

3/9/21

Minutes of the meeting of the Board of Governors of All Saints Catholic College held via Teams and part in person on Tuesday 19th October 2021 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

In School

Rachel Burke (RB)	Joy Duval Koenig (JDK)
Hetty Fletcher (HF)	Elaine Gribben (EG)
Dave Hallbery (DH)	Michael Harrington (MH)
Chris Johnston (C.J)	Marsha Kutkevitch (MK)
Shane O'Driscoll (SD),	Andrew O'Neill (AON) (Head)
Rabab Raza (RR)	Amanda Sayers (AS) (Chair)
Don Skeffington (DS)	

Governors (via Teams)

Richard Girvan (RG) (left at 7pm)	Maureen Marlowe (MM)
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Observers

Tim Aykroyd (TA) – Deputy Head	Oonagh Brett (OB) – Deputy Head
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Carolyn MacLeish (CM) Clerk for the Governors (in person)

1. OPENING PRAYER

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

Lord in your mercy hear our prayer.

AS took the opportunity on behalf of all governors to thank the School's staff across all departments for their exceptional commitment to the School and its students. Governors stated that they owed a tremendous debt of gratitude to staff for the whole of last year and the way the pandemic was handled.

2. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda. CM advised all declarations of interests and KCSIE declarations had been made on Governor Hub.

3. APOLOGIES FOR ABSENCE AND GOVERNOR APPOINTMENTS

CM welcomed, everyone to the meeting - those in the School and those joining via Teams. There were apologies for absence from Stella Starritt (SS) who had also advised she would be going on maternity leave and would contact CM when she was ready to resume her governor duties.

SS Foundation Governor term of office had ended at the end of the summer, and she had advised that she was unable to commit to the responsibility at the present time and would prefer to remain as an Associate Member (SS was appointed as an Associate Member by the Strategy Committee on behalf of the Board in September).

CM advised that JDK's application as a Foundation Governor was progressing.

Governors were asked to consider the reappointment of RG as a Co-Opted Governor. (RG stepped out of the TEAMS meeting). AS advised that RG was keen to remain a governor but wished to renew on an annual basis. Governors voted unanimously on the reappointment and RG thanked governors on his return to the meeting.

CM advised that the School had one FG vacancy and proposed that the Board approve DH's application to take up the vacancy and apply to be a Foundation Governor. AS advised that DH had been an associate since she had joined the Board and, as he no longer worked for a school in the Diocese, he was able to become an FG. Additionally, the School was expecting a SEC 48 inspection from the Diocese and DH was the C&CL Committee Chair. DH had left the meeting during the discussion and on his return AS advised governors had voted to endorse his application. DH thanked governors.

RESOLVED: that the board voted unanimously to approve the following:

- a) the Board of Governors consented to SS not attending Board meetings whilst on maternity leave.
- b) for SS not to reapply to renew her Foundation Governor status and to remain an Associate Member of the Board
- c) to reappoint RG as the Board's Co-Opted governor for a term of office of one year.
- d) to endorse DH's application to be a Foundation Governor and take up the remaining vacancy.

4. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2021-22

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).

AS advised that it was recommended that Chairs of School Governing Boards should not serve indefinitely, and the recommended term was six years. AS added that she was happy to carry on as Chair however governors might consider succession planning for the future.

Governors discussed the positions and stated that the School was working towards securing an Outstanding grading from Ofsted and wished to keep the same leadership structure in governance until at least the next inspection was completed.

AS and CJ thanked governors for their support and reappointments. AS encouraged governors to attend Chair training as it was useful for the board to have skills in this area. DS advised he had attended Chair of Governor training with the LA and the course had been challenging and useful.

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 2022.

