

Minutes of the meeting of the Governing Body held on Tuesday 11 May 2021 via Microsoft Teams remote technology

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 Rethon	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 Member
Mr Lloyd Heath	Parent Governor
Mr Sam Armah	Teaching Staff Governor
Mr Mike Smith	Support Staff Governor
Miss Sonia Obiakafor	Student Governor

In attendance:

Mrs Camilla Crampton	Deputy Principal (Pastoral)
Mrs Molly Makota	Executive Director of Finance
Mr Simon Spearman	Deputy Principal (Vocational & Quality)
Mrs Holly Power	Deputy Principal (Academic)
Miss Rachel Ajagbawa	Student Governor Representative – Emmanuel
Miss Jasmine Delos Santos	Student Governor Representative – St Mary’s
Mrs Debbie Baldwin	Clerk

The Governing Body meeting began at 5.00 pm

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

The Chair highlighted items of particular importance on the agenda, including the Safeguarding Board update and the equality and diversity update. The ILT Strategy was highlighted due to its importance in supporting the curriculum as highlighted in the Curriculum and Quality Annual Report. The report from the Finance, Resources and Business Committee includes the invitation to approve expenditure from reserves and the Treasury Management Policy, brought to the Governing Body for the first time.

The Chair welcomed Molly Makota, Executive Finance Director, Lloyd Heath, Parent Governor, and the Student Governor Representatives to their first Governing Body meeting.

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

Apologies were received from Mr Erosa Ibude, Student Representative Aquinas.

There were no declarations of Interest.

There were no changes to membership.

The meeting was quorate.

2. Minutes of the Previous Meeting held on 9 February 2021

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

3. Matters arising from the minutes of the previous meeting held on 9 February 2021

All matters arising have been actioned or are in progress. The Chair confirmed that further discussions on the educational landscape will take place on the forthcoming Strategy Day.

Javier Elderfield, Deacon Chaplain, joined the meeting for the next item

4. Chaplaincy and 10:10 RE Report to Governors

Javier Elderfield, Deacon Chaplain, presented the report highlight the work of the Chaplaincy Team on social action, fundraising and the environment. Generating new life and caring for others has been of focus with generous support from students. As Chaplains, supporting the mental health of students, giving them space and being a listening ear has also been key. Liturgically, Catholic life is celebrated, currently reflecting through liturgies in the Easter season. The Deputy Principal (Pastoral) informed Governors that the Chaplaincy Team had worked consistently throughout lockdown to keep staff and student communities together, providing a safe virtual space. Positive things learnt through lockdown will be taken forward. Students have taken ownership of charitable events and social action work will be further developed with students.

In response to a question about bereavement support available for students, the Chaplain explained the process of reaching out, speaking to them, sending a card and including in prayers with their agreement. A bereavement procedure is in place and this includes working with the pastoral team to ensure they can monitor and support any students in this position.

A question was asked about the assessment of and provision for mental health support of students. The Deputy Principal (Pastoral) said that the Pastoral Team work with students on a one-to-one basis, and also with parents. Support and guidance is offered and also external guidance sought as appropriate. The Chaplaincy Team work collaboratively with the Pastoral Team and referral made to the CTK Counsellor as appropriate who will work with the student. CTK has good links with Child and Adolescent Mental Health Services (CAMHS). Education on such topics is shared widely through the tutorial programme and with activities. The Principal explained that CKT work closely with secondary schools to ensure a seamless transition for vulnerable new students.

It was **RESOLVED** to receive the Report

Javier Elderfield, Deacon Chaplain, left the meeting

4. Key Performance Indicators

The report was received from the Principal who began by outlining the purpose of reporting on key performance indicators for the benefit of new meeting attendees. It was noted that students have started to go out on work experience, but not in the quantity of students or number of days seen in previous years. The retention factor is high, largely due to COVID, however ESFA funding is based on an average of the retention in 2017/18 and 2018/19. Staff absence is likely to be higher in 2020-21 compared with previous years, due to the higher number of staff on long term sickness absence.

