



**Minutes of the Meeting of the Governing Body held on Tuesday 9<sup>th</sup> May 2023 at the Emmanuel Site**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razy	Executive Principal
Monsignor Nicholas Rotheron	Foundation Governor
Hazel Wilkinson	Foundation Governor
Rosie Newbould	Foundation Governor
Marlene Burt	Foundation Governor
Vanessa Martins	Parent Governor (via Teams)
Linda Buabeng	Associate Governor (via Teams)
Mike Smith	Staff Governor (Support)
Mandy Richards	Staff Governor (Teaching)
Camilla Crampton	Deputy Principal, Pastoral (via Teams)
Simon Spearman	Deputy Principal, Vocational and Quality
Holly Power	Deputy Principal, Academic
Molly Makota	Chief Financial & Resources Officer
Maria Faleri	Student Representative Aquinas
Damar Brown	Student Representative St Mary's
Linda Harrison	Clerk to Governance

**The Governing Body meeting began at 6.30pm**

The Chair welcomed all attendees to the Full Governing Body meeting. Governors were led into prayer by a Foundation Governor.

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

Apologies were received from: Nana Reynier (Foundation Governor), Trevor Gomez (Foundation Governor), Portia Leonard (Student Governor).

There were no declarations of interest.

The meeting was quorate.

Governors were provided with an updated sheet of Governor membership, responsibilities and vacancies. They were advised that two prospective Foundation Governors are currently undergoing reference checks prior to hopefully joining the Full Governing Body in future months.

**2 Minutes of the Previous Meeting 7 February 2023**

The minutes of the previous meeting on 7 February 2023 were taken as read.

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 7 February 2023**

All actions from the meeting on 7 February 2023 have been completed.

**4 Minutes of the Extraordinary Governing Body Meeting held on 20 April 2023**

The minutes from the Extraordinary Governing Body meeting held on 20 April 2023 were taken as read and approved.

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

## 5 Matters arising from the Extraordinary Meeting held on 20 April 2023

All actions from the Extraordinary meeting on 20 April 2023 have been completed.

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

The Chaplaincy and 10:10 RE Report was taken as read. The report provided an update on Catholic Education at CTK since the last Governors meeting. It covered a variety of initiatives and traditional practices that had taken place at each site including a visit to Flame 2023 a national Catholic Youth Conference, volunteering activities to mark Valentines Day, the Lent Walk from St Mary's to Aquinas in support of CAFOD, Easter Egg donations for Community Day and Lesley Davies, Assistant Principal, winning the Jack Petchey Leaders Award. The report also contained an update on CTK collective worship and the activities which marked the 'National Day of Worship' and RE and spiritual development.

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

## 7 Equality, Diversity and Inclusion

The Chief Financial and Resources Officer provided Governors with a verbal update on the work of the EDI Committee, providing assurance that EDI remains an important strategic priority. Governors were advised that the Staff Conference in September will focus on Neurodiversity and will be led by the EDI Committee.

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

## 8 Student Governor Report

The Student Representative gave Governors an overview of the Student Report, with particular focus on the fundraising activities and community initiatives that have taken place since the last Full Governing Body Meeting. The Cross Site Sports Day was also outlined, noting that St Mary's had won the overall event. Governors questioned what do students think could improve their learning experiences at CTK, particularly any resources. Governors were advised that the resources in the LRC, for instance, are very good and if wanted, students have ample opportunities to use the facilities for independent learning. Students also commended the new Canteen area at St Mary's which can be used during free time. It was noted that all students at Aquinas and Bursary students are allocated laptops to use during their time at CTK, which students also see as a benefit. Governors asked if the opportunity to apply for a bursary is widely advertised to which students responded it was, they felt well informed of the opportunities available to apply for assistance.

The reintroduction of the Duke of Edinburgh scheme has also proved very popular with 22 students recently undertaking an expedition; Governor thanks was extended to the staff who have supported this activity. Governors asked if students would be planning a Prom for this year; this has not been asked for or scheduled at this time, but if requested, Leadership would consider any proposal put forward.

