

All Saints Catholic College Board of Governors Meeting – Non-Confidential Minutes

Tuesday 8th October 2024 at 6.00 pm at the School

In attendance

Governors

Conor Cunningham	Joy Duval Koenig (JDK)
Dave Halberry (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Carlos Pinto (CP)	Shane O’Driscoll (SD)
Andrew O’Neill (AON) (Head)	Amanda Sayers (AS) (Chair)

Observers

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

Carolyn MacLeish (CM), Clerk

	Minutes	Actions
1.	<p><u>Welcome and apologies</u></p> <p>AS welcomed governors to the meeting.</p> <p>Governors noted there were apologies from Maureen Marlowe (MM), Mike Craven (MC), Ike Offiah (IO), Hetty Fletcher (HF) and Chantelle Doman (CD).</p>	
2.	<p><u>Declarations of Interests</u></p> <p>There were no declarations of interest relating to the agenda.</p>	
3.	<p><u>Prayer – Led by AS</u></p> <p>Lord, as we come together at the beginning of another academic year, help us to deliver the rich spiritual and educational experience that our students deserve and to use our resources in the most effective way to serve our entire community.</p> <p>Lord, in your mercy, hear our prayer!</p> <p>AS 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, which has culminated in excellent GCSE results for our outgoing year group as well as an enriched experience at all levels.</p>	
4.	<p><u>Governance Records and Audit</u></p> <p>CM reminded governors that they had been asked to carry out the following actions prior to the meeting and advised the governors who had not done so to do so as quickly as possible.</p> <ul style="list-style-type: none"> • Governors had been asked to have completed the attached NGA audit • Governors had been asked to ensure they have updated their Governor Hub record. This included reconfirming their agreement to abide by the Code of Conduct, that they had read and understood the latest KCSIE guidance, and that their Declarations of Interest were up to date. • Governors were reminded that if they were not changing anything they must mark that their records are correct for the current academic year. 	<p>Outstanding declarations to be completed before half term.</p>

<p>5. <u>Election of Chairman and Vice Chairman</u></p>	<p>The periods of office of the Chairman and Vice-Chairman of the Board of Governors elapsed on 7 OCTOBER 2024. The appointment of a chairman and vice-chairman was discussed and the advance nominations detailed below. Governors agreed to accept further nominations in the meeting.</p> <p>Advance nominations received were as follows, no further nominations were received in the meeting.</p> <p>Chairman: Amanda Sayers Vice-chairman: Chris Johnson</p> <p>Governors were asked to:</p> <ul style="list-style-type: none"> a) determine a period of office for both positions (one to four years); one year b) decide whether to admit additional nominations at the meeting; No further nominations were received c) decide on the method of voting for candidates (if more than one candidate). Governors confirmed they were happy with the advanced nominations and congratulated AS and CJ on their appointments <p>RESOLVED: that the Board of Governors approved that:</p> <ul style="list-style-type: none"> 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 2025. 	
<p>5. <u>Approval of Minutes of 2nd July 2024</u></p>	<p>AS reminded governors that the minutes had been extensively reviewed by her and the clerk. Governors had been asked to send minor corrections directly to the clerk and to raise only factual inaccuracies.</p> <p>RESOLVED: that the non and confidential minutes of the meeting held on 2nd July 2024 be signed as a true record of the meeting. (unam)</p>	
<p>6. <u>Committee Reports and Delegation of Functions</u></p>	<p>This was the governors' opportunity to ask questions of the relevant committee relating to any of the accompanying papers.</p> <p>Strategy Group – 10th September 2024 (draft minutes attached) MK raised a question about the leadership discussion in the minutes which was addressed under the confidential agenda.</p> <p>F&GP – 24th September 2024 (draft minutes attached) Q) Would it be beneficial to the School to have every pupil having school meals? A) The School advised financially no and at present logistically not. The School advised that it needed pupils to have choice and for some to take up packed lunches. The focus of the discussion had been on making the meals more substantial and bring in line with the offer from other local schools.</p>	

C&CL – 24th September 2024 (draft minutes attached)

Q) How involved were parents in the decision about remarking exam papers and was there a risk that the costs could increase significantly?

