

SIGNON

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 17th October 2023 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Mike Craven (MC)	Connor Cunningham
Chantelle Doman (CD)	Elaine Gribben (EG)
Dave Halberry (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Marshai Kutkevitch (MK)
Maureen Marlowe (MM)	Shane O'Driscoll (SD)
Ike Offiah (IO)	Andrew O'Neill (AON) (Head)
Amanda Sayers (AS) (Chair)	

Observers

Oonagh Brett (OB), Deputy Headteacher
Sinead Nammock (SN), Associate Deputy Headteacher

Carolyn MacLeish (CM), Clerk for the Governors

1. WELCOME AND OPENING PRAYER

AS welcomed everyone to the new academic year and took the opportunity on behalf of governors to thank the school's staff across all departments once again for their exceptional commitment to the school and its pupils over the past year and for already seeking to improve the school's offer for the coming year.

Lord, as we come together at the beginning of another academic year, help us to deliver the rich educational experience that our students deserve and to use our resources in the most effective way to serve our entire community.

Lord, in your mercy, hear our prayer!

2. REAPPOINTMENT OF GOVERNOR

Governors were asked to note that RG's term of office ended that day on 17th October 2023 and were asked to approve his reappointment for one year.

RESOLVED: that the Board voted unanimously to reappoint RG as a co-opted governor for a one year term of office.

3. APOLOGIES FOR ABSENCE

Apologies were received from the following governors:
Jay Duval Koenig (JDK), Hetty Fletcher (HF) and Richard Girvan (RG)

AON reported that the parent governor process was underway, and the School had had a good response to the process and would update the following half term.

RESOLVED: that the Board noted the absences as reported.

Clerk Chaired the next item

4. ELECTION OF THE CHAIRMAN AND VICE CHAIRMAN OF THE BOARD OF GOVERNORS

The periods of office of the Chairman and Vice-Chairman of the Board of Governors had elapsed immediately prior to the meeting.

To date, advance self-nominations had been received as follows:

Chairman: Amanda Sayers.
Vice-Chairman: Chris Johnson.

Governors were therefore asked to:

- a) determine a period of office for both positions (one to four years); governors approved a one-year term of office;
- b) decide whether to admit nominations at the meeting, to which governors agreed, but there were no further nominations; and
- c) decide on the method of voting for candidates (if more than one candidate).

CM advised she had received self-nominations from AS and CJ for their existing roles with both stating that they were happy to serve another year in their respective offices. There were no further nominations for either role received at the meeting. Whilst a vote was not necessary, all governors present endorsed both reappointments.

RESOLVED: that the Board of Governors approved that:

- a) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam.);
- b) Chris Johnson be re-elected Vice-Chairman of the Board of Governors of All Saints Catholic College (unam.);
- c) the terms of office for the position of both Chairman and Vice-Chairman of the Board of Governors of Governors extend to the day of the first ordinary Board meeting of the Autumn Term 2024.

5. DECLARATION OF INTERESTS

Any governor with a pecuniary or other interest in a particular agenda item were to declare their interest at this point. They were required to withdraw for the whole or part of the item in question.

There were no declarations of interest relating to the agenda.

All the declarations below had been requested to have been completed on Governor Hub for:

- a) Declaration of Interests
- b) Governors' confirmation that they had read and understood KCSIE 2023
- c) Governors' agreement to abide by the Governors' Code of Conduct

6. MINUTES FROM THE MEETING HELD ON 4TH July 2023

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 4th July 2023 be signed as a true record of the meeting. (unam)

7. COMMITTEE REPORTS AND DELEGATION OF FUNCTIONS

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

This was governors' opportunity to ask questions of the relevant committee relating to any of the accompanying papers.

Strategy Group – 5th September 2023 (draft minutes attached)

Governors noted that members voted to return themselves to a Group i.e. without delegated authority. Approved Strategy Group Terms of Reference.

F&GP – 26th September 2023 (draft minutes attached) – No questions

C&CL – 26th September 2023 (draft minutes attached) –

Governors noted that there were some subjects such as RE that had done very well and asked how the School was supporting exceptional students. AON advised that he had covered it in his report to the committee and it would be further covered later in the meeting.

Pay – 17th October 2023

The Chairman of the Pay Committee requested governors' approval of the School's pay recommendations which in turn had been recommended by the Pay Committee. More detailed information was to be recorded under the confidential agenda, if necessary.

The Whole School Pay Policy – the committee had met and looked at the School's recommendations but there was nothing untoward and the committee was happy with the School's proposals.

The committee had asked questions about diversity to make sure there was no group adversely affected which had been confirmed.

CJ would carry out a spot check on paperwork to check that it ties in with what was presented here.

The committee highlighted that there were 17 ECT's on the School's staff who were either in their first or second year of teaching.

