



CHRIST THE KING SIXTH FORMS

Minutes of the Meeting of the Governing Body held on Tuesday 27th June 2023 at the St Mary's Site

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Nana Reynier	Foundation Governor
Monsignor Nicholas Rother	Foundation Governor
Hazel Wilkinson	Foundation Governor
Rosie Newbould	Foundation Governor
Marlene Burt	Foundation Governor
Ciaran Burns	Foundation Governor
Mike Smith	Staff Governor (Support)
Mandy Richards	Staff Governor (Teaching)
Portia Leonard	Student Governor
Camilla Crampton	Deputy Principal, Pastoral
Simon Spearman	Deputy Principal, Vocational and Quality
Holly Power	Deputy Principal, Academic
Molly Makota	Chief Financial & Resources Officer
Maria Faleri	Student Representative Aquinas
Mary Mihovilovic	Pending Foundation Governor (Sept 2023)
Yasmin Benjamin	Pending Foundation Governor (Sept 2023)
Deacon Javier Elderfield	Chaplaincy Coordinator
Paula Amony	Assistant Principal EDI
David Wright	External Governance Review
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 Deacon Elderfield.

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

Apologies for absence were received from:

Trevor Gomez (Foundation Governor)

Shireen Razey (Executive Principal)

Linda Buabeng (Associate Governor)

Vanessa Martins (Parent Governor)

There were no declarations of interest.

The Chair advised that Trevor Gomes was notified in the King's Birthday Honours list that he had been awarded a prestigious Medal of the Order of the British Empire (BEM) for services to education and the community. The Governors expressed their congratulations.

The Chair recorded that with regret, resignations had been received from Tricia Gilpin, Foundation Governor and Trevor Gomes, Foundation Governor. The Chair recorded thanks for their support and contribution to CTK and best wishes were extended from the wider Governing Body members.

Ana Rodriguez, Student Governor and Damar Brown, Student Representative St Mary's, have also finished their term on the Governing Body. Both students have been presented with tokens of gratitude from the Governors, at their respective site Evening of Celebration.

Two new pending Foundation Governors were welcomed to the meeting; Mary Mihovilovic, a highly experienced educator, particularly in Catholic Education and Yasmin Benjamin, an alumna who was recruited through the CTK alumni marketing programme which continues to be a productive, innovation as a governor recruitment tool. Both will hopefully start officially in September 2023.

The Chair welcomed David Wright, External Governance Reviewer, who was in attendance; many Governors have already met David through their 1:1 interview or at sub-committee meetings.

2 Minutes of the Previous Meeting 9 May 2023

The minutes of the previous meeting on 9 May 2023 were taken as read and agreed as an accurate record. It was noted that Marlene Burt was in attendance at the meeting, but not recorded; the notes were amended accordingly to reflect this attendance, and the minutes confirmed and signed by the Chair.

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

3 Matters arising from the minutes of the Governing Body Meeting held 9 May 2023

It was confirmed that Governors will be presented with a breakdown of the numbers of students who accessed the counselling services for the academic year 2022/23, this shall be presented in the September briefing. The breakdown will ensure that Governors are provided with data for a whole academic year. All other matters were addressed.

4 Chaplaincy and 10:10 RE Report to Governors

Deacon Javier Elderfield presented the report on Catholic Education at CTK, in the areas of Catholic Life and collective worship. The report outlined a wide variety of initiatives and traditional practices that have taken place at all sites. Chaplaincy activities included the memorial for a student who tragically died in January, the installation of clothes rails, Coronation celebrations, Mental Health awareness events, Laudato Si' week, an outstanding Service Review of the department, visits from the Diamond Club, Music events, student's volunteering at a Diocesan primary schools' event, continued collective worship and an outline of further activities up until the end of term.

The Deputy Principal (Pastoral), gave a further update on Religious Education, advising that 97.3 % of students had completed their general RE programme and the NOCE verifier had provided excellent feedback regarding the teaching of RE at CTK. Student feedback was also very positive, outlining the work completed and how this had provided time for reflection and acknowledging the vibrancy of Catholic Life on site. Students receive a paper copy of the individual RE booklets, which records their personal growth during their time at CTK; further consideration will be given to ascertain whether this can also be provided electronically for future reference.

It was noted that there are 50 places available for students to visit Rome and to have an audience with the Pope. Governors questioned if this was accessible to all students, they were advised it was.

Deacon Elderfield left the meeting at 6.50pm.