A) AON advised the School staff had a process for looking at the scores and deciding which papers it would be useful to remark and the chances of an increased mark. If the School believed there was a good chance permission would be sought from the parents. The review of the papers was also good CPD for staff.

Q) How long did remarks take to be returned to the School?

A) Maths tended to be the quickest and the School was still waiting for the results of one or two English papers. The benefit to the School this year could be an increase to the P8 score which the School believed would be 0.73 and would put the School in the top 6-7% of schools in the country. The national scores would be available on Monday.

Pay – 8 October 2024

SD Chair of Committee presented the School’s pay recommendations which were recommended by the Pay Committee. SD advised governors that the committee had been himself, AS and CJ. They had discussed the processes followed, ensured equal opportunities for all staff had been observed by the school leadership and he would be spot checking paperwork when he visited the School to ensure the systems had been followed. The committee had checked that pay increases had been budgeted and included in the budget discussions with the F&GP committee. The committee had unanimously approved to recommend the pay recommendations to the Board for approval. Governors congratulated staff on their performance in 2023-24 and approved the recommendations put forward by the committee.

RESOLVED: that the Board of Governors approved the School’s pay increase recommendations as recommended by the Pay Committee and the inflationary increase once approved by parliament unanimously

Committee Membership and Lead Roles (attached)

Governors were asked to approve the following appointments proposed by the Strategy Group:
Grants and Fundraising – CP and he would meet with SN
Interim Safeguarding Link Governor – AS
PW, SN and AON agreed to draw up visit schedule to advise governors when to come in for their link visits.

PW, SN and AON draw up visit schedules to advise governors when to come in for their link visits.

RESOLVED: governors approved the additional link governor roles as proposed by the Strategy Group unanimously.

Governors were asked to approve the listed documents below and noted the points made in discussion:

- Work Plan – The School to add link role visits, reports to be delivered in writing and specifically Catholic life visits will be planned into the year.
- Governors to note that the Instrument of Government will not be changed this year – CM advised that any increases to the number of Co-opted or Parent governor categories would also need a change made to the number of Foundation Governors on the Board which would result in a large board which was not recommended as good governance.

	<ul style="list-style-type: none"> • Strategy Group Terms of Reference – Approved – Governors were reminded the group had not delegated powers of authority. • Governors’ Standing Orders & Procedures – Approved subject to the points below: <ul style="list-style-type: none"> - Governors highlighted dated changes to be made and the removal of personal contact details for the clerk and chairman. - Governors noted that that chairs’ action should be an emergency and only used if a decision was needed before a meeting could reasonably take place - Signatory powers for financial spend were in the school’s financial procedures <p>RESOLVED: that the Board of Governors approved/noted the following subject to the points/amendments made in discussion unanimously:</p> <ul style="list-style-type: none"> a) Governor Work Plan 2024-25 b) Instrument of Government to remain unchanged c) Strategy Group Terms of Reference 2024-25 d) Governors’ Standing Orders and Procedures 	
<p>7. <u>School Development Plan and SIP Key Objectives</u></p>	<p>AON referred to the pre-circulated SDP and gave an overview and background information on the School’s current thinking about its future and the areas it would like to develop.</p> <ul style="list-style-type: none"> • The School was in a period of change with the building works, in the SEC48 cycle and this year being the last year of Progress 8 scores because SATS were not sat during Covid; • The School had broken the next big steps into three sections Educatio, Formatio and Succession/Capacity planning; • Educatio – preparing parents and using language to explain the School’s context and performance without the aid of P8 score. <ul style="list-style-type: none"> - The School advised that due to the School’s success the parental intake had grown and were more literate in educational performance measures and some work would need to be done on how performance was communicated in this area to ensure the School remained popular in terms of parental choice. - This would be carried out alongside the normal hard work and diligence of staff helping pupils secure the best results possible for them. The government measurement for attainment measures for L4+ and L5+ had not yet been decided. - Governors suggested an earlier explanation around the School’s context for parents and prospective parents might be useful. • Formatio – Main focus was getting ready for the next Sec 48 inspection which was due next year. The following points were noted regarding the School’s development since the last Sec 48 inspection: <ul style="list-style-type: none"> - School had an established chaplaincy offer and schola; - Icons commissioned for the chapel - RE Department had some of the best results in the country - All the School’s actions were driven from being a Catholic School - Governors stated they would be interested to know the figures of Catholic pupils in the School and the year-on-year change. <p>Governors raised the following points and questions in discussion: Q) How did the School feel the current Y11 would perform and how were the School planning on measuring progress for itself without SATS scores? A) AON advised last year’s Y11 were a dedicated hard-working cohort that attained very well. The School hoped to replicate the same level of attainment. Internally the School would use its CAT scores to measure progress internally. The School would also look for a way to relate its own data to national data. AON agreed that there was a possibility of using the Lighthouse data and maybe using innovation to help other schools.</p>	

