

Minutes of the meeting of the Governing Body held on Tuesday 30 June 2020 via Microsoft Teams remote technology

Present:

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

In attendance:

Mrs Camilla Crampton	Deputy Principal (Pastoral)
Mr Simon Spearman	Deputy Principal (BTEC & Quality)
Mr Daniel Powell	Vice Principal Finance & Resources (VPFR)
Mrs Holly Power	Deputy Principal (Academic)
Mrs Debbie Baldwin	Clerk

The Governing Body meeting began at 5.35 pm

The Chair opened the Governing Body meeting with the Governors' prayer.

The Chair acknowledged the work of the Principal and Senior Leadership Team (SLT) during the COVID-19 pandemic and noted the irony of intense operational pressures at a time of strategic change. The specialist sites will open as planned in September 2020. The Chair led Governors in thanking the Principal and SLT for their strong leadership and hard work at this time.

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

There were no apologies for absence.

There were no declarations of Interest.

There were no changes to membership.

The meeting was quorate.

Sam Armah, Staff Governor (Teaching), was welcomed to his first meeting.

2. Minutes of the Previous Meeting held on 12 May 2020

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

The confidential minutes were **agreed** as an accurate record and electronic signature agreed by the Chair.

Minutes of the Governor Sub-Group (COVID-19) meeting held 28 May, 10 June and 22 June 2020 were **received**.

3. Matters arising from the previous meeting on 12 May 2020

All matters had been addressed.

4. Principal's update and Key Performance Indicators

The report was received from the Principal. The Principal outlined the proposed plans for the re-opening of the three Sixth Form sites for the new term. Further guidance from the Government is expected on Thursday 2 July.

Key Performance Indicators for May 2020 were reviewed. It was noted that retention figures for 2018/19 will be used in the 2020/21 allocation of funding. The Principal informed Governors that while it was not necessary to take registers during the period of remote learning, it is known that the majority of students are engaging well. Data on prospective student applications and offers was discussed, with increased application numbers at St Mary's and Aquinas and lower numbers, as predicted, to Emmanuel.

The first remote Sixth Form Preparation Day for prospective students has been held. A successful event with good attendance and an interesting question and answer session via Teams Live.

The Chair asked for information about the students who had not engaged regularly in lessons during the remote learning period. The Deputy Principal (Pastoral) said that engagement can vary between subjects but there are no particular patterns. Data collected from the student wellbeing survey has been used to follow up and contact students. In respect of catch up work, summer packs will be distributed to students and planning for the new academic year will take account of the variable learning of students since March 2020. The Principal reiterated the good work done by the Sixth Forms, especially the decision to set up remote 'classrooms' via Teams within 2 days prior to the start of the lockdown. Communication with students during this period has been strong.

The Principal informed Governors that staff daily updates will move to weekly updates during the summer holiday period.

It was **RESOLVED** to receive the Report

5. Minutes from:

- (i) Unconfirmed minutes of the Quality & Curriculum Committee meeting held on 18 June 2020.

The minutes were received from Hazel Wilkinson, Chair of the Committee. The Principal was invited to clarify the changes to the Admissions Policy. Entry criteria for the BTEC Level 3 equivalent pathways at Emmanuel has been added to the policy. The A Level entry criteria at Aquinas and St Mary's was highlighted and the necessary amendment to subjects at St Mary's requiring a minimum of GCSE 6 noted.

It was commented that the student interview process had been successful with students in the most part applying to the appropriate site and where this is not the case, they are receptive to recommendation to one of the other sites. The awarding of Centre Assessment Grades (CAGs) may see some students on A Level courses who may have been more suited to BTEC course, however, in planning support will be provided where required.

Governors were informed that at the Governing Briefing on 15 September, an initial analysis of results will be provided. The Quality Improvement Plan process will continue next year based on the previous year and appropriate support put in place for the forthcoming year.

The Chair thanked Hazel Wilkinson, Chair of Quality and Curriculum Committee, and the committee members for their work throughout the year.

The Governing Body resolved:

1. To **RECEIVE** the Minutes
2. To **APPROVE** the Admissions Policy pending amendment

(ii) Unconfirmed minutes of the Audit & Risk (A&R) Committee meeting held on 10 June 2020.

The minutes were received from Andrew Lantry, Chair of the Committee. The Financial Statements Audit Strategy for the year ended 31 July 2020 were recommended for approval. Other items highlighted included the Annual Safeguarding Report and interim audit proposals. The safeguarding report detailed policy and system changes made over the course of the year and provided statistical information on the categories of vulnerability and volume of students involved. It is clear that much work has been covered which is testament to the hard work of the pastoral team. The establishment of the separate Safeguarding Board, reporting directly to Governing Body, is included in the proposals on audit and assurance arrangements for 2020/21.

The Vice Chair of Governors pointed out the External Audit Strategy incorrectly states that the college has significant freehold property assets.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** the Financial Statements Audit Strategy 2020
3. Internal Audit Proposals for 2020/21

(iii) Unconfirmed minutes of the Finance & Resources Committee meeting held on 22 June 2020.

The minutes were received from the Chair of the Committee.

The Chair emphasised the importance of the work on health and safety and confirmed that the Health and Safety Consultancy engaged by CTK have appropriate accreditation and experience. A comprehensive fire risk assessment has been conducted at each site and assurance provided that necessary steps in respect of fire safety have been taken on the new build.