The Chair thanked the student representatives for their input and wished all good luck with their future exams.

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

## 9 (i) Executive Principal's Report

The Executive Principals Report was shared and taken as read, providing Governors with an update since the last Full Governing Body meeting. Governors commended the work and activities that have taken place since the last report. The launch of the Leadership Programme and the Catholic Education model initiative were both outlined by the Executive Principal.

Governors were provided with an update on Admissions, noting that applications from feeder schools were lower, but overall applications had increased on last year.

Governors questioned the impact of staff leaving mid year, noting 13 staff have left during this period; they were advised that staff, and in particular support staff are more likely to leave mid-year taking up new roles. This has caused some continuity issues, but recruitment continues and some very good supply teachers have been appointed, particularly within Health and Social Care. Governors were provided with assurance that students are provided with planned cover for lessons (if required due to staff absences); budgets have been challenging to manage but the priority has been to provide consistent support to the students.

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

Governors acknowledged the latest KPIs and in particular the highest number of vulnerable students. They noted that attendance remains a challenge and were advised that the difficulties with transport strikes and teacher industrial action had not helped the attendance situation, with students deciding to remain at home for independent study. Governors questioned the robustness of following up poor student attendance, they were advised that attendance is currently a national issue that had been increased due to the pandemic. Parents are notified when students are late or absent for a lesson and staff have further proactive communication with parents for persistent offenders. A discussion took place on ways in which to ensure students attendance remains a focus.

Governors were advised that recruitment of students remains a priority with different marketing techniques being trialled; scheduled Open Days will be held earlier in the calendar next year, with the hope of attracting perspective students sooner. The regular weekday open events have also proved popular, with many families wanting to visit during teaching hours.

Governors questioned if the investment into facilities have made a difference when attracting perspective students; it was explained that visitors have passed positive comments regarding the new facilities, in particular the investment in T Level facilities and these have been heavily advertised to current Year 10 students who will be considering Sixth Forms in the next academic year. The success of the new facilities can hopefully be measure in the ongoing application numbers. CTK will also increase the profile of the Level 1 and Level 2 provision, aiming to reach out to students who are in schools with successful sixth forms, but who may not be able to remain in their current schools due to their results. It was expected that the intake of students would be similar to previous years, with approximately 70% coming from disadvantaged backgrounds; further discussions took place on the drop in the numbers of primary students within Lewisham and the expected subsequent in Lewisham applications in future years.

Governors asked the students present, what they felt CTK's selling point to prospective students would be. The extra curricular activities and opportunities were outlined, including the Chaplaincy, the support on offer and the sports available. The guest speakers and support with UCAS etc. was also highlighted.

Governors noted the decrease of 25% for cash days, the Chief Financial and Resources officer outline that this was in line with projections with 4 months remaining of the financial year.

The Chair commended the important and informative discussions on student recruitment and attendance and thanked the Executive Principal for their Report.

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

## **10 Safeguarding Update**

The Deputy Principal Safeguarding, provided Governors with a verbal update on Safeguarding, reassuring those present that safeguarding remains pivotal area of focus within CTK. It was confirmed that all new staff receive a safeguarding induction and training; Prevent training has also taken place during this term for all staff. It was noted that 2 Governors had also attended this important session. Further follow up sessions will be available during the remainder of this term.

Extensive support of vulnerable students continues with some very significant issues and incidents taking place outside of CTK. Support work through external agencies continues to be offered to those who require it. Governors were thanked for their continued appointment of the External Safeguarding Officer; the Governor with responsibility for Safeguarding confirmed that regular meetings take place with the Safeguarding team and the independent perspective is very complimentary regarding CTK's practices and the recording of any issues. The Single Central Record is up to date and verified.

Governors were reminded that two Assistant Principal members of the Safeguarding team are both retiring at the end of the academic year, however they were assured that their roles have been filled with experienced staff who have worked within the pastoral team for a number of years.

