



**Minutes of the meeting of the Governing Body Briefing held on Tuesday 19<sup>th</sup> September 2023, at the Emmanuel site**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Shireen Razey	Executive Principal
Ciaran Burns	Foundation Governor
Marlene Burt	Foundation Governor
Rosie Newbould	Foundation Governor
Nana Reynier	Foundation Governor
Mary Mihovilovic	Foundation Governor (via Teams)
Monsignor Nicholas Rothon	Foundation Governor
Hazel Wilkinson	Foundation Governor
Yasmin Benjamin	Pending Foundation Governor (via Teams)
Vanessa Martins	Parent Governor (via Teams)
Mandy Richards	Staff Governor
Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Molly Makota	Chief Financial & Resources Officer
Clint Gomes	External Health & Safety Advisor (SAMS Ltd.)
Linda Harrison	Clerk to Governance

**The Governing Body meeting began at 6.30pm with the Governors Prayer.**

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

Apologies were received from Mike Smith, Staff Governor and Portia Leonard, Student Governor.

Governors were informed that Linda Buabeng (LB), Associate Governor, had, due to family commitments, resigned from their position.

The Clerk advised that Mike Smith (MS) will be retiring from CTK and from the Governing Body from October 2023. Governors noted that MS had made an outstanding contribution as a Staff Governor and member of the Board. His generosity of time and commitment was commended, and thanks were extended to MS along with best wishes for his retirement.

Governors were reminded that the Declaration of Interest Register was an agenda item where circulation of the register would be discussed in more detail. The following changes were declared:

- REV noted that they were no longer associated with the Greenwich Foundation for the old Royal Naval College. They were no longer associated with the Alzheimer's Brain Bank UK.
- MM advised that they were associated with St Thomas Aquinas CMAT, they are a member of staff at St Mary's University, they have an association with Strawberry Hill Overseas and Community Concern.
- SRA advised that they are now a Governor for the St Benedict's Trust.

- MBU advised that they are the National President for AIC Charity.
- RNE advised they are the Treasurer for Our Streets Now Charity.

Governors were advised of the recent passing of former Chair of Governors, Peter Worden. Mgr Rothon led a tribute and reflection to Peter and prayers and best wishes were offered to his family.

## 2 Health & Safety Report

Clint Gomes, External Health & Safety Advisor for SAMS Ltd. joined the meeting to provide Governors with an annual update on H&S at CTK. A copy of the annual H&S Report had been shared and was taken as read. Governors were reminded that the aim of the report was to provide assurance and inform on the position and progress over the last year and to update on the health and safety performance objectives. The report highlighted that good and effective practice and all legal compliances are in place. Any notable issues have been resolved, all training is up to date with renewal's diarised effectively and the team continue to follow the guidance of the External Advisors and aim to streamline H&S processes even further.

Governors thanked CG for the comprehensive report and seconded his praise for the Director of Facilities and the Premises Team. Governors noted the reported accident statistics and questioned the difference between the recorded accidents and near misses. CG explained that accidents are logged when there is an unplanned injury or damage sustained; near misses record the potential for injury or damage and these near misses are acted upon to ensure that accidents do not occur.

The rise in the number of recorded incidents involving asthma and panic attacks were raised; Governors were advised that there has been an increase in such respiratory incidents, stating that a higher number of students with such problems including allergies and epi pen users, have been declared and have increased. The good work of the CTK First Aiders was recognised, if and when they are required.

Following on from heightened reporting in the media, Governors questioned if CTK was aware of any Reinforced Autoclave Aerated Concrete (RAAC) at any of the sites. The Executive Principal reminded Governors of their approval for CTK to undertake a rigorous independent RAAC survey at the beginning of 2023, which confirmed that all sites were clear of any RAAC materials.

Governors commended the good culture of H&S at CTK and further thanked the Chief Financial & Resources Officer for their excellent work in this area.

*CG left the meeting at 6.45pm.*

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

## 3 Minutes of the Previous Meeting

The Minutes from the previous meeting on Tuesday 27 June 2023, were seen as an accurate record and were signed by the Chair.

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

## 4 Matters arising from the minutes of the Governing Body Meeting held 27 June 2023

All matters arising had been addressed or were complete.

