



## Minutes of the meeting of the Governing Body held on Tuesday 6 December 2022 at the St Mary's site

### Present:

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razey	Executive Principal
Marlene Burt	Foundation Governor
Monsignor Nicholas Rothern	Foundation Governor
Hazel Wilkinson	Foundation Governor
Trevor Gomes	Foundation Governor
Rosie Newbould	Foundation Governor
Vanessa Martins	Parent Governor
Mike Smith	Staff Governor
Mrs Camilla Crampton	Deputy Principal, Pastoral
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Molly Makota	Chief Financial & Resources Officer
Paula Amony	Assistant Principal, EDI Coordinator
Tim Oladimeji	Chaplaincy Coordinator
Ana Rodrigues	Student Governor Aquinas
Portia Leonard	Student Governor Emmanuel
Damar Brown	Student Governor St Mary's
Linda Harrison	Clerk to Governance

### The Governing Body meeting began at 6.30pm

The Chair welcomed all attendees to the Governing Body Briefing. The Chaplaincy Coordinator led Governors into prayer. The Chair further extended his thanks to all the staff as they reach the end of the calendar year, against a challenging social and economic backdrop.

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

Apologies were received from:

Nana Reynier, Ciaran Burns, Linda Buabeng, Mandy Richards, Holly Power.

There were no declarations of Interest.

The meeting was quorate.

The Chair welcomed the following new members:

Vanessa Martins, new Parent Governor

Portia Leonard, new Student Governor

Damar Brown, new Student Governor

The Chair advised that a new Co-Opted Governor has been appointed, Gita Dean-Andrews, who will be present at the next Full Governing Body meeting.

### 2 Minutes of the Previous Meeting 13 September 2022

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

### 3 Matters arising from the minutes of the Governing Body Meeting held 13 September 2022

All matters arising from the meeting on 13 September 2022 were addressed.

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

The Chaplaincy Coordinator gave an update on Catholic Life, Religious Education and Collective Worship. Attention was given to the Mission Week with the theme of 'Living life to the full'; Chaplaincy sourced guest speakers and provided many activities for students. Other events have included the Education Commission's beginning of year Mass at St George's Cathedral, support for Open Days and Progression Events, Remembrance was marked at each site with the laying of wreaths, weekly reflections, two retreats for staff and students, charity fundraising, regular bible study, Gospel Choir, daily prayer and weekly Mass. The highlight of the Autumn term was the CTK 30<sup>th</sup> Anniversary Mass at St George's Cathedral, where many Governors were in attendance for this celebration.

General RE remains an important part of the 10:10 programme with, currently, 93% of students completing their section 1 of their subject.

Governors were advised that Chaplaincy have coordinated an internal food bank during the term, with goods supplied by staff and students. Those seeking support are able to access the service discretely through the Pastoral team, and all provisions are greatly received. It was noted that CTK is aware of more families who need support and an increase in students who are hungry. CTK continues also to provide a cereal bar and drink for students at break time, all Chaplaincy's have a fruit basket available to students and there has been an increase in free meals provided. Currently the foodbank is a priority for CTK students and families, but is something that could be extended to the wider community.

Governors questioned if CTK should provide a 'warm bank' for students; it was confirmed that the sites are open to students until 5.00pm and during the half term breaks, the LRC is also open for students to use. They are currently no further plans to extend the opening times.

It was reminded that during the Foundation Governors Strategy Day, the Mission had been reviewed.

It was **RESOLVED** to receive and **ACCEPT** the report.

#### 5 Student Governor Report

The Student Governors provided an update on Student Life across each site, particular attention was given to the 30<sup>th</sup> Anniversary Mass and the opportunity for students to mix as a whole community, the Progression events and meeting prospective students from partner schools, the opportunity for Year 13 students to mentor Year 12's, the Careers Insight Day, enrichment visits to Tate Britain, Queen Mary's University for a female STEM event, a T Level Engineering trip to the Amazon Fulfilment Centre, a trip to Aylesford Friary and an update on the Fast Track careers programme.

Students were thanked for their comprehensive update.

It was **RESOLVED** to receive and **ACCEPT** the report.

