



Minutes of the meeting of the Governing Body held on Tuesday 25 June at the St Mary's site

Present:

Nana Reynier	Chair and Foundation Governor
Shireen Razey	Executive Principal
Marlene Burt	Foundation Governor
Monsignor Nicholas Rothern	Foundation Governor
Hazel Wilkinson	Foundation Governor
Margaret Nunes	Foundation Governor
Rosie Newbould	Foundation Governor
Priscilla Afranie	Foundation Governor
Ciaran Burns	Foundation Governor
Gita Dean-Andrews	Co-opted Governor
Giacomo Di Castri	Staff Governor
Esther Blackman	Staff Governor
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
Kosa Edo-Osagie	Student Representative, St Mary's
Lemara Aiken	Student Representative, Emmanuel
Amelia Precious	Student Representative, Aquinas
Charley Stock	Minute Taker

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

Apologies were received from Mary Mihovilovic, Foundation Governor, Vanessa Martins (Parent Governor) and Linda Harrison, Clerk to Governance.

There were no changes in membership.

There were no declarations of interest.

The meeting was quorate.

2 Minutes of the Previous Meeting 7 May 2024

The minutes were approved and agreed as an accurate record for electronic signature by the Chair.

3 Matters arising from the minutes of the Governing Body Meeting held 7 May 2024

The one matter arising relating to setting up a Foundation Governor Working Group was noted, and it was confirmed that this is an ongoing action but was discussed at the last Foundation Governors Strategy Day.

4 Chaplaincy and 10:10 RE Report to Governors

A discussion took place regarding the Chaplaincy Report. The Link Catholic Life Foundation Governor reassured that they had recently met with the Deputy Principal (Pastoral) and that Chaplaincy work continues to be strong in terms of Catholic Life and mission.

Governors asked about clarity in relation to the Acts of Charity Day. It was explained that on this day every student in Year 12 go out in their 10:10 groups in an act of charity, examples of what they may do were given such as, going to food banks, or helping in community gardens. Acts of Charity Day is led by students and 10.10 tutors. All staff are encouraged to take part.

The staff retreat is planned for July and has proved very popular. Governors discussed the importance of ensuring staff wellbeing and offering retreats to staff and students. The student retreat to Rome was

discussed. The Deputy Principal (Pastoral) and Executive Principal recently attended a two-day retreat at the Catholic Head Teachers Conference which provided an opportunity for spirituality reflection.

Governors asked about Collective Worship, it was outlined that this continues to happen across each site. Mass takes place each week, with visiting priests. Changes within the Parish priests for the next year were highlighted, and arrangements were in place for 24/25. The student Governor explained how students also lead in the Mass with prayers and readings. Further opportunities for Collective Worship include active prayer and discussion groups and daily prayer, thoughts and reflections. During May CTK celebrated Mary with rosary being said weekly at each site. Governors asked if securing weekly Mass had been difficult, it was explained that the importance of ensuring weekly Mass is a priority, and to date the sixth forms have been able to secure a priest each week; strong networking with the parishes continues.

Staff involvement in the 10:10 programme was discussed. The daily prayer introduced three years ago was a key part of our Catholic Life and is well received by staff and students. It was noted that Staff were asked to offer up their intentions in the month of May, Holy Day of obligation were celebrated across all sites.

Recent appointments within Chaplaincy were highlighted, including, a Chaplain Priest and Chaplain Apprentice who are both settling well into the CTK community. The completion of the compulsory General RE qualification was really strong in 2023/24. A Level RE is taught at both A Level sites and it was confirmed that the exams had gone well. Continued links with HE institutions were being developed, including Goldsmiths Philosophy department as well as St Mary's University Twickenham.

The team was congratulated on their green service review. A Governor asked if areas of development could be highlighted from the review. It was explained that one area would be to ensure all sites work more closely with their local parishes, at two sites this was very strong. The sixth forms also continue to explore and develop links with other faith speakers.

Governors asked what the team was noticing in terms of change in young people and their participation. The generosity of students was discussed, they are very giving of their time. They come back after taking part in social action asking when they can do it again; CTK aims to provide further opportunities to allow fulfilment within such areas. It was noted that considering the starting points in terms of student's faith journey their commitment to becoming role models of the future was outstanding. Religion is something that is often challenged in society, so it is about ensuring students are educated to develop and explore their faith. This helps enrich our young adults so they can make informed choices instead of relying on other unreliable sources i.e., social media.

