgotten in the decisions that we take. 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!

2. APOLOGIES FOR ABSENCE

The clerk reported the following apologies for absence and governors reviewed each in turn:

Joy Duval Koenig (JDK) - Noted

Richard Girvan (RG) – Consented - Reported at the beginning of the year.

Dave Halberry -Noted

James Marshall(JM) –Noted

Rabab Raza (RR) – Consented – Newly elected Parent Governor

Governors noted the following governors were absent. The School and/or clerk to contact.

Stella Powell-Jones (SPJ)

Peter Wilson (PW)

Governors were advised that Michael Harrington (MH), Associate Member/Foundation Governor candidate, had advised that he would be unable to attend the meeting today but had attended the F&GP Committee meeting as an observer.

RESOLVED: that governors unanimously consented to the apologies for absence of RG and RR.

RESOLVED: that governors noted the apologies for absence from JDK, DH and JM.

RESOLVED: that governors noted the absence of SPJ and PW.

ACTION: School and/or Clerk to contact SPJ And PW regarding absence.

3. WELCOME

AS welcomed DS who joined the meeting as an observer interested in becoming an Associate Member before applying for a role as Foundation Governor.

4. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

5. MINUTES FROM THE MEETING HELD ON 16th October 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 16th October 2018 be signed as a true record. (unam)

6. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

A) Reports from Committee Meetings Since Last Board Meeting (draft minutes/notes attached)

This was governors' opportunity to ask questions of the relevant committee/group relating to any of the accompanying papers. It was assumed that all governors had read these papers. All action points had been placed on the agenda for the relevant committee/group or Board meeting. Recommendations to the Board would be considered but committee/group minutes were not discussed except at the Chairman's discretion.

F&GP – Tuesday 20th November 2018

Q) Governors asked for clarification on the School's current financial position, in particular the carry forward of £65,000.

A) AON advised that the School had overspent in some areas; however, instead of increasing the number of teaching staff for the bulge class in Y7 and using the increased funding for additional students on recruiting the School had used its existing staff. The School was forecasting a healthy carry forward at the end of the year. AS added that the School was unlikely to receive future additional funding from the LA as it had that year so had exceeded its PAN at the right time.

- Q) Governors asked whether the expenditure on the second mini bus would be recouped.
- A) AON responded that the School had never had a mini bus and the thinking had been two mini buses were necessary to take a class of students. For the cost of a brand-new mini bus the School had managed to purchase two, and it was believed that the cost would be recouped over time. Governors noted that the hire of a coach was £750.00 per use and therefore two branded mini buses made financial sense.
- Q) Governors asked where the School had invested in curriculum resources.
- A) AON reported the School had invested in the Performing Arts including repainting the music room and re-carpeting, purchasing keyboards and other musical equipment.
- Q) Had the School received increased funding for SEND students in Y7?
- A) AON stated that the SENDCO had added some new students to the SEND register and was working with parents to assess students' needs. The School received funding for its SEND students through Element 2 from the normal schools' block and Element 3 from the high needs block. Governors were advised that the SENDCO had presented to the C&S committee and discussed the SEND students in Y7 particularly the applications for EHCPs.
- Q) Governors asked why there appeared to be a significant increase in the number of SEND students in Y7.
- A) AON stated that boys in education were four times more likely to have SEND, and the School had underestimated this factor. AON had discussed the matter with Andrew Tagg and the funding. Governors noted that not all the SEND students had been identified at primary school, and the School was now working with parents to secure the help and funding needed for the students.
- Q) Governors asked whether the School had a limit on the number of SEND students it could take particularly those with an EHCP.
- A) AON stated there was no limit and where the School could help a child and meet their needs it would try and do so.

Pay Committee – Tuesday 20th November 2018 (report under confidential)

CE&CL – Wednesday 21st November 2018

MM advised that the committee had asked for Hilary Shaw's report but had not yet received it.

Governors were asked to review and consider adopting the terms of reference for the CE&CL Committee for the 2018-19 school year, as recommended by the committee – Board approved the terms.

C&S Committee – Wednesday 28th November 2018

No questions or points raised.

B) Committee Membership and Lead Roles (attached)

AS asked governors to consider and approve the following amendments and changes to the committee memberships and lead roles:

- RR to be on the F&GP Committee and her link role to be Parent and Corporate Fundraising
- MH to be on the F&GP Committee and his link role to be Procurement and Benchmarking

- DS to be on the C&S Committee, link role to be decided.
- ND to take on Website Compliance and Careers link role.

