

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 24th May 2022 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Joy Duval Koenig (JDK)	Hetty Fletcher (HF)
Richard Girvan	Elaine Gribben (EG)
Dave Hallbery (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Maureen Marlowe (MM) (arrived 18:29)
Shane O'Driscoll (SD)	Andrew O'Neill (AON) (Headteacher)
Rabab Raza (RR)	Amanda Sayers (AS) (Chairman)
Don Skeffington (DS)	

Observers

Tim Aykroyd (TA) – Deputy Head
Oonagh Brett (OB) – Deputy Head arrived at 18:22
Chantelle Doman (CD) – Prospective Parent Governor

Carolyn MacLeish (CM) Clerk for the Governors

1. OPENING PRAYER

AS welcomed everyone to the meeting, in particular CD who was joining as an observer as part of the Parent Governor election process. AS advised that all parents that had expressed an interest in the vacancy had been invited to attend. Some had sent their apologies due to work and personal events. One candidate had withdrawn but had sent a very complimentary message about the School and the Board which AS read out, and governors asked that they be thanked on their behalf. AS started the meeting with the prayer below.

Dear Lord, as our pupils in year 11 prepare to take their exams, guide them such that they perform to the best of their abilities and enable them to draw strength from the Gospel teachings.

Amen.

2. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

Governors confirmed their interests were correct on Governor Hub.

3. APOLOGIES FOR ABSENCE AND GOVERNOR APPOINTMENTS

CM reported the following absences and governors on leave:
Rachel Burke (RB)
Marsha Kutkevitch (MK)
Stella Starritt (SS) Maternity Leave
Peter Wilson – Overseas

Governors noted all the apologies for absence, SS' maternity leave was an approved absence, and that MM was delayed by public transport.

4. MINUTES FROM THE MEETING HELD ON 22nd March 2022

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.

None were raised.

RESOLVED: that the non-confidential minutes of the meeting held on 22nd March 2022 be signed as a true record of the meeting(unam) .

5. COMMITTEE REPORTS -Reports from Committee Meetings Since the Previous Board Meeting for which draft minutes/notes had been circulated:

Governors had received the draft minutes and were advised that those not in attendance could ask questions regarding the minutes.

F&GP – 10th May 2022 (Draft minutes were attached)

The School had provided an up-to-date draft budget 2022-23 to the Board, as agreed with the committee, for approval.

Governors raised the following questions:

- Q) Congratulations to the School on securing the bikes from Brompton Bikes, how did the relationship with the organisation start and develop?
- A) AON had met David Henshaw on a podcast and had established the relationship with him. The School had been thinking about buying a couple of bikes for the SLT to make travelling to and from offsite meetings easier and more time efficient. Brompton Bikes had then agreed to give the School six bikes which were worth £1,200 each. The School had lockers for them to be stored in. Staff would book the use of a bike through the Site Manager, and the bikes were covered under the School's insurance.

Going forward, the School wished to develop the relationship further, which would include thanking the organisation on social media for their generosity and Brompton Bikes sending their design and technical people to run workshops at the School for pupils and a potential visit to their factory.

- Q) Had the School had any more success securing lettings including the film company letting?
- A) The film letting did not materialise, however the School was confident that the carnival letting with the Metropolitan Police was secure.

Governors reviewed the draft budget 2022-23 and the projected three-year budget as recommended by the F&GP committee. Governors asked whether the committee had discussed the challenges of increasing utilities costs and were advised that it had. The committee had agreed not to increase the budget in this line at the present time above the increase included by the School; however, governors were assured there was capacity in the budget to meet those costs.

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

- a) The Draft Budget for 2022-23;
b) The Three-Year Projected budget including 2022-23
c) The Statement of Internal Control

6. HEADTEACHER'S REPORT

AON referred governors to his pre-circulated report:

Governors were given the opportunity to ask questions of the Headteacher (including those relating to questionnaires' feedback) and AON highlighted the following points:

Leadership

Following the last Board meeting where governors had agreed the addition of a senior appointment, the School had interviewed Paul Walton and he had been appointed just before Easter at DHT level. Mr Walton had a huge amount of experience from many years of working at Cardinal Wiseman.

Governors raised questions about the work being carried out with and through the Lighthouse platform.

AON advised that he had built the tool during lockdown and that it looked at the data of all schools in the country, including information such as geographical deprivation. The work had been written about in the national press and had facilitated some of the School's partnerships work with schools. Many Catholic Dioceses across the country used it, and there was interest from the CofE too.

The tool was free to use and the benefit to the School was that it had opened up doors and opportunities and continued to do so while helping the School to improve its own offer.

Educatio

Governors thanked all the teachers who had been giving up their Saturday mornings to provide Y11 support in their GCSE exams.