The VPFR presented the budget for 2020/21 together with forecasts for 2021/22 and the following year. Key assumptions were detailed, including the income figure based upon 2143 students as reported to the ESFA. The budget split based on numbers at each site was detailed and the modelling of student numbers in 2021/22 explained. A 4% reduction in budget for non pay expenditure has been applied in 2020/21 to match an equivalent reduction in student numbers. An inflation rate of 2% has been applied. The budget for 2020/21 is showing a deficit of £30.8k, however, using the ESFA's Financial Planning document the financial health of the Sixth Forms remains as, 'Outstanding' for 2020/21. All financial performance indicators for 2020/21 are scheduled to be met.

The Chair thanked the VPFR for his work in producing the budget and noted that with 2021/22 budget figures assuming no increase in student income, the budget is necessarily prudent at a time when the impact of the COVID-19 situation is providing uncertainties for the Autumn.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. Approve the Health & Safety Report
3. Approve the budget for 2020/21

- (a) Unconfirmed minutes of the Partnership Advisory Board meeting held on 11 June 2020.

The Principal presented the minutes. The Partnership Board members will join the Local Boards next year. It was agreed that meetings are valuable and are a good example of how the college is working together with partners. Thanks to Metric Capital were formally noted for the sponsorship of a number of students each academic year by providing a bursary while studying at university. Formal thanks were extended to all members of the Partnership Board.

The Governing Body **RESOLVED** to receive the minutes.

6. Chair's Action

The Clerk reported on actions taken by the Chair since the last meeting of the Governing Body. The implementation of the SFCA pay award and capital expenditure for staff portable devices were reported.

The Governing Body **RESOLVED** to receive the minutes

7. Building Project

The VPFR gave a report on building project progress. Phase 1 of work at Emmanuel started on 25 May 2020. This includes the areas of Engineering, Business Studies and the new Level 2 LRC. Other works, including those at Aquinas, will take place next summer. ICT and curriculum investments are all going ahead. At the last meeting of the Governing Body Governors approved the additional amount from reserves to cover the costs, a total of £2m plus IT costs of £500k.

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

8. Marketing, Reputation and Recruitment Update

The Principal presented a paper on behalf of Rebecca Schutze, Director of Communications and Marketing, reviewing marketing and evaluating the performance of the marketing agency contracted by CTK. The brand and reputation of the Sixth Forms are a major intangible asset and it was pleasing to note that the rebranding was impactful. Next year the focus will be on admissions and the local reputation of the Sixth Forms.

It was agreed that the CTK brand has a much sharper look and provides consistency across the website and communications. Thanks were extended to the marketing team and a question asked about thoughts on marketing support for the Local Boards for relationship building and messaging. The Principal agreed that CTK is receiving wider media coverage and the marketing strategy will continue to be reviewed.

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

9. Proposal for Governance 2020/21

The Chair introduced the item on the realignment of Governance in preparation for meeting the needs of the three specialist sites and to ensure that all parts of CTK are ready for 2020/21. The aims for ensuring excellence in governance were detailed, including ensuring a governance culture that strengthens the focus on the strategic rather than the operational. The introduction of Local Boards and a Safeguarding Board were detailed. It was confirmed that remote meetings will be reviewed in December 2020 but that it is likely that the Local Boards will continue remotely to promote greater attendance from external partners.

The Vice Chair of the Governing Body gave his full support and asked a question about whether it was thought that the expertise of the Partnership Board could be diluted if sitting on a Local Board at one site. The Principal confirmed that there will be an annual meeting where all three Local Boards will come together, ensuring that the network remains with a strengthening of outward focus.

Tricia Gilpin, Lead Governor with responsibility for Safeguarding, endorsed the proposals and said that the Safeguarding Board will provide reports to the Governing Body twice yearly to provide assurance that policies, procedures and processes related to safeguarding are compliant and working.

Documents will be finalised over the summer including the agenda plans, committee and board terms of reference, schedule of delegated authority and clarification on delegated responsibilities in order to streamline business.

The Governing Body resolved:

1. To **APPROVE** the governance structure proposed, creating three local boards and the safeguarding board
2. To **APPROVE** the draft Scheme of Delegation detailing the schedule of authority
3. To **APPOINT** chairs to each of the Local Boards and to appoint Kate Young, Safeguarding Association to Chair of the Safeguarding Board and the Deputy Principals, Designated Safeguarding Leads and Personnel Manager to be members of the Safeguarding Board.
4. To authorise the Chair to approve appointments as members of the Local Boards in readiness for the next academic year, with a report to the next Governing Body.

10. Re-appointment of the positions of Chair and Vice-Chair of the Governing Body

The Clerk invited nominations for the positions of Chair and Vice Chair of the Governing Body, both position due for re-appointment.

Monsignor Nicholas Rotheron stepped down as Vice Chair of Governors. Thanks were extended for the huge service provided to the Governing Body in his role as Chair and subsequently Vice Chair of Governors. It was pleasing to note that Monsignor Rotheron will continue on the Governing Body as Foundation Governor.

Dr Rupert Evenett was **ELECTED** nem.con as Chair of Governors for a two year period or until he ceases to be a governor.

Mrs Tricia Gilpin was **ELECTED** nem.con as Vice Chair of Governors for a two year period or until she ceases to be a governor.

11. Any Other Business

There was no other business.

12. Date, Time and Venue of the Next Meeting

The next meeting will be the Governing Body briefing on Tuesday 15th September 2020 at 5.00 pm via Microsoft Teams remote technology. There will be a Governing Body (COVID-19) meeting held on Tuesday 11th August at 5.00 pm for those who can attend. This will be to discuss the site re-opening in the Autumn Term.

The meeting was concluded at 7.00 pm.

Summary of matters arising from the meeting:

1. The Clerk to distribute the calendar of meetings 2020/21
2. The Clerk to finalise governance documents for the next meeting of the Governing Body

Signed:  Date: 15 September 2020
Chair