

Minutes of the meeting of the Board of Governors of All Saints Catholic College held on Tuesday 2nd July 2024 at 4:30 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

Mike Craven (MC)	Connor Cunningham
Chantelle Doman (CD)	Joy Duval Koenig (JDK)
Richard Girvan (RG)	Dave Halberry (DH)
Michael Harrington (MH)	Chris Johnston (CJ)
Marsha Kutkevitch (MK)	Carlos Pinto (CP)
Andrew O'Neill (AON) (Head)	Amanda Sayers (AS)

(Chair)

By Teams

Hetty Fletcher (HF)

Observers

Oonagh Brett (OB), Deputy Headteacher

Paul Walton (PW), Deputy Headteacher

Carolyn MacLeish (CM), Clerk for the Governors

1. WELCOME AND OPENING PRAYER

As we reach the end of another academic year, let us take a moment to reflect on the past twelve months. For the positive changes that have occurred, for the efforts that both adults and children have made to ensure that the All Saints' community is a happy and fulfilling one in which children may learn and thrive and for the team around this table who have tried very hard to contribute in a meaningful way, Lord we thank you.

Amen.

Dear Lord,

Help us today and always to strengthen our Faith in you.

Guide us in our work, to enable us to become more like you.

Encourage us to look to the examples of our great Saints, to live our lives in service to other in order to fulfill our mission to bring about your Kingdom here on earth.

Amen

2. **APOLOGIES FOR ABSENCE**

Apologies were received from the following governors: Shane O’Driscoll (SD) and Maureen Marlowe (MM).

Ike Offiah (IO) had advised that he would not attend while waiting for his Foundation Governor status to be approved by the Diocese.

RESOLVED: that the Board noted IO, SD and MM’s absence as reported.

3. **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.

4. **MINUTES FROM THE MEETING HELD ON 21st May 2024**

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 21st May 2024 be signed as a true record of the meeting. (unam)

5. **REVIEW OF GOVERNANCE**

A) Committee Terms of Reference – Governors noted the C&CL committee had not met that term and the meeting was being rescheduled to be at a more useful time the following year. Terms of reference for the committee and the Strategy Group would be reviewed in the September meetings and presented to the Board in the Autumn 1 Board meeting. For information draft C&CL terms for the following year had been circulated.

B) Committee Membership and Link Governor roles were listed in the table below for agreement

AS asked governors to confirm they were happy with their allocated roles and committees and highlighted that CP had been allocated School Fundraising and advised his link within the School would be OB.

Governors agreed that MH would be replaced on the Pay Committee and HPR review with either RG or SD.

RESOLVED: that the Board unanimously approved the committee roles and link governor roles for 2024–25.

Governor	Status	Link/Role	Committees
Amanda Sayers	Foundation Governor	Chairman- future direction and strategy	Admissions, C&CL, F&GP, HRP, Pay and SG
Chris Johnston	Foundation Governor	Vice Chair, Chair of Finance and General Purposes- strategy	F&GP, HRP, Pay and SG
Mike Craven	Foundation Governor	PR - Communication Strategy	F&GP
Hetty Fletcher	Associate Member	SFVS, pupil numbers and planning for falling rolls	F&GP and Admissions
Michael Harrington	Foundation Governor	Effective Procurement and Benchmarking	F&GP, Pay and HRP
Marsha Kutkevitch	Associate Member	Health and Safety	F&GP
Shane O'Driscoll	Foundation Governor	Risk Management	F&GP and Pay
Carlos Pinto	Parent Governor	Grants and Fundraising	F&GP
Dave Halberry	Foundation Governor	Chair of Curriculum & Standards- strategy and SEND	Admissions, C&CL, and SG
Connor Cunningham	Staff Governor	Post 16 transfer and careers	C&CL
Chantelle Doman	Parent Governor	Attendance	C&CL
Joy Duval-Koenig	Foundation Governor	Catholic Life	Admissions and C&CL
Richard Girvan	Co-opted Governor	Safeguarding	C&CL
Maureen Marlowe	Local Authority Governor	Pupil Premium	C&CL
Ike Offiah	Associate Member (FG application in progress)	Wellbeing, including support for most vulnerable/at risk	C&CL
Carolyn MacLeish	Clerk to the Board		C&CL, F&GP, Pay and Strategy

C) Link Governor visit reports

RG Safeguarding – Took place prior to the meeting
SD Risk Management. In train

D) Governors' self-evaluation following Governors' Afternoon or in light of their experience during the year. Governors had been asked to comment on what they had learnt from the afternoon or their year in office about the School's Mission and work which has strengthened their role as governor generally and/or their specific knowledge for their lead role.