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

5 Equity, Diversity and Inclusion

Paula Amony was in attendance and provided a verbal update on the continued work being undertaken within the important strategic priority of EDI. Governors were advised on the training and development of students and staff (particularly through Middle Leadership) with regards to EDI and updates in the language of the EDI Policy and Terms of Reference. The focus on Neurodiversity and Disability remains, including how

to measure progress to meet the needs of all students including the ALS learners. EDI has been taken further with celebration events at all sites, including a vibrant Cultural Day at Aquinas, where students wore national dress and sampled different cultural foods. EDI remains on the RAAC Committee agenda where risks, how they are identified and mitigated, are discussed.

Governors were informed of an initiative with an external advisor where the progress of Afro/Caribbean boys will be monitored; this group were previously identified as lower achievers and the programme delivers additional support. Governors questioned how the impact will be measured as different year groups will have different starting points; they were advised that the impact will be in the outcomes in comparison to the starting points of each cohort, and factors such as attendance and attainment. The base line will undoubtedly change with the cohorts.

The Staff Governor confirmed that the EDI working group hold very productive meetings, providing space to challenge preconceptions and opening up dialog on EDI issues.

Governors commended the ongoing good work on EDI. It was noted that the staff across the sites were a good representation of diversity of all protected characteristics, with particular mention of Middle Leaders.

The Chair noted that the targets the FGB set itself to continue to increase its own diversity further, remained in place with good progress being made. Diversity had been one of the aspects assessed in the Governing Body skills audit. The Chair stated that EDI would remain a standing item at each meeting in recognition of its strategic significance and commitment to the institution.

Paula Amony was thanked for attending and left the meeting at 7.08pm

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

6 Student Governor Report

The Deputy Principal (Academic) invited the Student Representative to read a poem written for the retiring Assistant Principal at Aquinas; this had been presented at the Aquinas Evening of Celebration. Governors were advised that the student who had written the poem, dedicated it to an outstanding teacher and pastoral support to the students at CTK.

The Student Governor report was presented and Governors noted the positivity of the report, and the depth and range of activities taking place, particularly those that are student led. The sense of care and pride within the student community was evident. Governors asked for further elaboration on the embracing of the evolving digital landscape, they were advised that students had volunteered and had been interviewed to assist with the social media and marketing of CTK, allowing an opportunity to develop their digital skills.

Governors noted the reinstatement of Duke of Edinburgh Award activities and acknowledged the high costs of taking part in expeditions; although much of the kit was made available to students, further contributions would be welcomed. Governors requested a bid for further resources/funds, to make the Award more accessible to all students, be submitted through the C&Q Committee for consideration. Governors agreed this would be an area that they would like to support further.

Action Deputy Principal (Academic): To submit a bid for further resources/funds for students to access the Duke of Edinburgh Award – to go to the next C&Q Committee

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

7 (i) Executive Principal's Report

To receive a report from the Executive Principal; the report was presented by the Deputy Principal (Pastoral). The report was taken as read, highlighted the breadth of work, ongoing at CTK.

Governors questioned the outcomes for the permanently excluded students, they asked how CTK supports students once they leave. When students are permanently excluded, they continue to receive support and careers advice until a new place has been found.

Governors questioned if the Leadership Team are researching into the patterns of permanent exclusions, are there any year on year, time specific incidents; are lessons learnt by leadership. They were advised that Leadership and the Safeguarding team scrutinise trigger points, times of issues and concerns. Increased awareness of what equates to gross misconduct and drug awareness is reminded to all students regularly through the 10:10 Programme.

Governors questioned the update on staff recruitment, in particular the difficulty in appointing staff in Maths, Engineering and Science. It was confirmed that there had been repeated rounds to appoint the right people, but CTK is now fully staffed for September and Leadership assured they happy with the appointments made.

Governors were reminded that the FR&B Committee had oversight of resources including HR, staff recruitment and marketing. Leadership capacity is a key strategic success factor, regularly assessed by the FGB with an annual, formal discussion. The Marketing strategy updates and progress have been presented to FR&B throughout the academic year. A draft copy of the Leadership organisational chart had been shared through the FR&B Committee and would be presented to the Full Governing Body in the new academic year.

Action: A copy of the Leadership Organisational Chart (to include responsibilities) to be shared with the Full Governing Body at the September briefing.

A Governor noted the reporting of the Art Exhibition failed to mention Media; they noted the hard work undertaken by the Media students and the opportunity for Media to exhibit within the Art Exhibition.

