



Minutes of the meeting of the Governing Body held on Tuesday 7 May at the Emmanuel site

Present:

Nana Reynier	Chair and Foundation Governor
Shireen Razey	Executive Principal
Marlene Burt	Foundation Governor
Monsignor Nicholas Rotheron	Foundation Governor
Hazel Wilkinson	Foundation Governor
Margaret Nunes	Foundation Governor
Mary Mihovilovic	Foundation Governor (via Teams)
Priscilla Afranie	Foundation Governor
Gita Dean-Andrews	Co-opted Governor (via Teams)
Vanessa Martins	Parent Governor (via Teams)
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
Paula Amony	Assistant Principal, EDI & Catholic Education
Kosa Edo-Osagie	Student Representative, St Mary's
Lemara Aiken	Student Representative, Emmanuel
Amelia Precious	Student Representative, Aquinas
Linda Harrison	Clerk to Governance

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

The Chair welcomed all attendees to the Full Governing Body (FGB) meeting. Governors were led into prayer.

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

Apologies were received from Ciaran Burns, Foundation Governor, Rosie Newbould Foundation Governor. The Clerk welcomed Giacomo Di Castri, Staff Governor for Professional Services and Esther Blackman, Staff Governor for Teaching, to their first Full Governing Body meeting.

There were no declarations of interest.

The meeting was quorate.

The Clerk read Governors a message from the departing Staff Governor, Teaching, thanking the Board for their floral gift and wishing the Full Governing Body every success for the future.

Mgr Rotheron expressed thanks for the invitation to attend and hospitality received at the recent staff INSET day, noting the quality of the agenda and presentations.

2 Minutes of the Previous Meeting 6 February 2024

Minutes were seen as an accurate record; to note, Mgr Rotheron had been marked as present whereby apologies had been sent. The Clerk amended the notes for accuracy. The minutes were signed off by the Chair.

3 Matters arising from the minutes of the Governing Body Meeting held 6 February 2024

The Clerk confirmed that the following actions were ongoing:

- The Deputy Principal (Pastoral) confirmed that preparations continue ahead of a Catholic Life Inspection; once a date has been advised, possible questions and further updates will be shared with those Governors who are called upon to represent the sixth forms.

- The Clerk advised that the Governor sign up sheet remained available for Governors to add their attendance to any upcoming events. It was noted that Governor presence for the last few weeks included attendance at Student Council Meetings, Governor attendance at the Careers Conference, Governor presence at the latest INSET day and the Chair had had a recent site visit to St Mary's and an opportunity to meet students.

4 Chaplaincy and 10:10 RE Report to Governors

The Deputy Principal Pastoral presented the Chaplaincy Report; the report was taken as read with a few highlights noted including the successful trip to Rome over 50 students in attendance and increased charitable events supported by the Chaplaincy Team. The departure of Deacon Elderfield was noted, and Governors extended a warm appreciation for the Deacon's commitment to CTK for over 20 years. They wished the Deacon well with their new role at St George's Cathedral and commended the excellent legacy within the CTK Chaplaincy team that they left behind.

The Assistant Principal with responsibility for Catholic Education outlined the increased collective worship taking place cross site, explaining how many services are student led and students are encouraging each other to get involved with shared activities and acts of worship.

Governors commended the impressive work taking place within Chaplaincy and RE, they questioned if the Caritas Engagement programme is still in place. It was confirmed the links with Caritas remain and it would be beneficial to forward news stories and events to be shared within their media outlets.

Further congratulations were offered to the staff and students who are contributing to Catholic life within the sixth forms.

5 Equality, Diversity & Inclusion

The Assistant Principal, EDI, provided a verbal update confirming that the EDI Working Group continues to meet regularly with meetings having a focus on all protected characteristics. Combined initiatives with Chaplaincy and the EDI teams, have included Lenten activities and celebrations of other faiths and cultural days. She highlighted the productivity of the EDI Committee who meet regularly.

Targeted intervention students have worked with the Diana Mentoring Programme, working on skills development for young people. Governors questioned how students became involved in this programme, it was confirmed that CTK had been approached to take part, and 14 students, who may have struggled with attendance or those who would have benefited from additional support were selected.

Governors asked for reassurance regarding prayer facilities for non-Catholic students. It was confirmed that each CTK site has a multi-faith room which is used for personal prayer and reflection. These areas are supervised by the Chaplaincy Teams. If students ask to use these rooms through lesson times, permissions are sought from parents, and flexibility is offered if students want to use these areas at different times so as not to miss any classes.

