

**Minutes of the meeting of the Governing Body held on Tuesday 07 December 2021 via Microsoft Teams remote technology**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razey	Executive Principal
Tricia Gilpin	Vice Chair and Foundation Governor
Ciaran Burns	Foundation Governor
Marlene Burt	Foundation Governor
Nana Reynier	Foundation Governor
Monsignor Nicholas Rotheron	Foundation Governor
Hazel Wilkinson	Foundation Governor
Trevor Gomes	Foundation Governor
Lloyd Heath	Parent Governor
Andrew Landry	Co-opted Governor
Sam Armah	Teaching Staff Governor
Mike Smith	Support Staff Governor
Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Molly Makota	Executive Director of Finance
Ana Rodriguez	Student Governor Representative, Aquinas
Rachel Ajagbawa	Student Governor Representative, Emmanuel
Jasmine Delos Santos	Student Governor Representative, St Mary's
Paula Amony	Assistant Principal
Tim Oladimeji	
Deacon Javier Elderfield	
Kate Young	Independent Chair of Safeguarding Board
Faye Burns	Clerk

**The Governing Body meeting began at 6.30pm**

The Chair opened the Governing Body meeting with the prayer read by the Deputy Principal (Pastoral).

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

Apologies for absence were received from Nicola Simpson, Foundation Governor, Rosie Newbould, Foundation Governor and Esosa Ibude, Student Governor.

There were no declarations of Interest.

The Chair extended thanks to the Staff Governors for their contributions to the Governing Body, as their term of office ends.

The meeting was quorate.

**2 Minutes of the Governing Body Briefing held 14 September 2021**

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

The matter of the return of laptops was discussed. It was confirmed that the numbers were very low and that the deposit for each outstanding laptop would not be returned to the individuals. The invoices sent out, did prompt the return of several more.

### 10 Chaplaincy and 10:10 RE Report to Governors

Javier Elderfield and Tim Oladimeji presented the Chaplaincy and 10:10 RE Report. Good relationships have been formed with local charities and parishes and we will continue to take this forward. The 10:10 mission weeks was a success with a lot of engagement from both students and staff. Tim Oladimeji thanked Javier and his teams for their progress.

The Deputy Principal (Pastoral) thanked Javier Elderfield, Tim Oladimeji and their teams for their invaluable work.

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.

### 11 Student Governor Report and Student Council Minutes

A student representative highlighted the key areas of the report written by the Student Governor, there have been a wide variety of activities and trips for students, which have been partaken in well and enjoyed by all.

The student council minutes were brought to attention, and Governors extended their thanks to the Deputy Principals for the minutes. It was commented that it is clear that safeguarding and wellbeing is well received. Students thoughts and requests are heard and actioned for example, the single sex group discussions.

A governor asked what is happening in regards to students who are not comfortable going to their HOH for any issues. Students are able to go to a member of staff of their choosing, there are also posters around the sixth forms of a reporting line if they wish to use that instead.

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

Kate Young joined the meeting.

### 12 Safeguarding Update

The Deputy Principal (pastoral) welcomed Kate and spoke about meeting with her once a term, Kate has now been with CTK for 4 terms.

Kate Young the Independent Safeguarding chair updated Governors in relation to the action plan.

Kate was delighted to confirm to Governors that the system was working extremely well. An action was to further develop the mental health section of the system. The Governor Lead confirmed that the systems were working well and communication channels remain strong. Further investigation is needed to explore and learn from incidents to prevent or be better prepared. Kate confirmed that she was happy with progress and the work being taken forward by the Safeguarding Team. The chair reminded Governors about their safeguarding responsibility. A discussion took place regarding themes. Catchment areas and poverty, gangs and county lines were discussed in relation to other London boroughs or postcode areas.

Kate confirmed that strong progress is being made, led by the Deputy Principal (pastoral) and her Team. The chair thanked Kate and staff for their assurance.

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

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

Paula Amony joined the meeting.

### **13 Equality, Diversity and Inclusion**

Paula Amony, Assistant Principal who has strategic responsibility for EDI shared the policy for EDI. She outlined that the policy met legal requirements and had been fully consulted on. The Assistant Principal outlined the training which had been arranged for Governors on Tuesday 4th January. Also outlined was that a questionnaire would be circulated in the new year to capture protected characteristics. The Policy was approved by Governors. The Assistant Principal, confirmed that the EDI action plan will be presented at the next GB meeting.

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

Paula Amony left the meeting.

### **4 Key Performance Indicators**

The Executive Principal confirmed that the proposed changes have been made. There are no surprises to the numbers with COVID Pandemic. The Financials look healthy, retention is high at the moment due to students staying on because of COVID. The Executive Principal confirmed that the KPI's will be online for Governors to view.

