

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 26th March 2024 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

| | |
|--|-----------------------------|
| Connor Cunningham | Chantelle Doman (CD) |
| Joy Duval Koenig (JDK) | Hetty Fletcher (HF) |
| Dave Halberry (DH) | Michael Harrington (MH) |
| Chris Johnston (CJ) (arrived at 6:20 p.m.) | Marsha Kutkevitch (MK) |
| Maureen Marlowe (MM) | Shane O'Driscoll (SD) |
| Carlos Pinto (CP) | Andrew O'Neill (AON) (Head) |
| Amanda Sayers (AS) (Chair) | |

Teams

Mike Craven (MC)

Observers

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

Carolyn MacLeish (CM), Clerk for the Governors

1. SAFEGUARDING TRAINING

PW delivered an overview of safeguarding training to governors and ran some interactive training exercises, which covered and discussed governors' responsibilities and duties, and examined some of the current issues affecting safeguarding children locally and nationally.

Governors were advised in discussion to attend further training for a deeper understanding in addition to the statutory requirement of reading KCSIE every year when released in the summer.

Governors were advised that they could ask questions when in school and speak to pupils during the governors' afternoon to reassure themselves that what they were being told in meetings was the School's practice.

Governors who had sat on recent panels added that the extent of the work carried out by the School was evident

2. WELCOME AND OPENING PRAYER

AS welcomed everyone and started the meeting with the prayer below.

Lord, as we seek to ensure that everyone in this community is afforded ever greater opportunities, help us to support and challenge the school's leaders in the most effective way.

Lord, in your mercy, hear our prayer!

2. APOLOGIES FOR ABSENCE

Apologies were received from the following governors:
Richard Girvan (RG) and Ike Offiah (IO). AS advised that IO had been in school that afternoon on a confidential matter and had had to return to the office.

Governors were reminded that the preference was that governors attend meetings in person but, where there were unavoidable issues and if it could be accommodated, online attendance would be permissible if agreed in advance by the Chairman.

RESOLVED: that the Board noted IO and RG's absence as reported.

3. GOVERNOR VACANCIES

AS reported on the Foundation Governor interview process and proposed governors approve the nomination of IO and MC as Foundation Governors to the Diocese as recommended by the panel. AS and AON thanked panel members for their time and contribution: DH, MH, MM, RG and JDK

RESOLVED: that the Board of Governors unanimously approved the recruitment panel's recommendation to endorse the applications of MC and IO to become Foundation Governors for the School unanimously.

4. 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.

Governors were reminded that they needed to ensure that all their declarations as detailed below were made on Governor Hub and were up to date. The following governors were advised that their records were not up to date: MC, CC, and IO.

- a) Declaration of Interests **Outstanding:** MC, CC, CD, RG, MM
- b) Governors' confirmation that they had read and understood KCSIE 2023 **Outstanding:** HF, DH, MM, CC, RG
- c) Governors' agreement to abide by the Governors' Code of Conduct **Outstanding:** MC, CC
Not confirmed this year HF, DH, MM, SD, RG

CM advised governors that they needed to confirm all three every new academic year and a good prompt was to complete their declarations prior to the first Board meeting of the academic year every year.

ACTION: MC, CC, CD, RG, MM, HF and DH to complete declaration and confirmations.

d) **MINUTES FROM THE MEETING HELD ON 12th December 2023 and governors to record the Extraordinary Board resolution from 26th January 2024 (below)**

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-confidential minutes of the meeting held on 12th December 2023 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board of Governors approved to amend the end of term date from Wednesday 24th July to Friday 19th July 2024 unanimously as agreed by email EGB 26th January 2024.

5. **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 papers that had been circulated to them.

- A) C&CL – 30th January 2024 (draft minutes attached) No questions
- B) F&GP – 25th January 2024 (approved) and 5th March 2024 (draft minutes attached) No questions
- C) Admissions Committee – 30th January 2024 (attached) – DH reported that the process had worked well and thanked the School, in particular Bonny Sunny (Chaplain) and Margaret Shortliss (Office Manager) for the way the data had been presented. The panel had reviewed hundreds of applications and had looked at all of them. The panel were delighted to see a diverse intake.

6. **HEADTEACHER'S TERMLY REPORT**

AON referred governors to his termly report, and the following points were highlighted in discussion with governors:

Leadership

- Governors were shown mock up pictures of the new building and advised there was a slight delay to the start date (approximately four days) while RBKC appoints the contractor which was likely to be a company called Alchemia;
- despite the delay, the School had conveyed its wish that the set up be during the Easter holidays before the pupils' return;