	<p>AON presented the School’s SIP Key Objectives for the year and highlighted the following points in discussion with governors:</p> <ul style="list-style-type: none"> • The first two objectives were the same as the previous two years; • The third objective was to create a culture of innovation in the School or more accurately to build on existing innovation; • Governors noted that through its extracurricular offer as well as its academic offer the School had attracted significant media attention and the School. <p>RESOLVED: that the Board of Governors unanimously approved the following:</p> <p>a) The School Development plan. b) The SIP Key Objectives for 2024-25.</p>	
<p>8. Staffing</p>	<p>AON presented the Staffing Structure 2024-25 for approval. The following points were noted in discussion:</p> <ul style="list-style-type: none"> • The structure showed how the leadership was split across the School and teaching numbers within each department; • CJ discussed staffing with AON when he met to discuss budget planning. The meeting looked at pupil’s needs against level of staffing needed to deliver the School’s objectives; • The School had a DHT leaving at half term, the School’s Finance Director at the end of term, and one Associate DHT on maternity leave; • Governors stated that they were very grateful to the outgoing DHT Oonagh Brett for all she had done for the School and governors hoped they would get a chance to see her and thank her personally; • The School had added a post of Director of Teaching which was a middle leadership role that worked with SN and oversaw teacher training and CPD; • The School had split middle leadership into middle leaders and senior middle leaders to provide more opportunities for staff to develop and for the School to retain strong teaching. <p>RESOLVED: that the Board of Governors unanimously approved the School’s Staffing Structure for 2024-25 unanimously.</p>	
<p>9. Policies for review and approval</p>	<p>The Chairman referred governors to the School’s pre-circulated policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding <ul style="list-style-type: none"> - The lead governor be named on the policy - Remove personal email address for Chairman - Policy approved <p>Reviewed in F&GP</p> <ul style="list-style-type: none"> • Freedom of Information – Approved • Governor Allowances (recommended) - Approved • (CES Policies were approved in the F&GP) <p>Reviewed in C&CL</p> <p>Suspensions & Exclusions – All governors to review in detail, particularly those governors who have served on panels - Approved</p> <p>CES Employment Policies –Documents in separate folder and approved in a block.</p> <p>RESOLVED: that the Board of Governors unanimously approved the following policies subject to points and amendments raised in discussion:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Freedom of Information 	