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

### **5 Principal's Report**

The Executive Principal highlighted the key areas of the report.

We will continue to follow the DofE in regards to COVID. TAGs are already being discussed again, we will have to keep a close eye on this. The Open Days this term were a great success, an increase of nearly 30% on 2019. It has been confirmed that Lewisham local authority will continue to provide free school meals for students over the Christmas period.

A Governors asked about T-Level engineering, we will await the grant results in Spring 22 and make a decision from there. A discussion was had around work experience and how this has changed significantly due to COVID. A lot of companies are offering mentoring and speaker programmes if they are unable to offer placements at the current time, some students have also been able to attend an online work experience.

The chair extended his thanks to the Executive Principal for a good report.

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

### **14 Committee Minutes from:**

#### **ii Curriculum & Quality Committee meeting held 21 October**

An update was given on the C&Q committee and key points highlighted, the committee is moving forward well.

The Governors expressed their thanks for the Local Board Minutes.

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

## 6 ESFA Self-Assessment

The Chair discussed the items and brought to the Governors attention the items that require approval.  
Regularity Self-Assessment Questionnaire 2020-21

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

Supplementary Bulletin to the College Accounts Direction 2020-21

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

Board Assessment of Fraud Risk Questionnaire 2020-21  
Accounting Estimates and Areas of Judgement Report

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

## 7 Governors' Development and reforms outlined in the White Paper

The actions were discussed with Governors and the skills audit paper will be discussed in the new year to produce a plan for CPD, this will be an action for all Governors including the Clerk.

The Chair and Executive Principal discussed the paper, it was highlighted to Governors that the self assessment is mandatory and this would be planned in the new year.

The Chair asked Governors to keep up to date with their CTK email and the Governors Portal as this is where all the information will be uploaded and updated.

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

## 8 Report by and draft minutes of the Joint Finance, Resources & Business and Audit & Risk Committee meeting held 17 November 2021 and to approve.

The Chairs of the committees reported the main points of the meetings and the minutes and report were taken as read.

The Chair brought to the attention of the committee the papers that needed be addressed.

Financial Statements Audit Findings

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

The Report and Financial Statements for the year ended 31 July 2021

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

Letter of Representations

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

Audit & Risk Committee Annual Report to the Governing Body 2020-21

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

## 9 Covid Risk Assessment & Register

Presented by the Executive 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 question raised that some students may not always observe rules and keep their face covering on when in college, the Deputy Principal (pastoral) assured Governors that staff remind students and anyone exempt has a card in their ID lanyard.

## 14 Committee Minutes from:

### i Governance and Search Committee meeting held 27 September 2021

The minutes were taken as read, the Chair reminded Governors that the committee meets twice a year and ensures that points in the pipeline are being actioned. The chair brought to attention the changes in Chairs of committees:

Marlene Burt is now on the FRB committee

Ciaran Burns is now Chair of FRB

Monsignor is now Chair of A&R

Rosie is now Vice Chair of A&R to take on the role of Chair at a later date

### iii Finance, Resources & Business Committee meeting held 27 September 2021 and 17 November 2021

The minutes were taken as read. The Chair brought to the Governors attention that a report will now be produced for FRB – this will be part of tying together governance and strategic finances. The papers for the Governors approval were brought forward.

#### Proposed Revised Budget 2021-22

It was highlighted that we have maintained our outstanding position and the revised budget is just an internal paper.

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

#### Building Project Progress and commitment from reserves

It was highlighted that £1.03m in total to be used from reserves for T-level equipment, new fire doors at St Mary's, new radiators at Emmanuel and a new outdoor covered seating area for St Mary's canteen.

A question was raised that if we would look at reserves for T-Level funding if needed, this was tabled for the February Governing Body meeting.

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

### iv Audit & Risk Committee meeting held 6 October 2021

The minutes were taken as read and the Chair highlighted key points of the committee meetings.

## 15 Sixth Form Self-Assessment Report and Quality Improvement Plan

The Executive Principal informed Governors that the QIP reflects one term in and the SAR reflects what has come through from reviews. A Governor suggested a few changes to the SAR report which will be emailed to the Clerk.

It was **RESOLVED** to receive and **APPROVE** the Reports pending minor changes.

## 16 Any other Business

The clerk confirmed that all committee meetings would remain via teams for now, and would be reviewed at a later date.

All CTK staff left the meeting and the Foundation Governors and clerk remained to discuss a confidential item.

#### Date of the next meeting:

Tuesday 8<sup>th</sup> February 2022 at 6.30pm at Emmanuel

The meeting was concluded at 8.44pm.

#### Summary of matters arising from the meeting:

*R Evenett*

Signed: \_\_\_\_\_ Date: 8 February 2022  
Chair