Empathy of learners was discussed in terms of initiatives being student led and students taking a more active role in their local community has been a big focus for CTK. The Chair thanked The Catholic Life Governor.

5 Equity, Diversity & Inclusion

It was confirmed that the EDI committee had held its final meeting of the year and had reviewed progress in relation to the EDI action plan. The year has been very successful in raising the profile of neurodiversity and increasing awareness through EDI CPD. Student achievement data in relation to EDI was discussed and concluded that the EDI celebrations across all sites have been very strong. Actions and decisions included:

- Fostering increased collaboration and best practice with other educational institutions – currently exploring frameworks that align with our EDI framework, to implement at the start of the new academic year i.e., signing up to AOC EDI charter is currently being considered.
- CTK is currently working on meeting the requirements to apply for Disability Confident Leader Level 3, currently hold Level 2. This is being taken forward by HR.
- Committee has agreed to promote disability and age as a key focus but will continue to examine different all protected characteristics.

Recommendations given by governors has driven EDI across all three sites; governors, staff and students were thanked for championing this and ensuring it is visible in all aspects of our daily practice.

A Governing asked about the timescale to move from Level 2 and aiming for Level 3, in relation to the Disability accreditation. It was explained that there is a framework that we follow and guidelines we put in place; it is about cultural change; it is not a tick box exercise. The aim is to complete by the end of next academic year and the team are confident with what we are doing and the steps needed to achieve the next level. It was noted by the Governing Body that this accreditation is hard to get, as it is very much about the practice being embedded throughout the organisation, involving all individuals.

The Governing Body were pleased to hear intersectionality continues and remains a priority even when focusing on one particular part of EDI. The delivery of EDI at Governing Body meetings was discussed; it was noted that EDI is presented to the governing body on three occasions throughout the year. Two verbal updates and the written EDIM report in December.

The Governing Body discussed whether it would be useful to also have a written report, along with the verbal updates. It was agreed that the verbal updates are helpful, but a short report would also be beneficial to be able to review and reflect and would help in terms of having more questions than you may get in real time.

Thematic topics discussed, to allow governors to focus on one area per meeting. EDI committee reiterated the recommendation to focus on disability and age for next year so reporting will be measured against these as a theme but everything else will still be reviewed even if these are the main themes. This allows governors to better monitor throughout, instead of only being able to monitor once a year when they get the report, also allows them to provide the support EDI Committee needs.

Action: EDI to remain an Agenda item at Full Governing Body meetings; each meeting to have a very short written paper.

6 Student Governor Report

Final student governor report coving May and June. It was acknowledged that there have been a range of events and achievements that have taken place in this period. These were broken down by site. The student Governor identified highlights.

A Governor asked for clarification regarding the guest speaker from UCL, and questioned if it was wide-ranging. Student Governor confirmed it has been an excellent experience with lots of opportunities for students who aspire to study medicine. The speakers research in to increasing EDI applications for medicine at UCL was also discussed.

It was noted that the events highlight the community we have at CTK. Culture day discussed as a highlight for students. The students noted that getting involved in the Sixth Form community changes you as a person, providing skills relating to leadership, communication, and increased confidence.

7 (i) Executive Principal's Report

The Executive Principal highlighted key aspects from their report. Governors were reminded about the end of year leavers mass taking place on 9th July at 2:30pm at Emmnauel. The INSET Day on the 9th July will focus on our Catholic Mission.

Student exclusions: 10 permanent exclusions this year, 1 at AQ, 1 at EM and 8 at SM. Further discussions highlighted the reasoning behind the exclusions made.

(ii) Key Performance Indicators

It was noted that KPI's have all gone to sub-committees.

KPI's that continue to be high up the agenda and will remain so next year: attendance, retention GCSE Maths.

The Governing Body asked about GCSE Maths, which remains an area of challenge. Governors were reassured that Maths continues to be an area of focus and significant changes have been made to the course and its delivery this year. Results will be fully analysed; if they show no improvement above a pass rate of 20% a further strategy will be presented to the C&Q Committee. Further consideration will be given to only enter students with a Grade 3 to take a resit.

Salary costs were discussed. A governor asked for reassurance regarding the 74% which was provided by the Chief Financial & Resources Officer.