A question was asked about the fall in the number of vulnerable students on the risk register and the contributing factor for this. The Deputy Principal (Pastoral) explained that this was due to the reclassification of vulnerable students. When asked if the response or manner in which cases are dealt with is different, the Deputy Principal (Pastoral) confirmed that the care of the young person will not have

changed, despite the reclassification. The case details will be held on a separate list and the appropriate care provided to them.

It was **RESOLVED** to receive the Report

6. **Principal's Report**

The Principal informed Governors that as of 17th May 2021, St Mary's and Emmanuel students will be back on site full time. At Aquinas this happened the week of 8th May. Discipline on site is returning with the enforcement of the dress code and punctuality. The focus is now on getting the specialist sites to where we would like them to be pre COVID. The Principal also informed Governors that the data regarding applications and offers is on track. Changes to the admissions process has been made which ensures the process for applicants is easier.

Membership of the Local Boards is growing with recent appointments made. In response to a question about the next steps and actions for local board partnerships, the Principal said that initial meetings have been held with business, empowering students and ensuring they have career opportunities. The Chair of Audit & Risk requested an invite to the Local Boards.

With respect to information regarding taking forward diversity, the Chair of Curriculum & Quality expressed interest in decolonising the curriculum. The Principal assured Governors this will be taken forward.

There was a constructive discussion around the general level of ambition and the expectation of taking forward strategy, for example the Maths Centre for Excellence and T-Levels. The Principal said that staff have been very willing with their time, but it has been important to look at basic procedures to ensure that they are in place, for example, ensuring the dress code is enforced at a pace that is right for the families at this time. The Deputy Principal (Academic) reminded governors that the lower sixth have not been through GCSE exams and we are trying to get the balance right with revision and mental health. Students need to become used to the pressure of exams and in this respect additional sessions on revision skills are being run by the Achievement Tutors to ensure students are prepared for the forthcoming formal subject assessments (FSAs).

The Student Governor said that teacher enthusiasm makes it good to be back on site, however, for many the return has been difficult. Daily routine changed during lockdown but the help and support received from teachers has been very much appreciated. The Deputy Principal (Academic) reiterated that students have varying levels of study access at home and in many ways, the remote learning experience has been positive but for others very different. 'Speakers for Schools' have recently started to offer virtual work experience – it is a silver lining in that it is easier for companies to offer and for students to access. Students are now on site and able to communicate socially, helping with well-being.

It was **RESOLVED** to receive the Report

7. **Student Council Forums and Eco-Reps Meeting**

The Deputy Principal (Vocational and Quality) said that discussions at the recent Student Council Forums confirmed the students were pleased to be back on site. There was good feedback on the race and equality item and it was positive to hear the students talk in a professional manner about their nuances. At St Mary's, students talked about being pleased to be back onsite and were keen to know when some restrictions around lunch times can be lifted. COVID and the associated risks were discussed, including understanding the importance of regularly taking and recording lateral flow device tests.

With respect to the Eco group, membership is growing and Community Day activities are being taken forward with many ideas such as making bird feeders providing a good opportunity for staff and student interaction.

It was **RESOLVED** to receive the Reports

8. **Safeguarding Board Update**

Reference was made by the Lead Safeguarding Governor to the last Safeguarding Board meeting held in March. Governors were also informed of more recent issues and assurance provided around the response of the Pastoral Team to local issues such as edibles and the sharing of inappropriate images via social media. The Deputy Principal (Pastoral) explained how the Sixth Forms responded to these issues and how the Pastoral Team are adjusting the tutorial programme to address current issues.

Governors were informed that the Lead Safeguarding Governor has assurance from the Independent Safeguarding Chair that CTK complies with current changes in legislation, including that related to off site visits and residential trips.

The number of students on the VSR was discussed. The Deputy Principal (Pastoral) said that all staff have received recent training on how to look for and report student issues. The overall message from the Independent Chair is that she is pleased with the progress made following her recommendations.

A question was asked on preparedness from a communications perspective if there is an incident on site. The Principal said that a bank of communication statements is held in case of need, including communications with staff and students. Further discussions included the educational progress of students on the vulnerable student list.