Governors noted that through the Student Council Forms, students are very aware of the EDI work within CTK; they support and appreciate cultural and faith recognition.

6 Student Governor Report

The Student Governor report was taken as read; student representatives then provided highlights from their respective sites. Governors noted the extensive opportunities on offer cross sites.

Governors praised students for their excellent report.

Students were asked if the recent investments into improving facilities were of benefit. It was acknowledged that areas such as A Level Hub provided a conducive working environment and the new canteen facilities at St Mary's created a vibrant social and working area. Engineering and Health and Social care facilities at

Emmanuel were also seen as a positive addition. The Chaplaincy areas were all identified as positive environments. All of the sites feel safe and well resourced. The Chair noted, that on a recent site tour, the Media suite and green screen rooms were on a par with university and apprenticeship provisions; these resources were greatly appreciated by students.

Governors questioned if the listed engagement activities within the local communities were one off events or something that will continue. Students enthused about the local community links, including nursery school visits, reading with the children and the volunteering opportunities on offer. They noted the community garden, the eco hub work and the prayer garden, as well as continual fund-raising activities such as bake sales and community days.

Governors commended the good initiatives taking place within the student body.

7 (i) Executive Principal's Report

The Executive Principal's Report was taken as read and Governors noted the highlights of the report, including the Staff Awards evening, the recent ALS residential trip and successful CIF bid to replace radiators at the Emmanuel site. The report included an overview of permanent exclusions, to date, for the academic year.

Governors were advised of the resignation of the Deputy Principal, Vocational and Quality, and the start of the recruitment drive to replace them; Foundation Governors were asked to be a part of the interview process for a replacement.

Governors praised the planned Awards event, recognising the work of both teaching and professional services staff. The successful CIF bid and the student podcasts were also commended.

Governors asked if it would be beneficial for the Foundation Governor Working Group to have a meeting to discuss any further developments with regards to academisation discussions; it was agreed that a meeting would be set up by the Clerk.

Action Clerk: To set up meeting of Foundation Governor Working Group

(ii) Key Performance Indicators

The KPI's were taken as read and it was noted that numbers on roll remained consistent. It was noted that the sixth forms continued to strive to improve attendance with figures slightly increased. Applications and offers are similar to previous years. Staff absence is significantly lower.

The reduction in the number of students on the vulnerable register was discussed, noting that there are more cases of vulnerable students, however, the cases that are evident are have increased complexity.

Governors questioned if post Covid, were there any significant impacts on students emerging with regards to attendance and engagement. It was acknowledged that A Level attendance had improved this academic year in comparison to BTEC and GCSE students. There had been some difficult behaviour at the sixth forms post Covid, but this was settling down and students were focusing more on their studies.

Governors recognised that Maths remains an area of focus and noted the efforts are in place to help motivate students to achieve. Governors questioned if CTK continues to liaise with other members from the Maths Centre of Excellence programme. It was confirmed that links have remained with other sixth forms and schools including subject network support skills groups. The facilitation of the Maths Challenge competition with partner schools has also continued.

8 Safeguarding Update

The Deputy Principal Pastoral provided a verbal update regarding Safeguarding; they outlined those students, on site, continue to feel safe. Although there have been fewer incidences of intervention required for

vulnerable students, the magnitude of the cases presented have taken up considerable time for the Safeguarding Team.

Governors were reassured that the team continue to meet with the External Safeguarding Advisor; the Foundation Governor with responsibility for Safeguarding confirmed that they too have met with the Advisor and they are reassured that the team, although still relatively new, are working well together and have a confident approach when dealing with any concerns. They also noted, at the recent student Council Forum, that students stated that they felt safe on site and recognised the importance of wearing their lanyards. Students valued the security team and the staff presence around the buildings.

Governors were advised that the Single Central Record is up to date, with no gaps, with all new employees having undergone the relevant safeguarding training. It was confirmed that a recent audit had taken place with the Governor Safeguarding Link Margaret Nunes.

9 Minutes of the G&S Committee Meeting held 19 February 2024

The Chair presented the minutes, these were taken as read. The Clerk advised that two new Foundation Governors had been recruited in the last couple of weeks and ongoing recruitment to the Board will continue to provide succession planning for future required replacements.

Statutory Policies and procedures requiring review were duly noted and approved.

10 Minutes of the C&Q Committee Meeting held 29 February 2024

The Chair of the C&Q Committee presented the minutes, these were taken as read. The Committee had been provided with an extensive CPD report, including an update of the Borromeo Hub and aspiration to recruit Teacher trainees. Peer observation and mentoring continues to be a positive and engaging experience for many staff and the committee await the tracking of the observations through to the examination outcomes.