Governors noted that there had been some improvement in relation to attendance, noted national trend has changed a lot since pre-covid and attendance at CTK seems to have stabilised.

Independent school fees discussed, as the change is likely to see students moving back in to mainstream schools. The advertising of this for CTK to attract more students was discussed and it was agreed this would be passed on to the marketing team. Currently, St Mary's is at capacity but Emmanuel and Aquinas would be able to enrol more students. Staff numbers would need to reflect any increases in the number of students at each site.

8 Safeguarding Update

The Governor Safeguarding lead provided an overview, confirming that regular meetings had taken place with the Independent Safeguarding Lead during the year. Further confirmation was given that the Single Central Register is reviewed on a half termly basis.

The External Independent Safeguarding Consultant joined the meeting and confirmed that they have been working with a newly formed team this year, with two internal Assistant Principals taking new to positions in September. The team and the wider SLT were congratulated for their commitment and how they dealt with difficult situations throughout the year.

Incidents of vulnerable students are slightly lower than in previous years, but incidents are far more serious, taking up a significant amount of time and often having to work with external agencies to provide the best support for students. Governors were reassured that all cases have been managed in line with the recommended procedures.

Governors were further assured that all DBS checks are up to date, with the exception of one where a risk assessment is in place for, and HR are in the process of applying for DBS checks for new staff. KCISE is on the agenda for INSET in September, and for new staff joining throughout the year, this forms part of their induction. New staff are also made aware of safeguarding processes.

The Independent Safeguarding lead commended how well the safeguarding team had worked and how each has a significant understanding of the issues affecting their students; doing so by data collection and using it in a way that allows the safeguarding board to look at areas where there are trends and patterns which may trigger incidents. Assurance was given that students feel confident that they can speak to relevant staff and have their issues dealt with appropriately.

The Chair thanked the Independent Safeguarding Lead for their attendance and contribution, stating that Governors felt assured. Further thanks were extended to the Deputy Principal (Pastoral) and the wider Safeguarding team for their commitment to CTK Students.

9 Minutes of the C&Q Committee Meeting held 13 June 2024

Value added still a priority. Discussed T Levels and potential election outcomes. Reassured that a new government is always keen to show they are getting on with things so this will not necessarily be negative. It was felt that we were in a strong position with the re-introduction of some A Levels at Emmanuel and the measured approach with the roll out of T Levels.

Minutes were approved.

10 Minutes of the FR&B Committee Meeting held 19 June 2024

Discussed the review of the Risk Register, and the agreement that was made relating to focused risks going forward to allow for more meaningful discussions. KPI's discussed, as presented earlier in the meeting. It was noted that cash days were lower than expected, but this is related to money being invested into the Sixth Form. Budget proposal and the Sixth Form Financial Forecasting Return were discussed. Budget summarised, it was a challenging budget; key budget assumptions were discussed. Surplus reported, and financial health status of outstanding. Risks and actions in place to mitigate these were summarised. Budget presented for approval to governors.

The 2024/25 budget was approved.

Minutes approved.

11 Minutes of the A&R Committee meeting held 5 June 2024

Minor changes to Visitor Speaker Policy and Whistleblowing Policy have been approved. External auditors have been met with to discuss audit strategy for the year, slight changes to this.

Internal audit areas for 24/25 were outlined, the Chair explained the rationale for these areas being selected by the Committee. Discussed other ways in which assurance is gained; Safeguarding and H&S consultants, RACC Committee Chair providing space to discuss risk more.

Recommended GDPR Compliance and Environmental and Social Responsibilities as two internal audits. Approved by the Governing Body.

A Governor asked about Insurance costs, it was outlined that CTK is part of an education framework so hopefully prices will remain fair.

12 Quality Improvement Plan (QIP)

The QIP was discussed. It was agreed that good progress had been made this academic year. For 23/24 the areas that remain amber were discussed including GCSE Maths, attendance on vocational courses and retention on some courses.

The Governing Body referenced 1.2b progress report relating to GCSE results and asked are we starting to see any change because of the targeted intervention? Ultimately, the sixth forms await the final results, but exam attendance was much better this year. Collaborative working with GCSE Maths and English teams was discussed; keeping the teams engaged and ready to make changes, persevering and being resilient all help to move forward. Ofsted recommended earlier testing for new students, but the sixth forms felt that this was not morally right, CTK aims to build confidence in the first 6 weeks instead.

