

**Governing Body Briefing Agenda**  
**Tuesday 13 September 2022, 6.30pm, Emmanuel Site**  
**Chair – Dr Rupert Evenett**

**NOTICE**

In accordance with the Governing Body's calendar, members of the Governing Body are invited to attend a briefing at 6.30pm on Tuesday 13 September 2022 at the Emmanuel site.

Linda Harrison, Clerk to Governance

**AGENDA**

| Agenda Item   | Responsible   | Document                               | Action                     |
|---|---|--|----------------------------|
| <b>Welcome, review of minutes and matters arising Items: 1-5 (10 Minutes)</b> |   |  |                            |
| <b>1</b>  | Governors' Prayer<br>Apologies for Absence<br>Changes to Membership   | Linda Harrison,<br>Clerk to Governance |                            |
| <b>2</b>  | <ul style="list-style-type: none"> <li>Annual Declaration of Eligibility Renewal for 2022-2023</li> <li>Register of Governors' Interests Renewal for 2022-2023</li> </ul> <i>(Governors have been sent documents and should have completed and signed prior to the meeting)</i> | Linda Harrison                         | 1<br>1(i)<br>Information   |
| <b>3</b>  | Minutes of the previous meeting on 28 June 2022   | Rupert Evenett,<br>Chair of Governors  | 2<br>Approval              |
| <b>4</b>  | Matters arising from the previous meeting held on 28 June 2022  | Linda Harrison                         | 3<br>Information           |
| <b>5</b>  | <b>Further Education Governance Guide</b><br>Updated guide July 2022.<br><i>(Governors have been sent a link and should have read and signed prior to the meeting)</i>  | Linda Harrison                         | 4<br>Information           |
| <b>Safeguarding: 6 (20 Minutes)</b>   |   |  |                            |
| <b>6</b>  | <b>Keeping Children Safe in Education</b><br>Annual Briefing to ensure Governors are fully updated on changes in relation to KCSiE.<br><i>(Governors have been sent a KCSiE link and should have read and signed prior to the meeting)</i>                                      | Camilla Crampton,<br>Deputy Principal  | 5<br>Information           |
| <b>Start of Term Updates: 7-9 (30 Minutes)</b>                                |   |  |                            |
| <b>7</b>  | <b>Enrolment</b><br>To receive a verbal report from the Executive Principal on the initial enrolment landscape  | Shireen Razey,<br>Executive Principal  | Information/<br>Discussion |
| <b>8</b>  | <b>Examination Outcomes</b><br>To receive a report from the Deputy Principal's on the 2021-22 examination results   | Simon Spearman,<br>Deputy Principal    | 6<br>Information           |

|  |  |  |    |                            |
|--|--|--|----|----------------------------|
|  | <i>(It should be noted that there continues to be no Value Added or judgement on grades this academic year due to Covid and no National Benchmarks will be made available)</i>   |  |    |                            |
| 9  | <b>Destination Summary Report</b><br>An overview of the destinations for students who completed their studies in 2021-22   | Holly Power,<br>Deputy Principal                             | 7  | Information                |
| <b>Resources: 10-12 (20 minutes)</b>         |  |  |    |                            |
| 10   | <b>Health &amp; Safety Report</b><br>Annual Health and Safety Report presentation  | Paul Sadd, External<br>Health & Safety<br>Advisor; SAMS Ltd. | 8  | Information                |
| 11   | <b>Building Project Update</b><br>A verbal update on the building projects   | Molly Makota,<br>Chief Financial &<br>Resources Officer      |    | Information                |
| 12   | <b>Staffing and Wellbeing</b><br>A verbal briefing on staffing vacancies at the start of term and staff wellbeing  | Molly Makota   |    | Information                |
| <b>Strategic Matters: 13-17 (20 Minutes)</b> |  |  |    |                            |
| 13   | <b>Strategic Priorities 2022-23</b><br>An overview regarding our Strategic Focus for 2022-2023   | Shireen Razey  | 9  | Discussion/<br>Decision    |
| 14   | <b>QIP (CTK)</b><br>All Site Quality Improvement Plan for CTK  | Shireen Razey  | 10 | Information/<br>Discussion |
| 15   | <b>Key Performance Indicators</b><br>A summary of the Key Performance Indicators for the academic year 2021-22   | Shireen Razey  | 11 | Information/<br>Discussion |
| 16   | <b>Ofsted and RE &amp; Catholic Life Inspection</b><br>A verbal briefing on impending Ofsted and RE & Catholic Life Inspection visits  | Simon Spearman<br>Holly Power<br>Camilla Crampton            |    | Information/<br>Discussion |
| 17   | <b>Skills Audit</b><br>Annual Self-Assessment process, to identify areas of knowledge & expertise, but also to identify areas that need to be strengthened or addressed in future CPD<br><i>(Governors have been sent a document and should have completed prior to the meeting)</i> | Linda Harrison   | 12 | Information                |
| <b>Other Matters</b>                         |  |  |    |                            |
| 18   | <b>Any Other Business</b>  | Rupert Evenett   |    |                            |
|  | <b>Date of next meetings:</b><br><b>(i) Governors' Strategy and Development Day:</b><br>Wednesday 2 November 2022, 9.45am – 3.30pm, St Mary's<br><br><b>(ii) Meeting of the Governing Body:</b><br>Tuesday 6 December 2022, St Mary's  |  |    | Information                |

**Events, this Term, that Governors might like to attend:**

**Student Council Meetings at each Site**

- Tuesday 18 October 2022, 12.20pm – 12.50pm / 1.20pm – 1.50pm
- Tuesday 6 December 2022, 12.50pm / 1.20pm – 1.50pm

**Local Board Meetings (Teams)**

- Thursday 6 October 2022, 4.00pm

**Risk, Audit and Compliance Committee (Teams)**

- Friday 23 September 2022, 2.30pm
- Friday 7 October 2022, 2.30pm
- Friday 4 November 2022, 2.30pm
- Friday 2 December 2022, 2.30pm

**Governors Continued Professional Development (Teams)**

CPD Events led by Sub Committees for all Governors

- 21 September 2022, Finance, Resources & Business CPD, 4.30pm – 5.30pm
- 20 October 2022, Curriculum & Quality CPD, 4.30pm – 5.30pm