

Minutes of the meeting of the Board of Governors of All Saints Catholic College held via Teams and part in person on Tuesday 1st July 2021 at 5:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Rachel Burke (RB)	Joy Duval Koenig (JDK)
Richard Girvan (RG)	Elaine Gribben (EG)
Dave Hallbery (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM)	Andrew O'Neill (AON) (Head)
Amanda Sayers (AS) (Chair)	Don Skeffington (DS)

Governors (via Teams)

Hetty Fletcher (HF)	Rabab Raza (RR)
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Observers

Tim Akyroyd (TA) – Deputy Head
Sinead Nammock (SN) – Assistant Head
Ed Shackle (Prospective Governor) (joined at 5:34 p.m.

Item 6d)

Carolyn MacLeish (CM) Clerk for the Governors (in

person)

1. OPENING PRAYER

As we come to the end of what has been an unprecedentedly challenging year, let us take the opportunity to reflect on our Mission and on what we have learnt that enables us to deliver on our responsibility for the education, development, dreams and aspirations of all the members of our community.

We recognise that it is a privilege to serve them, and we thank our Lord for the opportunity.

All: Amen!

2. APOLOGIES FOR ABSENCE

AS welcomed everyone to the meeting – those in the School and those joining via Teams. There were apologies for absence from Shane O'Driscoll (SD), and Stella Starritt (SS) was absent.

Governors were advised that MK had asked AS whether her brother would be able to observe the meeting as he was interested in becoming a governor at a school (not the School) and wanted to see how governors' meetings worked. Following agreement, he would be joining the meeting later.

RESOLVED: that the board noted the absences as reported.

3. **DECLARATION OF INTERESTS**

There were no declarations of interest relating to the agenda.

4. **MINUTES FROM THE MEETING HELD ON 25th May 2021**

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 25th May 2021 be signed as a true record of the meeting. (unam)

5. **COMMITTEE REPORTS**

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

C&CL – 9th June 2021 – Minutes were noted and there were no questions from non-attending governors.

6. **REVIEW OF GOVERNANCE**

A) Committee Terms of Reference: - C&CL - Approved

B) Governors to agree to adopt the existing policies and to review them the following year. Governors raised the following points:

- Governor Induction Policy – Approved with no changes or comments.
- Governors' Job Profile – Governors stated the key facets of the role were: monitoring and ensuring the School's provision of an inclusive education, H&S of the School community as an overriding principle, fulfilling the statutory obligations of the Board, monitoring the management of the school budget, adhering to requirements for audit and monitoring the wellbeing of staff. Approved.
- Governors' Training Report Template – AS stated that over the previous year the template had not been used for all written reports and should be used from the following year consistently. Approved.
- Governors' Visits – Approved with no changes or comments.
- Governors' Code of Practice – Change to mission instead of values.
- Delegation of Functions – Changes noted Point 3.7 to include Declaration of Business interests. Change Sex Education to SRE Policy, include H&S committee and add review use of exclusions, and board approval was needed to dismiss the Clerk. Approved.

C) Committee Membership

All committees to remain as they were for the forthcoming academic year except for the Admissions Committee which AS proposed as the following governors: MH, HF, RR, MM and AS. Approved.

D) Governors' self-evaluation

AS had asked governors to prepare a few thoughts about the challenges that the school had faced this past academic year and on what they knew about how the school had delivered on its obligations to the students and more widely.

Governors were encouraged to complete their response having a regard to their link role and/or the School's Mission and were invited to share these thoughts with the Board. The collated statements are attached as an appendix to these minutes.

ES joined the meeting at 5:34 p.m.

AON thanked governors for their very kind feedback and for their support over the year. He thanked AS particularly for her support of him during this difficult time, stating his weekly meetings with her had been reassuring and helpful. He stated that being a head was a lonely job and this year the pressure of worrying about whether the decisions he was making were correct and keeping everyone safe had been extremely difficult, and he valued governors' support.

AON added his leadership team had been phenomenal and thanked SN and TA who were in the meeting. AON stated that they had dealt with everything thrown at them and he was truly grateful for their flexibility and hard work, being able to delegate was a testament to how great the team was and all staff had played their part.

Governors thanked AON and his team again and stated the afternoon had been a wonderful end to a difficult year.

RESOLVED: that the Board of Governors unanimously approved the Curriculum and Catholic Life terms of reference for 2021-22.

7. HEADTEACHER'S TERMLY REPORT

Governors thanked AON for his termly report, and the points were highlighted to governors with their questions answered under the headings below:

Strategic

AON highlighted the phenomenal effort of staff in the TAG process. Governors had reviewed it in the C&CL. TA had worked closely with SM to manage the process which had been robust and thorough. RG's support had been invaluable;

- Q) Governors had asked if the appeals process was set up.
- A) AON advised that the School was not expecting significant numbers of appeals as the TAG process had been very well run; however the process was set up. Governors noted appeals could be made on admin and procedural reasons.