5. MINUTES FROM THE MEETING HELD ON 1st July 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 1st July 2021 be signed as a true record of the meeting. (unam)

6. COMMITTEE REPORTS

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

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

Strategy Committee – 8th September 2021

- Q) Governors asked where the discussion regarding academisation was with the Diocese.
- A) AON advised that the School had had conversations with the Interim Director of Education (Peter Sweeney) as a result of the work of the Strategy Committee to discuss the setting up of an informal partnership. The group of schools wished to work together and ASCC wished to support these local catholic primaries and felt it could lead a small academy chain. There had been no further developments.
- Q) Governors asked how the funding would work if the School became an academy.
- A) Funding would be received directly from central government from the EFSA. The funding would go to the trust or lead school, and it would then be disseminated. The academic year would line up with the financial year. AON advised that Covid had exposed issues with funding and the government wanted to move more schools to academies to help with this issue.

F&GP Committee 21st September 2021

There were no questions

C&CL Committee 22nd September 2021

- Q) How will monitoring teachers' assessment be reported and how will it be coordinated?
- A) The information would come to the C&CL meeting and would include information about observations, book looks and internal data. The reports to committees would be structured to answer governor questions.

Pay Committee – 19th October 2021

AS chaired the committee and reported that the committee had met prior to the meeting and had approved to recommend the School's pay requests. Governors were advised that if they wished to ask specifics they would be addressed under the confidential agenda.

The Committee had received reports on every member of staff where the School was proposing a pay recommendation. All members of staff had performed in line with their targets or exceeded them. The committee had reviewed and judged that everyone was treated fairly, and the meeting was constructive with challenge provided to the Headteacher regarding his recommendations. There were no members of staff on capability.

RESOLVED: that the Board voted unanimously to approve the Pay Committee's recommendations regarding pay increases for staff.

Committee Memberships, Lead Roles and Governor Documents

Governors reviewed the existing list of roles and committee memberships, for which governors agreed there would be no changes. Governors were asked to approve the two new roles listed below and approved them unanimously:

SFVS Link Governor – HF
Mental Health Link Governor – RG

RESOLVED: that the Board unanimously approved the link governor roles to remain as they were in the academic year 20-21 for the academic year 21-22 with the addition of the two roles detailed above.

Delegation of Functions had been circulated for governors' review and approval.

Governors Standing Orders and Governors Allowances had been circulated for review and approval.

Governors approved the documents listed and stated they would not necessarily claim for governor allowances; however, if a governor had associated costs such as childcare or transport which deterred them from taking up a role the Board would approve reasonable expenses so as to ensure the ability to take up the role was equitable for all interested parties.

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

- a) Delegation of Functions
- b) Standing Orders
- c) Governors Allowances

7. HEADTEACHER'S REPORT

AON reported and updated governors on non-confidential matters (including those relating to Covid) which had not been covered under the agenda, including commentary on the recent Ofsted inspection.

AON reported and updated governors on the School's safeguarding.

RG's link governor report was circulated, and the following points were highlighted:

- safeguarding numbers had not changed since the committee reports, there were three LAC, one CP, one monitored, seven CIN and two impacted by Grenfell and two-family service referrals
- the DSL had transferred files over for Y11 students
- all staff had received training on the KCSIE 2021 guidance and understood the changes made since the previous year;
- the Catholic Children Society had provided another counsellor who would be joining after half term
- the trailblazer programme provided lower-level mental health support
- RG came into school for a day to carry out a Safeguarding Audit and his report detailed recommendations
- RG advised that he had revisited the recommendations he had made in his last visit in 2019, and the School was committed to implementing the recommendations and adopting best practice which had been evident in his visit
- 2021 recommendations were clear and straightforward- RG stated the School had grown since his last visit and the Safeguarding provision had improved significantly
- improvements included increased DSL capability
- one area governors needed to support was the move to electronic record keeping as the School was overly reliant on paper records, and electronic records would ensure continuity of knowledge
- RG congratulated AON, Courtney Dalton and Rosa Lagunas who maintained the SCR and were doing an excellent job
- RG thanked the School for the whole day and hosting him.

