

STW

All Saints Catholic College Board of Governors Meeting – Non-Confidential Minutes
Tuesday 17th December 2024 at 6.00 pm at the School

In attendance

Governors

Mike Craven (MC)	Conor Cunningham (CC)
Chantelle Doman (CD)	Joy Duval Koenig (JDK)
Hetty Fletcher (HF)	Michael Harrington (MH)
Chris Johnston (CJ)	Marsha Kutkevitch (MK)
Maureen Marlowe (MM)	Ike Offiah (IO),
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.	<u>Welcome and apologies</u> AS welcomed governors to the meeting. AS reported that DH had sent his apologies for personal reasons, and she requested that governors consent to his apologies. RESOLVED: that the Board approved DH's apologies for absence unanimously.	
2.	<u>Declarations of Interests</u> There were no declarations of interest relating to the agenda.	
3.	<u>Prayer – Led by AS</u> Heavenly Father, thank you for the opportunity to come together once again to consider how to achieve what is best for our school. When so much conflict highlights the divisions in the world, let us celebrate our school community and the sense of belonging that it and a faith in Christ gives to all. Amen	
5.	<u>Approval of Minutes of 8th October 2024</u> 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 8th October 2024 be signed as a true record of the meeting. (unam)	

6.	<u>Committee Reports and Delegation of Functions</u> This was the governors' opportunity to ask questions of the relevant committee relating to any of the accompanying papers. Strategy Group – 3rd December 2024 Draft minutes attached and were discussed under the confidential agenda. F&GP – 12th November 2024 (draft minutes attached) No questions were raised. C&CL – 12th November 2024 (draft minutes attached) No questions were raised, and governors were referred to the SEND and PP report from DH and MM.	
7.	<u>Headteacher's Termly Report</u> Governors thanked AON for his report. AON highlighted certain points, and governors raised questions and various points in discussion: Leadership – No questions Building and new building. AON reported the following • the façade of the School would be changed and ready for the next term • Student services will be finished and ready by the end of this week • the School was awaiting the final figures and costs for the astroturf pitch work • the School was in discussion with the LA and contractor about the final figures and costs. The School was in discussion regarding some of the costs which had been increased. The current figure was £460,000 which the School was disputing. The School stated the LA had been rigorous, and the School was being supported • the School was amid discussions about building an inclusion centre on site for the School's pupils only. The Head of SEND for the LA had advised it could be funded for £150,000, the School could use some of its SEND capital funding to purchase equipment and include it in the current building project while the LA would make up the shortfall • the pupils who would be eligible were pupils at risk of PEx or with multiple suspensions. The School could conduct high quality interventions to address literacy as some who had fallen behind struggle and disengage. • the aim would be to press the reset button for pupils to avoid PEx. Governors raised the following questions about the Intervention Centre: Q) Would recently excluded pupils have been eligible and suitable for the provision? A) AON stated he could not discuss specific cases but advised that it was hoped it would prevent some PExes. AON stated that there was a lot of provision on site already; however, the inclusion centre would provide a dedicated space and would have a dedicated member of staff running the centre and working with a small group of pupils. It would be tailored to the School's specific needs and would focus on Y7 and Y8 pupils. Q) Why would the School choose to run the centre rather than send pupils at risk to an Alternative Provision (AP)? A) Pupils attending would be excluded from other pupils, it would feel different and it would also offer pupils more chances to turn around behavioural difficulties and engagement with the School. For pupils whose behaviour had started to be an issue, there would be another option for the School post the use of the Romero Centre. If this was not sufficient, the pupil could then attend the School's inclusion centre and, if this was still not enough and more support was required, the School	

could send the pupil to an AP on a placement. AON added that it would support the pupils having difficulties regulating their behaviour and give the other pupils in their classes a break from the disruption their behaviour may create in class. AON added that the School felt it could do a better job of addressing behaviour earlier on in a pupil's schooling than having to resort to an AP if the School's existing interventions had not worked.

Q) How many pupils would be in the centre at a time?

A) There would be three to four pupils at any one time with a capacity of eight.

Q) What would the curriculum look like and what would the staff ratio be?

A) There would be a focus on behaviour and engagement and fostering a sense of pupil belonging to the School. The School was working on the design of the curriculum which would include counselling. The staff ratio would change over the course of the day depending on the activities and learning taking place.

Q) What was the rationale behind the proposed centre?

A) The School wanted to reduce the number of suspensions and PExes, and the LA were keen to support the School seeing it as an innovative solution to tackling problematic behaviour.

Staffing

- the proposed teachers' pay increase for this year was 2.8% but was expected to increase slightly from this starting point;
- the year 2025-26 would be the last year to see an increased school roll, but the School expected to be able to manage the salary increases;
- the School would potentially receive increased funding from the Schools Forum;
- the School had started the process of recruiting teachers for the next academic year estimating there would be approximately six vacancies;
- the staff survey process had started and involved different messages being sent to different staff every week so data could be tracked over a longer period of time to give a more rounded picture of how staff were feeling in school. AON would work with SN and TA on how best to present the information to governors once there was sufficient data to present.