## 5 Annual Declaration of Eligibility Renewal for 2023-2024

- The Clerk confirmed that the annual declaration of Eligibility renewal for 2023-24 had been previously shared. Governors are required to read and sign the declaration and return it to the Clerk.
- **Register of Governors Interest Renewal for 2023-2024**

The Register of Governors Interest for 2022-23 was shared; governors were reminded of what is classed as an interest and what should be logged. The Clerk addressed all present individually, to note any specific interests that individuals may have. Governors have received declaration forms for 2023-24 and were requested to return these to the Clerk by the end of September. It was confirmed that, going forward, the Register of Governors Interests will be shared at the beginning of each FGB meeting.

It was **RESOLVED** to **RECEIVE** the report.

## 6 Further Education Governance Guide

The Clerk confirmed that Governors had received a copy of the latest Further Education Governance Guide and a were required to return their declaration form to the Clerk, confirming that they have read this documentation.

It was **RESOLVED** to **RECEIVE** the report.

## 7 Keeping Children Safe in Education

Governors received their annual briefing on Keeping Children Safe in Education; the Deputy Principal, Safeguarding, delivered an overview of the updated changes in relation to KCSiE. Governors were advised that staff have at the start of term, received refresher training with regards to Safeguarding. Governors have also received a copy of the latest KCSiE documentation and were required to return their declaration form to the Clerk, confirming that they have read this documentation.

Governors were reminded that any concerns are to be immediately reported to the Designated Safeguarding Lead.

Governors were also advised that any new members to the Board will be invited to attend bespoke Safeguarding training with the Deputy Principal, Safeguarding.

Governors questioned how CTK would deal with an incident involving a student who is over the age of 18; it was noted that in the eyes of the law, if over 18, a student is classed as an adult. However, where possible relations are built with the student and their parent/carer/external agencies, to provide guidance and support where required.

As an important area of responsibility for the Governing body, Governors requested a future update on the filtering and monitoring of safeguarding concerns and how these are escalated.

**Action Deputy Principal Safeguarding: To present an overview of the monitoring and filtering of Safeguarding Concerns. To be presented to the Audit & Risk Committee.**

Governors expressed confidence in the designated Safeguarding Team and thanked the Deputy Principal for the comprehensive overview.

It was **RESOLVED** to **RECEIVE** the report and **TRAINING** provided.

## 8 Executive Principal Update

The Executive Principal provided Governors with a verbal overview of the busy start of term, the appointment of two new Assistant Principal's and changes within the leadership staffing structure, the building projects and excellent new facilities at St Mary's and Emmanuel, enrolment, the introduction of the People Strategy, the continued use of staff Pulse Surveys and an update on negotiations in relation to the pay award.

Governors questioned the number of new staff for the academic year; they were advised that 26 new staff had started in September, across different areas of the staff body. It was confirmed all DBS and safeguarding training was complete for all staff.

Governors were advised that Ofsted remains imminent; CTK is fortunate to have the Deputy Principal, Vocational, as a trained Ofsted Inspector and they had undertaken Ofsted training with staff. Governors asked if recent changes in the inspection approach will have much impact, it was confirmed that the changes were more relevant to schools, the FE Framework changes were minimal. Governors will be advised once CTK gets the call and will be asked to contribute where required. The Clerk is maintaining a sheet of Governors challenges and actions for the past two years which will be available for reference as and when required when talking to inspectors.

Governors were also advised that the Catholic Inspection is likely to follow Ofsted; CTK also has a Catholic Life Inspector who is an Assistant Principal.

It was **RESOLVED** to **RECEIVE** the verbal report.

## 9 Enrolment

The Executive Principal shared a report on the initial enrolment landscape; Governors commended the increase in student numbers and the encouraging number of students enrolling from Partner Schools. They also acknowledged the high number of Bonus Pastor students attending Aquinas, noting how important it is to retain high achieving students within the Borough of Lewisham. The decline in the number of Catholic students was noted.

The Executive Principal advised the board regarding the proposal for a Catholic 11–16-year, Secondary School in Bexley who are currently consulting to open a sixth form. This is currently a Partner School to CTK. Governors felt that it was important that CTK investigated this further and responded to the consultation as appropriate.

It was **RESOLVED** to **RECEIVE** the report.

## 10 Examination Outcomes

The Executive Principal shared an overview of examination outcomes for 2022-23, the paper was taken as read. Headline figures were noted as positive, and Governors commended the support given to students during the examination period.

