19 Jun

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

Tuesday 20th May 2025 at 6.00 pm at the School

In attendance

Governors

Conor Cunningham (CC)	Mike Craven (MC)
Chantelle Doman (CD)	Joy Duval Koenig (JDK)
Hetty Fletcher (HF)	Dave Hallbery (DH)
Michael Harrington (MH)	Chris Johnston (CJ)
Marsha Kutkevitch (MK)	Maureen Marlowe (MM)
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.	**Welcome and apologies** AS welcomed governors to the meeting and thanked DMG for arranging the PREVENT safeguarding training from the LA (Simone Terry) and the governors who had attended the training. The following apologies for absence were reported: - Ike Offiah (IO) **RESOLVED: that the Board noted the IO's apologies for absence unanimously.**	
2.	**Declarations of Interests** There were no declarations of interest relating to the agenda.	
3.	**Prayer – Led by AS** **Lord, please guide and support our Year 11 pupils as they enter a critically testing time in their school career and help us always to provide our community with new opportunities to develop and grow in the image of Our Lord, Jesus Christ. Help us to ensure that our students are best equipped to thrive in and contribute to our British society** **In your mercy, hear our prayer!**	
5.	**Approval of Minutes of 25th March 2025** 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. **RESOLVED: that the non and confidential minutes of the meeting held on 25th March 2025 be signed as a true record of the meeting. (unam)**	

	Committee Reports and Delegation of Functions This was the governors' opportunity to ask questions of the relevant committee relating to any of the accompanying papers. **F&GP – 6th May 2025 (draft minutes attached)** Governors noted the draft minutes and raised no questions. The Board was asked to consider for approval the list below as recommended by the Committee: a) Committee Terms of Reference Pay and F&GP 25-26 - Approved b) Close of year report 2024-2025 Approved c) Draft Budget 2025-26 Approved d) Draft Three Year Budget Approved e) Annual Review of Invoices over £10,000 – Noted and no questions f) Lettings Rate Card Approved **RESOLVED: that the Board of Governors unanimously approved the points below as recommended by the F&GP committee:** **a) Committee Terms of Reference Pay and F&GP 25-26** **b) Close of year report 2024-2025** **c) Draft Budget 2025-26** **d) Draft Three Year Budget** **e) Lettings Rate Card** **C&CL – 13th May 2025(draft minutes attached)** DH highlighted the following points discussed in the meeting: • the committee received an excellent presentation from CC on the use of ASAs to support learning in the classroom. The School was hoping to make improvements to how the scheme worked including the retention of ASAs for a longer period; • the School was hoping for an attainment score of +5 in the GCSE exams; • the Committee was delighted to note that the School's attendance figures were above national. Finance Committee members asked the following questions: Q) Governors asked what the School wanted to improve in terms of consistency in the ASAs' practice. A) The School advised it was trying to address inconsistencies in homework support in some departments and classes by ensuring departments shared their resources internally and their good practice among colleagues. Q) Governors asked if ASAs were permanent members of staff and why were they hard to retain. A) The School advised ASAs were permanent members of staff on fixed-term contracts. The School sourced the staff from agencies, and a few were on payroll. The ASAs were hard to retain as they were high-calibre graduates who were doing the role to see if they wanted to be teachers or decide on their career. AON stated that when individuals were good in the role it yielded incredibly good results in teaching and learning.	
7.	**Headteacher's Termly Report** AON advised that he had circulated his C&CL report, and the termly report would be provided in the July meeting. ***(MC arrived at 18:22)***	