Q) How did the two referrals to services compare with other schools and had there been an increase in safeguarding concerns in particular reference to Covid?

A) RG stated two referrals did not seem excessive for the number of children in the School. AON stated that once referrals were made the School was updated by the agencies as was seen necessary by the agency involved.

AON thanked RG for his time and dedication as the Safeguarding Link governor and stated it had been invaluable to the School to have his expertise.

AON highlighted the following updates on the term to date:

- the Rome building opening had been successful and the School had been incredibly grateful to Julie Etchingham for hosting the event
- governors stated the event had been fantastic and thanked all the staff for their hard work and efforts on the day
- AON stated staff had been phenomenal this half term with the inspection and the events programme, which had included a ticketed open evening on 6th October where there had been 900 people on site and 1200 had been booked in - the previous high had been 650
- the numbers of students choosing the school as it first and second choice was increasing rapidly
- other events included Justine Greening visiting on 9th November to talk about social mobility and the Apollistic Nuncio report back to governors;
- the School had received the Ofsted call the previous Tuesday and it had been five years since the last inspection
- the inspection had been highly successful although the result had not yet been confirmed officially - the School would use the feedback to identify its strengths, weaknesses and priorities to carry on its journey to try and secure the outstanding result in the next inspection
- the inspection had been over two days under Section 8 with the aim of checking whether the School was still good
- the feedback affirmed the School's progress since the last inspection and the feedback was robust and affirming
- the first day had focused on looking at the quality of education, safeguarding and the SCR
- the inspectors looked at English, Maths, Science, Art and Design and SALT unit as it was new
- at the end of day one inspectors had enough evidence to say the School was good
- on the second day the School catalogued the areas to send the lead inspectors and managed to prove that there was sufficient evidence of outstanding practice
- by the end of Day 2 the lead inspector stated there was enough evidence to suggest that if the School had had a Section 5 inspection it would have been Outstanding and therefore Ofsted would return within 12-18 months to carry out that inspection
- areas highlighted by the inspectors as outstanding were the quality of the curriculum, leadership, lessons (Art, History, Maths, Music, English and Design)
- the inspectors did not look at data and were looking to see that students knew and remembered more, the only data reviewed was safeguarding and attendance
- the School's pastoral offer was a key strength of the School, as was behaviour which allowed the ethos of the School to shine through
- personal development (PD) of students was purposefully planned and staff were an asset to the School and a distinctive feature of the overall offer
- subject experts delivered a quality curriculum
- this was affirmed by the parents and students' questionnaire responses
- the result would be in a short form letter and would be published once official.

Q) What would the School need to show in the next inspection to secure Outstanding?

A) The School would need to show exceptional practice across the School in all areas. Maths was an incredibly strong department, and this had been highlighted by the lead inspector and was used as a reference point for the other subjects.

- Q) Were there areas that were highlighted for improvement?
- A) Science lessons were identified as needing more time for students to sit and work with too much variability in the offer. Inspection highlighted more feedback was needed in lessons in the moment and not letting the questioning go around for too long. The inspectors wanted to see an improvement in the breadth of DT.
- Q) What did the School offer as evidence to show some of the areas identified were better than they appeared?
- A) Science HoDs provided arguments and evidence to show the teaching for the department was better than it appeared in the lessons observed. AON talked about the School's DT offer which included Food Tech, Art and Design and was being developed further. The School concurred it was not an exceptional offer yet, but it was on its way. As discussed previously by RG, the School was improving some of its safeguarding practices by moving record keeping from paper to digital records.
- Q) What would be the School's key priorities post the inspection to ensure it was delivering students an exceptional education offer?
- A) AON highlighted the following:
- Enforcing winning behaviours and not losing behaviours
 - Strengthening the middle leadership. Middle leadership had been identified as a strength in the first day of the inspection
 - Successful Sec 48 Inspection by the Diocese
 - Refining systems of monitoring
 - Continued development of co-curricular provision
 - Y11 and Y10 outcomes
 - Improve Y10 work ethic
 - Improving schemes of work and improving quality of how the School publishes the schemes. Ensure the work was habitual so it become how learning was spoken about in the School
 - Internal inspections of the School
 - Developing the One Note system
 - More deep dives and curriculum meetings
 - Thorough professional development
 - HoDs to carry out book looks and observations
 - Use the Maths department process for all departments
 - Improve the length and breadth of the Design Tech offer
 - Review of the curriculum and timings for KS3 (TA and AON) to be able to improve the DT offer. The School would also need to explore appropriate spaces to develop for the offer
 - School would update governors in November at the committee meetings.
- Q) Would a Section 5 inspection review the same subject areas as the most recent inspection?
- A) There would potentially be more deep dives into different areas; however, the School knew that DT would be inspected and potentially Science.