- Q) Had the School made plans to spend its surplus which was larger than previous years at £186,000.
- A) The School advised there were no specific plans. The carry forward had been achieved through lower running costs, and some of the funds had been spent on furniture. The School added it needed to be mindful of falling pupil numbers in local primary schools and the potential impact on the School in future years.

Staffing

- Q) P7 – Was there an exit interview process?

- A) SN carried out the exit interviews. Across the year the School asked how staff felt about the support they had received, which was in the staff questionnaires too.
- Q) P8 – Did the School have the capacity for all the ECT's to have mentors?
- A) AON stated this was being led by SN and supported by the Acting AHT. AON stated he had confidence in the School's training and systems to support teachers who were starting their careers. The School had been training staff for the last few years and they were developed, and some were moving on.

Education

- DH and AS saw how teachers would plan for the different sets and had been impressed;
 - the C&CL committee had received Ofsted training which had helped governors' understanding about the School work on the three I's, curriculum and deep dives;
 - Y11 had 70 students with approximately 70 marked pieces for their assessments. The extra work that the staff had had to do was significant but they had engaged willingly as they wanted to get it right for their students;
 - the current Y7 had had a shocking Y6 and then Y7 had been hard. The School had wanted to do something special for them and were running a scheme for the first two weeks of the holiday which would possibly be offered to some of the Y8's too. So far 90 students had signed up to the first week and 60 to the second;
 - TA was overseeing the scheme and Billy Forshaw HOY7 was running the programme;
 - 10 members of staff had given up their holiday for the first week and seven for the second with some volunteering for both;
 - the School was not signing up to the national tutoring service as it wanted to use its own staff to run its catch-up programmes.
- Q) Was the School running anything over the summer for the current Y6's who were coming into the School the following year?
- A) The School had decided it would be best to meet the new Y7's in September. Government guidance suggested looking at your incoming cohort to decide on what was needed, and the School felt a focus in September would be better.
- Q) Was the School able to reach the students who needed most support in Maths and Literacy with the current Y7 holiday scheme?
- A) TA advised the offer had been put out to every child regardless of ability to reduce stigma and the format had been designed so that no student felt like they were being targeted. The programme would have a mix of literacy and some exciting lessons around texts like the Hitchhikers Guide to the Galaxy. TA stated the School would never catch everyone however a broad range of students had signed up. Billy Forshaw would update the C&CL committee on the success of the programme the following term.
- Q) Was there a plan to address the students in a weaker position due to the lockdowns?
- A) Governors noted this was an issue facing all schools, and the School had started to look at the actions it wanted to take. Some of the planned processes included:
- From September there would be a reading lesson for KS3 students. Students who were read to a lot increased their vocabulary.
 - The School had many EAL students with low literacy rates.

- The School had looked at its data and was increasing its use of the accelerated reader scheme which tracked the reading age of children and whether it was progressing.

- Q) How many students leave the system not reaching the levels the School wanted?
A) The fundamental importance of literacy would be key for the School and the levels of students not making the grade were low with the School having the lowest number of NEETS in RBKC. Generally, those leaving school not making the grade could be traced back to poor literacy early in their education.

Formatio

- RG would carry out a safeguarding link governor visit in September;
- unauthorised absences were low and without extreme outliers' attendance was good at 94%;
- exclusions were down for each period except for summer 1 when there had been a permanent exclusion
- for the following year Years 7-9 were full and Y10 and Y11 were smaller.

8. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were reviewed for approval/discussion:

- **Behaviour principles** - Approved
- **SEF and SDP** - Deferred to September
- **SEND Information Report** - Approved
DH stated he was happy with the document with only one amendment: children with SEND not SEND learners. There had not been a presentation to governors this year on SEND although there had been updates. Once the SALT provision was up and running governors would have a presentation and tour.
- **SEND Policy** - Approved
P5 include the mission language
- **Staff Dress Code** - Approved
AON advised there were huge variabilities on staff dress, and he wanted to have all staff smartly dressed to face students as the expectation of students and uniform was high. Governors noted the expectations were in place for TAs too as appropriate.

RG left the meeting at 6:28 p.m.

- **Summer works**
AON reported the building work was going well and it looked like the handover day would be on time. The School expected to have the site back on 6th September and to be able to get onto the site on 15th August. The following points were highlighted:
 - the substation on the south side of the site had a power cable which needed to be upgraded. The UK power networks need to do the work and they leased the station from the Diocese. The lease was up, and they had to renegotiate the lease;
 - the work was proving to be difficult, and the upgrade might need to wait for the October half term. There might be a need for a diesel generator as the power could be affected for a couple of weeks. The contractors were coming up with work arounds and different solutions;

- the School was doing work internally to the south side of the site upgrading the electrical switches;
- apart from the work to the cable all was moving forward well;
- the LA had commissioned the SALT provision and would start with four to five students increasing up to 12 students.