	<ul style="list-style-type: none"> • Suspensions and Exclusions • CES Employment Policies 	
10.	<p>Link Governor Visits</p> <p>Written reports to be delivered to the next meeting by governors:</p> <ul style="list-style-type: none"> • AS to meet with new DSL and PW • Risk Management visit by SD • <p>Governors received a financial report and update from the Chair of the F&GP Committee post the last F&GP meeting as part of the six financial reports received by governors every year. CJ reported on his meeting AON and DS and highlighted the following points in discussion to governors:</p> <ul style="list-style-type: none"> • The numbers the committee reviewed were the numbers based on the end of August and CJ's meeting reviewed the latest figures from end September (Period 6); • The School was currently predicting an in year overspend of £47,000 and was currently running an in-year surplus of £65,000; • The School was doing a good job of reducing and controlling the cost of standard items; • There were a couple of areas where the School could not predict spending for the year particularly in relation to SEND pupil numbers and funding. The School was getting to know the current Y7 pupils and did not know the extent of need yet; and awaiting confirmation of funding for out of borough children whose numbers are increasing year on year; • SEND funding for out of borough pupils (e.g. LBHF, Ealing and Brent) was difficult to predict as the boroughs did not necessarily notify the School in advance of the value of funding attached to their SEND pupils; • The School had put in heat pumps last year, but it was uncertain at present what the impact would be on fuel costs. The LA had paid for the pumps and the School was aware there might be some teething issues; • The School did not know the costs of heating the portacabins yet, however on the flip side there were eight classrooms not being used or heated because of the rebuild project; • The School had discussed billing increased fuel costs to LA if they increased significantly due to the build. <p>Governors thanked CJ and AON for the update on the School's financial position.</p>	
11.	<p>Safeguarding (Standing Item)</p> <p>The School advised there were no updates for the Board on Safeguarding. Governors were advised to work with Mrs Lagunas if they had to complete DBS checks and AS advised she would request the SCR check when she carried out her link governor visit.</p>	
12.	<p>Board</p> <p>A) <u>Governor Appointments or Ends of Office since the Last Meeting:</u></p> <p>Ike Offiah had been appointed as a Foundation Governor to All Saints Richard Girvan had resigned his post of Co-Opted Governor with a view to rejoining in a year if possible and a vacancy arises. Shane O'Driscoll had been appointed by email by governors as the Co-Opted Governor. Shane O'Driscoll end of Office Foundation Governor August 2024 – SD was awaiting a reference from his priest and would remain the Co-Opted governor until his Foundation Governor application could be processed.</p>	

	<p>B) <u>Governors Whose Offices are Due to End within the Next Three Months:</u></p> <p>None</p> <p>C) <u>Governor Vacancies</u></p> <p>One Foundation Governor</p> <p>D) <u>Governor Non-Attendance: No issues to report</u></p> <p>E) <u>Visits To The School:</u> Governors are invited to report on any visits they have made to the School since the last meeting.</p> <ul style="list-style-type: none"> • Marriage of Figaro Visit Report – MH • Proms Night Visit Report – AS • Governors were invited to attend the next schola event – Duruflé Requiem, Notre Dame Church, Leicester Square Wed 6th November at 7pm • All governors were asked to note what is required of them in the Governors’ Work Plan (attached) in respect of visits/reports going forward. <p>F) <u>DBS and S 128 Check Update:</u> - Discussed under safeguarding</p> <p>G) <u>Governor Training:</u> All governors were reminded that they must undertake Safeguarding Training this academic year so please sign up via Governor Hub for online courses.</p> <p>H) <u>Local Authority Information:</u> Governors were referred to any recent information or guidance from LA on school governance issues. Governors noted the LA newsletter. – Catholic life link governor goes on Diocese training -AI in education. Governors discussed Ofsted Training and would look to commission Board training.</p>	
<p>13.</p>	<p>Matters Arising from the Minutes 02/07/24</p> <p>AS and AON to invite the Diocese to speak to the Board in the Autumn term AON, AS and MC to form a subgroup to collate and propose a future comms strategy for the School and Board. – Arrange date for September Governors noted the Strategy Meeting discussed the matter and there would be an update under confidential.</p> <p>SD – Risk Management meeting to be arranged with DS</p>	
<p>14.</p>	<p>Chairman’s actions Approached governors for two exclusion panels and liaised with the clerk.</p> <p>RESOLVED: that the Board of Governors unanimously approved the Chairman’s actions.</p>	
<p>15.</p>	<p>Date of next meeting and Items</p> <p>Tuesday 17th December 2024 at 6:00 p.m.</p> <p>Items for Next Meeting Report from Safeguarding Link Governor (to include GDPR and SCR) Committee Reports</p>	

	Headteacher's termly report Agree term dates for 2025-26 and INSET days Admissions Arrangements 2025-26 PP Strategy Statement Charging and Remissions Policy SEND Policy SEND Impact Report SEND Funding Statement Careers Programme Information	
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Approved:

Name:

Date: