

Minutes of the Governing Body meeting held on Tuesday 9 February 2021 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
Mrs Nana Reynier	Foundation Governor
Monsignor Nicholas Rotheron	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 Trevor Gomes	Associate Governor
Mr Mike Smith	Support Staff Governor
Miss Sonia Obiokafor	Student Governor

In attendance:

Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Miss Rosie Newbould	Foundation Governor (Elect)
Mrs Debbie Baldwin	Clerk

Sally Mellish (Foundation Governor) and Sam Armah (Teaching Staff Governor) attended the safeguarding training and presentation given by the SFCA, but not the full Governing Body meeting.

Part A

The Governing Body meeting was preceded by Governors Safeguarding Training and a presentation from the SFCA on the academic landscape (see confidential minutes).

Safeguarding Training, facilitated by Camilla Crampton, Deputy Principal (Pastoral) and Designated Safeguarding Lead.

Apologies for absence for the Safeguarding Training were received from Nicola Simpson (Foundation Governor). Sonia Obiokafor (Student Governor) was not required to attend the meeting.

The aim of the training was explained and this included outlining the safeguarding role of Governors, outlining safeguarding procedures in the Sixth Forms, and sharing with Governors the key pointers communicated to staff in respect of daily safeguarding duty. It was reinforced that safeguarding is the responsibility of all. Safeguarding legislation was presented. Types of abuse, exploitation, e-safety and the role of staff were all topics included in the presentation. The PREVENT duty and how this is incorporated with safeguarding was explained.

A question was asked about the accessibility of male staff for students to turn to, noting that the Deputy Designated Safeguarding Leads are female. Camilla explained that safeguarding training has been undertaken by the senior leadership and pastoral teams, including Heads of Hall, providing students with

many trained and experienced staff to go to. On the matter of differing options about gender identify, Camilla will review this and report back at the next GB meeting.

Poor parenting, especially at this time of a national lockdown, was raised with a question about the approach of the Sixth Forms to this matter. Camilla was clear about the procedures in place both on site and off site to identify where there are needs, including following up where students do not engage with the Sixth Forms and liaising with Social Services where appropriate.

It was commented that identifying the risks of online media and radicalisation was a difficult area to monitor when working remotely and a question was asked about what CTK was doing to identify and protect students from such risks. Camilla outlined a range of measures in place by teaching staff and pastoral teams to endeavour to pick up and support students who appear vulnerable. Students are educated on safeguarding and Prevent matters through tutorials. Further Prevent training will be provided to Governors.

Part B

The Governing Body meeting began at 5.45 pm with the Governors' Prayer

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

Apologies of absence were received from Mr Sam Armah, Teaching Staff Governor. Sally Mellish, Foundation Governor, was unable to connect to the meeting.

There were no declarations of Interest.

There were no changes to membership.

The meeting was quorate.

The Chair introduced the meeting by noting how operationally intense conditions are at present and that coming out of the current COVID crisis will be demanding. The work of the leadership team and staff is very much appreciated and thanks were given on behalf of the Governing Body. Addressing the Student Governor, the Chair said that the challenging conditions for students were recognised. The Chair also acknowledged that the leadership team are thinking about longer term strategic issues in addition to the short term issues currently faced.

2. Minutes of the Previous Meeting held on 14 January 2021

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

3. Matters arising from the minutes of the previous meeting on 14 January 2021

The Clerk will take forward the recruitment of a Parent Governor and Associate Governors.

4. Chaplaincy and 10:10 Report to Governors

Work of the three Chaplaincies was presented in the areas of Catholic Life, Collective Worship and Religious Education. The Deputy Principal (Pastoral) was pleased to report that the Chaplaincy Team have continued to support students remotely during the current lockdown through a variety of different means. Students have responded well to the Chaplaincy activities, the most popular being the virtual Chaplaincy Room whereby students have the opportunity to talk to the Chaplain but also to other students. Many activities are planned for the next term and for Lenten activities. A CTK Community Charity Quiz night is currently being planned for Thursday 4th March.

The Chair asked if the spirituality and Catholic life of the Sixth Forms is maintaining itself throughout the COVID period. The Deputy Principal (Pastoral) said that it was, starting the day with the daily reflection in Period 1 or by email, Chaplaincy Rep meetings, prayer groups and Masses taking place throughout the week.

Jason Ochere, Co-opted Governor and Chair of the Aquinas Local Board said that it was reassuring to hear at the last Local Board meeting of the role the Chaplaincy had taken in the support of the mental health of students in the weekly meditation and prayer sessions. The award process for the Jack Petchey Achievement awards was confirmed and Governors were informed of the Praise and Recognition Strategy which was recently launched and will be brought to the next Governing Body meeting.

Deacon Javier Elderfield, Co-ordinator of Chaplaincies, joined the meeting.

Deacon Javier said that the Chaplaincy Team are working well with the Chaplaincy Reps and the Eco Reps. The Eco Rep team is developing with many ideas and much enthusiasm during cross site Team meetings. Continuing reflections, prayers and services have made work a privilege supporting the staff and student community at this time.

Thanks were extended to the Chaplaincy Team recognising their work and the seamless transition to providing remote support to staff and students.

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

Deacon Javier Elderfield left the meeting.

5. Key Performance Indicators

The Principal presented the key performance indicators (KPIs) for January 2021. Highlighted points were:

- Currently 2059 students are on role as predicted.
- Retention remains high. However, funding for 2021/22 will not be based on current retention due to COVID and will instead be based on the 2018/19 year.
- Attendance of students is good at two sites, but one site is slightly lower and is a focus of improvement. Attendance compares favourably nationally with 86.1% of students in their remote lessons in January 2021.
- The application process has been reviewed and restructured and to date they are promising. More offers have been made at this time of year compared to last.
- Vulnerable student categories have been re-categorised in line with Government guidance hence the apparent fall in numbers.
- Many more students sat GCSEs in November because they had not had the opportunity to do so last summer. All students requiring a resit were entered. The Maths pass rate was in line with last year, however the English pass rate was particularly pleasing with 30% of students requiring a resit passing their exam in the November 2020 examination series.
- Short term staff absence has been lower during the lock down period.
- Students have not been able to go out on work placements this year.
- Cash days, current ratios and salary % of recurrent income are all in line with previous years.
- Value added scores are not required this year, a score has been added from recent formal subject assessments.

A question was asked about the number of applications received to date and whether there is a positive impact of COVID on the number of students applying to continue studies rather than attempting to get employment in a difficult market. The Principal responded that more students appear to be staying in education, however an impact may be that many students from schools with sixth forms may stay in their current school because they are unable to physically visit the sixth forms. CTK are continuing to interview prospective students via Teams.

A question was asked about home working in future when staff are unwell. The Principal responded that whilst this may not be possible in all areas, the current period has shown that some staff can work effectively offsite and that for some departments it may be possible to continue some home working in a managed way.

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

6. **Principal's Report**

Shireen Razy, Principal, presented her report, starting with the progress on strategic priorities. In response to a question with regard to progress in sustainability and environment, the Principal said that the strategy has been rewritten and a working group has been set up. Whilst it is not a statutory requirement to establish what our carbon footprint is, the Sixth Forms have signed up with an organisation who will help us establish where we are in terms of being carbon neutral. The launch of the Eco Reps has gone well and whilst many projects are small scale, they are going well and are being led by students for example bee keeping at Aquinas and an energy audit led by students. Sustainability and the environment will also be the subject of the staff conference in September 2021 and will see the launch of the strategy.

Clarification was given on the Health Care provision provided by the Sixth Forms, which includes the 24-hour counselling help-line. This is separate from the services of a wellbeing coach offered to staff.

The Principal presented data on student attendance citing improvements necessary at the Emmanuel site. Attendance has increased with the various interventions in place. The laptop roll out has gone well and devices has been received from the DfE. Wifi cards have also been distributed.

Other items highlighted included a paper to be taken to the next Finance, Resources and Business Committee regarding a bid for T-Level building works. The remote Open Day was successful. The Partnership and Careers Team have moved everything remotely and we have learnt a lot about holding remote employer engagement sessions. The Maths Centre for Excellence work has gone from strength to strength. The race equality working group continues to meet and we have been asked to speak on the work the Sixth Forms have been involved in at the Southwark Diocese Headteachers' meeting this year. It is pleasing to note that the Christmas Gift Appeal raised over £5,000 in addition to near 5,000 gifts, toys and toiletries donated at CTK and East Kent College.

In response to a question about publicity about the Engineering programme to attract student applications, the Deputy Principal (Vocational and Quality) said that taster events had been planned for after half term, to engage with students on line with Q&A sessions and remote practical problem solving sessions. This will also take place for the Arts and Health & Social Care curriculum areas so that the different specialisms are promoted. The point raised about the lack of prominence of Engineering on the website will be fed back to the Director of Communications and Marketing to address.