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

- a) The Community Engagement and Catholic Life Committee Terms of Reference for 2018-19
- b) RR to be on the F&GP Committee and her link role to be Parent and Corporate Fundraising
- c) MH to be on the F&GP Committee and his link role to be Procurement and Benchmarking
- d) DS to be on the C&S Committee
- e) ND to take on Website Compliance and Careers link role

7. HEADTEACHER'S TERMLY REPORT

Governors thanked AON for his termly report and raised points and questions under the sections of the report:

Context and leadership

- Q) How had the integration of boys into the School gone in the first term?
A) AON stated the boys had added richness to the School although there were challenges.
- Q) Governors asked whether there had been a reaction from girl students.
A) TA advised that the School had some very nice male students who were intelligent and added richness to the School community. The key behaviour issues in Y7 had been not completing prep work and some spikes in challenging behaviour although this had not been restricted solely to boys. Governors were advised that in Y7 there were approximately seven students who had had repeated behavioural issues. Governors also noted that students arriving in Y7 also had to get used to the new rules that were different to primary school. The first few weeks had seen the School focusing on things like lining up correctly and not talking in line.
- Q) Governors asked how the leadership and teaching staff were performing.
A) AON reported the following non-confidential staffing matters:
- the leadership team were working well
 - a member of the Science team was retiring at the end of term and the School would not replace them in the middle of the year. The School would re-organise the timetable instead
 - the School had decided not to recruit a PE teacher and would eventually seek to have a male and female member of staff
 - a long-term supply Maths teacher had decided to leave at Christmas, and the School was seeking to recruit a replacement for January
 - the School had appointed two Teach Direct students (one for English and one for Maths) on six-week placements. They would be on 50% timetable.

Teaching and Achievement

- AON reported that the School would be moving Drama to the Welsh Board in 2019-20. The School believed the move would provide a more accessible curriculum to students and moreover the Drama teacher had taught it before and felt it was a better fit for the School;

- governors referred to point 4.4 and asked that their thanks be conveyed to the SBOM for volunteering to make a hot meal for the Y11s as part of the extended curriculum and to Ms Nammock for organising the activity;
- the School would run through the Y11 programme from January with parents at the parents' evening on Thursday. The aim would be to keep all students behind for a meal and activity and two 45 minutes study sessions. SEND students would have their own session;
- governors were very appreciative to all staff working on the clubs as they recognised the staff were unpaid and the clubs ran from Monday to Thursday;
- governors noted that the School had reviewed its progress data under discussion with teachers and the new prediction was +0.09. (This was after reviewing the predictions in English which were slightly cautious and a permanent exclusion);
- the progress of Most Able students was still the most significant area of concern although the figure was slightly improved
- attendance was good and improved on last year
- AON thanked AS, RG and the Chairman of the Bevington Primary School Board for being on the governor panel for the exclusion hearing. Governors were advised that the panel had voted unanimously not to reinstate the student;
- AON responded to governors' concerns about the high exclusion rate stating that there had been a specific day the previous week in which six students were excluded and that had resulted in the figures appearing to be high;
- the School had greatly enriched the faith offer and events programme;
- governors also noted that the School was using the PixL resources, and all teachers had attended courses alongside the School's own internal CPD and expertise.

8. STRATEGIC DEVELOPMENT PLAN (SDP) AND SCHOOL IMPROVEMENT PLAN (SIP)

SDP

Governors received an update on the SDP post the last meeting and were asked to approve it.

AS reminded governors that the School had been asked to make the SDP a rolling three-year plan with broad strap lines. AON advised the School was in the middle of the first two years of the programme and it was progressing well. In the short term the School would be seeking to admit another five-form intake to Y7 in September 2019 and work towards becoming an official five form entry on PAN.

The School was reviewing the marketing campaign for Y7 applicants. Governors were advised that the School would continue to run a proactive marketing campaign for the next few years until the School's new name and offer were firmly established, and the aim would be for a five-form entry in 2020-21.

Governors asked questions about the process of applying to become a 5 FE intake and the timeline and were advised that the School was waiting to hear whether it had been successful. Governors noted two other RBKC schools had applied to increase their intake too, and AON was hopeful that he would hear by the end of term whether or not the School had been successful.

SIP

The following points were raised in discussion:

- the SIP was monitored by governors including an evaluation of co-ed learning
Part of the School's plan was to have a specialist DT provision and SEND area in place for 2020-21;
- the School was seeking sponsorship and funding from Science companies and educational charitable foundations such as the Albert Goubay Foundation;
- the School had drafted a proposal and sent it to the Foundation. The School had consulted with the Diocese and governors prior to sending the proposal to renovate the RE classrooms, and it was hoped that the School would receive a significant capital donation to the site;
- the School was also due to send a fundraising request to the Sisters of Holy Cross;
- AON responded to governors' questions on the School's partnerships advising that PiXL was the main partner for the School. AON had also spoken with RG regarding the St Paul's Partnership and hoped that this would be further developed that year;
- the School had submitted its LCVAP bid but from 2019-20 the system would be changed.