- Q) What was the deciding factor between Day 1 and Day 2 that moved the judgement from Good to Good with evidence of Outstanding?
- A) AON advised the inspector that the School would show why it was Outstanding on Day 2. Met with the relevant HoD and ensured the inspectors saw why the School was outstanding. This was why middle leadership development was crucial for the next year to two years as it reduced variability of offer between the different subject areas. AON stated the staff were amazing over the two days. Highlights were the Maths and English departments, Maths in particular over the last 18 months had developed into an exceptional department.

RG left the meeting 7pm

Governors thanked AON for his report, overview of the inspection and next steps. Governors asked that their thanks and gratitude be passed on to teaching and support staff.

AON thanked governors and stated half term had come at a good time and staff deserved their break. The School had organised staff drinks and would be organising a Christmas Party. Governors stated they would like to contribute from the Governors' Fund for the celebrations.

Governors stated they would like to be included in the SIP development post the inspection so they could ensure that they did their part and were performing to the best of their ability, not letting the School down as a Section 5 Inspection would look more into governance.

AON stated that governors needed to carry on as they were, which would include showing support and challenge, monitoring safeguarding practice in the School, monitoring wellbeing for all stakeholders and working with the School to deliver the DT plan.

AON added that there had been a flurry of announcements from the DfE regarding the levelling up for the most disadvantaged children and social mobility. The School was already doing a lot of what was being recommended and inspectors had stated they were unable to see the difference between disadvantaged students and their peers in the School

8. APPROVAL OF SIP OBJECTIVES AND SDP

Governors discussed the draft SIP key objectives as recommended by the Strategy and C&CL Committees and the draft SDP as recommended by the Strategy Committee.

TA and OB highlighted the following points to governors in discussion:

- work had taken place to review the SIP post Ofsted - TA was working with AON on how to modify the plan and what has been most effective;
- the School was looking at the intent and implementation of the priorities and how the impact was monitored
- the key priorities and SDP would come back to the next Board meeting

- once the Ofsted findings and report were published it would be public information and the School would highlight the comments about Outstanding practice
- the School would be publishing the information to all the local parishes to increase the number of Catholics applying for places.

ACTION: SIP key objectives and SDP to come back to the December Board meeting,

9. PREPARATION FOR SEC 48 INSPECTON AND SEC 48 SEF

- AON updated governors on the preparations for the forthcoming Sec 48 inspection.
- AS and JDK had provided Ashleigh Mealy with their comments on the draft Sec 48 SEF -AM was working on their revisions which had been delayed slightly due to the Ofsted inspection
 - AS and JDK would be coming into school post half term to meet with AM
 - the inspection would look at the teaching of RE and the Catholic Life of the School
 - the RE department had compiled its evidence folder which had been reviewed by the SLT
 - the evidence included lesson planning and monitoring - SLT had carried out 14 lesson observations of four of the department's five teachers, books being well marked and displaying high quality work
 - in terms of Catholic Life, the SLT had looked at tutor time and what was going on, informing the habits, ensuring there were assemblies and videos being used in form time
 - students were enjoying All Saints TV, initiatives such as Dei verbum, there were crucifixes and the School prayer framed in every classroom
 - All Saints day was celebrated
 - mass was said every Wednesday morning
 - Fr Peter was in contact with the chaplain, had been visiting the School and hoped to return to meetings soon as the ex-officio member of the Board.