Governors questioned if there had been an increase in mental health issues; it was confirmed that mental health issues amongst the students have increased, support is given to students and parents concerned and if required referrals are made to outside agencies. CTK has a high number of mental health ambassadors who are aware to direct any issues or concerns to the Safeguarding team members.

Governors were also reminded that they introduced the Beneden Health scheme to staff which is an additional support service on offer to all staff, if required.

Governors requested that a future agenda item be to highlight the numbers of students who access counselling services throughout the academic year.

**Action CCR: Future agenda item, to provide Governors with a breakdown on the numbers of students who access counselling services through CTK.**

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

## 11 Governance & Search

The Chair of the Committee presented a copy of the minutes from the previous G&S Committee meeting, these were taken as read. Governors discussed the continued search to appoint new Foundation Governors and to provide succession planning for those who will be stepping down.

It was **RESOLVED** to receive and **AGREE** the report

## 12 Curriculum & Quality

The Vice Chair of the Committee presented a copy of the minutes from the previous C&Q Committee meeting; these were taken as read. Governors commended the excellent work of the Maths Centre for Excellence and expressed their thanks be passed onto TGU for their work in this area.

Governors questioned the statement under 'Catholic Education – Icons are being replaced'; Governors were assured that certain crucifixes have been replaced to represent an updated identity of CTK. Icons are not being replaced but updated.

**Action LHA: To updated sentence in C&Q Minutes to state, 'icons being updated' instead of replaced.**

It was **RESOLVED** to receive and **AGREE** the report

## 13 Finance, Resources & Business

The Chair of the Committee presented a copy of the minutes from the previous FR&B Committee meeting; these were taken as read. Extended thanks were offered to the Chief Financial and Resources Officer for the extensive work presented on the accounts.

It was confirmed that two Governors have since volunteered to represent CTK with the external auditors with regards to the anti-money laundering requirements. Further thanks were extended.

It was **RESOLVED** to receive and **AGREE** the report

#### **14 Audit & Risk**

The Chair of the Committee presented a copy of the minutes of the previous A&R Committee meeting; these were taken as read.

It was **RESOLVED** to receive and **AGREE** the report

#### **15 Foundation Governors Working Group**

The Chair provided a brief update on the work of the Foundation Governors' Working Group. There are no recommendations at this stage, and the group aim to keep abreast of the changing landscape. Discussions focus on:

- a) Remaining as a Sixth Form in the FE Sector
- b) Joining a MAT with other Catholic Schools/Sixth Form Colleges

It was confirmed that there is no definitive timeline to make the decision and the Working Group will continue to discuss options; if the landscape changes in other areas, CTK will revisit options.

#### **16 Quality Improvement Plan**

The updated QIP was shared providing an opportunity for Governors to see progress being made. Areas of focus remain attendance and Maths. Governors questioned the pass rate of GCSE Maths and whether or not students should be enrolled for the exam, noting the low pass rate. The progress made was outlined by the Executive Principal, and how this remains an area of development.

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

#### **17 Catholic Life Action Plan**

The Catholic Life Action plan was shared providing an opportunity for Governors to review the progress made; the Catholic Life link Governor gave an overview of a recent internal audit. The report was taken as read.

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

#### **18 Key Strategic Priorities**

Governors were presented with an update on the Key Strategic Priorities for 2022/23, showing strong progress has been made against the agreed priorities. The report was taken as read.

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

#### **19 ESFA Annual Conversation**

Governors were presented with a copy of the presentation with the ESFA, held in March 2023. The Chair reported a positive meeting.

It was **RESOLVED** to receive and **ACCEPT** the presentation

#### **20 Accountability Agreement**

Governors were presented with a copy of the draft Accountability Agreement; a new document introduced by the ESFA as part of their accountability measures. The Executive Principal requested that Governors consider the draft document for approval; once approved it will be shared on the CTK website. It was explained that the document is a compulsory element of the ESFA Funding Agreement.

Governors acknowledged the content of the report and requested rewording of the paragraph relating to Student apprenticeships, to state that students have access to apprenticeship opportunities.

