

Minutes of the meeting of the Governing Body held on Tuesday 28 June 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 Rotheron	Foundation Governor
Hazel Wilkinson	Foundation Governor
Nana Reynier	Foundation Governor
Trevor Gomes	Foundation Governor
Nicola Simpson	Foundation Governor
Mike Smith	Support Staff Governor
Mandy Richards	Teaching 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 and HR
Rachel Ajagbawa	Student Governor Representative, Emmanuel
Paula Amony	Assistant Principal
Deacon Javier Elderfield	Chaplaincy Coordinator
Linda Harrison	Clerk to Governance

The Governing Body meeting began at 6.30pm

The Chair opened the Governing Body meeting asking selected members of the Governing Body to each read a paragraph from the Governor's prayer.

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

Apologies for absence were received from:

Trisha Gilpin, Vice Chair and Foundation Governor

Rosie Newbould, Foundation Governor

Lloyd Heath, Parent Governor

Andrew Lantry, Co-opted Governor

Linda Buabeng, Foundation Governor

Ana Rodriguez, Student Governor Aquinas

There were no declarations of Interest.

Changes of Membership included:

Nicola Simpson will be stepping down as Foundation Governor at the end of this academic year.

Andrew Langtry will be stepping down as Co-opted Governor at the end of this academic year.

Rachel Ajagbawa will be finishing their term as Student Governor at the end of this academic year.

The Chair welcomed all to the meeting and asked individuals to introduce themselves, outlining their role within the Governing Body. The Executive Principal highlighted the recent events at each site, including the return of the Evenings of Celebration which had been held in person and had all been a great success; the Executive Principal and Chair thanked those Governors who had attended these events.

2 Minutes of the Previous Meeting

The previous minutes of the previous meeting on 10 May 2022 were **agreed** as an accurate record and will be signed by the Chair.

3 Matters arising from the minutes of the Governing Body Meeting held 10 May 2022

There were no matters arising from the meeting held on 10 May 2022.

4 Chaplaincy and 10:10 RE Report to Governors

Deacon Javier Elderfield, Chaplaincy Coordinator, gave an overview on the Report on Catholic Education at the college, in the areas of Catholic Life, Religious Education and Collective Worship. There is extensive involvement in Catholic life from within the college community, particularly evident towards the end of the year with the support on offer during examinations and assessments. In remembrance, a memorial and a laying of a plaque took place for a member of support staff who died in 2021. A further plaque has been laid for the Emmanuel student who sadly died in January.

The Chaplaincy teams have been very involved with the Evening's of Celebration, Acts of Charity Day and Community Days. There is also a planned Staff Retreat at the end of term. The Catholic life at CTK continues to be celebrated and planning is underway for the new academic year with a focus on strengthening parish links, widening Mass participation and retreat experiences for all and liaising with key staff to gain even more student engagement within Chaplaincy.

Governors acknowledged the crucial role that Chaplaincy has within CTK and thanked the Deacon for his detailed report. It is evident that students feel looked after and nurtured. The Chaplaincy is a place for students to get support or to gather their thoughts and they value and appreciate the opportunities given to them, especially during the stressful time of taking exams.

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

Deacon Elderfield left the meeting at 6.45pm.

5 Student Governor Report

In the absence of the Student Governor, the Deputy Principal (Academic) presented the Student Governor Report. The report included a summary of activities and opportunities that students had been involved with. The Horniman Project had been a particular highlight this term, this Lewisham Borough event had invited CTK students to provide ideas, suggestions and feedback on the re-designing of the Natural History Gallery at the Horniman Museum.

Examinations have remained the main focus for students for during the summer term. It was noted that it has also been a pleasure for students to be able to attend their Evenings of Celebration in person, and for the A level Geography students to attend their residential field trip to Norfolk.

Governors expressed their thanks be forwarded to the Student Governor for the report received; they remarked that the student experience remains core to CTK.

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

6 Equality, Diversity and Inclusion

Paula Amony was in attendance and updated the Board on the standing item of EDI. Work on this important strategic priority continues to go well, including the updated teaching and learning expectation to have EDI and relevant current affairs embedded into the delivery of the curriculum. The EDI group continue to meet regularly and recent focus has been on admissions and data collection, the use of pronouns and neurodiversity, raising awareness to recognise all differences and disabilities.

Cross site there were very successful Cultural Days, encouraging students and staff to wear full or an item of national dress or show a national flag. It was questioned how this event had been promoted for maximum participation and whether further elements could be introduced to celebrate inclusion and different cultures. The event had been calendared and was promoted through tutorial time. This was a day of celebration, students were not pressured into taking part and it is hoped to extend it in future years to incorporate food sampling, dance etc., this is an event to grow.

The EDI Working Group continue to support Chaplaincy with festivals from all faiths.

Governors extended thanks to the EDI Committee and Working Group for their continued support and developments with highlighting and prioritising EDI at CTK.

It was **RESOLVED** to receive this verbal Report.

Miss Amony left the meeting at 7.05pm.

7 Executive Principal's Report

The Executive Principal's report gave a summary of the key internal and external factors relevant to CTK since the last FGB meeting. Following on from the Governors' Strategy Day, the report outlined the strategic priorities discussed to ensure delivery of the five-year plan. The report also gave an overview of Student behaviour for the academic year, in particular a break down of permanent exclusions. If and when required, the Executive Principal and Chair discuss any pending permanent exclusions and the reasoning behind them, all in-line with the behaviour policy.