MM

Our Board regularly reviews Pupil Premium spending and measures the impact on pupil performance. It is up to our senior leaders to decide how to spend the pupil premium, as long as it is spent within the requirements of the conditions of grant and in line with the Department for Education's menu of approaches.

At ASCC the funding is being used effectively to support the emotional and social wellbeing of the pupils who receive it. It has also allowed the school to staff and invest in programmes that measurably help to raise their attainment as well as that of the student body as a whole. The board monitors how the pupil premium is spent – making sure spending decisions are in line with the menu of approaches and informed by research evidence.

The impact of the spending and the attainment and progress of eligible pupils is reviewed regularly and is compared with other Schools. Our results are impressive.

AS

Kept the mission in mind during the afternoon in the School. Saw the inclusive nature of the School and that the School had to do everything for everybody so they can be the best possible person they can be. The work from Jermaine, Paul and Brad ensured that no children were slipping through the cracks and inclusivity was genuine.

AS stated that she particularly enjoyed seeing the children from the after school provision learning to be children again. The provision had provided the opportunity for children to make stronger friendships and had been a ground breaking pilot for our school and hopefully others.

CP

Highlighted the extended school provision, stating it was great to see how enthusiastic and confident the children were and how they enjoyed having a place to do their homework, eat and play and when they returned home they were less stressed because they had enjoyed their after school activities. All agreed the scheme would be easier to attend in the summer and enjoyed getting to see their teachers in a different setting and had a better relationship because of it and would recommend it to their friends.

JDK

Spoke to a member of staff who had enjoyed volunteering for the programme and getting to know the students. JDK stated that while she had not looked at Catholic Life per se she could see that the mission and Catholic Life was well practised in the School.

MH

The finance committee looked at the numbers and went into the nitty gritty of funding and this had been endorsed through the presentation by Sinead and Courtenay showing how they had created an organisational development structure which enhanced the school day and quality of life for teachers.

MC

As a new governor and associate for the last twelve months he had seen how strong the leadership was in the School and the good governance. Good governance was like plumbing; if it was all working well you didn't notice it but if it wasn't it was disastrous. Everyone was committed to building a community which could be seen by the enthusiasm for the provision of the extra curriculum offer.

DH

Saw two presentations one on the assessment data and how that money being spent had impacted the School. Astonishing amount of work and effort had gone into the data system and the level of knowledge on how the business works. The data was

amazing and went from Y7 to the day pupils leave. Pupils were regularly assessed in a similar way so when it came to GCSEs they understand and have done it and were comfortable. When looking under the data could see how it impacts the interventions for each child. The School had implemented a new way of recruiting TA's. They were recruiting TA's with a degree and career prospects which has legitimised that job and made it more important to the pupils and provided more time for the teachers to be teachers

TA's are skilled enough to be teachers and teachers can spend more time with SEND pupils.

CD

Since I have been here the work that has gone into the SEND and specialised staff was moving in a really good direction, specialised support in class. Was pleased to see the extended day session and hear how much pupils liked it, found it useful for homework and was building confidence and self esteem which was very important as Covid had left a number of children in a rut where they did not have the skills and the School was helping them to rebuild.

Had been showed the data rich reports shared with children and parents and stated you can have really good conversations with your child because of them.

CC

CC stated viewing the School with his Post 16 link role it had been encouraging to see so many children returning to see the evening events once leaving school.

The Fringe and Beauty and the Beast - a number of the pupils come back to watch and still felt part of the community, it was a testament to the work we had put in between Y7-11 and testament to pupils about their character. Had received good feedback from Paddington Academy who had taken eight ASCC pupils and gave them a great review. Students starting to thrive and the School was receiving great feedback when they moved on.

MK

Enjoyed the discussion with the pupils and was impressed with how they shared with her and each other with no interruptions. Interactions between the pupils and the teachers was really good. Each year the governors' afternoon showed standards were constantly getting higher. The extended provision was an excellent service and she hoped it was possible to carry it on to the next year.

CJ

CJ stated he reviewed the extended provision with two hats one from the British media and the positive impact on society and on a micro level the School's pupils were really benefitting.

Been very impressed with how the SLT engaged with the staff members to volunteer, he had talked to Louisa about how it benefited or impacted on her week (and it didn't) - well done to SLT to get the balance so the staff did not feel put upon.