The Board approved the pay recommendations of the School.

Committee Membership and Lead Roles (as were attached)

Governors noted that in the previous Board meeting committee membership, terms and link roles had been agreed for existing governors.

Governors were asked to approve the following changes/appointments and documents proposed by the Strategy Group and School:

Attendance Link Governor – EG (lead: Courtney Dalton)

Communication Strategy – CD (lead: OB)

Post 16 Transfer and Careers – CC (lead: OB)

Curriculum & Catholic Life Committee – IO was proposed and approved as a member of the committee

Standing Orders – Approved

Work Plan – Approved

Governors to note that the Instrument of Government would not be changed that year. – Clerk explained that in order to change the IOG the Board would need to increase the number of Foundation Governors and it was felt that the balance was correct at the present time.

The Board had previously delegated to the HT overturning a member of staff of suspension, the SG had looked at the CES directives which did not allow the delegation. Governors were asked to approve the delegation to the Chairman of the Board under Chair's Action.

RESOLVED that the Board of governors approved the following unanimously:

- a) The return of the Strategy Group with no delegated powers and their terms of reference for 2023–34
- b) The School's pay increase recommendations as reviewed and recommended by the Pay Committee.
- c) The School's Pay Policy for 23–24
- d) Link governor roles:
 - Attendance Link Governor – EG
 - Communication Strategy – CD
 - Post 16 Transfer and Careers – CC speak with OB
- e) Committee Membership – IO to join the C&CL committee
- f) Standing Orders
- g) Work Plan 23–24
- h) IOG remain unchanged for 23–24
- i) Delegate the overturn of the suspension of a staff member to the Chairman of the Board under Chair's Action.

8. HEADTEACHER'S ORAL REPORT

Governors were reminded that the written report would be presented in the second meeting of the term, and the following points were highlighted by AON in a presentation to governors and in discussion:

Summer Results – GCSE Report

- EAL pupils were outperforming their peers
- the School's aim for the year was to reduce the variability of results across subjects
- English and Maths results replicated stronger performing subjects
- PE, Sport Studies, DT, RE and Citizenship had performed well
- weaker performing subjects included: Art & Design, Double Science, History and Drama
- the P8 score was 0.11 which the School wanted to improve for 2023-34 - English P8 score was 0.28
- pupils had made progress, however it had fallen below the 2019 scores of 0.3 - English was 0.9
- Maths P8 had improved and RE was in line with 2019 but the open bucket had not been as successful
- the School had looked at the reasons for the drop since 2019, and highlighted the following points:
 - attendance post pandemic had fallen from 94% to 90%
 - pupils that had been with the School since Y7 had generally performed better and the School had experienced a lot of movement within the previous year Y11 -the cohort had started with 150 in Y7 and ended with 136. 220 pupils had gone through the year group including 24 pupils joining in Y9 of which only 11 had KS2 scores
 - the School recognised that there had been an impact from the 11 pupils on the School's P8 score and on the stability of the cohort
 - there were significant issues for the cohort as a result of the pandemic, and those joining in Y9 were among those with difficulties but who had seen the good job the School had done during the crisis
 - the impact of poor attendance in the data shown was approximately 0.4 of a lower grade.

- Q) What were the issues with the pupils that had joined in year?
 A) The School stated that it could show the progress it could achieve with pupils who were with it for the five years with good attendance. The School stated that some of the pupils that had joined in year had done well and indeed there were some pupils who had been with the School for five years with challenges but who had made good progress. None of the pupils were involved in the PEx hearing discussed. The School stated it wanted to be exceptional and was seeking to address the issues identified this year through its improvement plans.
- Q) Were the School's plans visible to governors?
 A) The School was looking at the standards needed to achieve grades 4 and above in 2019. The government had advised the day before the summer holidays that the standards were returning to 2019 levels. The School was now remapping the provision to ensure that those levels were met again now the requirements were understood. Work had been carried out on the SEND overview and the Class Charts system was being embedded in the School. Overall, the School's plans were to return to the P8 levels of 2019 and consistency across the buckets.
- Q) What information could the School provide governors with about the current Y11?

- A) The cohort was academically weaker on paper, however they had had more consistency and stability over the previous five years and had had more time to get used to the systems in the School. The School was using the system Sisera to see the predictions for every department and advised that the information being reported showed a reluctance on behalf of teachers to predict the higher grades. The Sisera system showed the average grade in comparison to how the children were doing and provided a subject progress indicator comparison with all other schools on the system.
- Q) How was the School planning on addressing poor performance in certain subjects and whether some subjects should be discontinued?
 A) The School tried to direct pupils into the courses where they were most likely to be successful. AON added that some of the subjects that had had poor performance had some of the most disaffected pupils.
- Q) Why were the Maths and IT progress scores significantly higher than the other subjects (Maths 0.62 and IT 2.11)?
 A) The School agreed the predicted number of 9s was too high which would be reviewed. Governors noted the residual helped the School reduce the grade variation for pupils.
- Q) Did the most able pupils do as well as would have been expected?
 A) No, but most able pupils would be part of the new system implemented by the new AHT.