The Associate Governor noted the importance of employer engagement and the benefit for students gaining that connection and support through remote engagement. A question was also asked about measuring the engagement of students in remote lessons, a different metric to attendance. The Principal and Deputy Principals explained the different strategies to ensure engagement. These included using a one drive folder to monitor the work of students, following up on the quality of work, sharing good practice in the use of break out rooms, using one class to see student working live, stylus pens for the science students and the mid-year survey to gain the student's perception.

The Chair gave thanks to the Principal and noted how much had been initiated with respect to the Strategic Plan on top of dealing with the COVID situation.

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

7. **The Student Councils' Reports**

The reports for all sites were presented by the Deputy Principal (Vocational and Quality) who commented that students feel that they are doing better in the current lockdown and that the provision and communication is generally good. Students felt that the broader communication is good and the

emphasis on wellbeing is appreciated. Positive feedback was given on the race and equality work.

The Student Governor agreed that the quality of teaching has improved in the current lockdown.

At Aquinas, the Deputy Principal (Academic) said that teachers are setting more homework than normal as they felt students had more free time and were keeping their expectations high. Following the formal subject assessments students said that some teachers had not taken into consideration that typing answers takes longer than handwriting and this should be taken into consideration when times are set for the FSAs.

The Deputy Principal (Pastoral) said that at St Mary's in regards to the FSAs, students had a mature approach to the FSAs in terms of not using resources they had access to that would not normally eg text books and the internet. Teacher feedback was very much appreciated. For some students the structure of the day was difficult and coping strategies discussed, including challenges set at the weekly informal student chats.

It was noted that students are aware that FSAs and other work will hold more weight for end of year grading which is causing some anxiety.

A question was asked about facilitating non-screen learning. The Deputy Principal (Academic) said that students are asked to use text books at times and to write by hand. Despite students saying that they are used to looking at screens for a large part of the day, screen-free time is being built in.

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.

David Pearson, Director of Wider Learning and Partnerships joined the meeting

8. Destinations Report 2019-20

David Pearson, Director of Wider Learning and Partnerships, presented the destinations data. The timing for the report from November to February has enabled more accurate data to be collected for those students (approximately 15%) who do not go on to university and also to make the collection of data more efficient for the Careers Team.

The format of the report has been updated to rationalise the data. David Pearson highlighted information relating to the data in the appendices, including student applications to UCAS, students progressing by course of study, unconditional offers and non-university progression. Progression by provider tariff group and an explanation of the terminology around this was presented. It was noted that Level 1 and Level 2 progression has increased, testament to the support provided to students at this time.

Questions were invited. It was asked whether more encouragement was needed for students to apply to the middle and higher tariff universities or whether places are not offered. David Pearson responded that there is a challenge in students slipping a grade and not achieving a place at a higher tariff university and also that BTEC students need to be encouraged to apply for the higher tariff universities. The new site specialisms should help awareness of university progression for students in particular sectors.

Rosie Newbould, Foundation Governor, offered her support to students who are potential Oxbridge candidates which was gratefully accepted. The Deputy Principal (Academic) said that engagement with potential Oxbridge students is vital to provide them with the necessary confidence, something that has been difficult this year. However, there are many opportunities for preparation to offer students and in this respect CTK will start to work with students when they are in year 11.

The Chair asked about UCAS applications this year. The extended deadline has just closed. David Pearson

said that students were incentivised to apply early. Numbers are similar at Aquinas and St Mary's, slightly behind at Emmanuel. Current applications are at 82% applied compared with 89% last year, however there are a few late applications to be completed.

The Chair thanked David Pearson for a helpful report and for the progress made against a difficult background.

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

David Pearson, Director of Wider Learning and Partnerships, left the meeting
Kate Young, Independent Chair of Safeguarding joined the meeting

9. Safeguarding Board Update

Kate Young, Independent Safeguarding Chair, joined the meeting to present her first Safeguarding Report. Confirming the assessment of safeguarding is 'amber', Kate said that following work with Camilla Crampton in her capacity of Designated Safeguarding Lead, and Tricia Gilpin, Lead Safeguarding Governor, the position with safeguarding is known. Kate has no concerns that big issues can be dealt with, or that anyone is unsafe, particularly onsite. Her concerns are around how data is collected and accessed, how the incidences are being recorded and where this sits within the wider CTK community. Kate reported that she would like Camilla to be able to go home on a Friday and not worry. By continuing to upskill the Deputy DSLs this will become more possible. Camilla responded, thanking Kate for her work, and acknowledging that whilst there is work to be done procedurally, she would like to reassure Governors that the team are make progress after each meeting with Kate. The pace at which change is made is now moving forward more rapidly. The Deputy Designated Leads are new to the role and so there is a learning curve, however, they are fully aware of the responsibilities of their role. Camilla reported that a productive meeting took place today with MIS on the recording of data and action points referred to by Kate. Camilla is confident that if there is a serious case review the information will be to hand and will be compliant and also that we are safeguarding our students.

