

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Microsoft Teams on Tuesday 24th March 2020 at 6:00 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

Joy Duval Koenig (JDK)	Elaine Gribben (EG)
Dave Hallbery (DH)	Michael Harrington (MH)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM) (via facetime)	Ashleigh Mealy (AM)
Shane O'Driscoll (SD)	Stella Powell Jones (SPJ)
Rabab Raza (RR)	Andrew O'Neill (AON) (Headteacher)
Amanda Sayers (AS) (Chairman)	

Observers

Delyth Smith (DS) SBOM

Carolyn MacLeish (CM) Clerk for the Governors

1. OPENING PRAYER

At this time of national emergency, we ask Our Lord to guide us as we make critical decisions for the wellbeing of all of the All Saints community. In your mercy, hear our prayer!

2. APOLOGIES FOR ABSENCE

The Board were asked to approve the following absences:

Richard Girvan (RG) – work related

Don Skeffington (DS) – in the US

Fr Peter Wilson – unwell

RESOLVED: that the Board of Governors approved the absences as reported.

3. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

4. MINUTES FROM THE MEETING HELD ON 16th October 2019

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. CM advised that the meeting had been clerked by a supply clerk and that she had made the amendments passed to her.

RESOLVED: that the non and confidential minutes of the meeting held on 16th October 2019 be signed as a true record of the meeting. (unam)

5. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

Governors were given the opportunity to ask questions of the relevant committee relating to any of the accompanying papers. It was assumed that all governors had read these papers. All action points had been placed on the agenda for the relevant committee/group or Board meeting.

Pay Committee – 16th October 2019

Minutes were not circulated due to confidentiality. CJ, the committee chairman, advised that the committee had met in October prior to the previous board meeting. The School had proposed movements within teaching staff pay through an anonymised report. All individuals for whom recommendations of increases had been made had been approved, and there had been no disagreement from the governors against the recommendations.

The School had been keen to promote existing staff into senior leadership positions and to grow the team's capacity. Governors had ensured that different groups were not being adversely treated and had reviewed the paperwork through a spot check.

Governors had discussed the review of the overall staffing structure annually which would be brought to the next board meeting for the year 2020-21.

- Q) Had budget implications been considered and was the School in line with similar schools in terms of salaries and pay increases?
- A) The pay rises had been factored into the budget when it was set in May. The School had explained to the Pay Committee and to the F&GP Committee that benchmarking was difficult for the School as the roll was increasing and year-on-year comparisons could not be made. Furthermore, it was difficult to find similar schools to benchmark against. As a maintained school, AON advised that the School acted in line with guidance and in line with the STPCD, and increases were commensurate to the roll.

The only factor the School had to be mindful of was that there were a number of teachers on main scale who were progressing and, should there be no staff movement, they would all progress onto the UPS which would be expensive and would need to be managed.

F&GP Committee – 26th November 2019 and 10th March 2020

Governors were asked to approve the School's SFVS submission and Statement of Internal Control, as well as a new telephone contract, each as recommended by the F&GP Committee.

CJ and AON responded to governors' questions relating to the minutes:

- Q) Why was the School's budget over by £21,700?

- A) Partly due to classroom refurbishment costs, furniture and paint. The School had elected to carry out the works in year which had been agreed by the committee.
- Q) Why were the catering costs significantly higher than budgeted for in catering?
- A) Costs were higher because more students had taken up school meals under the new contractor, including more FSM students which increased the School's costs too.
- Q) How were the increased numbers of students taking school meals managed?
- A) Packed lunches had been moved into the gym for capacity reasons. This would be impacted further from September with 600 students on site who could not all be accommodated in the hall for lunch. The gym was used at lunchtimes for detentions; however, the drama studio could be used for detentions at lunchtime but had some issues attached.
- Q) What is the cross-rail income?
- A) The major Cross Rail contractor used to be Carillion who formerly rented the School car parks during holidays which provided the School with some income. Most recent income had been £7,500.
- Q) Why had supply cover increased in the last six weeks?
- A) Supply teaching was normally covered by SLT members however in the last six weeks the need for cover had increased greatly. Specific examples of staff who were then on sick leave were given to governors who agreed that it would not be possible for the SLT to cover all the lessons and carry out their substantive roles at the same time. Governors noted that the absences were not due to the CV-19 virus.