- Q) What percentage of Y9 pupils got their preferred subjects in their options?
- A) All pupils had an interview with a member of the SLT when choosing their options to ensure they made choices that they could be successful in and which would suit them individually. The introduction of Citizenship had been successful. TA reported that pupils had been sensible with their reasons for choosing it, however the School had felt it was not appropriate for all children and the number for this year had been capped at 22. Food Technology was popular and not all pupils who chose it got the option. History was a very popular subject with over 100 choosing the option, and the School had split the group into four classes.

The Humanities staff had increased from three to six members of staff which had enabled the School to add Citizenship for those pupils who found History and Geography hard to access but wanted to do a Humanities subject. It offered a good mesh of RE, History and Politics & Government which pupils liked.

- Q) Would the School be evaluating the subjects and GCSE curricula for next year's options?
- A) The School evaluated every exam board in September and the subjects.
- Q) Did all pupils have three options for their GCSE's?
- A) The School reduced the subject options or changed the makeup of GCSE options for a small number of pupils who had additional needs which could range from being relatively new to the country and/or to English or other needs. In a year of 150 pupils this affected approximately 10 individuals.

Formatio

Governors reviewed the attendance and safeguarding information in the report, RG as the lead Safeguarding governor stated that there was no information in the report which had worried him.

AON added that the School was currently tracking above national on attendance, excluding a few outliers. Governors noted that there were two Y10 pupils who had not attended school for safeguarding reasons, and this was being dealt with by the School.

AON advised the Grenfell memorial mass would be held at Our Lady of Victories at 1.30 pm on Tuesday 14th June. All pupils and staff would be in attendance, and governors were welcome to attend.

- Q) Governors asked why there was a slight increase in suspensions?
- A) AON advised the numbers were proportionally in line with previous years and the increase was due to the increased pupil numbers. AON answered questions on vape pens, advising that it was a borough-wide issue and all headteachers locally had agreed to the same stance of zero tolerance for pupils having the item.
- Q) Governors asked whether the parents of the pupils found to be using racist language had been supportive of the School's dealings with their children?
- A) AON advised parents had been supportive of the School's actions.

- Q) Governors asked where there had been incidents of stealing had the School considered poverty and needs as reasons behind the actions?
- A) AON advised the incidents had been fully investigated and it had been found to be the result of a dare. The seriousness of the incident had been fully conveyed to the pupils involved. Where appropriate, the School utilised its local police officer to convey to pupils when their actions could lead to the police being involved. On this occasion internal action only was taken.
- Q) Governors asked whether pupils received training to understand what were misuses of social media and why their actions were wrong.
- A) All pupils returning from a suspension had had a meeting with Ms Dalton who also talked to their family about what had taken place. The meetings looked at what happened, why it was unacceptable and possible support to ensure that the pupils did not make the same mistakes in the future.
- Q) Was there anything more the School could do to support behaviour?
- A) Between the years 7-9 lots of behaviour logs were issued, and the School picked up most issues in those early years, and by Y10 and 11 pupils were used to the systems so, generally speaking, understood the expectations.

The School hoped that if the wrap around provision became a reality this would impact on attendance and behaviour positively.

A factor in the earlier years on behaviour was that all the primary schools had different expectations of behaviour so the School did as much as it could in the transition stage to get as much information from the primary providers as possible.

7. SCHOOL DAY CONSULTATION

AON reported the following points to governors:

- P5 – overwhelming vote in favour of the School's proposal from parents;
- comments for and against the proposal were very useful, however there would always be some aspects to changes in the School day that would not suit everyone;
- Circa 100 questionnaires had been returned;
- the feedback should be used by governors to inform their decision only;
- the feedback was anonymous;

- Q) Governors asked whether there was a way for the School to speak to or address the concerns of parents who had not been in favour?
- A) AON stated that the changes to the day added 25 minutes extra teaching time per day and pupils would be leaving earlier than all the other school. The extra time enabled the School to improve its educational offer including providing DT, one additional hour of reading teaching in all five-year group and more time spent on Catholic Life and Formatio and a split lunch to make the lunch break more enjoyable. AON agreed the School would acknowledge the feedback by email.
- Q) Was the 3.15-4 p.m. extra-curricular session compulsory?
- A) AON advised it was not compulsory but strongly encouraged.

It was anonymous – could see the email

Can you go back and appease them and talk to them

Not sure that the time and effort would be worth it
Bottom line is 25mins and the pupils will be leaving earlier than all the other schools
If we look at what we get for 25 mins, more time of DT, 1 hour of reading in five year groups. More time on catholic life and formation

RESOLVED: that the Board of Governors voted unanimously to approve the proposal to amend the start and end times of the School day as detailed in the consultation document.