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

(ii) Key Performance Indicators

Governors were presented with an update on the performance indicators up to the end of May 2023, these were taken as read. Governors had discussed attendance, and the Sixth Forms' strategic response to it, at the previous meeting; a follow up on attendance had been requested and had been listed as an agenda item.

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

(iii) CTK Attendance Strategy

The Deputy Principal (Pastoral) presented an update on the Attendance Strategy, outlining how attendance is currently monitored and followed up. Governors noted the current strategies in place, but questioned what further strategies will be put in place to achieve higher attendance in the next academic year including the role of Tutor and how effective they are; they asked if targets have been set for attendance. The Deputy Principal advised that the aim, ultimately, is for 95% and above authorised attendance, but recognised that this may be a challenge to achieve. A discussion ensued regarding the implementation of the Attendance Strategy, the reasons for poor attendance and ultimately the disruption it causes to teaching and learning and the relationships between students and teachers. The importance of peer group influences were outlined and the expectation for teachers to remain invested in students, demonstrating positivity when they are in lessons.

Governors questioned if students who are over 18 are able to self certify their absence; The Deputy Principal explained that any students who live independently are supported by a listed contact and all absences are checked with these contacts. The effectiveness of Pro Portal was discussed, the systems does

not automatically update authorised absences and these are manually entered by the Admin teams throughout the day. CTK is considering a new system for parents to log future approved absences.

Governors were advised that praise and recognition incentives are still in place to encourage good attendance; persistent offenders are followed up through the disciplinary process.

Governors thanked the Deputy Principal for the comprehensive overview of the Attendance Strategy. They asked if the future KPI's will reflect all of the different data patterns and trends of attendance. They were advised that the KPI's will remain as they are. Governors will receive a further breakdown of attendance data at Committee and FGB meetings when such, more detailed information, can be shared.

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

8 Safeguarding Update

Kate Young, External Safeguarding Advisor joined the meeting at 7.20pm. Those present received a verbal update from the Independent Chair of the Safeguarding Board on the annual work of the Safeguarding team. Governors were reminded that copies of the Safeguarding Board minutes are shared and monitored through the C&Q Committee meetings. It was reported that the Advisor is very happy and satisfied with the work of the team; they have successfully managed some very difficult scenarios within the last 12 months and the support provided to the students is exceptional. The team now use data to back up and ensure that students are safe and are regularly monitored. The team are highly capable to deal with difficult and significant situations and they demonstrate highly effective communication skills; incidences of safeguarding concerns are dealt with swiftly.

It was outlined that there are pending team changes, with 2 members retiring at the end of the academic year. The new appointments will need time to bond within the team, but it is anticipated that, under the leadership and guidance of the Deputy Principal (Pastoral), that the team will continue to be strong and effective.

Future updates to note with mandatory requirements include, changes to the reporting of child sexual abuse for under 18's; further guidance to follow on the role of teachers when reporting concerns. The DfE will also be providing further guidance on supporting transgender students within FE institutions.

The Chair thanked the External Safeguarding Advisor for their support and advice; they confirmed that as Safeguarding Governor, regular meetings take place with the Independent Safeguarding Advisor where updates are provided which confirm the efficiency of the systems in place for safeguarding and where they discuss key issues. The positive feedback was noted as was the effective increase in the collection of data. The Chair stated that the succession planning and team changes have been thoroughly discussed previously, and this was a follow up discussion to confirm that all recommendations had been followed through.

It was outlined that safeguarding remains an important Governance focus. All Governors conveyed their thanks to the Safeguarding team for the work they undertake at CTK.

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

9 Curriculum & Quality

The Board received a copy of the unconfirmed Minutes from the Curriculum & Quality Committee Meeting held on 15 June 2023. The Committee Chair reported on the main points of the meeting and the minutes were taken as read. The Committee Chair highlighted the amount of work being undertaken with regards to CPD and all staff and student development. It was noted that the increase in budget for CPD is an investment and an example of how the governing body is protecting the strategic development of teachers and support staff.

The following Policies were approved at the C&Q Committee and were presented to the Full Governing Body for information.

