

Minutes of the meeting of the Governing Body held on Tuesday 29 June 2021. 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 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
Miss Rosie Newbould	Foundation Governor
Mrs Nana Reynier	Foundation Governor
Monsignor Nicholas Rotheron	Foundation Governor
Mrs Nicola Simpson	Foundation Governor
Mr Jason Ochere	Co-opted Governor
Mr Andrew Lantry	Co-opted Chair of Audit
Mr Trevor Gomes	Associate Member
Mrs Linda Buabeng	Associate Member
Mr Lloyd Heath	Parent Governor
Mr Sam Armah	Staff Governor (Teaching)
Mr Mike Smith	Staff Governor (Support)
Miss Sonia Obiakafor	Student Governor

In attendance:

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 – Emmanuel
Miss Jasmine Delos Santos	Student Governor Representative – St Mary's
Mr Esosa Ibude	Student Representative - Aquinas
Mrs Debbie Baldwin	Clerk

The Governing Body meeting began at 5.10 pm

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

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

Apologies for absence were received from Mrs Hazel Wilkinson, Foundation Governor.

There were no declarations of Interest.

There were no changes to membership.

The meeting was quorate.

Mrs Linda Buabeng, Associate Member, was welcomed to her first meeting.

2. Minutes of the Previous Meeting held on 11 May 2021

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

3. Matters arising from the previous meeting on 11 May 2021

All matters had been addressed.

Mr Tim Oladimeji, Head of Catholic Education and Community (Elect), joined the meeting.

4. Chaplaincy and 10:10 RE Report to Governors

Camilla Crampton, Deputy Principal (Pastoral), presented the report highlighting the activities and initiatives that have taken place in the chaplaincies at each of the sites. Catholic life continues to be vibrant. The Student Eco-Reps have launched a recycling campaign and are engaged with various environmental projects. The Chaplaincy team have been involved with Community Day worship and activities and in supporting the Evening of Celebration at each site. The team will focus on spiritual wellbeing for the end of term Student Wellbeing Conference. Opportunities for collective worship and reflection continue. The student Spirituality Conference took place in May. A remote event with several guest speakers, the theme was of St Joseph, the Father and Worker.

The new staffing structure for Catholic Education and Community for 2021/22 was shared. Two new roles, Head of Catholic Education and Community and the Community Engagement Assistant, will further complement the work of the team.

The Sixth Forms were delighted to win the Sixth Form Colleges Association annual award for Community Impact for their Christmas Appeal.

The Chair asked how catholicity will be presented on the full return to site in September. The Deputy Principal (Pastoral) responded that with the new team in place, planning is in progress to ensure the return to vibrant Chaplaincy areas and full community engagement, promoting the student reps in their various roles.

It was **RESOLVED** to receive the Report

5. Key Performance Indicators

Introduced by the Chair, it was noted that the past year of the COVID pandemic has been a test of leadership. CTK has continued to take its mission and strategy forward during this time and strong leadership has guided all staff through the last year. The forthcoming period is one of driving strategic intent, growing student numbers and investing in growth.

The Principal highlighted key points of the May 2021 Key Performance Indicators. Retention and attendance is high, with clarification provided that the retention figure relates to individual courses, not individual students. Regarding applications, this year the system does not allow for multiple applications from potential students. Students can only apply to one of the CTK sites, resulting in a lower number of applications overall when compared to the previous year. However, it is pleasing to note that the number of offers has increased when compared to previous years, and offers are particularly healthy at the St Mary's and Aquinas sites. Staff absence has increased, with a number of days lost to long term covid-related absence during the period of the pandemic.

It was **RESOLVED** to receive the Report

6. Principal's Report

The Principal reflected on progress in year one of the highly ambitious three-year strategic plan, noting that priorities remain on track despite the impact of COVID. Priorities taken forward include the establishment of Local Boards, the roll out of the portable IT device strategy, establishment of an

independent safeguarding committee, progress with the sustainability and environmental agenda, establishment of the internal Risk, Audit and Compliance Committee placing risk awareness at the centre of all roles, planning for T Levels, refurbishment work and the successful CIF bid for the replacement of boilers at Emmanuel and St Mary's and a review of the admissions systems and processes. The new leadership structure implemented for 2020/21 has embedded and for 2021/22 all Assistant Principals will take on a strategic responsibility. The Principal noted that as we break for the summer, student offers for September are promising, with an increase on the previous year.

The Chair congratulated the Principal and her team for providing assurance on a strong sense of direction and on strategic leadership.

