

Minutes of the meeting of the Governing Body held on Tuesday 08 October 2019 in the College Conference Room, Aquinas

Present:

| | |
|--------------------------|--|
| Dr Rupert Evenett | Chair and Foundation Governor |
| Mr Rob McAuliffe | Co-Collegiate Principal (Co-Principal) |
| Mrs Shireen Razey | Co-Collegiate Principal (Co-Principal) |
| Monsignor Nicholas Rthon | Vice Chair and Foundation Governor |
| Ms Marlene Burt | Foundation Governor |
| Mrs Tricia Gilpin | Foundation Governor |
| Ms Sally Mellish | Foundation Governor |
| Mrs Hazel Wilkinson | Foundation Governor |
| Mr Jason Ochere | Co-opted Governor |
| Mr Andrew Lantry | Co-opted Chair of Audit |
| Mr Matthew Miller | Student Governor |

In attendance:

| | |
|--------------------|--|
| Mr Simon Spearman | Head of College, Emmanuel |
| Mr Ciaran Burns | Executive Director of Finance & Estates (EDFE) |
| Mr Daniel Powell | Vice Principal Finance & Resources |
| Mrs Margaret Nunes | Head of Student Support Services |
| Ms Rebecca Schutze | Director of Marketing and Communications |
| Mrs Nana Reynier | Foundation Governor Elect |
| Mrs Debbie Baldwin | Clerk |

The Governing Body meeting began at 7.00 pm

1. Apologies for Absence, Changes of Membership and Declarations of Interest

Apologies for absence were received from Sue Gyde, Foundation Governor, Nicola Simpson, Foundation Governor, Stephanie Orłowski, Teaching Staff Governor, and Nick Bush, Support Staff Governor.

Mrs Nana Reynier was welcomed to her first meeting.

Declaration of Eligibility/Register of Interests/Skills Audit forms were completed and collected.

There were no changes to membership.

There were no declarations of interest.

The meeting was quorate.

2. Minutes of the Previous Meeting held on 02 July 2019

The minutes were **agreed** as an accurate record and signed by the Chair.

3. Matters arising from the minutes of the previous meeting on 02 July 2019

Matters arising related to proposed building work and will be carried forward with the building project.

4. Key Performance Indicators

Shireen Razey, Co-Principal presented the 2018-19 end of year performance indicators. The summary was discussed, in turn reviewing those rated green, amber and red. Red rated indicators were reviewed at site level. Points highlighted were as follows:

- Whilst authorised student attendance is rated green, of more importance is attendance in lessons. A review of systems in place at another institutions has been undertaken and a move from phone calls

to emails to inform parents of student absence is in place. Other strategies were discussed including following up on absence in P2 for students present in P1.

- The English GCSE pass rate was pleasing.
- A high proportion of BTEC learners completed work experience placements. The engineering students participated in trips and visits this year.
- The vulnerable student risk register was rated green but will continue to be reviewed.
- The GCSE Maths results are above the SFC nation benchmark. Much work was channelled through the Maths Centre for Excellence initiative.

It was agreed that the 2018-19 indicators will remain as a comparison in the review of 2019-20. It was noted that the review of student applications will work better as a cumulative total.

Key performance indicators relevant to each committee will be discussed at the start of each committee meeting. It was agreed that the report is extremely informative and useful.

5. Principal's Report

Shireen Razey, Co-Principal presented the report. A new section on national updates has been added to the report. Areas of discussion included examination results, student enrolment and induction, the staff conference, partnership events, Maths Centre for Excellence and BTEC work placements for students. Forthcoming events which governors may like to attend were detailed.

It was **RESOLVED** to receive the Report

6. The Chaplaincy Report

The Chaplaincy Report was presented in the pre-meeting.

7. The Student Council Report

The St Mary's report was presented by Matthew Miller, Student Governor. At the next meeting of the Governing Body Matthew will be supported by a lower sixth student council representative from each site. Matthew detailed the external speaker programme, UCAS application support and lower sixth student induction programme. The work of the student executive council was outlined and governors were informed of the elected student heads of hall.

The Chair thanked the Student Governor for the comprehensive report.

It was **RESOLVED** to receive the Student Councils Report.

8. Minutes from:

- (i) Unconfirmed minutes of the Search & Governance Committee meeting held on 16 September 2019.

The minutes were received from the Chair of the Committee.

The Governing Body resolved:

1. To **RECEIVE** the minutes;
2. To **APPROVE** the committee changes;
3. To **APPROVE** the priorities for 2019/20;
4. To **APPROVE** the Governance Documents with amendments;
5. To **APPROVE** Chair's Action for the appointment of Deputy Principal Pastoral.

- (ii) Unconfirmed minutes of the Finance & Resources Committee meeting held on 16 September 2019.

The minutes were received from the Chair of the Committee. A draft set of Management Accounts for July 2019 were included and discussed. Governors were informed that a financial statements audit had recently taken place with positive outcomes.

The Governing Body resolved:

1. To **RECEIVE** the minutes;
2. To **APPROVE** that Daniel Powell, Vice Principal Finance and Resources, should become a signatory of the CTK bank accounts with immediate effect.

9. Enrolment Report 2019/20

Shireen Razey, Co-Principal presented the report. Governors agreed that the new style of report with commentary supported by data was a good format. Shireen Razey highlighted that funding will be based on student numbers on enumeration day. Lower sixth numbers indicate a halt in the decline with L2 numbers increasing. Upper sixth progression at Emmanuel has reduced. Enrolments by Catholicity, gender and partner schools were discussed. In response to a question, Governors were reminded of the historic nature of partner schools as feeder schools when CTK was first set up. It was agreed that the data contained within the enrolment report underpins and supports the specialism strategy.

It was **RESOLVED** to receive the report.

10. Examination Outcomes Report 2018/19

Presented by Shireen Razey, Co-Principal, the report indicates that the outcomes at St Mary's and Aquinas were slightly better than at Emmanuel where level 3 retention needs improvement. Level 1 and 2 outcomes had improved. In response to a question from the Chair regarding competitor/peer group comparison, Shireen Razey explained that CTK offers the new BTEC qualifications and the national benchmark has not yet been published. It was clarified that achievement is the pass rate multiplied by retention. Specific subject examples where examination outcomes improved were given by Simon Spearman, Deputy Principal. The strategies used to improve resulting in these areas included moving course leadership forward and focussing on improvements in attendance. It was confirmed that the key performance indicators will record retention throughout the year and will be scrutinised by committees.

In answer to a question from the Chair as to whether Ofsted look at achievement or value added, Simon Spearman confirmed that both will be explored and that attendance and retention are of interest; subjects will be looked at holistically. It was confirmed that Ofsted training will take place on the Governors' Strategy and Development Day.

It was **RESOLVED** to receive the report.

11. Admissions Policy

The updated Admissions Policy was received from Shireen Razey, Co-Principal. The cover sheet outlines the process prior to bringing the policy to the Governing Body. Amendments were suggested as follows:

- The Mission Statement to include carers in addition to parents.
- The A Level entry criteria to detail the GCSE point in all areas of the policy.

It was **RESOLVED** to **APPROVE** the Admission Policy subject to amendment.

12. Quality Improvement Plan

Shireen Razey, Co-Principal, took Governors through the objectives and tasks to be delivered in 2019/20. Areas will be allocated to committee and it was agreed to discuss further on the Governors' Strategy and Development Day to review dates and provide further information to enable scrutiny.

It was **RESOLVED** to approve the Quality Improvement Plan.

13. Any Other Business

There was no other business

14. The next meetings will be held as follows:

(i) Governors' Strategy and Development Day:

Wednesday 6th November 2019, 9.30 am – 3.30 pm in the Training Room, Aquinas

(ii) Meeting of the Governing Body - Tuesday 03 December 2019 at 6.30 pm in the Conference Room, St Mary's, preceded by a pre-meeting at 5.45 pm.

The meeting was concluded at 8.25 pm.

Summary of matters arising from the meeting:

1. Admissions Policy to include suggested amendments (Item 11).

Signed: _____ **Date:** _____
Chair