C&CL Committee – 27th November 2019 and 4th February 2020

Minutes were noted and no questions were raised.

6. HEADTEACHER'S TERMLY REPORT

AON referred governors to his report but advised that due to the national situation the bulk of the information had changed since the report had been drafted. AON advised that governors' decision to support the School's request to provide all staff with laptops had really paid off and had enabled remote teaching and learning to be possible.

Governors were invited to ask AON questions, and he highlighted information to governors.

Educatio

- Q) 2.2 – The Curriculum Health Check carried out by Meena Wood
A) The LA had paid for a former HMI to do a health check in schools if they wanted one, and Ms Wood had spent a day looking at books and carrying out observations with senior and middle leaders. The day had gone very well, and she advised that she was extremely impressed. She had inspected the School in 2009 and reported there had been a dramatic positive change.

The School was on the right track with the Ofsted Framework. All the actions by the SLT were highlighted as being appropriate. The experience had been good for teachers with a few panicking and trying to change their practice which had been a useful lesson which they would not repeat in the event of an actual inspection because of feedback. Ms Woods had concluded that the School had the best SEF she had reviewed under the new framework.

- Q) Did Ms Wood comment on teachers' performances?
A) No, it had been an observation of the SLT.

- Q) 3.2 – NQT's - What was the plan and provision for the NQT's during the crisis?
A) AON advised that NQT's were normally mentored and either passed or failed their NQT year. They would continue to be mentored. All goes through the LA and DFE. The School was proceeding as normal and they were teaching remotely too. They should be able to qualify and move on with their careers. The School would continue to support NQT's as all staff remotely.

- Q) 3.17 Mid-point assessments and predictions. School expectations will be one of the factors in determining grades. Governors have heard that some teachers tended to be harsh and cautious in their predictions, how would the School make sure students would get the grades they deserved?
A) AON advised that it was very frustrating for the Y11 students who would never have the satisfaction of getting their grades. Progress 8 had been predicted to be double what was predicted last year which would have been 0.5 and was close to outstanding. Schools did not know how the grading would work yet, and the School would follow the system provided by the DfE. Initial reports suggested the DfE would look at school performances over previous years and if the School could show a track record of outperforming its predictions this would be considered.

- Q) How would governors monitor and evaluate the School's performance this year?
A) Governors would need to focus on the curriculum and ensure the School was meeting the requirements laid out in the Ofsted framework. Governors could see there was an upward trajectory of results. The School was addressing the gap in the curriculum by adding Food Technology to the curriculum next year and was carrying out a two-year KS4 curriculum. Governors needed to check that the School was putting into place actions and provision to deliver strong teaching and learning. The

School was not an average school and was in the top 25% of schools who are categorised as good.

Q) Was the School putting on hold recruitment plans?

A) The School had moved its operation from the normal physical sense to online. Recruitment was on hold to some degree as the School did not know when it would be back in a physical sense. The School had recruited a music teacher from September and was advertising for a Food tech teacher.

Q) How would not being able to carry out after-school coaching impact the School's ability to raise standards?

A) At present schools and the DfE did not know how schooling would be managed over the next few months, the picture was changing almost hourly and certainly daily. Teachers were working hard to provide quality online learning.

CORONAVIRUS ARRANGEMENTS

AON updated governors on the School's actions and preparations for managing the running of the School during the CV-19 lockdown:

