



Minutes of the Meeting of the Governing Body held on Tuesday 7 February 2023 at the Aquinas Site

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razey	Executive Principal
Nana Reynier	Foundation Governor
Monsignor Nicholas Rothon	Foundation Governor
Hazel Wilkinson	Foundation Governor
Rosie Newbould	Foundation Governor (via Teams)
Vanessa Martins	Parent Governor
Linda Buabeng	Associate Governor (via Teams)
Mandy Richards	Staff Governor (Teaching)
Mrs Camilla Crampton	Deputy Principal, Pastoral
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Holly Power	Deputy Principal, Academic
Molly Makota	Chief Financial & Resources Officer
Paula Amony	Assistant Principal, EDI Coordinator (via Teams)
Javier Elderfield	Chaplaincy Coordinator
Maria Faleri	Student Representative Aquinas
Portia Leonard	Student Representative Emmanuel
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 Governing Body Briefing. Governors were led into prayer.

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

Apologies were received from: Ciaran Burns, Marlene Burt, Trevor Gomes, Mike Smith, Ana Rodrigues.

The Student Representative for Aquinas, was welcomed to the meeting.

There were no declarations of Interest. The meeting was quorate.

The Chair advised that the recruitment of new Foundation Governors remained a priority and requested all members seek new Governor applications. Governors were also advised, with regret, the proposed Co-Opted Governor had had to withdraw their application to join the Full Governing Body at this time.

2 Minutes of the Previous Meeting 6 December 2022

The minutes were taken as read. It was noted that there was a typing error under Chaplaincy, paragraph 4, 'workshop' should read 'worship.'

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 6 December 2022

All matters arising from the meeting on 6 December 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 Workshop. The report covered the work of the Chaplaincy team during the festive period and highlighted the successful Christmas gift appeal and donations made to the Society of St Vincent de Paul 'Diamond Club', Demelza

Children's Hospice and the Women's Refuge. Donations from the Christmas Community Day were presented to Save the Children. Further outreach opportunities took place whereby students supported and volunteered within the local communities; and guest speakers from the Passage, a homeless charity.

The Chaplaincy team were delighted to welcome Archbishop John Wilson, who officially opened and blessed the new T-Level facilities at Emmanuel.

The growth and participation of students and staff during collective worship was noted. Thoughts and prayers were offered reflecting on the late Pope Benedict XVI.

Governors were advised that there was currently a 98% pass rate in Section 1 and 2 of General RE, this is due, in part to a renewed focus on the CTK Graces, the weekly 10:10 Programme and reflection sessions across all sites. Governors commended this achievement.

CTK remains ready for a Section 48 Review, (if held after Easter, it will be with new Catholic Life Inspection). Students continue to take part in prayer and reflection daily, there is a daily reflectional 'thought of the day' and many students are growing in confidence to lead these sessions within their classes.

Governors noted the breadth of opportunities offered to students through the Chaplaincy teams and expressed their gratitude for the detailed report and the assurance that Catholic Life is very evident and an important part of college life. Governors were aware of the search for an additional apprentice Chaplain or Lay Chaplain and were advised that the post remains vacant. Adverts have been placed within local parishes, through the Education Commission and general job portals. Governors noted, that following on from the success of the 30th Anniversary, are there plans for further cross site events; it was confirmed that where appropriate, there will be further CTK collective worship events.

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

6.55pm Chaplaincy Coordinator left the meeting.

5 Equality, Diversity and Inclusion

Governors were reminded that EDI remains an important strategic priority and acknowledged the progress of the Working Groups and EDI Committee and their continued support for all protected characteristics. They were advised that all staff have now had the opportunity to undertake Disability Awareness training and many lesson observations have focused on the support of ALS students and those with high needs. CTK continues to share good practice; the mentoring scheme also continues as does the celebration and awareness of the EDI calendar.

(i) Equality, Diversity and Inclusion Policy

The annual updated Policy was presented to Governors for Approval. Governors noted that Policy mentioned 'what is needed to succeed' with regards to equality; it was recommended that this be amended to state 'what is needed to achieve'. Equity rather than equality.

It was agreed that the frequency of the Policy be changed to bi-annual updates.

It was **RESOLVED** to receive and **APPROVE** the policy changes with the **RECOMMENDED** amendment.

7.20pm EDI Coordinator left the meeting.

6 Student Governor Report

The Student Representatives provided an update on Student Life across each site, summarising activities that have taken place since the last Full Governing Body Meeting. The report contained further information on the most popular universities selected by students showing where they have submitted their UCAS applications to; students have now started to receive their offers.

Other notable events included students who were shortlisted for the SFCA EPQ Award, the successful Art Auction, participation in the British Mathematical Olympiad and the Senior Mathematical Challenge, work placements at the Bank of England, support of the 'Bring me Sunshine' charity event, external guest speakers, as part of Disability History Month a presentation by a student on their experiences of living with Sickle Cell, attendance at a Cambridge Outreach workshop, sporting participation and continued charity and fundraising projects, (including weekly Tea and Toast breakfasts provided by ALS students).

Students were thanked for their comprehensive update and Governors commented on the range of activities taking place. Further questions were asked on support offered with the UCAS application process, including an overview of the Careers Conference for both university and degree level apprenticeship advice. The students were asked if they had any current concerns, they noted forthcoming mock exams and revision requirement. Governors were advised that students are supported with managing the stress of their exams with additional workshops, revision strategies and anxiety management information. T Level students are being supported with finding their required work placements.

The importance of role models was discussed and congratulations were offered to Foundation Governor (Alumni and former Student Governor), Trevor Gomes, on his recent nomination for the 'King's Award for Voluntary Service' and his nomination for the Forbes 30 under 30 (Europe).

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

7 (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 were saddened to be informed at the bereavement of a student at Emmanuel; CTK and the Chaplaincy team continue to support the family. Governors expressed their condolences to the family and friends of the student and the wider CTK community.

The Executive Principal extended congratulations, on behalf of the CTK community, to the Chair on his recent MBE award acknowledging his extensive work in education. This was further endorsed by Governors present.

Governors recognised the initiative of the Breakfast Club, providing free porridge and cereal for students and staff and the opportunity to for students to help themselves to cereal throughout the day, if required. This service has been a welcome addition and will remain for the foreseeable future. Governors also noted the introduction of the staff pulse surveys, gauging staff opinions.

Staff industrial action was discussed, Governors were reassured that all sites had remained open. Students will continue to be provided with a warm place to study.

Following on from the recent opening of St Theresa's Hospital Ward, Governors questioned if the investment provided has shown an increase in applications for students to undertake Health and Social Care. It was confirmed that the new facilities are not only used by the Health and Social Care T Levels students, but it is also utilised by those taking Child Development and the by the wider Science Department for skills and knowledge based activities. As an investment the facility was very popular during recent open days and applications will be monitored during 22/23.

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. Attention was drawn to attendance and this remains an area of challenge particularly on GCSE courses.

Since writing the report, it was confirmed that the November GCSE results had been received. English results were very strong, but Maths although improved remained a challenge. Governors questioned what

is being done to increase attendance and ultimately the Maths results. It was confirmed that the parents/guardians of late and absent students are contacted regularly to encourage regular attendance. Many of the vocational students are on track with their chosen subjects but they struggle with their GCSE Maths, when university offers do not include the need for GCSE it is really difficult to motivate the students to attend. Many have had GCSE results at least twice before some from a CAG / TAG this has also led to demotivation.

Other KPIs were noted including pay costs. Governors were advised that the teachers pay increase is yet to be settled in line with the SFCA guidance, no payments have been made to teachers until the pay dispute is settled nationally.

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

8 Safeguarding Update

The Deputy Principal Safeguarding, provided Governors with a verbal update on Safeguarding including feedback from discussions with the external Safeguarding Advisor who provides members of the Safeguarding team with sufficient challenge and support as a critical friend. It was noted that students continue to be supported and CTK works well with external organisations to ensure students remain safe and in education.

Safeguarding CPD for all staff is up to date and current. The Governor with responsibility for Safeguarding confirmed assurance from the Safeguarding Advisor that CTK has the required processes in place to deal with any issues that may arise. The SCR is up to date and has been reviewed by the Safeguarding Governor.

It was acknowledged that two senior members of the Safeguarding team will both be retiring at the end of the academic year; succession planning will be reviewed, but safeguarding remains a priority and there will be a lead person at each site.

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

7.40pm Associate Governor left the meeting.

9 Local Board Meetings

Minutes from the Local Board Meetings held on 26 January 2023 were shared. The developing partnerships continue to provide life experiences and expertise, assisting with the CTK Skills Agenda and future curriculum design. Each Deputy Principal outlined the productive conversations during their individual Boards, with a predominant focus on skills.

Governors questioned the challenges of establishing which life skills and the skills gaps required for the workplace; in particular with ever changing technology. How does CTK ensure that students are upskilled with packages and facilitation tools to prepare them for the world of work. It was acknowledged that strategically CTK has remained with Microsoft packages, but vocational students are equipped to network across a range of packages and regularly liaise with IT professionals for the latest software. All students also update their digital portfolios. Any additional support or guidance from members of the Governing body, particularly in working suites, would always be welcomed. It was confirmed that teachers are preparing for the changes to T Levels and are establishing firm links with industry specialists.