- (i) Quality Policy & Procedures
- (ii) Admissions (2023/24) Policy & Procedures
- (iii) Lesson Observation Policy & Procedures
- (iv) Careers
 - Careers & Progression Policy
 - Careers & Progression Strategy
 - Provider Access Policy
 - Aquinas Summary of Careers Provision
 - Emmanuel Summary of Careers Provision
 - St Mary's Summary of Careers Provision
- (v) Bursary (16-19), Free Meals & Hardship Policy
- (vi) Positive Behaviour Management Policy
- Governors agreed to the approved Policies
- Governors approved the Committee Focus for 2023/24

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

10 Finance, Resources & Business

The Board received a copy of the unconfirmed Minutes from the Finance, Resources & Business Committee on the 21 June 2023. The Committee Chair reported on the main points of the meeting and the minutes were taken as read. The Committee Chair extended thanks to the Chief Financial and Resources Officer and their team for the extensive preparation and presentation of the Annual Budget. It was noted that a revised budget will be presented at the December FGB meeting, when student recruitment for the academic year will be confirmed. The increased visibility and presence of marketing was noted including the reintroduction of progression events and staff representatives attending partner schools on GCSE results day to meet with prospective students.

Governors had a detailed discussion on the budget, including how much risk and contingency was contained within the document. The key assumptions on pay award (as budget assumption only) and level of government funding if any, and the assumption on cost inflation and energy costs. It was noted that another year of fixed prices remained in the CTK energy contracts. The modest surplus was noted. It was also recognised that the budget maintained sufficient support for the delivery of the Sixth Form's core strategy including investment in CPD, continued investment in the development of T Levels and the development of the vocational offer, continued development of the A Level specialism and investment in student experiences and digital strategy. The Chair noted that the backdrop of the general economic conditions and public funding constraints was likely to remain in place. Governors congratulated management on good cost control and on the budget outcome, which had arrived through much hard work. The Annual Budget was approved.

- Governors approved the 2023/24 Budget
- Governors approved the 2023/24 Chief Financial Forecasting Return (CFFR)
- Governors approved the Committee Focus for 2023/24

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

11 Audit & Risk

The Board received a copy of the unconfirmed Minutes from the Audit & Risk Committee held on 5 June 2023. The Committee Chair reported on the main points of the meeting and the minutes were taken as read. The proposal for the next internal audit was discussed and it was agreed that both HR and Payroll will undertake audits during the next academic year.

- Governors approved for the External Auditors to remain for another year
- Governors approved the internal audit for both HR and Payroll, to be undertaken during the next academic year
- Governors approved for the Independent Safeguarding Chair for another year
- Governors approved for the Health & Safety Consultant for another year
- Governors approved the External Financial Statement Audit Strategy for the year ended 31 July 2023
- Governors approved the continued appointment of the RAAC Committee External Chair
- Governors approved the Committee Focus for 2023/24.

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

12 Quality Improvement Plan

Governors were presented with the College Quality Improvement Plan and its progress to date. The report was taken as read, noting that most areas are now green. Amber statuses were outlined highlighting those areas awaiting outcomes, recognised attendance issues and/or new initiatives. Governors questioned if Attendance should be recorded as 'Red', it was stated that at a national level. It was also noted that the recent Internal Audit on Student Attendance gave a strong assurance that the processes in place and the work that CTK does to eradicate poor attendance would classify it as a work in progress.

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

13 Catholic Life Action Plan

Governors were presented with the Catholic Life Action Plan and its progress to date. The report was taken as read, noting also that all areas bar one, were now green. The remaining amber focus related to the Catholic Life Inspection, which until it has been undertaken, is an area that remains a work in progress.

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

14 Key Strategic Priorities

The Key Strategic Priorities for 2023/24 were presented and taken as read. The Deputy Principal (Curriculum) provided an update on the outcomes of the Key Strategic Priorities for the current academic year. Governors acknowledged the positive work undertaken within the 5 Year Plan despite the current budget constraints. Governors commended the work with the T Levels, Apprenticeships, the Digital Strategy and the additional work that the Accreditation Framework had generated.

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

15 External Governance Review

Governors were advised that the Chair and Clerk will receive a draft of the External Governance Review report mid-July. It was clarified that there will be an opportunity for feedback to be delivered to the whole Governing body in the new academic year and the full report will be shared in due course.

Thanks were extended to the External Governance Reviewer for the work they had undertaken at CTK.

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

16 Annual Committee Focus

It was outlined that each Sub Committee Focus' for 2022/23 had been discussed and focus areas for 2023/24 had been confirmed. The Clerk advised that the Committee annual reports will be drafted and circulated to the Committee Chairs, in preparation to be presented at the November Strategy Days.

Action: The Clerk to draft the Sub Committee Annual Reports and share these with Committee Chairs in preparation for the November 2023 Strategy Day.