Felt as governors need to work out how we can enable the school to offer it more next year while not negatively impacting the budget and staffing.

AON thanked governors for the positive feedback on the extended provision and advised that the SLT were still pulling in the data and would review it in more detail at

the SLT day. AON highlighted the initial data showed the positive aspect for children was they were getting into trouble less which meant they got fewer detentions and School was fundamentally more enjoyable when you get to play. AON stated that his initial thought were to run it again for four weeks in September and rekindle in March 2025.

Governors raised the following questions and points, and AON responded:

- Q) Would there be an argument for the older ones that having them in school would be better?
- A) It was difficult to hold on to 15-16 year olds and could become onerous instead of positive. Additionally the Autumn term was the most difficult in the School for staff and AON needed to be mindful of their welfare.

Governors suggested that the principles be replicated rather than the process in a way that the School saw fit. AON agreed and stated that had been the rationale behind running the pilot in terms of the principles and the School's ESP.

- Q) Governors asked if the School house system could be used to develop aspects from the pilot of making friends outside of their own year groups.
- A) OB advised the School had carried out some more work on the house system and would continue to do more next year.

RG

Safeguarding link governor visit today, carried out his annual check on the provision and had met Dervla, Paul and Rosa. RG highlighted the following points:

- Dervla had taken over the DSL role from CD (currently on maternity leave) and RG was satisfied a thorough handover had taken place.
- Joined up approach of recruitment with the DSL team.
- Managing the contractors and appropriate H&S measures were in place.
- RG had found Dervla very able to respond to his challenges and questions, where she had been unable to answer it was due to her being new in her role but the responses were provided by AON.
- Dervla had plans to enhance the School's safeguarding provision.
- The key would be to have overviews of cases for new head of years or people picking up the case load.
- Rosa would be updating the SCR once all the recruitment had been finalised and new starter paperwork was in place. RG advised that he would come back in September to check.
- Very well placed at present and governors needed to support the school by ensuring they attended safeguarding training and familiarise themselves with the latest KCSIE guidance.
- RG stated that it was important that Dervla was on the SLT and AON confirmed that she was. AON confirmed that all staff knew who and how to report their concerns.
- RG stated that in recent years there had been an issue with capacity and there was an opportunity to plan and prepare and increase capacity because of the maternity leave which would serve the school well.

6. HEADTEACHER'S REPORT

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

Leadership and Staffing – Been covered in the governors' feedback.

Educatio – The GCSE's had gone well, and the School would feed back on results in the following term.

Formatio - CL and culture section was very impressive Governors were invited to attend pupils putting on an opera for primary school students. Tuesday 9th at 6pm – Opera.

AS asked governors to see one of the events put on by the School over the year stating it was important for the staff to see governors appreciated their efforts for the pupils in terms of performance and extra-curricular opportunities.

MH stated he had attended the Grenfell Mass and had been extremely impressed with the pupils' respectful conduct and participation in Mass.

Governors stated that the importance of leadership had already been highlighted as instrumental to the School's success to date as had all the members of staff's contribution, including those that would be leaving at the end of term. Governors asked AON to thank all the staff and wish those moving on all the best in their future.

7. SAFEGUARDING UPDATE

Governors noted that safeguarding data was reported in the Headteacher's report, and the School had no further matters to raise.

8. POLICY & IMPORTANT DOCUMENTS

The following are scheduled for review and approval/discussion:

- a) Attendance Policy – Approved with amendment to point 5.1 to include study leave.
- b) Behaviour Policy and Principles – Coming to the next C&CL before the Board
- c) Delegations of Functions – Approved
- d) Governors' Code of Practice – Approved
- e) Governors' Induction Policy – Approved
- f) Governors' Training Report Template – Approved
- g) Governors' Visits – Approved
Governors noted that in recent years the governors had moved away from visits. Next year it was agreed that, rather than just the governors' afternoon and FGP visits, some governors would carry out link governor visits and arrange them through the SLT as the capacity had been increased.
 - DH had arranged to come into BH for parent's day.
 - JDK stated that she would arrange a Catholic Life visit too.
- h) Lettings Rates – Approved
- i) Summer Works Quotes and Tenders
Governors agreed to accept a tender proposal for new canteen tables. Governors reviewed the three quotes provided and noted that the School's preference and the reasons for the preference.
 - Governors noted the School had accrued funding at year end.
 - The School wanted the tables to look different to other schools canteen furniture and the School's existing furniture was 13 years old and needed replacing.
 - The design would make the furniture more versatile and easy to move.
 - There was no leasing option.
 - Governors approved the most expensive quote for the reasons listed above and approved the one off spend.