ACTION: AON to acknowledge parents' feedback by email.

8. ACTION POINTS FROM THE RECENT OFSTED INSPECTION AND NEXT STEPS

AON reported verbally to governors on what the School is now doing to ensure the delivery of an exceptional education consistently across the curriculum and an enriched co-curricular offer.

This was governors' opportunity to challenge the School on its strategy to provide an exceptional education.

AON highlighted the following points in discussion with governors:

- the School was going through the process of improving and implementing the feedback from the recent Ofsted inspection;
- the School would show Governors on Governors' Day some of the resources it had invested in to improve and deepen the DT curriculum, including 3D printers, sewing machines and laser cutting equipment;
- TA was leading the work with the Head of DT and Creative Art;
- Y7-Y9 would have DT teaching (with the aim in the longer term being to offer it as a GCSE) and the School would continue with the Food Tech GCSE;
- the School was also looking forward to showing governors the improvement to Music and Drama on Governors Day;
- the School had 16 new teachers starting in September which was largely due to expansion as opposed to replacing teachers;
- the School had chosen to invest in teaching as it knew that this impacted pupil outcomes the most and it should increase its capacity while it was in a financially strong position;
- one area of teacher recruitment had been PE teachers, which would impact before school and after school too;
- AON responded to governors' questions about impact and support of ECT's, stating that the School had acquired a number from a great agency in Belfast and had set up a strong system of support for developing ECT's;
- the School would provide more information and regular updates on how ECT's were developing and added that a large part of the School's overall improvement had been finding high quality teaching staff who had been able to drive up the standard of teaching and learning in all subject areas.

AON concluded by stating that the focus of the School remained on continuous progression for all areas of school life to improve the outcomes for pupils.

9. POLICY/IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

a) Data Protection and Privacy Notices –

RG advised he had looked at the policies and did not have further comment. Governors noted the changes had been made post Brexit and some of the language around GDPR had changed. TA provided a short overview for governors. Governors approved the School's Data Protection Policy and Privacy Notices unanimously.

b) Staffing Structure 2022-23

Approved

c) F&GP Terms of Reference 22-23 (rec by F&GP)

Approved

d) Invoices over £10,000 (required by auditors)

Approved

Governors asked for more information about Thinking Reading.

AON advised that it was a new reading intervention scheme which the School was introducing. There had been significant research by the organisation which selected the schools it wanted to work with and All Saints met its criteria due to the high number of PP pupils and the changes to the School day.

The work would form a key part of the School's Covid recovery programme. For every two weeks of the project it has an impact of six months of learning. The School was starting with Y10 to help with their exams next year. The aim was to ensure a reading age of at least 14 years old when pupils had to access their exams to ensure the maximum chance of success.

There was government funding for the catch up and a number of English teachers were being trained. The School's reading tutor was moving to teach, and the School was seeking to recruit a replacement.

Q) Was it a one-off programme?

A) It was a contract, and the School would teach as many pupils as it could deliver the programme to. The organisation assessed how the School operated and worked with the School to ensure it was delivered correctly. The School would pay the costs for the next three years, but it would be reimbursed.

e) Lettings Rate card (rec by F&GP)

Approved

Governors asked for an update on the School's lettings.

AON responded that the Metropolitan Police letting for carnival was looking very likely but they would not publish the rate or the rate for any client as each charge was negotiated depending on how the hirer wanted to use the site. AON assured governors the letting was financially beneficial to the school and there were no losses.

f) Summer Works Quotes and Tenders (if available) –

Tenders were not yet available, but the School were working on bringing quotes to the final board meeting. The Diocese had provided the School with funding for replacing fire doors this summer. There would be some minor decoration work but that would be all.

RESOLVED: that the Board of Governors unanimously approved the following as recommended by the committees:

a) F&GP terms of reference for 22-23;

b) Lettings Rate Card

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

a) The School's Data Protection Policy and Privacy Notices;

b) Staffing Structure 2022-23

c) Invoices over £10,000 report

10. ACTIONS FROM THE LAST BOARD MEETING

There were no actions from the last meeting to follow up.

11. BOARD OF GOVERNORS

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

Maureen Marlowe LA Governor reappointment process in train – CM to follow up with Jackie Saddington.

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

Stella Starritt, Associate Member, 31st August 2022 – Reappoint

Richard Girvan, Co-Opted Governor 18th October 2022 – AS and RG to discuss

Rabab Raza, Parent Governor 15th November 2022 – RG to consider whether she wishes to remain on the board as an Associate.

