



Minutes of the meeting of the Governing Body held on Tuesday 5 December 2024, 6.40pm at the St Mary's site

Present:	Roseanne Newbould	Vice Chair (Chair of Meeting)
	Priscilla Afranie	Foundation Governor
	Paula Among	Assistant Principal (EDI)
	Ciaran Burns	Foundation Governor
	Esther Blackman	Teaching Staff Governor
	Camilla Crampton	Deputy Principal, Pastoral
	Kosa Edo-Osagie	Student Governor
	Linda Harrison	Clerk to Governance
	Molly Makota	Chief Financial & Resources Officer
	Mary Mihovilovic	Foundation Governor
	Jane Morgan	Deputy Principal, Vocational
	Tosya Mukena	Student Governor Representative
	Margaret Nunes	Foundation Governor
	Lola Olarewaju	Parent Governor
	Augustina Ogbemor	Guest (Pending Foundation Governor)
	Zarah Pinto	Foundation Governor
	Holly Power	Deputy Principal, Curriculum
	Amelia Precious	Student Governor Representative
	Shireen Razey	Executive Principal
	Monsignor Nicholas Rothon	Foundation Governor
	Hazel Wilkinson	Foundation Governor

The Governing Body meeting began at 6.30pm

The meeting began with the Governor's prayer, read by the Professional Services Staff Governor.

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

Apologies were received from Nana Reynier, Chair of Governors and Gita Dean-Andrews, Co-opted Governor. Roseanne Newbould, in their capacity as Vice Chair, chaired this meeting.

New Governors were in attendance; Zarah Pinto, Foundation Governor and Lola Olarewaju, Parent Governor. Augustina Ogbemor was also welcomed as a guest to the meeting.

It was recorded that this was Hazel Wilkinson's last meeting; Hazel's term of office as Foundation Governor ceases after 10 years in post.

There were no declarations of interest.

The meeting was quorate.

Those present had an opportunity to introduce themselves and their role within CTK.

2 Minutes of the Previous Meeting 17 September 2024

The minutes of the previous meeting from the Full Governing Body Briefing on 17th September 2024, were accepted as an accurate record. These were electronically signed off by the Chair.

The minutes were **AGREED** and will be signed by the Vice Chair.

3 Matters arising from the minutes of the Governing Body Meeting held 17 September 2024

All matters arising had been addressed.

4 Catholic Life Report to Governors

The Deputy Principal Pastoral presented the Catholic Life Report; the report was taken as read highlighting the three areas of Catholic Life, Religious Education and Collective Worship and the

activities that have taken place during the Autumn term. Governors were advised of the new appointments to the Chaplaincy team, including a former CTK student. Governors commended the extensive opportunities on offer to students. They questioned the preparations in place for the pending Catholic Life Inspection and what more could be done. It was clarified that Catholic Life remains at the heart of the sixth form and student involvement has been further encouraged and increased through leading prayers and worship at Mass, as well as Bible Studies, prayer groups, the Choir and other collective worship initiatives.

Governors noted the recent Catholic Life Inspection overview provided at the Strategy Day. The Deputy Principal acknowledged the welcome attendance of Governors at Mass and the support of the Link Governor; Inspectors will be looking for such contributions and a general understanding of what is on offer to students both spiritually and pastorally.

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

5 Student Governor Report

The Student Governor presented the Student Report, outlining highlights within the term for each of the sites; the report was taken as read and commended for the detailed content. Governors recognised that this term was busy for many students with university visits and UCAS applications; they questioned if university remained preferable to apprenticeship opportunities. Each student outlined their own journeys and acknowledged that for most students who are applying for apprenticeships they are aware how competitive the process is; they often have a backup of university applications also. The merits of experiencing the independence of university life and the benefits of a paid apprenticeship were debated further. The support and advice of the Careers Advisors and guest subject area speakers were recognised.

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

6 (i) Executive Principal's Report

The Executive Principal's Report was shared and taken as read; key points highlighted included the Autumn spending review and the additional funds allocated to FE colleges. Governors were advised that two of the sixth forms are experiencing a period of industrial action, with teachers striking over not receiving the government pay award. It was noted that if CTK had academised, then the pay award would have come into effect.

Governors noted in the staffing report, the high number of Achievement Tutors who had left the sixth forms. They were advised that these posts had been funded by catch up money following the pandemic; this funding has now ceased. Governors asked if there were any concerns with regards to staff turn over, had any particular patterns been identified with staff leavers. The Chief Financial and Resources Officer stated that during this reporting period, there had been a high volume of retiring staff. Exit interviews take place for all staff who leave, with no specific patterns identified. Current recruitment was reported as positive with good recent appointments made.

Governors congratulated the Executive Principal on their recent Investiture at Buckingham Palace.