Building Update

AON highlighted the following points:

- build project behind schedule due to RBKC new procurement team who had gone out to tender for the project team instead of using the previous project managers - the programme was therefore approximately 10 weeks behind schedule;
- there would be consultation mainly for residents which would include the project managers leafleting the area;
- the expected start date would be closer to Easter and would take about 12 months;
- governors were shown the draft plans, including the roof top garden;
- the Diocese had signed off on the licence agreement so that the LA could build on the School site, and while it attended the meetings it would not be providing any funding;
- the School would bring back an update at Christmas, and governors would be invited to review the consultation feedback and approve the project plans.

Ransomware attack

AON reported that the Finance Committee had discussed the network set up and had asked for an update on how the School would look should its systems be hacked. Approximately eight days later the School had had an attack!

AON reported the following:

- the School had 8 physical servers, 2 physical domain controllers and 6 virtual servers clusters, which meant that there had been sufficient cover to ensure the School's systems did not all go down and those that were affected were not down for long;
- SIMS was moved to the cloud in the summer;

- FMS was not in the cloud;
- Teams and Microsoft were cloud based
- Class Charts and provision maps had been on unaffected servers;
- a fishing email was accessed, and staff had noted random emails coming in, the Network manager had spotted it on Monday at 6:45 a.m. and blocked the group ids. The LA was contacted at 9:00 a.m. and by mid-morning on Monday the LA had sent someone, and by Thursday the full system was restored;
- Impact had been minor;
- governors thanked AON for the update and asked how and why the School was happy that the cloud storage was secure;
- AON stated the School used Microsoft which was considered the best industry standard, and the School had set up a system of cluster servers so it could function. AON stated that if there were further questions SD could address them with the Network Manager through his link Risk role;
- IO added that the system developed by TP had been something he had seen discussed by the LA briefings and it was positive that the School had kept its systems going in the midst of an attack;
- AON added that the systems were robust, and the School had managed to isolate the attack to two servers which would be rebuilt over half term;
- Governors asked that the School thank the Network Manager on their behalf for his swift action and the way the system had been set up. Governors asked whether it was an opportunity to invest in the system and do some succession planning;
- AON stated that the upgrading of the servers would be approximately £15,000, and he wanted to buy into Eduservice for 48 hours of support for £3,600. The School would update once plans were finalised.

Governors thanked AON for his report and update.

9. SAFEGUARDING

AON reported the following:

- 6 children on CP
- 6 CIN
- 7 LAC
- 2169 incidents since September
- 2774 phone calls home
- 80 contacts made to external agencies
- Pastoral team were very busy.

10. APPROVAL OF KEY OBJECTIVES AND SIP

Governors discussed the draft SIP key objectives as previously discussed by the Strategy Group and were asked to approve the SIP key objectives and the SDP.

- Q) How many schools does the School have partnerships with and provide support for?
- A) The School provides financial services for five primaries.

RESOLVED: that the Board unanimously approved the School's Key Objectives and SDP.

11. POLICY AND IMPORTANT DOCUMENT REVIEW

The following were scheduled for review and approval/discussion:

F&GP recommended to approve to the Board:

- a) Freedom of Information
- b) Whole School Pay Policy
- c) CES and LA Overarching Policies
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

C&CL recommended to approve to the Board:

- a) Child Protection & Safeguarding
- b) SEND Impact Report
- c) SEND Information Report
- d) Careers Programme Information for website and update
 - Q) How many pupils went to Francis Holland from the previous year's Y11? How did the School help children plan for sixth form?
 - A) Three. CC would be reporting on it at the next C&CL committee meeting.
 - Q) Did the School need more support or SENDCos with the increased number of SEND pupils coming to the School?
 - A) The School advised that there were 58 EHCPs in the School in addition to the pupils on the SEND register, and more support was needed and being looked into and planned for.

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

F&GP

- a) Freedom of Information
- b) Whole School Pay Policy
- c) CES and LA Overarching Policies
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

C&CL

- a) Child Protection & Safeguarding
- b) SEND Impact Report
- c) SEND Information Report
- d) Careers Programme Information for website and update

12. ACTIONS FROM THE LAST MEETING

None

13. BOARD OF GOVERNORSA) Governor Appointments or Ends of Office since the Last Meeting:

Mike Harrington, reappointment, Foundation Governor 1st September 2023
 Amanda Sayers, reappointment Foundation Governor 1st September 2023
 Fr Peter Wilson, end of office, Foundation Governor 31st August 2023
 Richard Girvan, reappointment per item 2, Co-Opted Governor, 18th October 2022

AON was in discussions with PW regarding his future involvement on the Board, and he would keep the Board posted.

