



Minutes of the meeting of the Governing Body held on Tuesday 13th September 2022 at the Emmanuel site

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razey	Executive Principal
Ciaran Burns	Foundation Governor
Marlene Burt	Foundation Governor
Monsignor Nicholas Rothern	Foundation Governor
Hazel Wilkinson	Foundation Governor
Nana Reynier	Foundation Governor
Trevor Gomes	Foundation Governor (via Teams)
Rosie Newbould	Foundation Governor
Linda Buabeng	Associate Governor
Mike Smith	Staff Governor
Mandy Richards	Staff Governor
Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Molly Makota	Chief Financial & Resources Officer
Deacon Javier Elderfield	Chaplaincy Coordinator
Linda Harrison	Clerk to Governance

The Governing Body meeting began at 6.30pm

The Chair welcomed all attendees to the Governing Body Briefing; Governors were asked to reflect on the death of the Queen and noted the period of mourning. The Chair read official statement issued to staff on the Queen's passing. The Chaplaincy Coordinator led Governors into prayer and advised that a message of condolence on behalf of CTK, had been sent to the Bexley Community Office.

Deacon Elderfield left the meeting at 6.45pm.

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

There were no apologies. Linda Buabeng was welcomed back the Governing Body meeting following maternity leave. Trevor Gomes was in attendance via Teams.

There were no declarations of Interest.

Changes of Membership included an update that due to personal circumstances and family commitments, Tricia Gilpin will be taking a sabbatical from the Board for one year. The role of Governor with responsibility for Safeguarding will be passed on to the Chair during this time. Thoughts and prayers were offered to Mrs Gilpin and her family.

Nana Reynier was recommended to Governing Body to be appointed Vice Chair for this academic year in her place.

2 Annual Declaration of Eligibility Renewal for 2022-23

All Governors had been sent copies of the Annual Declaration of Eligibility for the Governing Body; if not already returned, signed copies were collected at the meeting.

Register of Governors' Interests Renewal for 2022-23; all Governors had been sent copies of the relevant forms. If not already returned, signed copies were collected at the meeting.

3 Minutes of the Previous Meeting

There was one amendment to the minutes of the previous meeting on 28 June 2022 (this was highlighted to the Clerk at the end of the meeting):

Agenda Item 8, paragraph 4; 'A Governor questioned the recording of incidents of violence against teachers', should read, 'A Governor questioned the recording of incidents of violence against staff.'

Minutes were then **agreed** as an accurate record and will be signed by the Chair.

4 Matters arising from the minutes of the Governing Body Meeting held 28 June 2022

There was one matter arising from the meeting held on 28 June 2022.

Action Clerk: To set up a Working Group to discuss and consider possible Academisation.

The Clerk confirmed that following consultation with the Chair, a Working Group will be set up to include The Chair, the Executive Principal, The Chief Financial and Resources Officer and the Chairs of each Sub-Committee. All initial discussions will be with Foundation Governors only.

5 Further Education Governance Guide

The updated guide had been shared with Governors in advance of the meeting. The Chair reiterated for Governors to read the guide, in particular the focus on the Code of Governance, and to sign and return the acknowledgment form. A mandatory requirement of the report is for Governing Bodies to conduct a self-evaluation every three years; CTK will look to undertake this process at the start of the Summer Term and a Working Group will be set up in the Spring Term.

Action Clerk: To set up a Working Group in the Spring Term to draft the mandatory FE Governance Guide Self-Evaluation report.

6 Keeping Children Safe in Education

The Deputy Principal (Pastoral), presented Governors with the annual briefing on Keeping Children Safe in Education; advising of updates and changes within the guidance shared. Notable changes in terminology included the inclusion of 'College' and 'Young adults', which has more relevance at CTK. All Governors have received a copy of the KCSIE link and all signed and returned acknowledgment forms to confirm that they have read the required documentation.