10. POLICY AND IMPORTANT DOCUMENT REVIEW

The following policies and important documents were reviewed and discussed:

- CP & Safeguarding - rec for approval by C&CL - Approved by the Board
- Equal Opportunities & Equality Objectives - to be approved - Approved by the Board
- Freedom of Information - rec for approval by F&GP, and Board to approve it being delegated to the F&GP committee in the future - Approved by the Board and delegated to the F&GP
- Pay Policy 2021-22 - rec for approval by F&GP - Noted the changes were minimal and included schedule of numbers and pay grades and some date changes. Approved by the Board
- Overarching approval for the coming year of the latest form of LA and CES policies where the School does not hold its own bespoke policies. The F&GP had reviewed and recommended the following individual policies, which must in any event be adhered to in a Diocesan school:
 - Disciplinary
 - Grievance
 - Capability

- Appraisal Policies (Teaching and Support)
- Sickness Absence
- Complaints Procedure

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

- CP & Safeguarding
- Equal Opportunities & Equality Objectives
- Freedom of Information and in the future it will be approved by the F&GP committee as delegated by the Board
- Pay Policy 21-22
- Overarching approval for the coming year of the latest form of LA and CES Policies where the School does not hold its own bespoke policies.
- The CES policies as listed below
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

11. BOARD OF GOVERNORS

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

Chris Johnson, Reappointed, Foundation Governor, 1st September 2021
 Richard Girvan, Reappointed Co-Opted Governor 19th October 2021
 Stella Starritt, Appointed, Associate Member, 8th September 2021

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

None

C) Governor Vacancies

Two Foundation Governors -- JDK in train and DH to go through process
 One Parent Governor -- School to advise on when the process would be run
 Governors agreed to delegate the arrangements to AON and AS.

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:

CM circulated the training report and advised governors that they were required to complete two training sessions per annual year and there was no upper limit.

MM reported attending training on Independent Review Panels and she would provide a report for the next meeting.

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

12. CHAIRMAN'S ACTION REPORT

AS reported agreeing a £500 donation from the governors' fund for post Ofsted celebrations for staff.

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

13. DATES OF FUTURE MEETINGS

AUTUMN 2021

Date	Meeting	Time
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

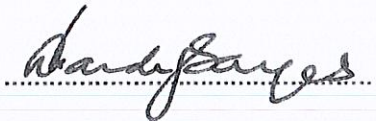
Date	Meeting	Time
Tue 10/05/22	F&GP	8:00 a.m.
Tue 24/05/22	GB	6:00 p.m.
Wed 08/06/22	C&CL	6:00 p.m.
Tue 05/07/22	Governors Afternoon and GB	12pm onwards Meeting 6pm

14. ITEMS FOR FUTURE ACTION OR MEETINGS

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

Governors
Link reports
PP
Safeguarding and GDPR
Committee Reports including Admissions
School
Term and INSET days
Admissions arrangements for the following Autumn term
Headteacher's termly report
Policies
Admissions Arrangements
Charging and Remissions
PP Impact Report
SEND funding statement
SEND Impact report
SEND Information Report
H&S
RSE

CHAIRMAN'S SIGNATURE:



DATE: 14/12/21

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the board voted unanimously to approve the following:

- a) the Board of Governors consented to SS not attending board meetings whilst on maternity leave.
- b) for SS not to reapply to renew her Foundation Governor status and to remain an Associate Member of the Board
- c) to reappoint RG as the Board's Co-Opted governor for a term of office of one year.
- d) to endorse DH's application to be a Foundation Governor and take up the remaining vacancy.