RESOLVED: that the Board of Governors unanimously approved the SDP and SIP as presented and reported by the School.

9. GDPR UPDATE

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

- the School had received three SARs from the same person. The first two had been very time consuming so on the third occasion the School had taken legal advice and concluded the requests in writing under legal advice;
- the School had received two FOI requests which had been dealt with;
- the School had reported a minor data breach to the ICSO but had been advised that no further action was necessary;
- the GDPR culture was being further embedded with staff and as part of this change a shredder had been set up in the School staff room.

10. POLICY/IMPORTANT DOCUMENT REVIEW

Governors reviewed the following pre-circulated documents:

a) **Admissions**

AON advised governors that he had consulted with the Diocese (JP Morrison, Director of Education) and had been informed that the School could not put non-Catholic LAC before Catholic children on the admissions criteria. The Bishop was unable to sanction an admissions policy in which the school could not ever be 100% Catholic. AON had revised the wording accordingly.

Governors noted the following changes:

- number 2: Baptised catholic children of serving armed personnel to be removed as they would come under PP, FSM and Ever 6 category;
- the arrangement would be determined at the next meeting, the consultation ended that day;

- the School would update the version with the changes, and it would be circulated at the next meeting.

b) Child Protection and Safeguarding Policy

Governors thanked Ms Dalton for the policy and her work. Governors approved the policy while noting the following amendments:

- P18 – Links with PREVENT guidance (not policy)
- Greater focus on online safety and there should be a reference to AUP
- School to check sexting and whether it should be a separate policy or document

c) Governors Fund Audit (rec by F&GP committee)

Governors were asked to approve the audit and delegating the approval of the document to the F&GP committee. Governors approved both.

d) Pupil Premium and SEND Spending and Impact reports for 2017-18 (rec by F&GP and C&S committees)

Both reports were approved.

e) Whole School Pay Policy 2018-19 (rec by F&GP Committee)

Approved the policy and pay increases as recommended.

f) Keeping Children Safe in Education – September 2018 (KCSIE 2018)

Pursuant to advice received from the LA in the latest Chairs' Forum meeting, governors were required to confirm that they had read and understood their responsibilities **in advance of the meeting** under Part 2 of Keeping Children Safe in Education September 2018 by signing the front page as circulated in the meeting by the Clerk. Governors were advised that it was helpful to read Part 1 to aid their understanding of Part 2.

The following points were highlighted to governors:

- GDPR does not prevent Safeguarding, and Safeguarding superseded everything.
- Supply agencies were responsible for briefing their employees on KCSIE and the School used one agency only.
- The School held regular Safeguarding briefings.
- The School was compliant with KCSIE and had updated its policies accordingly. KCSIE informed the Safeguarding and Child Protection Policy.
- PSHCE lessons covered online safety.
- The School took part in national e-Safety and Online anti-bullying week. Toby Padjez created all the resources. Parents also received the information in their parents' evenings. The School assured governors that it went above and beyond its statutory obligation in this area.

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

- a) The School's Admissions Criteria for 2020-2021;
- b) The Safeguarding and Child Protection Policy; (annual review);

- c) The Governors Fund Audit Report and to delegate its future approval and review to the F&GP Committee;
- d) Pupil Premium and SEND Spending and Impact reports for 2017-18
- e) The Whole School Pay Policy 2018-19

ACTIONS: School to circulate finalised Admissions Criteria at Spring One Board meeting.

Governors to confirm and sign that they have read KCSIE 2018 Part 2

11. SAFEGUARDING UPDATE

MM reported that she had spoken with TA and AON and had confirmed with the School that all the suggestions made by Richard Stanley in the borough newsletter had been put into action by the School.

MM had spoken with Ms Dalton too who was the Designated Safeguarding Lead with TA as the Deputy DSL. The Safeguarding team included CD, TA and AON.

MM asked AON how much time CD was given off time table to enable her to perform her role and was advised that she had the same timetable as TA and had also stepped into OB's role. The arrangement enabled CD to have time during the day which was necessary to perform the DSL role well.

Governors were advised a LAC had been removed from the School's roll as they were no longer attending the School.

12. ACTIONS FROM THE LAST MEETING

- 1) School to bring the SDP to the December Board meeting. Completed
- 2) CM to circulate KCSIE 2018 to governors. Completed
- 3) AON to circulate the Admissions Arrangements for 2020-21 to governors for final approval. Completed

13. BOARD OF GOVERNORS

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

Rabab Raza, elected, Parent Governor, (16th November 2018)

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

None

C) Governor Vacancies

3 Foundation Governors (Michael Harrington and Don Skeffington were seeking to fill two of these positions in due course with governors' approval- interviews to be held before the next Board meeting)

1 Staff Governor- AON advised that he would look at running staff governor elections next term.

D) Governor Non-Attendance:

As discussed under apologies the School and Clerk to contact SPJ and PW regarding their attendance.