#### 6 (i) Executive Principal's Report

The Executive Principals Report was shared and taken as read. Governors were advised, that since it was written, there has been an update on the ONS Reclassification and as of 10.00am on Tuesday 29 November 2022, CTK has reverted from the Private to the Public Sector.

Governors were advised that Open Day visitor numbers were lower than last year, however, additional Open Mornings have been running, allowing perspective families the opportunity to view the sites whilst operational, and these are proving to be well attended. Th scheduling of Open Mornings will be reviewed for 2023/24.

In brief, the Maths Centre for Excellence status will finish in March 2023 and the project funding will cease. Governors extened thanks the to the Maths Centre for Excellence Coordinator for their excellent work, alongside the key skills and benefits that running the project has brought.

The staff leavers information shared, the Chief Financial and Resources Officer explained that this was, in part, due to staff remaining at CTK during the COVID pandemic. Numbers mirror those in the leaving the education sector. All sites are fully staffed; CTK are currently seeking a Chaplaincy apprentice.

Governors were advised on, to date, the number of permanent exclusions at each site.

Governors questioned the support in place for students experiencing disability or mental health concerns. A discussion took place regarding CAMHS referrals and how CTK works closely with external agencies.

It was **RESOLVED** to receive and **ACCEPT** the report.

### **(ii) Key Performance Indicators**

The KPI's were shared to date; relevant KPI's have also been shared with the Sub-Committees. To note that Point 14, Salary percentage of recurrent income is lower than normal as this figure is pending teaching staff pay increments. Governors were advised that the proposed pay increase has been rejected by the unions and strike action has commenced, with further strikes planned in the new year. Until agreed, the SFCA have advised that any pay increases should not be implemented. It was confirmed that the support staff pay increase has been agreed and implemented. Once all pay increases are in place, it is anticipated that the percentage of recurrent income will be on or around 70%.

A discussion took place regarding Cash Days and what the indicator shows. It was agreed that Cash Days are strong.

Governors asked how the Digital Strategy is working; the Deputy Principal Vocational provided an overview of how the strategy has been launched with positive feedback.

It was **RESOLVED** to receive and **ACCEPT** the report.

### **(iii) Strategic Priorities**

The agreed and updated Strategic Priorities were shared, these are taken from the 5-year plan and were approved by Governors as the focus for this year.

Governors asked how the new Positive Behaviour Policy had been implemented. They were advised that students have responded well. All Support Staff have now received positive behaviour training and teachers will receive training at the next INSET day. At the end of term, students will be attending Praise and Recognition assemblies. Student Governors confirmed that sites were calm (apart from lesson change over times); conversations with staff are respectful. Feedback from the recent Union meetings has also included teachers reporting a significant improvement in student behaviour as CTK continues to recover from COVID. Governors would be interested in assessing the outcomes of this revised strategy, with a discussion of the appropriate metrics in terms of improved behaviour and ultimately fewer exclusions. A first snapshot of outcomes are to be looked at the end of the academic year.

**Action Clerk: To add Outcomes of Positive Behaviour Policy, to final Full Governing Body Agenda on 27 June 2023.**

Governors were provided with progress on the Digital Strategy, and how the confidence of all users, staff and students is improving. Continued CPD and extended work with JISC is filling the skills gaps; the IT team are provided extended training to support staff at the next INSET day.

It was noted that the T Levels are going well with the investment into the new facilities proving very popular. Positive feedback has been received from current students using the facilities and prospective students who have visited during open events. On a skills level, the Hospital ward and Engineering Suite are providing exceptional opportunities for the students; finding Engineering placements still remains a challenge.

It was **RESOLVED** to receive and **ACCEPT** the report.

## **7 Safeguarding Update**

The Deputy Principal Safeguarding, provided Governors with an update on Safeguarding including feedback from discussions with the external Safeguarding Advisor. It was confirmed that all safeguarding checks are in place and the SCR has been verified by the Governance Safeguarding Lead.

Governors advised of a recent ISCS report, outlining confidentiality concerns and the banning of confessions by religious organisations. It was agreed that the Deputy Principal Safeguarding, visiting Priests and Chaplaincy Coordinator will have a further meeting to discuss the requirements of the report.

**Action Deputy Principal Safeguarding: To arrange a further meeting with Visiting Priests and the Chaplaincy Coordinator to discuss the ISCS Report regarding confidentiality.**

It was **RESOLVED** to receive and **ACCEPT** the verbal update.