The relevance and importance of the local boards was acknowledged and the key role they play in ensuring local skills needs are met. The boards have a good representation of employers, universities and local stakeholders. Governors noted the useful conversations and strategic debates regarding curriculum investment and required skills.

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

7.55pm Student Representatives left the meeting.

10 Quality Improvement Plan (QIP)

The Sixth Form QIP was taken as read. The Executive Principal was confident that progress is being made with the QIP and attendance remains the main concern.

Governors questioned if there are any further ways in which to support students with attendance issues; they were advised that excessive time is spent monitoring attendance and parents are contacted after each missed lesson, but some parents do struggle to get their children to college. The importance of good attendance is reinforced regularly; feedback from recent parental engagement forums was positive with regards to the support CTK offers to students who are absent. There are also opportunities and resources for students to catch up independently.

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

11 Catholic Life Action Plan

The Catholic Life Action Plan was taken as read. The RAG ratings were noted, with the focus on Catholic Life acknowledged as either amber or green. Governors questioned if good progress has been made since the last Full Governing Body meeting, then some areas must be ready to be upgraded to green.

Action CCR: To review the RAG rating of the Catholic Life Action Plan and to upgrade areas to green where further progress has been made.

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

12 Key Strategic Priorities

The Key Strategic Priorities report provided an overview of progress against each of the agreed Strategic Priorities for 2022/23. The report confirmed good progress with all priorities. The report was taken as read. Governors were advised that CTK are currently out to tender for the implementation of two new T Levels and further approval will be sought from Governors once tenders have been received.

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

13 Policies for Approval

Governors were presented with an updated Appraisal Policy for approval. The Policy continues to highlight the college's commitment to motivate staff by identifying strengths and development areas, whilst identifying opportunities to enhance staff contribution by effectively communicating and contributing to the delivery of the CTK development plan through the appraisal cycle.

(i) Appraisal Policy

Governors noted the comprehensiveness of the Policy but questioned if it had been approved by legal advisors. The Chief Financial and Resources Officer confirmed that the Policy was in line with the SFCA guidance. Governors further questioned how new staff are made aware of the appraisal process and how they are supported through this. It was confirmed that staff are advised of the appraisal process through induction and all staff have regular, documented review meetings with their line managers. Communication between line managers and staff is now also reviewed by the relevant Deputy Principal's to ensure that the procedures have been objective. Governors asked that from a legal prospective, clear records of all conversations are maintained and regular opportunities for line managers to have additional CPD for conducting appraisals would be beneficial.

It was **RESOLVED** to receive and **APPROVE** the Appraisal Policy.

14 Annual Review of Confidential Governance Documents and Freedom of Information Requests

The Clerk presented the Annual Review documentation. The report summarised the confidential items during 2022 where individuals were either explicitly named or could be identified, and papers relating to confidential meetings of the Governing Body Working Groups.

The report included a summary of responses to Freedom of Information requests to advise Governors of the level of requests being received and CTK's response.

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

15 External Governance Review

Governors were provided with an overview of the proposal for an External Governance Review, in line with the Education White Paper. The paper was taken as read and Governors acknowledged the four possible organisations who could undergo the required process. Delegated authority was given for the proposal to be considered further by the Governance and Search Committee and for this Committee to agree who the review provider should be.

Action Governance & Search Committee: To review the External Governance Review proposal and to appoint a suitable provider to draft an objective and independent review of CTK's Governing Body.

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

16 Any Other Business

The Chair provided all Governors present with an update following a letter received from the Diocese regarding the ONS Reclassification and possible Academisation. Governors were advised that the Working Group continue to meet, and the Dioceses have recommended that Sixth Form Colleges continue to have conversations regarding changes within the landscape. The Working Group agreed that the Executive Principal could update staff in through online briefings that no decisions have been made, nor will they be in the imminent future. Foundation Governors will continue to review and consider the future status of CTK and where it best sits for the next 30 years.

The Clerk advised that all Governors are invited to attend Prevent Training, taking place on 17 April 2023, on site at Emmanuel. An email with all details has been forwarded to all Governors.

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

17 Date of the Next Meeting:

Tuesday 9 May 2023 at 6.30pm at Emmanuel.

Actions:

1. Action CCR: To review the RAG rating of the Catholic Life Action Plan and to upgrade areas to green where further progress has been made.

2. Action Governance & Search Committee: To review the External Governance Review proposal and to appoint a suitable provider to draft an objective and independent review of CTK's Governing Body.

The meeting was concluded at 8.47pm.

R Evenett

9 May 2023

Signed: _____ Date: _____

Chair