RESOLVED: that the Board of Governors unanimously approved the following policies either as recommended by the committees or reviewed in the meeting:

- a) Behaviour Principles
- b) SEND Information Report
- c) SEND Policy
- d) Staff Dress Code

9. BOARD OF GOVERNORS

A) Governor Appointments or Ends of Office since the Last Meeting: None

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

Richard Girvan, Co-Opted Governor 16th October 2021

Joy Duval Koenig, Foundation Governor 31st August 2021

Chris Johnson, Foundation Governor 31st August 2021

Stella Starritt, Foundation Governor 31st August 2021

Governors noted that the JDK and CJ's Foundation Governor reappointments would go through the diocese and Clerk would speak to SS regarding her term of office.

C) Governor Vacancies: None

D) Governor Non-Attendance: No issues to report. PW remained on sabbatical.

E) DBS and S 128 Check Update: No checks were outstanding.

F) Governor Training:

Governors were asked to complete their skills audit and provide training information to Clerk if they had not already done so.

G) Local Authority Information: School Circular. Governors reminded that LA and Diocese post regular updates on Governor Hub.

10. CHAIRMAN'S ACTION REPORT

29th June - underwrite clerking costs for admissions appeal – St Josephs AON thanked MM, HF, AS and MH for being on the panel and CM for clerking, advising he would be visiting St Joseph's on Monday.

RESOLVED: that the Board of Governors unanimously approved the Chairman's action.

10. DATES OF FUTURE MEETINGS

Governors had received the dates for next year’s meetings and approved them. MM and DS stated they could not make the meeting on 22nd September. DS advised that he would inform CM and AS whether he could make the meeting if it was on 29th September.

AUTUMN 2021

Date	Meeting	Time
Wed 08/09/21	Strategy	6:00 p.m.
Tue 21/09/21	F&GP	8:00 a.m.
Wed 22/09/21	C&CL	6:00 p.m.
Wed 19/10/21	Pay Committee	5:00 p.m.
Wed 19/10/21	GB	6:00 p.m.
Wed 24/11/21	C&CL	6:00 p.m.
Tue 30/11/21	F&GP	8:00 a.m.
Tue 14/12/21	GB	6:00 p.m.

SPRING 2022

Date	Meeting	Time
Tue 25/01/22	F&GP	8:00 a.m.
Wed 02/02/22	C&CL	6:00 p.m.
Tue 08/03/22	F&GP	8:00 a.m.
Tue 22/03/22	GB	6:00 p.m.

SUMMER 2021

Date	Meeting	Time
Tue 10/05/22	F&GP	8:00 a.m.
Tue 24/05/22	GB	6:00 p.m.
Wed 15/06/22	C&CL	6:00 p.m.
Tue 05/07/22	Governors Afternoon and GB	12pm onwards Meeting 6pm

RESOLVED: that the Board of Governors approved the School’s meetings unanimously for 2021-22.

11. ITEMS FOR FUTURE ACTION OR MEETINGS

To be agreed in the Strategy Meeting in September.

12. **ANY URGENT BUSINESS**

The following matters were discussed:

Admissions

AS reported the revised Admission Code had gone before parliament with a focus on improving in-year support on admissions particularly to vulnerable families and children. Schools had to respond within 10 working days of application. If the proposed changes were passed by parliament they would be implemented by September. Schools needed to have their admission procedures updated by 1st September. The School was not obliged to consult as it was national guidance. It was expected that the CES would update the procedures for its schools.

Q) Why were the changes being brought in?

A) To stop schools not taking in children they did not want to take in. If schools had spaces, you had to let the children into the school.

Governors were asked to approve the following hospitality costs from the Governors' Fund:

- £2,500 for the cost of whole school celebration
- £300 for the end of Y11 celebration
- £700 for the SLT dinner.

Governors stated they were delighted to approve all requests.

AON reported that the opening of the School building was being planned on 29th September. The School had invited Julie Etchingham to host the event. There would be students on site to carry out tours, and the LA and Diocese would be invited as well as other guests including feeder schools' headteachers.

The School wanted to rename the blocks to reflect its Catholicity, and AON proposed the following names to governors:

South Block – Santiago (Camino de Santiago Pilgrimage)

North Block – Francingina (via Canterbury)

New Block – Rome (Centre of the Catholic Church)

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

- a) The changes to the Admissions procedure if approved in parliament
- b) The hospitality spending from the Governors' Fund
- c) The names for the School buildings from September 2021.

MK, ES and TA left the meeting and ES thanked governors for letting him observe.

CHAIRMAN'S SIGNATURE:

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

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 25th May 2021 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board of Governors unanimously approved the Curriculum and Catholic Life terms of reference for 2021-22.

RESOLVED: that the Board of Governors unanimously approved the following policies either as recommended by the committees or reviewed in the meeting:

- a) Behaviour Principles
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- c) SEND Policy
- d) Staff Dress Code

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- a) The changes to the Admissions procedure if approved in parliament.
- b) The hospitality spending from the Governors' Fund.
- c) The names for the School buildings from September 2021.