## **8 Governing Body Self-Assessment**

The updated Governing Body Self-Assessment Report for 2021-22 was shared for final Governor approval. The report was taken as read, noting the amendments following the recent Foundation Governors Strategy Day.

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

## **9 Catholic Education (SAR)**

The updated Catholic Education Self-Assessment Report, drafted on the new framework, was shared for final Governor approval. It was noted that the report stated that the Catholic Education provision is rated as outstanding in some areas, and states what is required to achieve outstanding in others. The report has been shared previously with the Risk, Audit and Compliance Committee, where areas for development were discussed further.

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

## **10 Sixth Form Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)**

The Sixth Form SAR and QIP were taken as read. Governors were advised that these reports would form the basis of any information shared as part of an inspection. The report recognises the process of Service Area reviews, Course Reviews and individual Site SARs which feeds through to create the overall SAR and areas for development. Governors noted, when visiting sites, the high visibility and proactivity of senior staff and how their presence contributes to the calm and orderly environment, outlined within the SAR.

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

## **11 Equality, Diversity and Inclusion**

The Assistant Principal with responsibility for EDI gave an update on the Annual Staff and Student EDIM Report. The report was taken as read and noted the focus on neurodiversity, as part of the EDI agenda for 2022/23. Key findings from the report were highlighted, with emphasis on the lowest performing groups and the support and actions in place to address underperformance. Attendance and retention were also discussed in the lowest performing groups and the targeted interventions and mentoring set up to support relevant students.

The updated EDI Action plan and the work of the Working Group was shared, highlighting information on student data and ensuring that EDI is regularly reported on. The action to profile neurodiversity and disability awareness was agreed to provide staff with more awareness and strategies to support students in

this area. Governors training to increase awareness of neurodiversity and disability has been scheduled for the Spring term.

**Action Clerk: To add Governor Neurodiversity and Disability CPD to the Spring Term Agenda Plan.**

Governors expressed thanks for the detailed report. Governors questioned if any further information is ascertained as to why there are retention issues with certain groups. It was confirmed that analysis is undertaken with regards to students who leave, assurance was given that all student attendance is tracked and monitored and then students are followed up if they do leave; if required additional support and careers advice is given. There is no particular pattern as to why students may leave, it could be down to gaining full employment, health issues, (mental health concerns were highlighted), some students leave for other academic environments and different courses. There has also been a number of students who, following on from Covid and targeted assessment grades, decided to not continue with their studies.

Governors questioned the shift with underachieving in particular groups and whether this is due to targeting intervention to the previous underachievers. It was noted that the data is still very early, with only having been ascertained for two years; further analysis will come as it builds, but at this stage no conclusions with regards to performing groups can be given.

Governors requested that the data provided in the Governors' Comparison Data chart be clarified as the information was the same for the two years; it was confirmed that at the point in time, when the data was taken, it was the same.

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

## 12 Student Destination

Governors were provided with an overview of the destinations for students who completed their course of study in 2021/22. It was noted, that many student destinations have remained consistent with the previous year. Progression to university was slightly higher for A Level students, Vocational students used more alternative routes such as apprenticeships, further training and employment. Overall progression was positive and the aim continues to provide all students with a destination on leaving CTK.

Governors questioned the popularity of certain universities; the student Governors confirmed that word of mouth and positive feedback from past students, is often a reason for choosing a university. Students have the opportunity to discuss their options with Alumni and visiting universities as well as attending virtual open days.

It was noted that not so many students follow the traditional gap year path; if taking a gap year, many choose to take up employment during this time. Student Governors highlighted the concerns of some students who select to have time out due to mental health concerns and those who need a break from the extreme academic pressure.

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

## 13 ESFA Self-Assessment

As part of the end of year Financial Statements and in accordance with the Financial Code, Governors were presented with the following documentation:

- Regularity Self-Assessment Questionnaire 2021-22
- Board Assessment of Fraud Risk Questionnaire 2021-22
- Accounting Estimates and Areas of Judgement Report

The Chief Financial and Resources Officer confirmed that all documentation had been scrutinized by the FR&B Committee and the External Auditors; they were pleased to note no misadjustments, mis-statements

nor recommendations. Approval was given to present the reports to the ESFA and congratulations were offered to the Financial Team for their due diligence and work in producing they required reports.