It was **RESOLVED** to receive the Report

7. Student Council Forum Meetings and Eco-Reps Meeting

Minutes of the Student Council meetings held 22nd June 2021 and of the weekly Eco-Reps Meeting held 16th June 2021 were received from the Deputy Principals and Student Governor and representatives. The students present at the meeting said that the majority of students were happy to be back and were grateful for the support provided by their teachers throughout the year. Feedback was given on the remote Stephen Lawrence Assembly attended by students, a useful and powerful assembly with upsetting subject matter but which was also inspirational and thought provoking. Students are looking forward to the activities planned for the Summer Community Day and to be able to come together.

The Student Representative for Aquinas was invited to talk about mental health and wellbeing for students. He expressed the anxiety some students felt about 'not knowing' what lie ahead and he also spoke about the academic resilience programme in place at Aquinas. The programme has been invaluable to year 12 students, suggesting techniques for how to take things forward and how to take ownership if the result of your actions is not where you want it to be. The programme will be useful for year 13 students and for the transition to university. The Student Representative also confirmed that the Sixth Form has provided much help to students regarding mental health, with a mental health week and constant support available for students.

Following a question there was a discussion about getting the balance right with potential anxiety around sitting formal subject assessments and the experience gained from sitting them ahead of external A Level/BTEC exams to be taken next year. Where high challenge has been set, high support is provided, with the awareness that students respond differently to such challenges.

The challenge of attending university open days during lockdown was discussed. CTK has provided a UCAS programme/hub with much information and support available to students.

The Chair thanked Sonia Obiokafor, current Student Governor, and wished her well in her next steps. She responded that her role as Student Governor has been a very interesting and informative experience.

It was **RESOLVED** to receive the Report

Kate Young, Independent Safeguarding Chair joined the meeting

8. Safeguarding Board Update

The Deputy Principal (Pastoral) presented her report for the year in her capacity of Designated Safeguarding Lead. Highlighting the importance of providing Governors with current and accurate information concerning safeguarding systems and staffing, training, the range and volume of safeguarding issues and further action to strengthen systems, the Deputy Principal (Pastoral) said that working with Kate Young, Independent Safeguarding Chair has provided an opportunity to reflect and review safeguarding practices and procedures. The Deputy Principal (Pastoral) explained that she also has regular contact with Tricia Gilpin, Governor Lead for Safeguarding. Tricia Gilpin carries out regular checks

on the Single Central Register and has taken part in training, including designated safeguarding lead training. The Safeguarding Policies were updated during the year with a Covid Addendum, ensuring that the policies continued to meet the needs of the Sixth Form and were compliant. The policies will be further updated in September. The new safeguarding reporting system in place this year has enabled clear reporting, actioning and recording aspects, essential for safeguarding to be effective.

The Independent Safeguarding Chair said that her reflections on the last year working with the Deputy Principal (Pastoral) and the Deputy Designated Safeguarding Leads (DDSLs) are mainly positive. Her initial concerns with reporting and recording cases has been taken forward and the team have done an incredible job over the last year to bring the action plan together and provide support to students in a different and difficult year. A good foundation has been laid and Kate Young said that she is incredibly grateful for the work done. The next step is for the team to consider where they would like to go next from the list of seven action points presented by the Deputy Principal (Pastoral). The key performance indicators set this year have been met and will now be further developed.

The Chair's question of compliance and application of the three R's of risk management; reliability, robustness and resilience was confirmed positively. Questions were invited.

In response to safeguarding in place over the summer holiday period, the Deputy Principal (Pastoral) assured Governors that for all students under the CTK Counsellor and for any vulnerable students where there are concerns, a close down session is held and the students are provided with details of where to seek help if needed over this period. All students are equipped with information regarding advice lines and for those students progressing to higher education this year the process has started of making contact with universities where appropriate to put links in place.

Further discussion was on what support can be provided for higher rates of poverty and other early indicators we may see at the start of the new year. As any such issues emerge, advice will be put in place for staff for what to look out for and how to manage situations. Students will not often divulge information but there are identifiable signs. Bexley and Lewisham Local Authorities are running support schemes during the holiday period.

Assurance was asked about criminal and gang activity, whether the Sixth Forms know the extent of it and steps to deal with it. The Deputy Principal (Pastoral) said that such incidences are complex and that staff continue to be vigilant and will keep asking questions to identify and provide support to students where necessary. The Deputy Principal (Pastoral) said that it was important to educate students about current issues, to instil the ethos of the Sixth Form and to engage with external speakers to reinforce messages.