- four weeks before the School had been concerned that there would be a potential lockdown based on the international situation and had started training staff to provide online learning;
- the School's plan was to live teach Y11 and put resources on for Y7-10. On Wednesday it had been announced that exams were cancelled, and school provisions would be running for key workers and NHS workers;
- in the space of 48 hours the School was closed, it had resourced students and changed plans;
- this week Y11 would not be taught and the box folder they had been provided for their revision was redundant. They were given the week off and the SLT were meeting that evening to discuss Y11 with the plan being to provide them some preparation for their A-Levels;
- the School would teach Y7-10 which was not statutory as the School was closed so in theory this was now the responsibility of the parents;
- the system was in place on TEAMS. Three lessons were provided a day with a login and the teacher would be on screen. There would be an assembly, lesson, work time, lesson, work time followed by a lesson;
- PE teachers were putting up a daily activity;
- there was a pastoral system for all students who were at home, and all students received a phone call at least once a week to see how they were coping;
- there was no statutory function to record attendance remotely, attendance was recorded for the students in school;
- staff could see who was in their lessons in TEAMS, take up was good in Y7 (120) and Y8 (115), Y10 figures were proportionally lower. Teachers looked at their lessons with their heads of departments and they could phone parents;
- governors commended the School for going above and beyond to provide an excellent remote provision;
- AON confirmed with governors that careers advice regarding A-Levels had been provided to Y11 students by the pastoral team, the School did not know what the sixth form colleges would do, however the School would do all it could to get students into their sixth form of choice;
- the School had a day in school where there was a party to say goodbye to children and a Y11 Leavers Assembly;
- the SENDCO had confirmed which EHCP students would be attending the provision;
- the School had hosted six pupils from St Mary's East Row;
- numbers for the School on site provision were low with under five students at present;
- students were with the SENDCO in the library and a TA was with students who had EHCPs;
- staff were not teaching or supporting as they would in a normal school day, they were providing supervision;
- the majority of the SLT were currently at home with RM and DS on site for other reasons. TA was on standby to come in if necessary;
- the School was unsure whether it would need to be open for the Easter holiday. The School was in discussion with other schools about pooling students and pupils on one site.

SAFEGUARDING UPDATE

Safeguarding report (attached within the Headteacher's report).
AON responded to governors' questions.

- there were three CP students in the report. Two were not attending school and social services were dealing with their cases. As the School was technically closed the responsibility lay with the LA. Discussions regarding the role of social services during lockdown had been discussed with Ian Heggs and Hilary Shaw;
- pastoral systems were in place and the School had sent all students a safeguarding app and information about the Catholic Children Society online counselling;
- DS was planning to provide CD a phone so she could provide a helpline for students. The School was trying to plan to care for students and support them while having a clear line that the responsibility was with them to let someone know if they need help;
- Governors were reminded of their duty to have read and understood KCSIE 2019 parts 1 and 2 and asked to email confirmation to CM if they had not already done so.

SEND PLACEMENT UPDATE (included within the Headteacher's report).

AON advised there was no information on SEND placements to update governors on. There were currently 12 consultations for prospective students. The School had advised they could not meet the needs of three students. Discussions were ongoing.

RR advised the Corona Virus bill had implications for the SEND provision and the School's SEND students.

The SENDCO was reviewing the documentation however initial thoughts were the School would continue with its current SEND arrangements. On initial reading, it seemed that schools would have more flexibility however the School tried to meet needs of most of the SEND applications unlike some schools.

7. NEW BUILDING AND EXPANSION UPDATE

AON presented the School's plans for the site and future expansion, and highlighted the following points:

- several meetings had been held with architects and the LA teams. The process was at RIBA stage 3 and contingency plans had been discussed too;
- there were two projects scheduled for this summer and the new building was projected to start next year in January;
- this summer work would take place to the North Block. Work would be phased, and the aim was that a five-form entry site would be ready for the academic year 21-22;
- this summer there would be exciting transformative work to the site through the completion of the following
 - food tech rooms and walls were being moved to make more space
 - three art rooms and a geography classroom would be moved in the process
 - snagging work on power sub stations
 - new library
 - RE classrooms

- tenders had gone out and RBKC was organising the work. The School was not sure what the impact of CV-19 would be on the works;
- the School was not able to timetable the whole project at present. The project had originally had a budget of £3.45 million and it was now running over at £4.2 million;
- the School would have to pay for tables, chairs, and soft furnishings;
- the School had received quotes for the Maths, RE and Library furnishings and was planning on kitting out the facilities at the end of the financial year;
- governors reviewed the quotations and approve the expenditure;
- the School was awaiting the result of the LCVAP bid for lavatories.

RESOLVED: that the Board unanimously approved the purchase of the soft furnishings for the refurbished Maths, RE and Library rooms as recommended by the School with the quotes provided.