C) Governor Vacancies

One Parent Governor

AS advised she and AON had met with prospective candidates and invited them to attend the meeting today as observers. Governors thanked CD for attending.

and she thanked them for the invitation. CD spoke about her family, her work and her voluntary work in the local community and for charities. CD advised she had been a parent governor at Goldborne and Maxilla.

D) Governor Non-Attendance:

Governors had previously approved SS maternity leave.

E) Reports by Governors:

Chairs' Forum -- Two people from the LA had spoken about the need for diversity and inclusion within governor recruitment with the caveat that the skills needed should come first and then Board's should have regard to lived experience candidates might have.

The LA had had an Ofsted inspection regarding SEND and had received a judgement of "Outstanding" in March as the best provider of SEND in the country including beating Westminster, the previous best.

The LA and Diocese discussion regarding falling rolls continued. As a result of looking at recent school applications there was 13% spare capacity in Reception classes in RBKC versus published admission numbers not including temporary caps (in Westminster 29%). The LA advice had been for its schools not to rush to join MAT's particularly as there was now potential for the LA to be involved in creating its own. The Catholic diocese will not allow a jointly sponsored MAT. The DfE were not permitting any more standalone academies.

Governors discussed local developments with reference to academisation in the area and agreed that no decisions would be reached or made this term and they would continue to monitor the situation.

F) Visits to the School

Governors were reminded they were all invited to the Governors' Day prior to the next Board meeting.

G) DBS and S 128 Check Update:

DS was in process of being renewed.

H) Governor Training:

RB - Gender Identity Training: Legal and Pastoral Considerations. Report to the next meeting.

Impact of GB and D&I training - JDK

SD reported attending Race Training/Unconscious Bias training through work and advised that the key take home was to be aware of micro-aggressions.

AS advised that another governor had attended from a different Board she sat on the LA Unconscious Bias training and noted it had been very useful.

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

12. CHAIRMAN'S ACTION REPORT

The report was circulated by email post the meeting and all governors approved the petty cash approvals AS had made on behalf of the Board. The details are appended to these minutes.

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

13. DATES OF FUTURE MEETINGS

SUMMER 2021

Date	Meeting	Time
Tue 05/07/22	Governors Afternoon and GB	12pm onwards Meeting 6pm

14. ITEMS FOR FUTURE ACTION OR MEETINGS

Work plan update governors with dates for governor visits
Standing Item Ofsted Section 5 preparation

Standing item for Board and Committees: Action Points from Section 8 Ofsted Inspection and next steps

Governors

- Set Dates for Meetings
- Committee Memberships
- Governor self-evaluation
- Governor skills audit
- Governors' attendance report
- Governors' Training and Induction Report

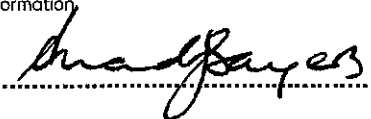
School

- Headteacher's written report
- Summer works quotes and tenders
- SEF

Policies

- SEND
- Behaviour Policy
- Review and agree terms of reference for committees (Pay and C&CL)
- Added from Today's meeting

- Parent Governor Elections update
- LA governor – reappointment
- Summer works tenders and contracts information

CHAIRMAN'S SIGNATURE: 

DATE: 4/10/22

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the non-confidential minutes of the meeting held on 22nd March 2022 be signed as a true record of the meeting(unam).

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

- d) The Draft Budget for 2022-23;
- e) The Three-Year Projected budget including 2022-23
- f) The Statement of Internal Control

RESOLVED: that the Board of Governors voted unanimously to approve the proposal to amend the start and end times of the School day as detailed in the consultation document.

ACTION: AON to acknowledge parents' feedback by email.

RESOLVED: that the Board of Governors unanimously approved the following as recommended by the committees:

- c) F&GP terms of reference for 22-23;
- d) Lettings Rate Card

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

- d) The School's Data Protection Policy and Privacy Notices;
- e) Staffing Structure 2022-23
- f) Invoices over £10,000 report

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

RESOLVED: that the non and confidential minutes of the meeting held on 14th December 2021 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board voted unanimously to approve the proposed changes to the Admissions Criteria subject to the actions agreed in discussion.

RESOLVED: that the board unanimously approved the following:

- a) Gardening Quote
- b) Insurance Quote
- a) Fire Door Replacement – SS Carpentry and Joinery

RESOLVED: that the Board of Governors unanimously approved the following as recommended by the committees:

- a) SFVS and Statement of Internal Control
- b) Financial Control Procedures
- c) Staff Code of Conduct

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

RESOLVED: that the Board of Governors approved the amendments to the staffing structure to include the appointment of the Associate Headteacher role for September 2022 (unam).

ACTION: School to approach each of the LA and Diocese to have the proposed changes to the admissions criteria approved.