Ø-S1.9WCO

	AON highlighted the following points: • HV had worked on her first budget with AON in the most financially challenging year for some years; • Governors noted the uplift to wages would be funded; • The new building was progressing very well, and it was hoped that it would be on time for opening in September; • The GCSEs had had a good start; • Recruitment had continued post the C&CL committee and the School had recruited an RE teacher and Head of Science; • 100% attendance at the funded breakfast before exams and there would be revision support during half term. The School expected 60-70% would attend; • The School would advertise internal opportunities for staff this week; • The School's suspension figures were coming down and behaviour overall in the School was improving; • Governors noted the highest figures for suspensions remained for White British and Black Caribbean pupils; • Lots of enrichment activities including the Curriculum Enhancement Day, ASCC Fringe, work experience, RCM concert; • The School had been invited to contribute to the DfE enrichment framework for non-statutory guidance with ten other schools; • The safeguarding audit with Hilary Shaw had taken place and the results will be reported at the next meeting. It was an incredibly positive visit with no areas highlighted for improvement. • AS requested that the next audit be booked for the next academic year to ensure LA availability. **ACTIONS: Safeguarding audit report to come to the next Board meeting and the next academic year's to be booked and the date to be reported to the Board.**	
8.	**Staffing** Nothing reported under the non-confidential agenda.	
9.	**Policies, items and important documents for review and approval** Governors were asked to review and approve the following policies: - Whistleblowing - Approved - RHSE -Relationships, Health, and Sexual Education - Approved The following were reviewed and amended by the committee and were circulated for governors' information and noting: - Behaviour Policy - Code of Conduct Pupils - Data Protection Policy **RESOLVED: that the Board of Governors unanimously approved the following policies (unam):** • **Whistleblowing** • **RHSE**	
10.	**Link Governor Visits** Governors noted SN's plan for the visits schedule. CP reported that he had met SN and Isabel Lamb, the new head of marketing. IL was new to the role. IL had lots of ideas on how to raise funds and highlight to contributors what they were contributing to Catholic Life, Communications and Fundraising. The School advised that it wanted to set up a charitable trust separate from the School, because IL had emailed several charities who wanted to fund the ESP (Extended Schools	

	Provision) and the School needed to start a charity to get the funding. Governors approved the following Board members to be trustees. - Chair of Finance - Chair of Board - Link Governor Fundraising Governors noted that to set up the trust would cost approximately £750. CP stated he would send his report for the next Board meeting. JDK – Catholic Life Visit to be circulated at the next meeting **RESOLVED: that the Board approved the following governors as trustees for School's Charity (Mission Fund) unanimously:** - **Chair of Finance** - **Chair of Board** - **Link Governor Fundraising**	
11.	**Safeguarding (Standing Item)** None reported	
12.	**Board** **A) <u>Governor Appointments or Ends of Office since the Last Meeting:</u>** Reappointed at the last meeting: Hetty Fletcher – Associate Member Marsha Kutkevitch – Associate Member Shane O'Driscoll – Co-Opted Governor 2years **B) <u>Governors Whose Offices are Due to End within the Next Three Months:</u>** Applications being processed: Joy Duval Koenig – Foundation Governor ends 31st August 2025 Dave Hallbery – Foundation Governor ends 31st August 2025 Chris Johnston – Foundation Governor ends 31st August 2025 **C) <u>Governor Vacancies</u>** One Foundation Governor – AS stated that she would be contacting her parish priest to appeal for candidates from the local community. CP stated that he would be happy to remain on the Board for the next year as a Parent Governor (his child had left the School). CC advised that July would be his last meeting as he was leaving to go travelling. Governors thanked him for his excellent contribution to the Board and School. **D) <u>Governor Non-Attendance:</u>** No issues to report **E) <u>Visits To The School:</u>** None reported **F) <u>DBS and S 128 Check Update:</u>** - Nothing to report **G) <u>Governor Training</u>:** Prevent Training before the meeting.	

	H) **Local Authority Information:** Governors were referred to any current information or guidance from LA on school governance issues.	
13.	**Matters Arising from the Minutes 25/03/25** None	
14.	**Chairman's actions** None reported	
15.	**Date of next meeting and Items** **Meeting Dates for 25-26** The dates have been reviewed by the School, the Chairman and the Committee Chairs Governors were invited to provide feedback regarding their availability. MH advised that he would be unable to attend meetings in September this year. Approved **Tuesday 8th July 2025 at 4:00 p.m. (Following Governors afternoon)** **Items for Next Meeting** **School** Headteacher's Report Staffing Structure 25-26 **Governance** Review of governance for the year and potential areas for improvement Governors Training and Induction Report - Clerk **Policies** Review Governance Policies that are due for review Review Delegation of Functions Behaviour Principles (if there is a formal consultation to stakeholders) Attendance **Items for Next Meeting** Headteacher's termly report Summer works – quotes and tenders as available Review of consultation on behaviour principles (if carried out) **Policies** Terms of Reference C&CL, F&GP and Pay Data Protection Policy Business Continuity Management Plan	
16.	**AOB** None	

Approved:

Name: AMANDA J. SAYERS

Date: 8/7/25