The Chief Financial and Resources Officer advised, that following on from the Office for National Statistics (ONS) Reclassification statement on 29 November 2022 at 10.00am, relating to Sixth Form and FE Colleges being reclassified as a public sector institution, a Post Balance Sheet Event is presented to the Full Governing Body for approval. A note will be placed in the financial statement to give assurance that no adjustments are required to the set of Audited Reports and Financial Statements for the year ending 31 July 2022.

It was **RESOLVED** to receive and **APPROVE** the Reports and Post Balance Sheet Event recorded.

**14 Report by and draft minutes of the Joint Finance, Resources & Business and Audit & Risk Committee meeting held 14 November 2022 and to approve:**

The minutes from the Joint FR&B and A&R Committee meeting held on 14 November 2022 were taken as read.

- Financial Statements Audit Findings - Approved
- The Report and Financial Statements for the year ended 31 July 2022 - Approved
- Letter of Representations - Approved
- Audit & Risk Committee Annual Report to the Governing Body 2021/22 – Approved

It was **RESOLVED** to receive and **APPROVE** these reports.

**15 Minutes from the Governance & Search Committee held on 20 September 2022**

The minutes from the Governance and Search Committee held on 20 September 2022 were taken as read. It was noted that the Full Governing Body still had a vacancy for a Foundation Governor; thanks, were extended to the Foundation Governors who have confirmed that they will remain in office for a further year. Governors were reminded that a Foundation Governor is required to be a practising Catholic.

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

**16 Minutes from the Finance, Resources & Business Committee Meeting held on 21 September 2022**

The minutes from the FR&B Committee held on 21 September were taken as read, noting the outstanding health status of the Financial Statements. Student recruitment remains a priority to maintain finances, however the degree of financial reserves are there if required for future investment into the educational offer and vocational studies.

(i) **Grievance Procedure – Approved**

(ii) **Minutes from the FR&B Committee Meeting held on 14 November 2022 - Approved**

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

**17 Minutes from the Curriculum & Quality Committee Meeting held on 20 October 2022**

The minutes from the C&Q Committee on 20 October 2022 were taken as read.

(i) **Student Exclusion Policy - Approved**

(ii) **Results analysis 2021/22 – Approved**

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

**18 Minutes from the Audit & Risk Committee Meeting held on 5 October 2022**

Minutes from the A&R Committee on 5 October 2022 were taken as read.

(iii) **Annual Report on Whistleblowing – Approved**

**(iv) Annual Report on Fraud - Approved**

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

**19 Minutes from the Joint Audit & Risk/ Finance, Resources and Business Committee Meeting held on 14 November 2022**

Minutes from the Joint Audit & Risk/Finance, Resources and Business Committee held on 14 November 2022 were taken as read.

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

**20 Any Other Business**

Foundation Governors requested information and a copy of the advert for future Foundation Governors.

**Action Clerk: To share a copy of the Foundation Governor Advert**

The Executive Principal shared details of the CTK Christmas Appeal, Artwork Auction and Toy collection.

Governors were reminded of the official opening of the St Mary's Careers and A Level Hub on Friday 9 December 2022.

Governors were advised that the official opening by the Archbishop, of the Emmanuel Hospital Ward, St Theresa's will be taking place on Friday 20 January 2023.

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

**21 Date of the Next Meeting:**

Tuesday 7 February 2023 at 6.30pm at Aquinas.

**Actions:**

- 1. Action Clerk: To add Outcomes of Positive Behaviour Policy, to final Full Governing Body Agenda on 27 June 2023.**
- 2. Action Deputy Principal Safeguarding: To arrange a further meeting with visiting Priests and the Chaplaincy Coordinator to discuss the ISCS Report regarding confidentiality.**
- 3. Action Clerk: To add Governor Neurodiversity and Disability CPD to the Spring Term Agenda Plan.**
- 4. Action Clerk: To share a copy of the Foundation Governor Advert.**

The meeting concluded at 8.35pm.

**22 Foundation Governors' Confidential Item**

Foundation Governors' were provided with a verbal update on feedback from the Foundation Governors' Strategic Working Group.

Signed: R Evenett

Chair

Date: 7 February 2023