RESOLVED: that the Board unanimously approved the following as recommended by the F&GP committee:

- Lettings Rates

RESOLVED: that the Board unanimously approved the following policies subject to the amendments agreed in discussion:

- Attendance Policy
- Delegations of Functions
- Governors' Code of Practice
- Governors' Induction Policy
- Governors' Training Report Template
- Governors' Visits

RESOLVED: that the Board approved the School's preferred quote for new canteen benches and tables unanimously.

9. **ACTIONS FROM THE LAST MEETING AND MATTERS ARISING**

AS and AON to invite the Diocese to speak to the Board in the Autumn term

AS has written to the Diocese but to date had received no reply. Write to them formally to attend a meeting in the Autumn term – Governors want the Director of Education to attend and they wanted to hear the Diocese’s specific proposal for the School. Governors agreed the invitation should be for a specific meeting regarding the proposal and not part of a normal governor meeting. Governors could then consider the information in a subsequent governor meeting and take decisions if there were any to be taken with consideration.

AON to seek informal legal advice on the academisation process and its impact on the School’s autonomy and future

AON, AS and MC to form a subgroup to collate and propose a future strategy for the School and Board. – Arrange date for September
SD – Risk Management meeting to be arranged with DS

10. **BOARD OF GOVERNORS**

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

Mike Craven, Foundation Governor, Appointed 1st June 2024 until 31st August 2027

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

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

Governors noted that RG’s self-requested annual review of his term of office would take place at the first board meeting and was due for the 18th October 2024. RG advised that he would speak with AS before the next meeting.

c) **Governor Vacancies**

1 Foundation Governor – IO application is being completed/processed

SD application to be re-appointed as a Foundation Governor was approved at the last meeting and forms are currently being completed.

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

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

f) **Governor Training:** Annual training report from the clerk received by governors.

g) **Local Authority Information:** None reported.

11. **CHAIRMAN’S ACTION REPORT**

AS reported in the meeting that she had pre-approved spend on end of year celebrations and Y11 Prom. Governors discussed whether funding should continue

from the Governors’ Fund and agreed that while there were funds and they were able to support the event they would like to continue to do so.

Agree a gift for BH and CD who had had their baby.

Agreed an extension of suspension of a member of staff for the investigation

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

12. DATES OF FUTURE MEETINGS

AUTUMN 2024

Date	Meeting	Time
Tue 10/09/24	Strategy	8:00 a.m.
Tue 24/09/24	F&GP	8:00 a.m.
Tue 24/09/24	C&CL	6:00 p.m.
Tue 08/10/24	Pay Committee	5:00 p.m.
Tue 08/10/24	GB	6:00 p.m.
Tue 12/11/24	F&GP	8:00 a.m.
Tue 12/11/24	C&CL	6:00 p.m.
Tue 17/12/24	GB	6:00 p.m.

SPRING 2025

Date	Meeting	Time
Tue 28/01/25	F&GP	8:00 a.m.
Tue 11/02/25	C&CL	6:00 p.m.
Tue 11/03/25	F&GP	8:00 a.m.
Tue 25/03/25	GB	6:00 p.m.

SUMMER 2025

Date	Meeting	Time
Tue 06/05/25	F&GP	8:00 a.m.
Tue 13/05/25	C&CL	6:00 p.m.

Tue 20/05/25	GB	6:00 p.m.
Tue 08/07/25	Governors Afternoon and GB	12 pm onwards Meeting 4pm

13. ITEMS FOR FUTURE ACTION OR MEETINGS

DS, TA and CM will be meeting to draft the work plan which will go to the Strategy Group to be circulated to the Board in advance of the first meeting of the year.

CHAIRMAN'S SIGNATURE:

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

RESOLUTIONS AND ACTIONS AGREED IN THE MEETING

RESOLVED: that the Board noted IO, SD and MM's absence as reported.

RESOLVED: that the non-confidential minutes of the meeting held on 21st May 2024 be signed as a true record of the meeting. (unam)

RESOLVED: that the Board unanimously approved the committee roles and link governor roles for 2024–25.

RESOLVED: that the Board unanimously approved the following as recommended by the F&GP committee:

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ACTIONS

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AON, AS and MC to form a subgroup to collate and propose a future strategy for the School and Board. – Arrange date for September

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