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

(ii) Key Performance Indicators

The KPIs up to the end of October 2024 were shared, and highlights given; the report was taken as read. Governors acknowledged that the reports are also shared at Committee level with specific focus on relevant areas. The increase in student numbers were positive with an expected funding allocation increase. Attendance was recognised as a continual challenge, but it is regularly monitored. Staff absence rates were discussed, noting that this period is often a time when colds and flu are prevalent; it was confirmed that the sixth forms continued to provide free flu jabs for staff who requested them, take up had been positive.

The number of vulnerable students was further discussed with numbers being higher than previously at this time of year. It was noted that information had been sourced from previous schools and the issuing of the 'getting to know you' questionnaire had also identified vulnerabilities, therefore the number of vulnerable students had been established earlier in the academic year. Governors were also advised in the increase in number of EHCP students and the associated secured funding required to support these learners.

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

(iii) Strategic Priorities

The agreed and updated Strategic Priorities were shared, the report focused on progress to date and it was taken as read. Governors acknowledged the comprehensive update.

The continued drive to ensure all courses make a strong contribution to meeting Skills needs was recognised. There is a positive appointment of a new Sports Officer working in conjunction with students and staff to ensure both have the opportunity to be more active. Governors commended the launch of the Fourish Award celebrating students hard work and commitment both inside and outside of the CTK community.

The feedback from the 'getting to know you' questionnaire had been a useful exercise; information gathered had ensured students settled quickly and were supported in a more timely manner. The outcome of the Level 3 and Level 2 Curriculum Reforms remain uncertain; CTK continues to offer a broad curriculum. The sixth forms will be holding a grand opening of the new Immersive Room in the New Year, Governors are invited to attend to see the new technology facilities. The People Strategy continues to thrive, with further opportunities to 'grow our own' staff with new AP leadership opportunities opening up.

Finally within the Strategic Priorities, Governors acknowledged that they continue to consider where CTK best sits in the future landscape.

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

7 Safeguarding Update

The Deputy Principal Safeguarding, provided Governors with clarity of the Vulnerable Student Register and those who are deemed less at risk, on the CTK Vulnerable list. It was reported that students feel safe on site and they know who to contact if they have concerns. Most safeguarding issues are concerned with matters outside of the sixth forms, such as friendship groups and social media issues; students are encouraged to manage such incidents in a responsible and effective way. Support with safeguarding is also offered to parents and work with external agencies and wider networks continues.

It was confirmed that all safeguarding checks are in place and the SCR has been verified by the Governance Safeguarding Lead. The Safeguarding Link Governor provided reassurance of regular meetings with both the Safeguarding Lead and the external Safeguarding Advisor.

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

8 Catholic Education

(i) Catholic Education Self-Assessment Report

The updated Catholic Education SAR was shared with Governors for approval, the document was taken as read, acknowledging the work undertaken in the last academic year. It was recommended to Governors that the sixth forms should self-assess as Outstanding in all areas of Catholic Life, Religious Education and Collective Worship.

Governors recognised the provision in place for Catholic Life and the preparations in place for the pending Inspection. They were advised that a fellow sixth form college had recently undergone the inspection and information shared will be utilised. Governors questioned the starting point of CTK students, knowing that only 17% are Catholic. They were advised that the lead Inspector will be advised of the context of our college, but also shown how our young people are involved within the Catholic life of the college and the embedding of the ethos in all that we do. Having an Inspector working at CTK has also been beneficial in the preparation of the SAR; the report has been written on behalf of Governors and was agreed as an accurate representation.

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

Action Clerk: To re-share the Catholic Life Inspection information which was presented to Governors at the recent Strategy & Development Day

(ii) Catholic Life Action Plan

The Action Plan was presented by the Deputy Principal (Pastoral); the plan was taken as read and strong progress was recognised.

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

9 Sixth Form Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)

The Sixth Form SAR and QIP were taken as read and the recent updates and amendments were noted. Governors agreed with the updates and how these reflected the achievements of the year to date. It was outlined that the SAR and QIP had also been validated by the RAAC Committee.

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

10 Equality, Diversity and Inclusion

(i) EDIM Report

The Assistant Principal with responsibility for EDI shared the Annual Staff and Student EDI Report, outlining the importance of how EDI is central to the mission and values of CTK. The report considers the performance of different groups of learners as well as analysis of staff and Governor data.

Governors commended the detailed report and the notable improvements in certain areas, including the comparative data of ALS students to those without high needs and the small gaps in terms of achievement. The diverse student body, workforce and representation at CTK was noted.

(ii) EDI Action Plan

The progress of the agreed EDI Action Plan was shared and taken as read. The focus to elevate awareness and understanding of disability and age-related inclusion was agreed and approved by Governors. It was outlined that key focus areas are working towards the Disability Confident Status accreditation and Intersectionality within the workplace. Governors confirmed that EDI remains a high priority, and they celebrated the work being undertaken. They also referenced and commended the move towards the inclusivity of becoming disability aware for current staff and new applicants.