School Admissions and Applications

- AON presented the data, and governors noted that although not first in first choices the applications were going well;
- the School advised that it still received admissions during the year with the odd casual admission;
- the School was full and in years 7-9 over PAN.

Educatio

- AON responded to governors' queries about the predicted attainment grades, advising it was a different cohort and they had performed less well in the mocks. The aim was to still to get to 5, and the FFT prediction was currently 4.6;
- Y11 were Y6 in 2020 and did not have KS2 scores. Their results were based purely on attainment and progress would not be measured;
- AON stated that the fragmented end to primary school would have had a bigger impact on the pupils from deprived backgrounds and the primary schools would have had a varied provision during Covid;
- the impact of Covid could be seen in particular on the English and Maths grades;
- the School advised there was a huge amount of work to do in the Spring term to get Y11 pupils ready for their exams, and an full intervention plan was in place. There would be a full parents' evening the first week back after Christmas and one in March;
- AON assured governors that the focus was on all pupils, not just middle attainers and the School was supporting the lower and higher attainers too

	with master classes to push them to higher grades; • AON responded to governors' questions about pupils influencing each other not to work. AON stated that it was not an issue in the School, all pupils applauded good grades and the pupils were working hard, and that in the last week of term all but two Y11 pupils had turned up for interventions; • governors asked that their thanks be passed on to all the teachers involved. Catholic Life • governors congratulated the School on all the performances and church concerts and services being run, including Guys and Dolls in March and the Tablet Christmas Concert; • there were link governor reports from governors who had attended the music schola events; • governors noted that six pupils were learning the organ; • the School had been delighted with how well received the Advent Calendar rewards scheme had been by pupils which had been an idea of CC. Pupils were working together to gain collective rewards and the scheme encouraged teamwork; Formatio • the School was introducing compulsory study for Y11 pupils which was in a room and paper based four nights a week from January; • a programme with the St Clement and James centre to get them to be more involved in support and effecting constructive change had been introduced where they were mentoring female pupils; • AON responded to questions about the waiting lists for counselling, CBT, CAMHS and Mind, advising there were parameters for all the services but the demand meant there would always be waiting lists; • attendance data was lower than the School would like and than the national average but was 3% better than schools with similar pupil intakes; • the safeguarding lead was revamping the attendance policy, and the School was strengthening its attendance team post two members of staff leaving last term. Other difficulties included the LA not having an attendance officer in post last term; • governors were advised that the School continued to conduct home visits and made phone calls home, and there were some pupils with low attendance that were due to come off the School's roll shortly; • governors noted that AS had reported comprehensively on the School's actions to address attendance in her Safeguarding link governor report; • AON stated that whilst it may appear that the School was doing a lot of work for little gain in terms of the figures, the data would look worse without that work;	
8.	Staffing	
	Nothing reported under the non-confidential agenda.	
9.	Policies, items and important documents for review and approval	
	Governors reviewed the following: • AON requested governors' approval to break up two days earlier in the summer term for pupils due to the building project timetable. AON advised the two days would be used to ensure that the contractors could finish the project, and the School could open on time in September. AON responded to governors' questions regarding the School fulfilling its statutory duty in terms of number of days the School was open to pupils, advising that the School would fall below 195 days however as a VA school this was allowed if governors approved it.	