Thanks were extended to the Pastoral Team for their work in this area.

It was **RESOLVED** to receive the Report

9. **Equality and Diversity Update**

The Principal informed Governors that in 2021/22 each Assistant Principal will lead on an area of work at the Sixth Forms. Work on equality and diversity will be led by Paula Amony, Assistant Principal at Emmanuel. The working groups have worked well and allowed academic conversations and impact. The Deputy Principal (Vocational and Quality) commented that his group has been looking at the curriculum, setting the context and providing a platform to test out some things they have been looking at. Staff and student policies will be reviewed through the lens of equality. The Assistant Principal (Academic) works with the staff, student and alumni voice and much work in this area is being carried out through Educate, a platform that helps organisations better understand themselves so that they can focus on where to improve. Raising diversity is a standing item on Student Council Forums. The Deputy Principal (Pastoral) chairs the spirituality group, celebrating faith and culture in a variety of different ways, raising the diversity profile with activities and events.

In response to a question the Principal gave an explanation of the Black FE Leadership Group and the toolkit they have launched. This comprises a framework looking at a series of questions. The Black FE Leadership Group work with many institutions with a large white student population and in this respect, whilst the toolkit may be adopted, work at CTK is possibly more advanced.

It was **RESOLVED** to receive the Report

Committee Reports

10i. Report and Minutes of the Governors Sub-Group (COVID-19) held 10 February, 24 February, 9 March, 24 March 2021 and 21 April 2021

The minutes and Covid risk assessment were presented by the Chair of the Committee for Governors information. The purpose of the group was to evidence the close scrutiny of processes and to be a good critical friend throughout the period of the COVID pandemic. The group is now closed. The close scrutiny provided by the group was noted as CTK moves to the new normal.

10ii. Report and Unconfirmed minutes of the Curriculum & Quality (C&Q) Committee meeting held 25 February 2021

The minutes were received from Hazel Wilkinson, Chair of the Committee with a focus on the two documents presented for approval. The first, the ILT Strategy, setting out a vision for the development and use of ILT at CTK over three academic years, meeting current needs and the future direction of travel. The Strategy picks up on all the key items of focus and learning points for the C&Q Committee, such as blending learning. Whilst there is much detail the action plan the focus for the C&Q Committee was the involvement of teaching and support staff in writing the report and in seeking good practice at other institutions to inform progress. The Committee are reassured that this happens and also that staff training takes place. The Chair of C&Q said that it was a good wide ranging strategy and that she is confident in recommending it to the Governing Body.

In response to a question regarding the reduced budget for the IT service and confidence in implementing the strategy at this budget level, the Principal explained that with lower student numbers, all services have a decreased budget. Many laptops have been received this year and funds from other sources have been received which will enable the Strategy to be put into place.

The Chair of the Governing Body said that the strategy has ambition, clarity on timing and investment that was needed. Noting the importance on how the software is used, the Chair asked how embedded this is with staff and students to make sure it works effectively. The Deputy Principal (Vocational and Quality) said that at Aquinas the new normal was that students use devices in a much more flexible manner. At Emmanuel there is no new normal and teachers will be working in a different way with much more specific curriculum software. For example, in Engineering, external companies have come into CTK to train the staff on their software. Much time has been spent with the ILT Strategy group, a group that included staff who are not necessarily comfortable with technology, with a focus on a portfolio of tips and hints, sharing good practice, for staff to think strategically with respect to IT and to consider the purpose and impact of blended learning. It is a step closer to the strategy moving forward over the next three years.

In approving the ILT Strategy, the Governing Body noted that this core piece of business is a fundamental part of the CTK mission.

The Chair of C&Q presented the Curriculum & Quality Annual Report, thanking committee members and Deputy Principals for their work supporting the Committee over the past year. The timing of the report will be adjusted and will move to a reporting cycle alongside the academic year. The C&Q Committee have in the past scrutinised a tremendous amount of detail in course data and the Annual Report highlights the difference in the way the Committee have worked over the last year. The Committee's focus shifted as the year progressed to concentrate on how new approaches to teaching and learning were being supported and how well they are working than rather than tracking progress against accountability measures. Similarly the establishment of the Local Boards that lead on site specific developments should mean there is more scope for the C&Q Committee to operate at a more strategic level. It was noted that at the time of writing the Annual Report there had been just one meeting of the Local Boards and it was therefore too soon to cover in the Annual Report.