Governors acknowledged that these results were the first since 2018-19, that were not affected by cags and tags. They questioned the accuracy of assessment and whether staff had over predicted results. It was acknowledged that there had been some over prediction, however, there had been changes in grade boundaries with the marking and there was much variation regarding the starting point of many of the students. A discussion took place regarding CTK Mission and how this group needed to be supported and given the opportunity to sit their examinations, with known variations in terms of starting points. Departmental meetings and formal Course Reviews will be taking place analysing results.

Governors requested further information be presented to the Curriculum & Quality Committee, with regards to the entry strategy and the higher number of admissions onto A Levels; will the higher number of students have an effect on results. The C&Q Committee will also review the Quality Assurance processes and the support provided for students who are not achieving as well as they should. C&Q to also take into consideration the impact of other commitments for students, looking after siblings, caring responsibilities, part time jobs and cost of living.

**Action DP's Curriculum & Vocational: To provide entry criteria information to C&Q Committee.  
To prepare documentation for the C&Q Committee to review the Quality Assurance process.**

Governors were advised that CTK is in the final year of funded Achievement Tutors, and their support has had a positive impact on students particularly with revision classes. As a resource, the retaining and funding of Achievement Tutors will need to be a future consideration.

Governors commended the students who achieved highly in languages, but questioned if the small numbers of students taking Heritage languages was viable with regards to cost. It was reiterated that these courses sometimes required limited teaching, and that Italian was taught with no cost to CTK by the Embassy. At St Mary's French had not run this year as only 2 students had enrolled on the course. HPO outlined how we needed to explore different ways of promoting our strong language provision at CTK.

It was **RESOLVED** to **RECEIVE** the report.

#### **11 Destination Summary Report**

The Deputy Principal, Curriculum, presented an initial summary of student destinations for those who completed their studies for 2022-23; the report was taken as read. Governors noted the variety of good university destinations and work placements. Governors asked if students had struggled to find degree apprenticeships and what support CTK had offered; the difficulty of securing such apprenticeships was noted but those pursuing such places are offered extensive support including mock interviews. HPO shared the process for applying for degree apprenticeships and the challenges currently of tracking destinations of applications which is a national issue.

A Governor asked about Alumni successes at University. It was agreed that further information would be included in the destination report where available.

**Action DP Curriculum: To include further information on university completion and gap year students in the final destination report.**

It was **RESOLVED** to **RECEIVE** the report.

#### **12 Strategic Priorities 2023-2024**

Governors were provided with an overview of the agreed 2023-24 Strategic Priorities and focus; the document was taken as read. Governors asked to what extent is the mental health of students included within the priorities. It was confirmed that the mental health of students is a daily priority monitored by the Safeguarding and Wellbeing teams.

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

#### **13 Key Performance Indicators**

A summary for the end of Year (2022-23) KPI's was shared and taken as read; it was noted that the financial indicators are yet to be finalised (pending audit approval).

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

#### **14 Quality Improvement Plan (QIP)**

The QIP was presented to Governors for approval; the document was taken as read and given approval by the Board. The plan will be shared with the relevant Sub-Committees throughout the academic year.

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

#### **15 Feedback from External Governance Review**

The Clerk shared the final copy of the External Governance Review; the report was taken as read. Governors commended the positivity of the report, finding the CTK Board to be 'an effecting and high performing Governing Board.' An action plan based on the recommendations will be presented at the November Foundation Governor Strategy and Development Day.

**Action Clerk: To present an Action Plan for the Recommendations following the External Governance Review.**

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

**16 AOB**

None.

*The meeting finished at 8.25pm*

**Date of the next meeting:**

Tuesday 5 December 2023 at 6.30pm at St Mary's.

**Actions:**

1. **Action Deputy Principal Safeguarding:** To present an overview of the monitoring and filtering of Safeguarding Concerns. To be presented to the Audit & Risk Committee.
2. **Action DP's Curriculum & Vocational:** To provide entry criteria information to C&Q Committee  
To prepare documentation for the C&Q Committee to review Quality Assurance process
3. **Action DP Curriculum:** To provide data on student final completion rates in the December Destination Summary Report.
4. **Action Clerk:** To present an Action Plan for the Recommendations following the External Governance Review.

*Rupert Evenett*

5 December 2023

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_