	Governors approved the request stating it was more important that the School was ready to be opened on time in September. • Term Dates and INSET 2025-26 – Governors approved the draft dates. • Terms of Reference C&CL – Governors approved the terms of reference as recommended by the committee. • Pay Policy (updated post the F&GP Committee meeting considering the Bi-borough's agreement with the unions- the policy had not been reviewed in its current state by the F&GP committee) Governors were advised of the following points: • the LA has agreed with unions that there will not be a link between performance management and pay. The School advised that in its most recent policy pay was linked to performance and this had now been removed. • remove the reference to determining the HT's pay terms. • AS agreed to review the language in the policy post the meeting as she had reviewed another school's policy in line with the changes agreed with unions. • Governors approved the policy subject to the changes discussed. Reviewed and recommended by both Committees to be approved by the Board - • Pupil Premium Strategy Statement - Approved • SEND Funding Statement - Approved Reviewed and recommended by the F&GP Committee to be approved by the Board: • Charging and Remissions Policy - Approved Reviewed by C&CL Committee, recommended to the Board for approval • Admissions Arrangements 26-27 Governors were advised of the following points: - the School proposed adding additional feeder schools from outside the LA to help safeguard against falling pupil numbers in London; - Governors were asked to approve the arrangements for consultation; - the School had found that in the recent round of admissions some families had advised they were not putting the School on their choices because they thought they would not have a chance of a place, and the School wished to discourage that thinking; - the change was being used as a tool to encourage parents to apply for a place, particularly parents of children at Catholic schools outside the LA; - AON advised that regardless of the changes the admissions criteria remained unchanged and Catholic pupils would be first on the selection criteria for admissions, and governors noted that in the current Y7 100% of the pupils were Catholic; - AON responded to questions on how the School chose the schools to add advising it had chosen the nearest Catholic schools, however more could be added to the list; - the School had explained its thinking to the LA, and it had been supportive of the change. Governors approved the Admissions Arrangements for 2026-27 to go out to consultation and asked the School to ensure that there was a rationale for the any schools named as a feeder school. • Careers Programme Information - Approved • ECT Policy - Approved • SEND Policy – Approved • SEND Impact Report - Approved RESOLVED: that the Board of Governors unanimously approved the following	AS AON
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	policies/decisions subject to points and amendments raised in discussion (unam): • The end of the summer term 2025 being two days earlier than the published date due to the building works. • Term Dates and INSET 2025-26 • Terms of Reference C&CL • Pay Policy 2024-25 • Pupil Premium Strategy Statement • SEND Funding Statement • Charging and Remissions Policy • Admissions Arrangements for 2026-27 to go to consultation • Careers Programme Information • ECT Policy • SEND Policy • SEND Impact Report	
10.	Link Governor Visits Link Governor reports attached: • PP and SEND by DH and MM – Governors thanked DH and MM for their excellent report and raised no questions. • Safeguarding report by AS – received under Safeguarding item Visits to take place (School to organise) • Communications – CD and SN • Catholic Life – JDK and the Head of RE and Assoc HT • SFVS Link – HF with Hana Vyas and SN • Fundraising – CP with Rebecca Fuller and SN	SN Head RE/Assoc HT HV/SN RF/SN
11.	Safeguarding (Standing Item) Governors thanked AS for her excellent report and stated they had no questions. The School advised it had no further safeguarding items to report on.	
12.	Board A) <u>Governor Appointments or Ends of Office since the Last Meeting:</u> None B) <u>Governors Whose Offices are Due to End within the Next Three Months:</u> None C) <u>Governor Vacancies</u> One Foundation Governor D) <u>Governor Non-Attendance:</u> No issues to report E) <u>Visits To The School:</u> Governors reports on their visits to the School and events. • Schola Notre Dame de France – MH and JDK • Christmas Concert MH F) <u>DBS and S 128 Check Update:</u> - Nothing to report	

	G) Governor Training: All governors were reminded that they must undertake Safeguarding Training this academic year so please sign up via Governor Hub for online courses. 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 02/07/24 PW, SN and AON to draw up visit schedules to advise governors when to come in for their link visits.	PW, SN and AON
14.	Chairman's actions None reported	
15.	Date of next meeting and Items Tuesday 25th March 2025 at 5:15 p.m. Training 6:00 p.m. Meeting Items for Next Meeting Committee Reports Headteacher's termly report Safeguarding report Impact of Behaviour Policy and consultation of Behaviour Principles and proposed changes Report on the financial end of year Policies Financial Control Procedures SFVS Statement of Internal Control Staff Code of Conduct Staff Dress Code Supporting Pupils with Medical Conditions Children with health needs who cannot attend school Business Continuity Management Plan	
16.	AOB AON reported that Strictly Education had resigned their payroll contract with the School, and the School had started to source quotes for a new supplier for the new financial year. The tenders would come to the F&GP committee for approval, if ready before and a decision was required in advance of the F&GP meeting approval would be sought from the Board by email. Governors were asked to approve the spending on the staff Christmas Party as part of its efforts to support recruitment and retention. Governors noted that all staff paid £25 towards the party. The Board approved a £1,500 contribution from the Governors Fund to the staff party. Governors thanked AON and his team for all their hard work in the first term in the academic year. RESOLVED: that the Board approved a contribution from the Governors Fund to the Staff Christmas Party of £1,500 unanimously.	

Approved:

A. J. Sayers

Name:

A. J. Sayers

Date:

15/3/25

Statement of Internal Control 2024-25 for All Saints Catholic College

1. This statement relates to the Consistent Financial Reporting (CFR) Return for All Saints Catholic College for the year ended 31st March, 2025. The Board of Governors is responsible for ensuring that the school:

- keeps proper accounting records during the year which will disclose, with reasonable accuracy and at any time, the financial position of the school, having been drawn up in accordance with the DfE (CFR) guidelines, and will enable it to prepare an annual income and expenditure statement that complies with DfE guidelines;
- maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the school, and ensure they are used cost effectively.

2. The system of internal control has been developed by and is co-ordinated by the Headteacher. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and appropriately recorded and that material errors or irregularities are either prevented or can be detected promptly.

3. Our review of the effectiveness of the systems of internal control is informed by:

- our regular scrutiny of financial and other performance monitoring data;
- regular reports from the Headteacher and other senior leaders to the Board of Governors;
- monthly income and expenditure checks reviewed internally, quarterly CFR monitoring reports submitted to LA, and year end reports also submitted to the LA;
- an LA internal audit report, dated December 2024.

4. We are, therefore, satisfied that the internal control systems in operation at the school during the year were adequate and effective by the financial year end.

5. The school has reviewed and refined its Financial Control Procedures which have been approved by the Board of Governors (March 2025).

By order of the Board of Governors of All Saints Catholic College

Signed by: 
Headteacher

Dated 25/3/25

Signed by: 
Chairman of the Board of Governors

Dated 25/3/25

Signed by: 
Chair of Finance & General Purposes Committee

Dated 25/3/25