The Chair of the Governing Body extended his thanks to the Chair of C&Q and Committee members, highlighting the importance of the strategic discussions and progress made at meetings.

The Governing Body resolved:

1. To **RECEIVE** the Part A and Part B Minutes;
2. To **APPROVE** the ILT Strategy
3. To **APPROVE** the Curriculum & Quality Annual Report

10iii. Report and Unconfirmed minutes of the Audit & Risk (A&R) Committee meeting held 10 March 2021

The Chair highlighted the updated risk management policy and register commenting on the greater challenges at this time. Regular discussion has taken place during the year with respect to the COVID

pandemic. A positive change this year is the creation of an internal Risk, Audit & Compliance Committee, which meets monthly and evidences discussions that are taking place. The new Conflicts of Interest Policy was discussed at A&R Committee.

The Governing Body resolved to **RECEIVE** the minutes

10iv. Report and Unconfirmed minutes of the Finance, Resources & Business (FRB) Committee meeting held 22 March 2021

The minutes were received from the Chair of the Committee. The first item of discussion was the Committee recommendation to the Governing Body for the contribution from reserves of just over £1.5m for T-Level, Capital Bids and building phase 2 investment. Governors were reminded of the importance of investing to grow and achieve specialism capacity. Governors approved a financial contribution from reserves of £1,553,165 if successful in all bids, and approval for recalibrated contributions to ensure the works to go ahead if partial/no success in the capital bids.

The second item of focus was the Treasury Management Policy, a new policy relating to the treasury management activities of CTK and forming part of the Financial Regulations. It provides the framework for future strategic planning and decision-making with the aim of putting into context the level of reserves held, the purpose of the reserves and how they are protected. Views held on ethical investments were discussed. It was confirmed that the policy provides clarification on existing practise and that sustainable and responsible investment strategies will be reviewed in due course.

The Governing Body resolved:

1. To **RECEIVE** the Minutes
2. To **APPROVE** the Treasury Management Policy
3. To **APPROVE** the Financial contribution from reserves as detailed above

10v. Report and Unconfirmed minutes of the Governance & Search (G&S) Committee meeting held 22 March 2021

The minutes were received from the Chair of the Committee with a focus on the items for approval. Governors were informed that the Register of Interests is available on the Governor Portal to check and update as appropriate. Committee roles will be discussed at the next meeting.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** that membership of G&S Committee will no longer include the Executive Director of Finance
3. To **APPROVE** the Governance documents
4. To **APPROVE** the Conflicts of Interest Policy

11. Marketing, Reputation and Recruitment

The Chair highlighted that marketing, reputation and recruitment is an anchor item to ensure the management of one of the drivers of the CTK strategy and as such has been discussed in various agenda items this evening. The Principal confirmed that CTK continues to ensure it is outward facing, receptive to new ideas and engaging with the local community. The relationship with Partner Schools has been taken forward this year, including the development of work with Level 1 and Level 2 Students.

It was **RESOLVED** to receive the report

12. Insurance Renewal

The Executive Finance Director informed Governors that policy coverage was the same for 2021/22 as the previous year. There has been a small increase in the insurance premium based on information provided. Once the final policy is received, it will be saved on the Governors Portal.

It was resolved to **APPROVE** the insurance arrangements for 2021/22

13. Any other Business

There was no other business

14. Date, Time and Venue of the Next Meeting

The next meeting will take place on 29 June 2021 at 5.00 pm using Microsoft Teams remote technology

The meeting was concluded at 7.05 pm.

Summary of matters arising from the meeting:

1. Andrew Lantry to be invited to a Local Board meeting following his request (Item 6)
2. Governors to check and update the Register of Interests (Item 10v)
3. The Insurance Policy to be uploaded to the Governors Portal once available (Item 12)

Signed: 

Chair

Date: 29 June 2021