8. POLICY/IMPORTANT DOCUMENT REVIEW

The following documents were scheduled for review and approval/discussion:

The following are scheduled for review and approval/discussion:

- a) Equality Information and Objectives Progress Report** – On hold
- b) Financial Control Procedures** – F&GP recommended.
DS reported on the changes:
 - Dates
 - Strategic ground work so AON did not have to sign every single purchase order
 - Want to be in a position that under £500 an Acting DHT or DHT with another Senior Leader can approve. Previously it had been necessary for everything to go through AON however now the School had robust procedures for financial control and purchasing.
 - The School had passed audit and CJ advised it was acceptable and sensible to adopt the procedures.
- c) More Able Policy** – Did not and should not come to the meeting. Deleted
- d) Pupil Premium Report** - Not tabled at this meeting – Would be presented post the budget.
- e) SFVS and Statement of Internal Control** – rec by F&GP and approved by Board
- f) Staff Code of Conduct**
 - Change the School's vision and values to the new mission and put a link to the mission in the introduction and conclusion.
 - Teachers standards 2012 were the most recent
 - P3 - Staff disciplinary hearings were included to ensure staff were informed of the process.
 - Social networks sites refer to AUP
 - Safeguarding – Does it include KCSIE for staff? Does not need to go to code of conduct.

- Include other policies such as dress code, no smoking policy and behaviour policy
- Approved subject to amendments

g) Telephone Contract (referred from the F&GP)

DS had drafted the proposal with TP. DS advised that the School was currently running a telephone system which would not be viable by 2025.

All the options presented would involve VOIP, TP was reviewing the proposals.

Governors were referred to the School's reports on costs of the new systems over three and five years. Governors were advised that TP was in the process of speaking to suppliers and the School did not wish to recommend a supplier until TP had finalised his requirements.

The report showed that running the current system was approximately three times more expensive over five years in terms of running costs than moving to a VOIP system.

The School were seeking approval in principle for a £10,000 initial investment in the new system and were not making any recommendations as to suppliers at present. TP would be finalising his requirements and making a recommendation to DS and AON.

Running costs annually would be approximately between £1,500-2,000 and approximately just under £5,000 over three years. The change would provide a higher quality future-proofed system with savings.

The Board approval being sought was for the initial investment with running costs annually of approximately £1,500 as opposed to the current running costs of circa £7,800.

DH advised that his wife was happy to advise DS and TP if it was helpful to the School as it was her area of expertise and there was no conflict of interest.

Governors approved the totality of the deal and delegated the detail to AON, DS and TP.

h) Y7 Catch Up Premium Report

Governors received the report and noted costs had been allocated to different areas with percentage allocations for teachers. Some costs were for outside class interventions. Governors clarified that the interventions were designed with the specific students in mind.

RESOLVED: that the Board unanimously approved/noted the following policies and documents subject to amendments agreed in discussion:

- a) The School's Financial Control Procedures
- b) SFVS and Statement of Internal Control
- c) Staff Code of Conduct
- d) Procurement of new telephone system to the value of £10,000
- e) Y7 Catch Up Premium Report

ACTIONS: PP Report to be tabled in the summer term

9. **ACTIONS FROM THE PREVIOUS MEETING**

- 1) Governors to note that the Board meeting on the 27 November is cancelled – No further action
- 2) All Saints Day Mass on 1st November at 1.30 pm in the school hall – Took place
- 3) Comparison NGA and School Code of Conduct – Next year
- 4) Y7 catch up funding to be reported on later in the year – AON board meeting – Completed
- 5) Congratulations on new baby card to be sent to SPJ – AS
- 6) Audit report and follow up plan to be reported/approved at the next Board meeting. Covered it in the F&GP minutes and would remain a standing item until all actions were completed.

10. **BOARD OF GOVERNORS**

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

There had been no appointments or end of office for governors since the last meeting.

Governors were recommended to appoint Shane O’Driscoll as an Associate Member of the Board and recommend to the Diocese that he is appointed to be a Foundation Governor. Appointment was discussed at the last board meeting, subject to a successful interview which took place on 26th November 2019.

Governors approved SD’s appointment and his link role of Risk Management MH would remain as the Procurement and Benchmarking link governor.

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

Governors were asked to reappoint MH and DS as Associate Members for a further year while their applications to become Foundation Governors were in process. Governors were advised there was an ongoing dialogue with the Diocese to expedite the applications. Governors reappointed DS and MH as Associate Members.

C) **Governor Vacancies**

3 Foundation Governors (Three applications in process)

D) **Governor Non-Attendance:** No issues to report

E) **Visits To The School:**

Link governor visits were on hold.