In response to a question about what support can Governors provide to the overall level of work and actions for the next year, the Independent Safeguarding Chair said that she expected mental health issues to be prevalent and whilst not a safeguarding issue in itself, it can lead to isolation, self-harm and suicide. The other area which has seen an exponential increase is domestic abuse. With services potentially becoming overwhelmed, it was agreed that it is important to keep the safeguarding issues high on the agenda and to keep having conversations. The Deputy Principal (Pastoral) said that a large part of her role was safeguarding and whilst it can be time consuming, the DDSLs are developing and the potential to develop the wider pastoral team will follow. The Independent Safeguarding Lead reiterated that the DDSLs have developed the ability to reflect and embed practices, recognising the work required.

When asked about current trends, the Independent Safeguarding Chair said that extremism in many different areas is a key problem, citing the Prevent Duty and also the Protect Duty, a proposed piece of legislation designed to minimise the number and impact of terrorist attacks in public spaces in the UK, aimed at venues rather than educational institutions.

The Lead Safeguarding Governor thanked the Deputy Principal (Pastoral) and her team for their work and also the Independent Safeguarding Chair for driving the change, beneficial to all. It is encouraging that

safeguarding is in a good place. The Chair gave his thanks for the good work in progress and for the advice from the Independent Safeguarding Chair.

It was **RESOLVED** to receive the Report

Kate Young, Independent Safeguarding Lead, and Tim Oladimeji, Head of Catholic Education and Community (Elect) left the meeting. Nicholas Rotheron, Foundation Governor, joined the meeting.

9. Equality & Diversity Update

The Principal presented the report, noting the continuation of the work and the plans in place for next year with Paula Amony, Assistant Principal, the strategic lead on equality and diversity. Some of the current equality and diversity groups will be streamlined and work will be in partnership with Black FE Leadership Group.

The Chair recognised the work that had taken place and that in progress. Action is happening across all strands of the Sixth Form and diversity in the Governing Body remains a commitment.

It was **RESOLVED** to receive the Report

10i Minutes of the Governors Sub-Group (COVID-19) held 14 June 2021

The minutes were taken as read.

10ii Unconfirmed minutes of the Curriculum & Quality Committee meeting held on 17 June 2021

The minutes were received from Sally Mellish, Vice-Chair of the Committee highlighting the Teacher Assessed Grade process and Triad quality processes. There followed a discussion about strategies to address to the loss of learning for current year 11 students joining CTK in September. The Deputy Principal (Vocational and Quality) said that teams are currently looking at recovery and transition. It was recognised that whilst the current lower sixth have had a disrupted year, they have caught up reasonably well. Recent course review meetings have included discussions and plans for the incoming year 12 students.

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

The Governing Body resolved:

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

10iii Unconfirmed minutes of the Audit & Risk (A&R) Committee meeting held on 9 June 2021

The minutes were received from Andrew Lantry, Chair of the Committee who highlighted the reappointment of the internal and external auditors. It was noted that the internal auditors are currently conducting the financial statements audit which is progressing well. Assurance provided at the Audit & Risk Committee meetings from the Safeguarding Board and internal Risk, Audit & Compliance meetings is a positive step.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** the Reappointment of external auditors
3. To **APPROVE** the Reappointment of internal auditors

10iv Unconfirmed minutes of the Finance, Resources & Business Committee meeting held on 21 June 2021.

The minutes were received from the Chair of the Committee. Highlighted items included cash flow forecasting, the investment strategy and the success of the condition improvement fund bid for replacement boilers.

Governors were taken through the proposed budget for 2021/22 and key assumptions. The Sixth Form is required to complete financial planning information in the form of a CFFR Model (College Financial Forecasting Return) for the Education & Skills Funding Agency (ESFA) by the 31 July each year. The CFFR, which supersedes the original Integrated Financial Model for Colleges (IFMC), was presented to Governors.

Thanks were extended to the EFD for putting in place a medium term set of financial forecasts for 3 + 2 years with a focus on cash flow. The Chair concluded that CTK is committed to driving efficiencies through financial management, proven by the budget, and is well placed to manage financial opportunities and risks that may lay ahead.

Noting a reduction in non-pay budgets of 5%, a question was asked about the purchase of equipment required to develop the high level of competencies with T Levels. The EDF explained that specialist equipment is an assumption and is in budget. It was also clarified that the budget pay award assumption is a 2% increase each year. With the introduction of T Levels, the capacity of learners has been increased and subsequently an increase in teaching capacity with the pay budget also increased in response. The pay budget includes the 2% pay award and also factored in is a higher salary cost in the years where T Levels start to increase, keeping within 70% of recurrent income.