Governors questioned if the sixth forms were considering a review of the provision of subjects on offer, particularly those using the facilities and resources that Governors approved funding of. They were advised that the sixth forms constantly review the curriculum on offer, if subjects are recruiting poorly then sometimes the decision has to be taken to drop particular courses. The provision of heritage languages was then discussed, outlining that the right students be entered onto the right courses. Further questioning focused on the recruitment of language teachers, noting that CTK language teaching remains strong with long standing staff.

11 Minutes of the FR&B Committee meeting held 20 March 2024

The Chief Financial and Resources Officer presented on behalf of the FR&B Committee presented the minutes, these were taken as read. The Committee had had discussions on the strategic priorities, the People and Marketing strategies, management accounts, health and safety. Assurance was provided to the full Governing Body that all priorities are being met.

Governors questioned if the proposal to have nursery provision on site had progressed any further; it was confirmed that there is an ongoing feasibility study taking place. This will determine if the proposal will be considered further, if so, then Governors would be fully involved in the capital position of the project.

Governors noted the cash days cover had increased compared to previous years; this was recognised as due to pay increments and inflation reflected in cash days increases.

12 Minutes of the A&R Committee Meeting held on 6 March 2024

The Chief Financial and Resources Officer presented on behalf of the A&R Committee presented the minutes, these were taken as read. The Committee discussed developing the strategic plan and the addition of new areas of focus. Internal and external audit services were presented, with an internal audit on Payroll and HR Recruitment highlighted. The Disaster Recovery plan and Cyber Essentials update and Risk Management Plan were all discussed.

13 Governor Skills Audit

The Clerk provided an overview of the initial findings of the Governor Skills Audit. Once all responses have been received and collated, they will be presented at the next Governance and Search Committee for consideration on where the Governing Body has skills gaps and any future recruitment and CPD requirements.

14 Quality Improvement Plan (QIP)

The QIP was shared, reviewing progress to date this academic year; the plan and taken as read. Governors noted that good progress was being made and those areas that remain amber show clear explanation as to why.

Attendance remains the most significant challenge, it was noted that this may have an impact on future retention, however, strategies are in place to mitigate this risk.

15 Catholic Life Action Plan

The Deputy Principal (Pastoral) presented the Catholic Life Plan for Governors to review. It was noted strong progress had been made against the action plan to date. One area of the plan remains amber, which relates to the pending Catholic Life Inspection; this will be the first time that CTK has been inspected under the new framework.

Governors recognised the continued good work within the Chaplaincy team.

16 Key Strategic Priorities

The Executive Principal presented an overview of progress against each of the agreed Strategic Priorities, each point was considered:

- Attendance – remains a challenge with BTEC and GCSE, but positive progress is being made.
- Curriculum Reform – success implementing the L2/L3 curriculum reforms, if there is a change in government, then there will be a period of pause and reflect which may have an impact on long term facilitation of T Levels.
- Digital – development of CTK Digital Strategy Certificate. Governors asked if discussions are taking place regarding AI; it was outlined that AI will be detailed within the Malpractice Policy. Students are using AI as a resource and this has to be referenced correctly. Student Governors provided examples of how they are using AI as a resource. Staff have been provided with an overview of AI and some benefits to using it to reduce workload.

Student Governors left at 8.00pm

- Higher Apprenticeships – progression is going well with a very successful Careers Conference and increased Alumni support with Pathways Events. Mock interview sessions, to develop interview skills, will take place in the following weeks. All students are being encouraged to apply for UCAS.
- Nursery – feasibility study is ongoing and CTK continues to explore options.
- CTK next 30 Years – Foundation Governors Working Group to have a follow up meeting.
- People Strategy – progressing well, use of Pulse Surveys now fully embedded.

- Accreditations – working towards Quality in Careers, AoC Mental Health Charter, Student Wellbeing, Digital Certificate relevant to CTK; good progress being made in all areas.

Governors commended the good work being conducted with the Key Strategic Priorities.

17 Any Other Business

Governors were encouraged to sign up to events taking place at CTK to keep visibility cross site and offering encouragement to students and support to staff. In particular, Governor's presence at the Awards Event, would be greatly appreciated.

18 Date of the Next Meeting:

Foundation Governor Strategy Day: Wednesday 22 May 2024 at 8.45am, Emmanuel
Meeting of the Governing Body: Tuesday 25 June 2024 at 6.30pm, St Mary's

The meeting finished at 8.15pm

Actions:

Action Clerk: To set up meeting of Foundation Governor Working Group

Signed: _____
Chair

Date: 25.06.2024