It was confirmed that all staff had received updated training and all new staff had received bespoke safeguarding training on induction. All training for the Safeguarding Leads is up to date.

Governors questioned how written records of concerns and/or disclosures are managed; and how from a data protection aspect, is information shared. The Deputy Principal advised that written records are usually the completion of a safeguarding form. Staff are able to access and complete the forms, these are sent to the Deputy Duty Safeguard Lead, who in turn will have a further conversation with the young person referenced. Only selected staff have access to the information shared. The staff member who reports a concern is given an update so that they are aware that their concerns are acknowledged and the young person has been contacted, but no further details are shared. Urgent concerns are processed within 2-3 hours; in all

cases, contact is made with the relevant students within 24-48 hours. All disclosures remain confidential, conversations are recorded and logged chronologically.

7 Enrolment

The Executive Principal expressed thanks to the Leadership Team and wider staff for the initial snapshot of the enrolment status. CTK continues to recruit students at this time. Funding for 2023-24 will be based on actual student numbers in 6 weeks' time, in October 2022.

To note, recruitment has been positive at St Mary's and Aquinas. Student numbers at Aquinas have improved, as have the average GCSE scores of those joining. Numbers at Emmanuel have shown a decline, once enrolment is complete this will be discussed further at the GB Strategy Day.

More detailed enrolment information for scrutiny and reflection will be shared at the next Full Governing Body meeting, to include the provision on offer at Emmanuel and the consideration of reintroducing A Levels. More information on market research analysis, cross site marketing and national trends to be discussed.

Action Clerk: Enrolment to be included in the next Full Governing Body Meeting Agenda

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

8 Destination Summary Report

The Deputy Principal (Vocational and Quality) presented an overview of the initial analysis on examination outcomes; it was noted that grades were generally positive, acknowledging that this was a Covid cohort. The results analysis included an overview of each site's results and a comparison with National results from 2019 and 2021. Further analysis will be discussed at the Curriculum and Quality Committee and reported at the next Full Governing Body meeting.

The Governors thanked the Deputy Principal for the information presented and await the update from the C&Q Committee.

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

9 Destination Summary Report

The Deputy Principal (Academic) presented an initial overview of student destinations for those who completed their studies in 2021-22. Following clearing, the data shows a slight increase in the number of students who have progressed to higher education. Additional support was provided to assist students with their UCAS applications. There are no set targets for Oxbridge applications, but it was noted that outreach work does take place with the top universities, this includes practice interviews and application workshops, particularly for early entry applications. Recent Alumni are also invited back to speak to the Year 12's about their personal experiences in gaining university places and the courses they are studying. Students are encouraged to apply for the best universities for the subjects that they are considering. Applications for Apprenticeships have also been supported.

Congratulations were extended to all students who have been successful in gaining places at University and employment. Further analysis will be discussed by the C&Q Committee.

Staff noted it was a joy to be able to celebrate in person with students again on the results days.

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

10 Health & Safety Report

Governors were joined by Clint Gomeze (7.35pm), external Health & Safety Advisor with Safety Management Solutions (SAMS) Ltd. A copy of the annual H&S report had been shared, informing Governors of the position and progress over the last academic year. Governors were advised of the Auditors visits, their findings and the swift actions by the CTK Premises Team to become compliant in all areas. Main recommendations that have since been addressed were the storage and disposal of hazardous substances and the Health and Safety Policy.

CTK now awaits notification of a visit from the HSC regarding the management of asbestos; we are aware of asbestos on two sites. SAMS Ltd. continue to work with the Premises Team to meet all statutory requirements. Governors questioned if site visits by the HSC are diarised; normally schools/colleges are notified in advance of a visit.

Thanks were expressed to Premises Manager and Team and the Health and Safety Committee for their continued work in dealing with all concerns and recommendations. Thanks, were also conveyed to Clint Gomeze for the support and guidance received.

Clint Gomeze left the meeting at 7.50pm.