E) Reports by Governors:

None reported.

F) Visits to The School:

All governors were asked to ensure that they noted what was required of them in the Governors' Work Plan in respect of visits/reports going forward.

Governors learning afternoon – Governors agreed the final proposed format would be presented for consideration in the Summer 1 Board meeting.

G) DBS Check Update:

All checks were either in place or in process.

H) Governor Training:

The following training was reported by governors:

Safeguarding Training – attended at Marymount School – JDK

Online Data Training – PW

Online Data Training – AS

Online Data Training – JM

SEND Governors' course 3/10/18 – CJ - Enlightening

Chairs of committee's induction course 4/11/18 – CJ – Very useful for all governors and showed how to chair meetings. Not all boards as communicative and structured as we were. Recommended it as a good course to understand the mindset of how a board should be run and what is operational and strategic. AS recommended governors who wished to have an understanding about chairing a meeting could take the moderngovernor.com Chairs of the Board online course.

I) Local Authority Information:

None since the last meeting.

14. CHAIRMAN'S ACTION REPORT

None since the last meeting.

15. DATES OF FUTURE BOARD AND COMMITTEE MEETINGS

SPRING 2019

Date	Meeting	Time
Tue 15/01/19	Strategy	6:00 p.m.
Tue 22/01/19	F&GP	8:00 a.m.
Tue 12/02/19	GB	6:00 p.m.
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.

16. ANY URGENT BUSINESS

Governors were advised that the LA SEND offer was due to be inspected by Ofsted and were referred to a questionnaire that Boards were asked to consider regarding their SEND offer. The following points were noted in discussion:

- 1) Do you know how the % on your SEN register compares to the rest of the LA nationally? The School was in line with LA and National SEND levels although its numbers of SEND students were increasing.
- 2) Do all teachers monitor the impact of additional intervention their student's access? SENDCO advised the C&S committee on how interventions and actions were assessed and monitored.
- 3) Does the SENDCO provide governors with an easy to understand record of the impact of interventions?
Governors did not see operational records however they received reports on anonymised data and could see the impact of teaching on SEND students.
- 4) Monitoring and reporting. How do governors challenge underperformance?
Governors reviewed data against achievement of groups.
- 5) What's the correlation between the School improvement priorities and the impact of SEN interventions?
The Board received a SEND Impact report and actions were costed in the SIP.
- 6) Does your School's annual survey ask parents of students with SEND "how well do you think we are doing at involving you in your child's learning?"
Parents of SEND children had annual reviews where their feedback was gathered and the School reported to governors anonymously.
- 7) Do you analyse parents' responses to see whether results are different for those with SEND and those without?
The School did not distinguish overall between SEND and non-SEND parents, and all parents' views were taken into consideration
- 8) Does your school do anything different for parents of children with SEND?
The School allowed more time for multiple agency meetings and permitted parents to drive and park on site to pick up their children.

Governors asked additionally how the School managed its behaviour policy for its SEND students. AON stated that the School made provision where appropriate and made sanctions in line with their needs.

17. ITEMS FOR FUTURE ACTION OR MEETINGS

- Admissions arrangements
- Agree INSET dates for 2019-20
- Committee Reports inc Admissions
- Financial Control Procedures
- LA updates
- Safeguarding Link Governor visit
- Strategy Group

CHAIRMAN'S SIGNATURE:

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

RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that governors unanimously consented to the apologies for absence of RG and RR.

RESOLVED: that governors noted the apologies for absence from JDK, DH and JM.

RESOLVED: that governors noted the absence of SPJ and PW.

RESOLVED: that the minutes of the meeting held on 16th October 2018 be signed as a true record. (unam)

RESOLVED: that the Board of Governors unanimously approved the following

- a) The Community Engagement and Catholic Life Committee Terms of Reference for 2018-19
- b) RR to be on the F&GP Committee and her link role to be Parent and Corporate Fundraising
- c) MH to be on the F&GP Committee and his link role to be Procurement and Benchmarking
- d) DS to be on the C&S Committee
- e) ND to take on Website Compliance and Careers link role

RESOLVED: that the Board of Governors unanimously approved the SDP and SIP as presented and reported by the School.

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

- a) The School's Admissions Criteria for 2020-2021;
- b) The Safeguarding and Child Protection Policy; (annual review);
- c) The Governors Fund Audit Report and to delegate its future approval and review to the F&GP Committee;
- d) Pupil Premium and SEND Spending and Impact reports for 2017-18
- e) The Whole School Pay Policy 2018-19

ACTIONS AGREED IN THE MEETING

School and/or Clerk to contact SPJ And PW regarding absence.

School to circulate finalised Admissions Criteria at Spring One Board meeting.

Governors to confirm and sign that they have read KCSIE 2018 Part 2