

Minutes of the meeting of the Governing Body held on Tuesday 14 September. Hybrid meeting with remote attendance via Microsoft Teams remote technology/in person at the Emmanuel site.

Present:	Dr Rupert Evenett	Chair and Foundation Governor (Chair)
	Mrs Tricia Gilpin	Vice Chair and Foundation Governor
	Miss Rosie Newbould	Foundation Governor
	Ms Marlene Burt	Foundation Governor
	Mrs Nicola Simpson	Foundation Governor
	Mrs Linda Buabeng	Associate Member
	Miss Jasmine Delos Santos	Student Governor Representative – Emmanuel
	Mr Mike Smith	Staff Governor (Support)
	Mr Lloyd Heath	Parent Governor
In attendance:	Mrs Shireen Razey	Executive Principal (Principal)
	Mr Ciaran Burns	Foundation Governor
	Mrs Hazel Wilkinson	Foundation Governor
	Mrs Nana Reynier	Foundation Governor
	Monsignor Nicholas Rotheron	Foundation Governor
	Mrs Camilla Crampton	Deputy Principal (Pastoral)
	Mr Simon Spearman	Deputy Principal (Vocational & Quality)
	Mrs Molly Makota	Executive Director of Finance (EDF)
	Mrs Holly Power	Deputy Principal (Academic)
	Miss Rachel Ajagbawa	Student Governor Representative – St Mary’s
	Mr Esosa Ibude	Student Representative - Aquinas
	Mrs Faye Burns	Clerk

The Governing Body meeting began at 6.30 pm

The Chair opened the Governing Body meeting with the Governors’ prayer read by Monsignor Rotheron and Hazel Wilkinson.

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

Apologies for absence were received from Andrew Lantry, Co-opted Chair of Audit, Trevor Gomes, Foundation Governor and Sam Armah, Staff Governor (Teaching).

The Chair mentioned that declarations of interest will now be completed annually at the beginning of each academic year as per the Clerks email and that it is important for all Governors to inform the Clerk of any changes of interest throughout the year as and when they occur.

There were no changes to membership.

The meeting was quorate.

Mrs Faye Burns, Clerk to Governors, was welcomed to her first meeting.

The Chair noted this was formally a governor “briefing” – an addition to strengthen the regular cycle of full governing body meetings which had been introduced to give a quick snapshot of the start of the academic year and any issues arising and of the examination results. Information and analysis were in some cases a work in progress and would be re-presented when complete. For governance, it was important to have a strategic direction and update check without waiting for full information.

2. Minutes of the Previous Meeting held on 29 June 2021

Governing Body Briefing 14 September 2021

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

3. **Matters arising from the previous meeting on 29 June 2021**

Vice Principals updated the board on the number of portable devices not returned.

Aquinas has two devices not returned

St Mary's has 20 devices not returned

Emmanuel has 20 devices not returned

The Chair noted that the devices were an investment in distance learning during the covid period and a mitigation of the risk of learning loss. The point under discussion is the controls over the return of the devices and not the merits of the initial investment which was core to our educational mission.

The Chair commented that just over 40 laptops at a cost of £300 each is just over £12'000 loss and that the college needs to do better this year. The Vice Principals commented that reminders have been sent out and they are now sending out invoices to the pupils and parents of missing devices.

Mrs Razey commented that is the first time an invoice has been sent for missing devices, but feels that is the right step with this.

Vice Principals to update at the next meeting on progress of returned devices.

4. **Reopening, COVID-19 Phase 3 Risk Assessment**

Shireen Razey, Executive Principal, commented on the reopening of the sixth forms. CTK has taken a cautious approach, certain precautions have been left in place, sanitizing stations remaining in place for students going in and out of lessons and school grounds.

Vaccine buses were on site at the beginning of term for all students to be vaccinated if they wished or to have a discussion with NHS staff about the vaccine, parents were also welcome. The Pfizer vaccine was the one available to all pupils and staff. It was clear from feedback from students that the age group attending college are not keen on the vaccine.

Emmanuel had 40 students vaccinated, Aquinas had 40 and St Marys had 16.

A discussion took place regarding the role CTK should play in educating young adults about vaccine information. It was agreed that the Sixth Forms role was to provide impartial information.

Dr Rupert Evenett asked if the buses would return. SLT said they were awaiting confirmation from Lewisham NHS.

The Student governors were asked to share their views, they confirmed that not many students have had the vaccine and that many do not have their own opinions, they 'piggy back' off of their peers. It was noted that the start of term may not have been the best time to have had the buses onsite. It was confirmed that parents were kept fully involved in relation to the vaccine buses being on site.

It was confirmed that students were required to take two lateral flow tests at the start of term, the tests were to be done on site, this was a request by Government. Mrs Holly Power commented that there was some confusion with students around this as they had been doing them at home and didn't understand or particularly want to be doing them at school as well.

CTK are keeping windows open in classrooms and corridors where available for ventilation. Rupert Evenett enquired about Co2 testing and devices expected from Government, Shireen Razey said the Sixth Form had as yet not received any further guidance. Chaplaincy and communal areas are open but numbers are restricted in certain areas. Schools are complying with Government policy, it was noted that we are very mindful and doing all we can to keep cases down.