A Governor asked about extra time for Maths. It was explained that a large number of students with ALS needs do have extra time. GCSE staff were praised for their commitment and Governors asked that their thanks be passed onto the teaching teams.

13 Catholic Life Action Plan

It was noted that the action plan is concluding for the academic year.

It was confirmed that strong progress had been made and the Sixth Forms are expecting a Catholic Life Inspection next academic year. Challenges were discussed. These included wider parish links and wider Catholic Life has been very strong this year with extensive student involvement in liturgies. Environmental projects are continuing with chaplaincy representatives, including the SFCA Environmental award which was noted as a significant success.

Governors questioned what activities are taking place to build further links with local communities? The importance of Social Action was outlined including a range of projects that the Sixth Form is involved with.

A Governor asked, in relation to students leading Catholic Life, prayer, can you reassure governors that this has been significantly developed? It was confirmed that this was now in a strong place, including student led bible studies groups and meditation groups. During weekly Mass, students are active readers, they write prayers and chose hymns for collective worship. They lead prayers and special intentions during of tragedies etc.

The Catholic Life Governor discussed their recent visit, confirming that the bishop's 5% of curriculum time is given to the teaching of RE. Governors were reassured that this is done through the weekly 10:10 lessons and the daily prayer at the start of each lesson 1. The daily prayer and discussion introduced 4 years ago has ensured that Catholic life flourishes with staff and students every day.

14 Key Strategic Priorities

An update was provided on the Key Strategic Priorities, confirming that good progress has been made.

It was noted that objective 6, relating to where CTK best sits for the next 30 years, will be carried forward to the next year.

Objective 5, relating to opening Sixth Form nurseries, will also be carried forward.

The Governing Body have made no decision regarding where CTK will best sit; they are currently watching the landscape closely. It was reiterated that this will not be a quick decision, the sixth forms are currently exploring different options regarding remaining in the FE sector or converting back into the school sector.

It was noted that CTK is in the last year of the current strategic plan; a new strategy will be launched in 2025. The proposed objectives for 2024/25 were outlined by the SLT.

Objective 2 was queried by the Governing Body. It was clarified it refers to having an active lifestyle and how students will do this; there will be more active activities happening at lunch time. It was noted this is a problem in society with students not being so active. The link between wellbeing and being active was discussed. It is about ensuring students know what is going on in the local area i.e., parkrun, ensuring they are more informed. Charitable work discussed, building this in, to help students get active for a good cause.

Key Strategic Priorities for 24/25 were approved by the Governing Body.

15 Strategic Plan 2025-2030

The Executive Principal outlined feedback from key stakeholders continues to be gained. The Governing Body were reassured that the sixth forms are on track in relation to our 2025-2023 Strategic Plan.

16 Annual Committee Focus

The annual committee focus was discussed, following subcommittee meetings.

The Chair of Audit & Risk outlined focus for 24/25 were approved by the FGB.

The Chair of Curriculum & Quality meeting confirmed that they had been due to meet with the Clerk. It was agreed that the Chair would discuss further with the Executive Principal and these could be approved at the September FGB meeting.

Action: Curriculum & Quality Focus to be finalised by the Chair following discussions with SRA

The Chair of FR&B outline committee focus for 24/25, this was approved by Governors.

17 Governing Body Calendar & Agenda Plan for 2024/25

Each committee has agreed they would like their meetings to continue to start online at 5.30pm. FGB meetings in person where possible, starting at 6.30pm. Governor CPD was agreed this will start at 5.00pm.

Approved by the Governing Body.

18 Code of Good Governance

A discussion took place regarding the updated AOC code of practice. It was agreed that CTK should continue with the AOC updated code.

Action: The CTK Governor Code to be updated and approved by the Governance & Search Committee at the next meeting.

19 Any Other Business

There was no other business.

20 Date of the Next Meeting:

Meeting of the Governing Body (Briefing): Tuesday 17th September 2024, Emmanuel site.

Actions:

1. EDI update to remain on Full governing body meetings, but each meeting to have a very short written paper
2. Curriculum & Quality Focus to be finalised by the Chair following discussions with Executive Principal
3. The CTK Governor Code to be updated and approved by the Governance & Search Committee at the next meeting in September.

Signed: N Reynier Date: 17 September 2024
Chair