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

None

C) Governor Vacancies

2 Foundation Governors – to be discussed at the next meeting

1 Parent Governor – Election in process

D) Governor Non-Attendance: No issues to report.E) Reports by Governors: Governors were invited to report on any matters raised with them or on any other matter of significance.F) Visits To The School: Governors were invited to report on any visits they have made to the School since the last meeting.

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

G) DBS and S 128 Check Update: this was an opportunity to ensure that all governors were receiving necessary Disclosure and Barring Service checks or that checks were in train. None were out of date.H) Governor Training: Opportunity to identify forthcoming training opportunities. This was also an opportunity to receive reports on courses recently attended by governors. Governor Handbook attached.

AS asked governors to consider which training would be most useful to them in their link roles and book through Governor Hub. Governors were reminded that they should attend at least two sessions per year.

Safeguarding session before a future board meeting.

CD and CJ reported that they had attended diversity training with the LA.

I) Local Authority Information: Governors were referred to any recent information or guidance from the LA on school governance issues.14. CHAIRMAN'S ACTION REPORT

AS had asked panel members to become exclusion panel members

RESOLVED: that the Board approved the Chair's Action reported unanimously.

15. DATES OF FUTURE MEETINGS

RESOLVED: that Governors had approved the meetings below as follows:

AUTUMN 2023

Date	Meeting	Time
Tue 28/11/23	C&CL	6:00 p.m.
Tue 28/11/23	F&GP	8:00 a.m.
Tue 12/12/23	GB	6:00 p.m.

SPRING 2024

Date	Meeting	Time
Tue 23/01/24	F&GP	8:00 a.m.
Tue 30/01/24	C&CL	6:00 p.m.
Tue 05/03/24	F&GP	8:00 a.m.
Tue 26/03/24	GB	6:00 p.m.

SUMMER 2024

Date	Meeting	Time
Tue 14/05/24	F&GP	8:00 a.m.
Tue 21/05/24	GB	6:00 p.m.
Tue 11/06/24	C&CL	6:00 p.m.
Tue 02/07/24	Governors Afternoon and GB	12pm onwards Meeting 4pm

16. ITEMS FOR FUTURE ACTION OR MEETINGS

- Next Meeting
- Safeguarding training
- Governors
- Reports
- PP Link
- Safeguarding Link
- Committee Reports including Admissions
- School
- Term and INSET days 2024-25
- Admissions arrangements for the following Autumn term
- Headteacher's report
- Policies
- Admissions Arrangements 2025-26
- Charging and Remissions
- PP Strategy Statement

CHAIRMAN'S SIGNATURE:



DATE: 12/12/23

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board voted unanimously to reappoint RG as a co-opted governor for a one year term of office.

RESOLVED: that the Board noted the absences as reported.

RESOLVED: that the Board of Governors approved that:

- a) Amanda Sayers be re-elected Chairman of the Board of Governors of All Saints Catholic College (unam.);
- b) Chris Johnson be re-elected Vice-Chairman of the Board of Governors of All Saints Catholic College (unam.);
- c) the terms of office for the position of both Chairman and Vice-Chairman of the Board of Governors of Governors extend to the day of the first ordinary Board meeting of the Autumn Term 2024.

RESOLVED: that the non and confidential minutes of the meeting held on 4th July 2023 be signed as a true record of the meeting. (unam)

RESOLVED that the Board of governors approved the following unanimously:

- a) The return of the Strategy Group with no delegated powers and their terms of reference for 2023-34
- b) The School's pay increase recommendations as reviewed and recommended by the Pay Committee.
- c) The School's Pay Policy for 23-24
- d) Link governor roles:
 - Attendance Link Governor – EG (lead: Courtney Dalton)
 - Communication Strategy – CD (lead:OB)
 - Post 16 Transfer and Careers – CC (lead: OB)
- e) Committee Membership – IO to join the C&CL committee
- f) Standing Orders
- g) Work Plan 23-24
- h) IOG remain unchanged for 23-24
- i) Delegate the overturn of the suspension of a staff member to the Chairman of the Board under Chair's Action.

RESOLVED: that the Board unanimously approved the School's Key Objectives and SDP.

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

F&GP

- a) Freedom of Information
- b) Whole School Pay Policy
- c) CES and LA Overarching Policies for review and recommendation to the Board)
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure (Diocesan Policy for review and recommendation to Board)

C&CL

- a) Child Protection & Safeguarding
- b) SEND Impact Report
- c) SEND Information Report
- d) Careers Programme Information for website and update

RESOLVED: that the Board approved the Chair's Action reported unanimously.

RESOLVED: that Governors had approved the meetings below as follows: