

Minutes of the meeting of the Governing Body held on Tuesday 01 December 2020 via Microsoft Teams remote technology

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Mrs Shireen Razey	Executive Principal (Principal)
Mrs Tricia Gilpin	Vice Chair and Foundation Governor
Mr Ciaran Burns	Foundation Governor
Ms Marlene Burt	Foundation Governor
Ms Sally Mellish	Foundation Governor
Mrs Nana Reynier	Foundation Governor
Monsignor Nicholas Rothon	Foundation Governor
Mrs Hazel Wilkinson	Foundation Governor
Mr Jason Ochere	Co-opted Governor
Mr Andrew Lantry	Co-opted Chair of Audit
Mr Sam Armah	Teaching Staff Governor
Mr Mike Smith	Support Staff Governor

In attendance:

Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Miss Aisling O'Hara	Student Governor Representative, Aquinas
Miss Sonia Obiokafor	Student Governor Representative, Emmanuel
Miss Abigail Field	Student Governor Representative, St Mary's
Miss Rosie Newbould	Foundation Governor (Elect)
Mrs Debbie Baldwin	Clerk

The Governing Body meeting began at 5.00 pm

The Chair opened the Governing Body meeting with the prayer read by Deacon Javier Elderfield.

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

Apologies for absence were received from Mrs Nicola Simpson, Foundation Governor.

Rosie Newbould, Foundation Governor (Elect) was welcomed to her first meeting. Deacon Javier Elderfield, Co-ordinator of Chaplaincies was welcomed to the meeting.

There were no declarations of Interest.

The Chair extended thanks to the Student Governor Representatives as their term of office ends. It was confirmed that Sonia Obiokafor, Student Governor Representative, Emmanuel, will continue to attend as the Student Governor.

The meeting was quorate.

2 Minutes of the Governing Body Briefing held 15 September 2020

The minutes were **agreed** as an accurate record and will be signed electronically by the Clerk on behalf of the Chair.

3 Matters arising from the minutes of the Governing Body Briefing held 15 September 2020

There were no matters arising.

4 The Chaplaincy Report

Work of the three Chaplaincies was presented in the areas of Catholic Life, Collective Worship and Religious Education. Deacon Javier Elderfield, Co-ordinator of Chaplaincies set out how the Chaplaincy team have responded creatively to the challenging times faced this year, including maintaining an online presence during the spring lockdown period. Prayer and worship has continued daily, connecting with the local diocese through Microsoft Teams and among other initiatives, a listening ear service supporting those concerned about their mental health and wellbeing.

The Deputy Principal (Pastoral) thanked the Chaplaincy Team for their invaluable work. A daily reflection is provided for both staff and students providing a focus for the day ahead. The Deputy Principal also highlighted the work of the student environmental representatives. Plans are in progress for the Spirituality Conference which will take place in the Spring Term.

Thanks were extended to the Chaplaincy Team. Governors, staff and students were thankful and appreciative of their work.

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

Deacon Javier Elderfield left the meeting. Ms Rebecca Schutze, Director of Marketing and Communication joined the meeting.

5 Marketing, Reputation and Recruitment Update

Rebecca Schutze, Director of Marketing and Communication, presented the report looking back at the main areas of focus for 2019/20 and providing an overview of activities that are planned for 2020/21. The report highlights that many aspects of marketing work have been adapted to comply with the current COVID restrictions, for example, virtual Open Days, a demonstration of which was presented to the Governing Body.

Work continues on student enrolment. A strategic decision was made to review the admissions process, taking on board the challenge of increasing the conversion rate of applicants to admissions, and focussing on work with Partner Schools.

The Chair asked for detail on the metrics measuring the level of engagement at the Open Days. The Director of Marketing and Communications said that there are various analytics in place and numbers visiting the virtual Open Day and each page within that had been monitored. Further discussion followed about the early indication of popular subjects; whilst this cannot be analysed from website visitors, the CTK Head Start programme indicates popularity in Social Sciences.

In response to a question about general communications to stakeholders should there be a widespread outbreak of COVID-19 at CTK, Governors were informed that there is a strategy in place with pre-prepared communications to the media, for the website and to students, parents and staff. Further discussion included the agency remit, in-house work and the importance of relationship building.

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

Rebecca Schutze left the meeting.

6 Key Performance Indicators

The Principal presented the key performance indicators (KPIs) for November 2020. The high student retention rate was discussed and the reclassification of the vulnerable student register on the advice of the

Independent Safeguarding Chair noted. The staff absence rate is high, in part due to two long term support staff absences.

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

7 Principal's Report

Shireen Razey, Principal, presented her report and highlighted measures currently in place in the second lockdown. This includes remote teaching for BTEC students for the last lesson of the day to ease the number of students on site at the end of the day. Students are also not allowed off site during the day to visit local shops and high streets. Exam arrangements for 2021 were detailed and the free school meal and bursary policy discussed. In response to a question it was clarified that a device will be held for a student where originally declined, should their position change and the device is required. In addition to providing laptops to bursary students, CTK was successful in its bid for the Mayor's COVID fund to provide laptops for students whose parents' earnings are below £25,000 but higher than the £19,000 bursary threshold.

Other items of note were that Simon Spearman, Deputy Principal (Vocational and Quality) will provide an update on T Levels at the next Curriculum and Quality Committee meeting. The Director of MIS is leading on Admissions which is now a paperless process. Achievement Tutors have been employed using additional catch up funding, and improvement seen in those students engaging in the sessions.

There was a discussion about this year's university experience and high dropout rates during the pandemic and the importance of encouraging students to attend in September 2021. The vaccine programme will be very much established and the experience more normal for those attending university next September.

The Chair gave thanks to the Principal and all staff for their work this term in difficult circumstances, responding to the COVID pandemic

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

Kate Young, Independent Chair of the Safeguarding Board, joined the meeting.

8 Safeguarding Board Update

Kate Young, Independent Chair of the Safeguarding Board, joined the meeting to meet members of the Governing Body following the introduction of the Safeguarding Board this term. The Board has met twice and a number of meetings have been held with Rupert Evenett, Chair of Governors and Tricia Gilpin, Vice Chair of Governors and Governor Safeguarding Lead. Kate also works closely with Camilla Crampton, Deputy Principal (Pastoral) and Designated Safeguarding Lead. Kate assured Governors that she has no concerns at present. They are working on providing a baseline of cases to provide data on what sort of safeguarding issues there are at each site. At the meetings honest conversations are held and reassurance on processes provided. In response to a question about the responsibility for safety as a Catholic institution, Kate said that she had not read the report referred to but with a responsibility to the students at CTK, if there is anything of relevance for the safeguarding of college students she would expect to be alerted by Camilla Crampton.

Thanks were extended to Kate Young for her work.

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

Kate Young left the meeting

9 The Student Councils' Reports

The reports were taken as read. In response to a question from the Chair of their awareness of the virtual open days and online marketing of CTK, the Students Governor Representatives were able to articulate the marketing of CTK by various methods of social media. The Chair also asked about the measures in place for

the COVID pandemic and asked how safe the students felt. The response was positive, with students grateful of the measures in place such as hand sanitiser, availability of face coverings, signs, communications and remote learning where appropriate. It was noted that as a community staff and students are developing new ways of learning which students have become more comfortable and confident in using.

The Chair noted the work of the Student Councils and thanked those involved at each of the sites.

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

10 COVID Risk Assessment

Presented by the Principal, it was explained that the COVID Risk Assessment is a live document, constantly updated to ensure it complies with updated Government guidance, and regularly communicated with staff and students. In response to a concern raised that some students may not always observe rules and keep their face covering on when using public transport, the Principal said that the importance and detail of adhering to Government guidance is regularly communicated with students and their parents, and that this will be taken forward.

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

11 Equality and Diversity

The Principal and Deputy Principals each gave an update of the initiatives taken forward by CTK to raise awareness on equality and diversity and to protect staff and students from discrimination. The Race Equality Group meets each half term with sub-groups held between meetings. Initiatives this term include awareness and training at staff Inset Days, Black History month and a review of how the curriculum can be taken forward and delivered, work with Alumni and the Educate group, and the spiritual and wellbeing of all, celebrating diversity.

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

12 Reports from Committees

(a) Report by and draft minutes of the Governance and Search Committee meeting held 21 September 2020.

Rupert Evenett, Chair of the Committee, informed Governors of his strategic and ethical priority to develop the diversity of Governing Body. The role of Associate Governor will be developed to enable Alumni to join the Governing Body and provide succession planning. The appointment of a Parent Governor will also be taken forward.