Staffing recruitment and retention was discussed, priority remains to recruit the right people whilst ensuring that any staffing gaps do not hinder students.

Governors noted that the positive update on the Environmental Strategy and the work of the Green Working Group.

Governors requested an update on the possibility of future Academisation; conversations continue with the Diocese and it was agreed that a Working Group with Governor and staff representation needs to be established. Academisation will be a focus for the Governor Strategy Day in November.

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

Governors forwarded their thanks and appreciation to the Executive Principal, SLT and wider staff for their hard work during this academic year. Governors were reminder that CTK is pending an Ofsted visit and Catholic Life inspection within the next academic year.

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

7(i) Key Performance Indicators

Information from the May Key Performance Indicators were shared. Governors noted the KPI's presented.

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

8 Safeguarding Update

The Deputy Principal (Pastoral) presented the annual report from the Designated Safeguarding Lead which highlighted the ways in which the Safeguarding Policy is implemented throughout the year, including current and accurate information. Governors were also provided with a copy of the annual Report from the Independent Chair of the Safeguarding Board. Governors were advised that a meeting had taken place with

the external Chair; the Safeguarding team were rightly challenged on their practices and actions. Processes were agreed as consistent and safeguarding practices are embedded and continuously updated; student safeguarding concerns are all logged and monitored and reviewed regularly.

Governors asked if the Safeguarding team had seen an increase in issues with students, particularly with mental health concerns. It was noted that during the examination period there had been less concerns raised than expected, however there had been a number of reports from students with suicidal thoughts. All staff are aware to be constantly vigilant and report any concerns that they may have with any individuals.

A Governor questioned the recording of incidents of violence against teachers. It was noted that this was an operational matter and not covered by Safeguarding, any reports are dealt with by the Health and Safety team. To note Support Staff are to receive bespoke training at the forthcoming INSET day, on de-escalating and calming violent situations involving students.

The Governors collectively thanked the Safeguarding team for their hard work and commended the detailed annual report provided.

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

9 Positive Behaviour Management Policy

The Deputy Principal (Pastoral) presented Governors with the revised Behaviour Policy, outlining the proposed processes to be adhered to in relation to student behaviour at CTK. This revised Policy has a focus on forgiveness and consequences offering students, who may demonstrate challenging behaviour, the opportunity for clemency in certain situations. The Policy sets out all expectations, roles and responsibilities for students and staff.

Governors noted the detailed, overarching information within the Policy for when dealing with young adults, the clear guidance in the student code of conduct and the required expectations. Success of the Policy will show fewer incidents, and for those students who make mistakes, an opportunity to amend their actions. The aim is for students to leave as confident young adults, to be able to understand boundaries and expectations, to recognise when changes in behaviour are required and to benefit from such actions. The Executive Principal remarked that the Staff code of conduct also needs to be addressed to ensure consistency when dealing with incidents and lateness etc.

Governors approved the implementation of the Positive Behaviour Management Policy; they endorsed its update and hoped that it would result in the continued building of a good reputation within the local community. Governors requested that the journey of the drafting and development of this policy through the Working Group and relevant stakeholders be acknowledged. The Policy will be launched to staff on the forthcoming INSET day.

It was **RESOLVED** to **APPROVE** the Positive Behaviour Management Policy

10 Curriculum & Quality (C&Q) Committee

The Chair of the C&Q Committee reported on the main points of the meeting held 1 2022; the 6 June minutes and report were taken as read. No questions were received.

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

11 Audit & Risk (A&R) Committee

The Chair of the A&R Committee reported on the main points of the meeting held 9 March 2022; the minutes and report were taken as read. Governors agreed for the External Auditors to remain for another year. Governors agreed with the Insurance renewal to be moved to Aviva. No questions were received.

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

12 Finance, Resources & Business (FR&B) Committee

The Chair of the FR&B Committee reported on the main points of the meeting held 23 March 2022; the minutes and report were taken as read, there were 5 items for recommendation to the Governors:

- Financial Regulations 2022-2023
- Financial Strategy 2022-2025
- Redundancy Policy
- Staff Induction Policy
- Health & Safety Policy

All regulations and policies approved. It was clarified that there is Governor involvement in relation to the Redundancy Policy. No further questions were received.

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

13 Governance & Search (G&S) Committee

The Chair of the G&S Committee reported on the main points of the meeting held 21 March 2022; the minutes and report were taken as read. The Chair outlined further details regarding the Governors Strategy Day on 17 May 2022 and future Governance training. No questions were received.

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

14 Any Other Business

A Governor asked for clarity on the procedure to bring agenda items to future meetings. The Chair explained that the Full Governing Body aim to keep to formal agenda items; any particular items can be raised with the Clerk to either go through a specific Committee for discussion, or the Chair and Executive Principal in the first instance.

The Chair thanked all for their attendance and participation for the meeting.

Date of the next meeting:

Tuesday 13th September 2022 at 6.30pm at Emmanuel

Actions:

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

The meeting was concluded at 8.40pm.

Signed:

Rupert Evenett
Chair

Date: 13th September 2022