Mrs Shireen Razey, Principal, confirmed that there have been a small number of positive student cases at the start of term. However, reporting has changed, only out breaks are now reported of 5 or more students / staff.

Contingency is in place, Microsoft Teams groups were set up yesterday for students and classes.

Dr Rupert Everett asked how morale in the schools was – students and staff – culture is a principal driver

of change and achievement and morale is the short term face of culture. Mrs Camilla Crampton, Vice Principal responded, that it seems very positive, the new cohort has come together and settled well. There are a few students changing courses but is normal at this time of year. Many students are delighted to be coming and to see each other again. A student governor commented that it was great seeing their friends and that it felt better this year as there were no bubbles or restrictions so they could mix with their whole year.

Deputy Principals confirmed that the lifting of bubbles has been a huge factor in morale, not having to constantly remind students about wearing masks and keeping apart, this year is more about learning again.

Mrs Shireen Razey, Executive Principal commented almost all staff have returned – there are currently only 2 off sick and that CTK is doing all it can to continue to help staff / students that are struggling with current situations.

A Student Governor commented that there is some anxiety for students around exams and that an update should be given to students as soon as possible. It was confirmed that once DfE guidance was given it would be fed back to the students immediately.

It was **RESOLVED** to receive the Report

6. Enrolment

Mrs Shireen Razey, Executive Principal, updated Governors with a snapshot of current enrolment. It was noted that this was only written 3-4 days into the new academic year. To summarise, St Mary's has recruited strongly, Aquinas numbers have increased but the focus for 2021/22 remains with the Emmanuel site and the launch of T Levels.

At Aquinas Science and Maths numbers have increased. Further Maths and Computer Science have both recruited strongly.

It was agreed that we would keep monitoring the progress of each sixth form to review if any courses need to be added or taken away/changed. It's still very early days in the Government's strategy and we need better clarification on courses from the Government before we make any more significant changes.

It was **RESOLVED** to receive the Report

7. Examination Outcomes

Mrs Holly Power spoke about pass rates and outcomes – the overall consensus was that the TAG results were a success and people viewed them as fair, there had been very few appeals.

8. Destination Summary Report

Mrs Camilla Crampton updated the Governors on the destinations of students after CTK. We do not have the full figures yet as still early days, but UCAS destinations seem similar to previous years. One student gained a place at Cambridge from the Emmanuel site and Russell Group university destinations look promising.

Camilla Crampton confirmed that the full destination report will go to Governors later in the academic year.

It was **RESOLVED** to receive the Report

9. Building Project Update & Outcomes of Capital Projects

Mrs Molly Makota updated the Board on the building project and presented her papers. She drew attention to the busy summer the sixth forms had had in relation to Phase II of the project. There are just

a few snags remaining. The Condition Improvement Fund (CIF) was a success for the boilers and these will be replaced at Emmanuel by Dec 2021 and St Mary's by Spring 2022. This year CTK used an external company to help with the CIF bids. The external company does not get paid unless you are successful and they take care of everything, overall we have been very pleased and would use them again. The replacement of flat roofs will be a priority next year, they seem to have been successful with other schools, so we are hopeful of this bid.

Mrs Makota confirmed that formal tender process and due diligence is done

At St Mary's the Sixth Form have a bid for the Directed Hall, and hope to find out the outcome by the end of October.

Mrs Makota confirmed that formal tender process and due diligence is done.

It was **RESOLVED** to receive the Report

10. **Strategic Plan 2020-23**

Mrs Shireen Razey updated the Governors on the 3 year strategy plan. COVID has clearly had an impact on progress in some areas of the strategy. It was agreed important that we start thinking about our strategy and at the Governors Day in November discuss further a possible two year extension to the current strategy. For 2021/22 it was agreed that we need to come back stronger following COVID, Mrs Crampton outlined the importance of developing purposeful social action. It was agreed that the local boards have started to embed themselves and will be a key area to further strengthen in 21/22.

The environmental staff conference was a success this academic year and we are making pleasing progress with our Environmental Strategy.

Dr Rupert Evenett asked members to remind themselves of our strategy plan and agreed that it is important we start to think about our next strategy or strategy extension. We are two years into a three year plan anyway and good strategic practice is to think ahead and anticipate renewal and reshaping of a strategy rather than waiting for the existing strategic plan period to reach its end. The context, assumptions and conditions of the existing plan needed to be reviewed; quite apart from the impact of Covid itself, other circumstances were changing materially – government policy, changes by competitors and alternative provision locally, diocesan policy, attitudes of employers, changes in the university environment and possible changes in public exam structures. There was much to review and this will be a focus for the November Governance strategy day Conference.

It was **RESOLVED** to receive the Report

11. **Any Other Business**

The Chair thanked Simon and the IT team for the new remote IT set-up, which enabled an effective hybrid meeting, and it was agreed that this worked better for colleagues both onsite and offsite.

Summation of Business and date of Next Meeting

3rd November 2021 (Strategy Day) 08.45am to 3.30pm at the St Mary's Site

7th December 2021 – GB Meeting – 6.30pm start at the St Mary's Site

The meeting was concluded at 8.00 pm.

Summary of matters arising from the meeting:

1. The Deputy Principals to report back in December on the return of portable devices

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Signed: _____

Date: 7th December 2021

Chair