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

(b) Report by and draft minutes of the Quality and Curriculum Committee Meeting held 12 November 2020.

The Chair of the Committee reported on the main points of the meeting. The minutes from the Local Boards will not be brought to the Governing Body but are on the Governors' Portal to read. The Quality Policy and Processes for 2020/21 document was presented. This has been updated to reflect adjustments in the time of the COVID pandemic. Assurance was provided around the current student experience with many measures in place to ensure that students receive a good, albeit different, experience this year. In response to a question about the effectiveness of remote learning, it was noted that whilst devices are being provided to students, many students may struggle with the space or conditions at home to learn. However, curriculum staff will quickly identify where students may be falling behind, for example through non-submission of homework, and will quickly put in place interventions. Governors were informed that the Learning and Resource Centres at each site are open all day and students can work on site if they prefer. The first online Parents' Evenings have taken place

successfully with more parents seen than usual. It was noted that teaching staff have been excellent in their approach to supporting students and parents at this time.

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

(c) Report by and draft minutes of the Finance, Resources & Business Committee meeting held 16 November 2020

The Chair of the Committee thanked the Interim Finance Director for his work this term and Ciaran Burns, Foundation Governor, for his temporary work as a short term Finance Consultant. The management accounts show a strong financial position with liquidity strong and good reserves. Governors were informed that the opportunity will be taken over the coming year to invest in and modernise financial systems. The Principal informed Governors that the post of Finance Director has been advertised.

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

(d) Report and draft minutes of the Audit & Risk Committee meeting held 18 November 2020.

The Co-opted Chair of Audit & Risk reported on the work of the A&R Committee including updated ESFA documentation and the requirement to hold a cyber security certificate, which is in place. The Internal Audit Proposals for 2020/21 were presented; an increase in the safeguarding budget and audit work on core financial systems and controls. The Principal was invited to introduce the internal Risk, Audit and Compliance Committee. Monthly meetings are held with all management staff and the review of risks with a wider group of staff is a good initiative and a useful way of embedding an understanding of risk and working collectively, providing additional assurance to Governors. It was agreed that engaging senior colleagues in how strategy is taken forward in the organisation provides a more open and transparent way of working and is a positive step. The Co-opted Chair of Audit & Risk introduced the new Anti Fraud, Bribery and Corruption Policy for approval, highlighting the importance of awareness and high priority given to the robustness of systems and controls in place to detect and prevent fraud, corruption and bribery.

The Governing Body **RESOLVED** to received the minutes and to:

- (i) **APPROVE** the Internal Audit Plan 2020-2021
- (ii) **APPROVE** the Risk Management Policy and Register 2020-24 and Annual Risk Monitoring Report 2020-21
- (iii) **APPROVE** The Anti Fraud, Bribery and Corruption Policy

13 Self-Assessment Report

Shireen Razey, Principal, introduced the Self-Assessment Report and highlighted that the data included in the report does not include data related to Centre Assessment Grades. The second paragraph in the report sets out the impact of COVID-19 and states that the achievement data in the report relates to the 2018/19 academic year. No evidence is provided to change where CTK is in terms of its journey. The Chair agreed that the Self-Assessment Report gives a fair, accurate and candid assessment of where the college is and the journey it is on.

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

14 Governors' Strategy and Development Day

The Notes were taken as read. The Co-opted Chair of Audit & Risk clarified that he joined the Strategy and Development Day at 12.35 pm.

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

15 Any Other Business

There was no other business. The Chair thanked the Principal and staff on doing an excellent job and showing no complacency during the current COVID-19 pandemic.

- 16 The next full meeting of the Governing Body** will be held on 9 February 2021 at 5.00 pm via Microsoft Teams remote technology. There will be a special meeting held on Thursday 14 January 2021 at 5 pm via Microsoft teams remote technology to approve the financial statements 2019/20.

The meeting was concluded at 7.20 pm.

Summary of matters arising from the meeting:

1. The role of Associate Governor will be developed to enable Alumni to join the Governing Body and provide succession planning (Item 12a Governance and Search Committee minutes).
2. The appointment of a Parent Governor to be taken forward (Item 12a Governance and Search Committee minutes).



Signed: _____ Date: _____ 14 January 2021 _____
Chair