- the new build would include six classrooms, a roof garden and underpinning of the existing building;
- the School would be losing approximately 9-10 classrooms during the build from September until March 2025. Discussions were underway with the contractor project managers on how this would be best managed;
- AON outlined potential plans for using 6-9 mobile classrooms and the library flexibly, the LA would fund any changes which remain and some of the temporary arrangements would be funded through contingency. Governors noted and accepted there would be some upheaval during the process;
- there were discussions around underpinning the building and whether the building would need to be vacant. The current view was it was necessary and could not be done while pupils were in it;
- the astro pitch replacement would take place that summer, as would the enabling works around student services, the dance studio and the library;
- governors noted that the police rental for carnival would not be possible that summer with the works on site. AON advised they would try and help the police in a reduced capacity if possible and try to secure the booking for the following year when the works were finished;
- the School was finalising the ten-week pilot on a longer school day provision. The provision had been discussed in detail in the F&GP meeting. The hope was that it would address some of the issues around time spent on mobile phones and pupils becoming involved in inappropriate activities;
- AON responded to governors' questions around the rationale for the programme, stating that there was a group of pupils who were not badly behaved but disengaging with education over time and, by Y10 and Y11, were not participating in their education. The programme would try to show that school was more than just books and learning and give pupils more from their school life;
- the School was hoping to employ another WLZ mentor the following year too as part of the work to tackle some of the social and emotional issues being seen in school. The School was trying to offer pupils alternative solutions where possible;
- the focus of the extended day would be extra-curricular activities, somewhere safe to be and an evening meal. Governors stated they were fully supportive of the pilot and wished the School luck with the programme.

Educatio

- the predicted grades were in the report with the average grade being reported at 5.25 and progress at 0.59;
- English and Maths 9-4 77.8% and 9-5 62%;
- current Y11 cohort were working well, and the predicted performance was improved from last year;
- the School had organised a revision programme for Easter and was grateful to staff for their time. There would be a mixture of formal revision sessions and providing space for revision;
- governors thanked Mr Anderson for turning around the figures quickly for the day's meeting;
- the School had a group of able mathematicians taking extra lessons for Further Maths ;
- all Y11 pupils would receive an individualised intervention plan the following evening;
- study space for revision would be provided, and teachers would be available to ask questions;
- study leave will start for all Y11's on 15th May 2024;
- the School was targeting 80-90 students across four to six classes

Q) Compared to last year, how confident was the School that the predictions were realistic?

A) The School had not been accurate last year with its predictions due mainly to the misjudgement of the extent of learning loss during Covid. The School was confident that with the benchmark of last year it could accurately factor in Covid learning loss in its predictions.

- attendance overall in the School was improved and figures were in the report, but it remained a challenge for the School, as it did nationally; however, against similar schools as designated by the FFT, the School was performing well;
- for schools with similar numbers of SEND pupils the School was seven percentage points above the national average;
- the School focus was on identifying and dealing with issues earlier. There had been a disconnect for those who had been in their final years of primary school during Covid.

Q) The School's attendance figures for boys and girls was the opposite to the national figures, was there a reason?

A) There was not a specific reason as far as the School was aware.

- Y9 Progressions Pathways meeting with parents had gone well. CD echoed the School's view as a parent who had attended and thanked the School;

Q) Governors asked, with the ever-increasing SEND pupil numbers, should there be more support for BH and his team?

A) Two new SEND teachers had been appointed and there were ASA's supporting teachers in the classroom.

Q) Did the School have to adapt or change the way it measured performance because of the increased number of SEND pupils?

A) Not at present as there was KS2 data and progress could be measured; however, for the current Y9 and 10 there was no data and the School was working on how best to report it with Lighthouse.

CPD /Staffing

- the School was working on recruitment for the new academic year, and there would be some leavers and joiners;
- the majority of staff leaving were going abroad, they had joined in summer 2020 and were looking at travelling and teaching abroad;
- the School had recruited nine new starters;
- the School was building its capacity and experience through its new recruits alongside training new teachers.

Catholic Life and Culture

- Beauty and the Beast had been a great success;
- DfE Expedition had gone well for Y10 in the previous academic year and had gone out to Y9 this year with several expressing interest. The programme was being headed up by the Head of PE;
- Last year there had been 16 pupils and 27 of the current Y9 had expressed an interest;
- Muslim students had been provided with a prayer room which was being run by the School Chaplain Bonny Suny, 15 pupils had taken up the offer;

- the School supported Muslim pupils fasting and provided them with reminders on how to look after themselves;
 - Hamish Wilson oversaw the Bi-Borough Careers hub activities for the School which was headed up by Hilary Shaw and which gave the School a good opportunity to showcase itself;
- Q) AS advised that she had attended a LA meeting where the interventions with Morley College were discussed. The manpower involved was discussed and she asked whether it was an effective use of the School's resources.
- A) PW advised that the scheme was one to avoid pupils becoming NEETS post leaving school. Working with the college got them enthused about learning and possible career paths, and two pupils were considering submitting applications. One had been a casual admission who had turned their situation around and was getting ready to sit exams. The School was mindful of the resources needed to run the scheme but felt it was worth the investment.
- Q) Was there a way to increase the numbers attending some of the interventions?
- A) The numbers were planned by cost and funding and were dependent on resources. The School was hoping to fund two WLZ mentors which was being reviewed with the budget preparation for next year. Pupils were not supposed to remain in interventions which were supposed to be temporary measures and to serve pupils as necessary.
- Q) How were pupils selected?
- A) On need through teachers and home observations.
- Q) Could the impact on other pupils be measured?
- A) Not directly but can be seen through other metrics such as behaviour logs, attendance and reading scores. Softer measures such as social interactions and skills cannot be measured numerically.