Tricia Gilpin, Lead Safeguarding Governor, said that the work that Kate has been doing with Camilla has been entirely satisfactory and that progress is being made.

Marlene Burt, Safeguarding Governor, asked a question about a comment made by Kate Young at the last meeting of the Safeguarding Board that in an area of deprivation in a lock down, Prevent issues will involve more than just traditional radicalisation approaches. Kate said that normally extremism is thought of in terms of Islamic faith, however, an increase has been seen in extremism in areas that are less usual such as extreme veganism, extremism within faith based group such as white supremacy, and cyber-crime.

In response to another question regarding Camilla's oversight of incidences, Kate explained that she would like Camilla to be at a point where she does not need to check all safeguarding issues and that the rest of the team should be upskilled to have the confidence, skill and ability to deal with all incidences, with Camilla checking in afterwards for a debrief.

Kate concluded by saying that she was satisfied with procedures in place but safeguarding can always be better and the job is never complete.

The Chair thanked Kate Young for her robust advice and said that he takes comfort from Kate's assessment that no student is unsafe, and while these is always work to be done the Governing Body feel assured.

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

Kate Young, Independent Chair of Safeguarding left the meeting

10. Reports from Committees

(i) Report by and draft minutes of the Governors Sub-Group (COVID-19) held 14 January and 27 January 2021.

The minutes were taken as read.

(ii) Report by and draft minutes of the Finance, Resources & Business Committee meeting held 12 January 2021

The Chair of the Committee commented that the number one priority is student enrolment and numbers, and that CTK is in an investment phase as part of the specialist strategy.

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

(iii) Report by and draft minutes of the Audit & Risk Committee meeting held 12 January 2021.

The Co-opted Chair of Audit & Risk reported on the appointment process of an internal audit firm following the last meeting of the Audit & Risk Committee. A proposal has been received from Scrutton Bland and it is proposed to the Governing Body that they are appointed for one year. Both the Interim Finance Director and the newly appointed Director of Finance have worked with the company in previous roles and have a good opinion. Two audits are planned: budget setting and control, and procurement and tender policy compliance. The members of Audit & Risk Committee were given the opportunity to comment on the appointment.

The Governing Body **RESOLVED** to receive the minutes and to **APPROVE** the appointment of the Internal Audit company for 2020-2021

11. Sixth Forms Quality Improvement Plan 2020-21

Shireen Razey, Principal, highlighted that the plan relates back to the 3-year strategic plan and that progress with actions had been updated since it was reviewed at the Governing Body meeting on 1 December 2020. It was clarified that none of the red/amber/green (RAG) ratings had moved downwards, but some completed tasks had moved upwards. It was recommended that an arrow be added to the RAG ratings to indicate movement.

The Chair thanked the Principal for the report, noting all the work in progress.

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

12. Annual Review of Confidential Governance Documents and Freedom of Information Requests.

It was agreed that the confidential items of business brought before the Governing Body or its committees during the year 2020 should remain confidential indefinitely as they contain personal information that can be traced back to individuals and/or procurement information that can be traced back to named organisations. It was also agreed that specialist college working group minutes should remain confidential indefinitely due to information on staff and groups of individuals who could be identified. The Clerk confirmed that during 2020, there had been no formal requests made under the Freedom of Information Act for response by the Personnel Department.

It was **RESOLVED** to receive and note the Report

Staff and the Student Governor left the meeting.

13. Any Other Business

i. Confidential item without staff present – Teachers' Pay Award 2020/21. Refer to confidential minutes.

14. **The next meeting of the Governing Body** will be held on Tuesday 11 May 2021 at 5.00 pm via Microsoft Teams.

The meeting was concluded at 7.40 pm.

Summary of matters arising from the meeting:

1. The Clerk to organise online Prevent training for all Governors
2. The Chair to set up a Strategy Review Group
3. The Director of Marketing and Communications to review the Engineering content on the CTK website
4. The Clerk to connect Rosie Newbould and David Pearson

Signed:  _____ Date: 11 May 2021

Chair