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

11 Building Project Update

The Chief Financial and Resources Officer gave a verbal update to Governors on the building projects in progress; thanks, were conveyed to the Governors for the approval of £3.6M to be invested back into St Mary's and Emmanuel.

- New boilers have been installed at St Mary's and Emmanuel, investment of £1.4M
- T Levels Health and Social Care Hospital ward and Engineering have been completed at Emmanuel
- The new Canteen at St Mary's, with extended social space, has been completed
- The Old Gym conversion at St Mary's is due for completion at the end of September 2022
- CTK has had successful bids approved for a Business and Health and Social Care areas at St Mary's (£923K) and for Engineering at Emmanuel ((£1.69M)

It was noted that the students at St Mary's are delighted with the new canteen and social space.

It was **RESOLVED** to receive the **VERBAL** update.

12 Staffing and Wellbeing

The Chief Financial and Resources Officer gave an overview on Staffing and Wellbeing. CTK had 24 new members of staff join for September; all attended a formal induction day which received positive feedback.

The wellbeing of staff remains of paramount importance. The Wellbeing Committee have commenced their scheduled meetings, with contributions from all areas of CTK. The Staff retreat at the end of last term was well received. Mental Health training, Benenden Health Care, Counselling services and the Cycle to Work Scheme all continue. All staff have the opportunity to receive a free Flu vaccination, on site, in November.

Governors asked how CTK tracks staff wellbeing, they were advised that staff feedback is very important, feedback is gained from meetings such as support staff clusters and discussions from managers. The Wellbeing Committee also gain feedback on a number of initiatives. For 22/23 we are looking at using 'pulse' questionnaires, allowing an opportunity to gauge feedback in specific areas.

CTK was aware of higher numbers of staff absences within the last year, in the main due to Covid. Absences continue for Covid and this is monitored closely by HR, but now included in absence data.

Governors questioned any responses from staff with regards to the cost of living crisis. The Executive Principal advised that the staff pay agreement is currently under negotiation with the Sixth Form College Association; if proposals are agreed, then recommendations will be put to Governors for approval. Where possible, CTK has always tried to honour any agreed SFCA pay rises. Governors agreed it is important to support the financial wellbeing of the workforce, and further consideration is being given to the Employer Assistance Programmes available.

It was noted that there is a greater awareness for the need to support students and parents; towards the end of last term, it was evident that some students were going hungry. The Chaplaincy Team have set up on-site foodbanks for students to use and there have been an increase in Bursary applications. Discussions on keeping sites open for longer may need to be considered in the near future.

It was **RESOLVED** to receive the **VERBAL** update.

13 Strategic Priorities 2022-23

The Executive Principal shared an overview of the Strategic Focus for 2022-23, as discussed and agreed at the Strategy Day in May 2022; these are identified as the key areas of focus and are in line with the CTK Five Year Strategic Plan.

- Increase student enrolments and reputation within our local communities
- Launch and implement the Digital Strategy
- Embed Equality, Diversity and Inclusion (EDI) within the curriculum
- Successfully implement the newly launched Positive Behaviour Policy
- Implementation of T Levels
- Investigate Academisation
- Ensure the Building Projects are successfully taken forward

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

14 QIP (CTK)

Governors were advised that the Quality Improvement Plan continues to be updated as a whole report, and as individual site reports.

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

15 Key Performance Indicators

The Annual KPI's for 2021-22 were added in error to the Agenda; the updated annual report will be shared with Governors at the next Full Governing Body meeting, when all of the annual data will have been collated.

16 Ofsted and RE & Catholic Life Inspection

Governors were advised that due to the Ofsted Skills Audit we would now receive a 2 week notice period of an Ofsted inspection; it is highly likely that there will be an inspection this academic year. The new element assesses the ability to offer students greater skills and engagement both vocational and academic. This includes the auditing of skills providers, work experiences and work placements.

Once an Ofsted visit has taken place, CTK are then to expect an RE and Catholic Life inspection.