Pupil Premium Link Governor Visit – Update – Autumn term

Safeguarding Link Visit – RG and MM – Update – Autumn term

F) **DBS and S128 Check Update:**

The School advised that it was still operating the SCR in the same way. There had been a recent round of colleagues who needed to update DBS and that had done. The process would be reviewed regularly under the current situation at present.

- G) **Governor Training:** Governors were reminded to send their training course information to CM

- H) **Local Authority Information:** Governors were referred to the latest LA and Diocese information on Governor Hub.

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

- a) SD was appointed as an Associate Member of the Board and would be recommended to the Diocese to become a Foundation Governor and the link governor for Risk Management. One-year term of office.
- b) MH and DS were re-appointed as Associate Members for a one-year term of office while their Foundation Governor applications were being processed.

11. **CHAIRMAN'S ACTION REPORT**

AS reported the following actions for approval:

21/11/19

Agreed that AON could approach Wendy Anthony with respect to adding a feeder school to our admissions policy – Governors approved the decision via email. 06.12.19

6/12/19

Agreed to the payment of up to £500 for refreshments at the staff Christmas party and up to £150 for refreshments at the SLT Christmas dinner, each in the interests of staff retention and wellbeing.

Agreed to the payment of £100 for the registration fee for each of two students, RG and IM, for Francis Holland sixth form, thus enabling them to take up their scholarship places.

13/02/20

Agreed to meet the cost of refreshments for middle leaders at the offsite leadership training conference, totalling £279.50.

27/02/20

Agreed to cover the cost of weekly yoga sessions for staff as recommended by AON to facilitate staff wellbeing. These sessions to be trialled over Spring term and would cost a maximum of £630 per term.

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

12. **DATES OF FUTURE MEETINGS**

SUMMER 2020

Date	Meeting	Time
Tue 05/05/20	F&GP	6:00 p.m.
Tue 19/05/20	GB	6:00 p.m.
Wed 17/06/20	C&CL	6:00 p.m.
Tue 07/07/20	Governors Afternoon and GB	12-6:00 p.m.

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

- Committee Reports
- LA updates
- HT Interim Review
- Governors Skills Audit
- Governor Training and Induction Report
- GDPR Link Report – RG
- Headteacher Verbal update
- Impact of Behaviour Policy
- Summer works – Quotes and Tenders
- Approve School Budget and Staffing Structure (for submission to the LA at the end of May)
- Invoices over £10,000 for approval for audit
- Lettings Rate Card

- Lockdown Policy

14. ANY URGENT BUSINESS

AON reported that the School had gone out to consultation on the Admissions criteria with governors' agreement and had added Our Lady of Dolours as a feeder school. There had been no feedback and governors were asked to approve the change.

RESOLVED: that the Board voted unanimously to add Our Lady of Dolours Primary School to the School's Admissions criteria as a feeder school.

AS concluded the non-confidential meeting by asking AON to go back to staff and report that governors were overwhelmed by and grateful for their hard work and dedication during this difficult period.

CHAIRMAN'S SIGNATURE:

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

RESOLUTIONS AGREED IN THE MEETING

RESOLVED: that the Board of Governors approved the absences as reported.

RESOLVED: that the non and confidential minutes of the meeting held on 16th October 2019 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board unanimously approved the purchase of the soft furnishings for the refurbished Maths, RE and Library rooms as recommended by the School with the quotes provided.

RESOLVED: that the Board unanimously approved/noted the following policies and documents subject to amendments agreed in discussion:

- a) The School's Financial Control Procedures
- b) SFVS and Statement of Internal Control
- c) Staff Code of Conduct
- d) Procurement of new telephone system to the value of £10,000
- e) Y7 Catch Up Premium Report

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

- a) SD was appointed as an Associate Member of the Board and would be recommended to the Diocese to become a Foundation Governor and the link governor for Risk Management. One-year term of office.
- b) MH and DS were re-appointed as Associate Members for a one-year term of office while their Foundation Governor applications were being processed.

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

RESOLVED: that the Board voted unanimously to add Our Lady of Dolours Primary School to the School's Admissions criteria as a feeder school.

ACTIONS: PP Report to be tabled in the summer term