The Chair presented the Health and Safety Annual Report, emphasising the importance of the work on health and safety. Much work is done to ensure that CTK is Health & Safety compliant and it is a standing item at the monthly internal Risk, Audit and Compliance Committee meetings. CTK works with a Health and Safety Consultant, a long standing relationship, prompting a decision to be taken about possibly engaging with a new consultant to ensure impartial advice to some areas of work.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** the budget for 2021/22
3. To **APPROVE** the College Financial Forecasting Return (CFFR)
4. To **APPROVE** the Property Strategy 2021-24
5. To **APPROVE** the Health & Safety Annual Report
6. To **APPROVE** the Tuition Fees and Letting Charges for 2021/22

11. Policies for Review

(i) Bursary Fund and Hardship Policy 2021/22

The process of the distribution laptops and devices, and ensuring their return was outlined. The issue of devices has been linked to the book deposit scheme and the return of devices has been good to date. Governors were assured that devices are cleared and re-imaged before re-issue.

It was noted that in 2021/22 it is expected that a greater amount of hardship funding will be required and contingency planning has taken place.

It was resolved to **APPROVE** the Bursary Fund and Hardship Policy 2021/22

12. Chair's Action

The Clerk reported on actions taken by the Chair this academic year. The appointment of the new Executive Director of Finance was reported, several Governors being involved in the appointment process and all informed of the appointment at the time.

It was **RESOLVED** to receive the Report

13. Committee Membership 2021/22 and Appointment of the Clerk

Both items had been discussed, agreed and brought to Governing Body as recommendations following a special meeting of the Governance and Search Committee held at 12.30 pm on 29 June 2021.

The Chair set out recommended Committee changes for September 2021 following the resignation of two Governors, both effective at the end of the academic year. The required knowledge, skills and qualifications for effective governance was discussed, in particular for financial oversight and planning. It was noted that Mgr Rothon and Ciaran Burns both have long financial management experience and that Rupert Evenett and Rosie Newbould are chartered accountants. The education sector experience of Nana Reynier was noted and Marlene Burt's prior experience as a retired Deputy Head. The proposed changes to the Committee structure were set out as follows:

- Audit & Risk Committee to be chaired by Nicholas Rothon with Rosie Newbould as Vice Chair
- Finance, Resources and Business (FRB) Committee to be chaired by Rupert Evenett to the end of the academic year with a vacant Vice Chair position. In January 2022 Ciaran Burns will become Chair and Rupert Evenett, Vice Chair. It was noted that Ciaran Burns worked as a consultant at the Sixth Forms earlier in the year and the delay in appointing Mr Burns as Chair of FRB Committee avoids a potential conflict when approving the financial statements 2020-21. The Chair and Vice Chair will jointly approve agendas going forward.
- Curriculum & Quality Committee to be chaired by Nana Reynier, Vice Chair Hazel Wilkinson.
- Remuneration Committee to be chaired by Marlene Burt, Foundation Governor and member of FRB Committee.
- Marlene Burt also to be appointed as Health & Safety Governor.
- Apart from the Chair of FRB, all other changes to take effect from 1 September 2021.

It was resolved to **APPROVE** the changes to Committee membership for 2021/22.

Ciaran Burns left the meeting for the next item.

Governors were informed of the proposed appointment of the new Clerk following the resignation of the current Clerk. A rigorous recruitment exercise was conducted, with external advertisement. A shortlist of two appointable candidates was interviewed. As a result of that process it is proposed to appoint Faye Burns with effect from 1st August 2021. The disclosable interest as the daughter-in-law of Foundation Governor Ciaran Burns was carefully discussed. It was agreed that the best candidate should be appointed and that Mr Burns should not be asked to step down as Foundation Governor, however, he will be asked to remove himself from any discussions regarding the Clerk now or in the future and the relationship would be added to the register of interests. There will also be a routine confidentiality arrangement in place with the new Clerk in respect of non-disclosure and non-discussion of information in a family context. The salary for the Clerk was agreed.

It was resolved to **APPROVE** the appointment of the new Clerk

14. Calendar of meetings for 2021/22

It was resolved to **APPROVE** the changes to the calendar of meetings for 2021/22.

15. Any Other Business

The Chair thanked the Governors stepping down at the end of the year. Andrew Lantry has stepped down as Co-Opted Chair of Audit & Risk but will remain on the Committee. Sally Mellish is retiring as Foundation Governor and Jason Ochere has resigned as Co-opted Governor but will continue to work with CTK as a Local Board member. Thanks were also extended to the Clerk on her last meeting.

16. Summation of Business and date of Next Meeting

14 September 2021 (Briefing) at 6.30 pm at the Aquinas Site

The meeting was concluded at 7.50 pm.

Summary of matters arising from the meeting:

1. The Clerk to distribute the calendar of meetings 2021/22
2. The Deputy Principals to report back in September on the return of portable devices

R Evenett

Signed: _____ Date: 14 September 2021
Chair