7. SAFEGUARDING UPDATE

Governors noted that safeguarding data was reported in the Headteacher's report and covered in the beginning training session. Full Safeguarding report from link governor for next term meeting.

8. POLICY & IMPORTANT DOCUMENTS

The following were reviewed and discussed:

The Board to note that the Impact of Behaviour Report and the review of the Behaviour Principles and the Headteacher's recommended changes before parents and teachers are consulted will be moved to the next meeting.

The C&S Committee recommended the following policies for approval to the Board:

- Allegations against Staff
- Supporting pupils with medical needs
- Staff Code of Conduct
- Staff Dress Code

The F&GP Committee recommended the following policies for approval to the Board:

- Financial Control Procedures
- SFVS
- Statement of Internal Control

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

F&GP

- Financial Control Procedures
- SFVS
- Statement of Internal Control

C&CL

- Allegations against Staff
- Supporting pupils with medical needs
- Staff Code of Conduct
- Staff Dress Code

9. ACTIONS FROM THE LAST MEETING

MC, CC, and IO to complete declaration and confirmations. (discussed earlier in the meeting)

The following governors to fill in the training log (to include upcoming courses) on Governor hb: MC, CC, HF, RG, DH, CJ, MK, SO, IO – ongoing

10. BOARD OF GOVERNORS

a) Governor appointments or ends of office since the last meeting:

Elaine Gribben, 23rd February 2024, End of Office

Following discussions between AON, AS and EG, EG had decided not to apply for a role of Foundation Governor at the School but rather to offer her services as a Foundation Governor at one of the local Catholic primary schools in need of experienced governance. (EG was now in discussions with the St Charles/St Mary's federation.) The School and Board thanked EG for her considerable support over the years both as a carer and as a governor. Board members stated they would miss her contribution AS had recommended her application to the GB at St Charles & St Mary's Federation.

b) Governors whose office is due to end within the next three months:

Marsha Kutkevitch, Associate Member, End of Office, 13th May 2024

Hetty Fletcher, Associate Member, End of Office, 18th May 2024

Neither of these associate members were eligible to apply to be foundation governors. Both members stepped out of the meeting and governors discussed and approved their reappointment.

Shane O'Driscoll, Foundation Governor, End of Office 31st August 2024

SD agreed to advise by the May meeting whether he wished to re-stand, and governors would vote.

c) **Governor Vacancies**

2 Foundation Governors – IO and MC were approved by the Board to apply for the vacant posts.

d) **Governor Non-Attendance:** No issues to report.

e) **DBS and S 128 Check Update:** None outstanding

f) **Governor Training:**

Governors were reminded of the requirement in the Code of Conduct to undertake a minimum of six hours training per year (two-three LA sessions depending on duration).

MH, DH. AS and MM had attended the LA governor conference.

g) **Local Authority Information:**

None to report.

RESOLVED: that the Board voted unanimously to approve the reappointment of MK and HF as associate members for another year.

11) **CHAIRMAN’S ACTION REPORT**

AS had approved the funding of the staff Christmas party for £1000

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

12) **DATES OF FUTURE MEETINGS**

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 |

13) **ITEMS FOR FUTURE ACTION OR MEETINGS**

Governors

Review of Governance

Committee Terms of Reference Pay and F&GP

F&GP Committee Report

Behaviour Principles

School

Headteacher’s report

Approval of School Budget

Invoices over £10,000 for audit purposes
Summer works quotes and tenders
Review of consultation on behaviour principles

Policies

Staffing Structure
Terms of Reference Pay and Finance Committee
Data Protection and Data Policies
Lockdown Policy

CHAIRMAN’S SIGNATURE:

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

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board noted IO and RG’s absence as reported.

RESOLVED: that the Board of Governors unanimously approved the recruitment panel’s recommendation to endorse the applications of MC and IO to become Foundation Governors for the School unanimously.

RESOLVED: that the non-confidential minutes of the meeting held on 12th December 2023 be signed as a true record of the meeting. (unam)

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- SFVS
- Statement of Internal Control

C&CL

- Allegations against Staff
- Supporting pupils with medical needs
- Staff Code of Conduct
- Staff Dress Code

RESOLVED: that the Board voted unanimously to approve the reappointment of MK and HF as associate members for another year.

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

ACTIONS:

MC, CC, CD, RG, MM, HF and DH to complete declaration of interests and confirmations.

The following governors to fill in the training log (to include upcoming courses) on Governor hub: MC, CC, HF, RG, DH, CJ, MK, SO, IO - ongoing