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

11 Student Destination Report

The Deputy Principal (Curriculum) updated Governors on the Student Destination Report; the report was taken as read and noted for its detailed analysis. Key findings showed that 90% of students across all sites, had applied for a place in Higher Education; with 89% of A Level and 91% of BTEC students applying. The overall progression

to Higher Education was commended. Governors questioned if there were specific patterns to outcomes, such as previous schools, but none were evident. Students gaining places at higher tariff university were a testament to the support they receive.

The positive numbers of students attending Kings College University for Nursing were commended; the hospital ward facilities were noted as a contributing factor. A further emphasis on preparation for medical (including nursing) interviews will be a feature of the coming year. Close links with St Mary's Twickenham and their future Medical courses were also discussed, ensuring continued skills partnerships.

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

8.00pm the Student Representatives left the Meeting

12 Student Exclusion & Appeals Policy

- (i) Revised Student Exclusion Policy**
- (ii) Revised Student Appeals Procedure**

The Executive Principal outlined recent situations whereby exclusions had been overturned. All initial Permanent Exclusions were as a result of incidents off site. To ensure consistency with any future exclusions, it was recommended to strengthen the Exclusion Policy and Appeals Procedure, providing more clarity for when they are required to be implemented.

Governors noted the amendments for both policies; they questioned whether the involvement of Governors would be an additional support to the SLT when dealing with such cases. It was agreed that the current process is working and the policies have been tightened. If and when Governor involvement is required, there is a caveat in place to initiate this.

It was reiterated that there are not many permanent exclusions at the sixth forms; they are a last resort. Students and parents are of the college policies, including a zero drugs or drugs paraphernalia policy. There are times, if when faced with permanent exclusion, parents withdraw their child. Where possible, CTK will help with finding an alternative provision for students who leave. To keep the community safe and drug free, students have to be aware of the consequence of their actions.

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

13 ESFA Self-Assessment

As part of the end of year Financial Statements and in accordance with the Financial Code, the Chief Financial and Resources Officer shared an update on the ESFA Self-Assessment Questionnaire for 2023/24 for the Year Ended July 2024 External Audit. The following documentation was taken as read:

- (i) Regularity Self-Assessment Questionnaire 2023/24**
- (ii) Board Assessment of Fraud Risk Questionnaire 2023/24**
- (iii) Accounting Estimates and Areas of Judgement Report**

It was confirmed that the reports have been shared at the FR&B Committee and A&R Committee for prior consideration. It was clarified that the reports will be signed off as approved on this date.

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

14 Unconfirmed Minutes of the Joint Finance, Resources & Business and Audit & Risk Committee meeting held 19 November 2024

The minutes of the Joint FR&B and A&R Committee on 19 November 2024 were taken as read. The following

papers were presented to the FGB for approval:

To approve:

- Financial Statements Audit Findings
- The Report and Financial Statements for the year ended 31 July 2024
- Letter of Representations

There were no issues to report and for clarification the pension asset has been recorded as a nil return. The Chair of the Finance, Resources and Business Committee highlighted the increase in Auditor fees, outlining the additional scrutiny and work undertaken by the Auditing team, resulting in additional hours. Governors commended the work of the Chief Financial and Resources Officer and their team.

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

15 Unconfirmed Minutes from the Governance & Search Committee Meeting held on 23 September 2024

The minutes from the G&S Committee held on 23 September 2024 were taken as read. Ongoing recruitment of new members to the Governing Body was discussed, as well as the revised Code of Governance and the updated Strategic Cycle Review Process.

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

16 Confirmed Minutes from the Finance, Resources & Business Committee Meeting held on 25 September 2024

The minutes from the FR&B Committee held on 25 September 2024 were taken as read. Highlights included reviewing the Risk Register, the Committee KPIs, the Management Accounts and Building project progress and commitment to reserves. The presenting of Financial Statements took place. The Staff Absence and Wellbeing Report was shared as were Leadership structures.

The Annual Complaints Register and Annual Health & Safety Report were also presented alongside the review of relevant Policies in the periodic cycle of review.

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

(i) Unconfirmed Minutes from the FR&B Committee Meeting held on the 19th November 2024

The minutes from the FR&B Committee held on 19 November 2024 were also shared. The Chair of the Committee provided an overview.

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

17 Minutes from the Curriculum & Quality Committee Meeting held on 10 October 2024

The minutes from the C&Q Committee meeting held on 10 October 2024 were taken as read. Discussions focused on the exam outcomes analysis, including a presentation on the Maths GCSE results. There were further discussions on KPI's including attendance, staff development the Local Boards and the individual site QIPs. Initial findings from the student 'getting to know you' survey were shared and Policies in the periodic cycle of review were presented for approval.

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

18 Unconfirmed Minutes from the Audit & Risk Committee Meeting held on 2 October 2024

The minutes of the A&R Committee meeting on 2 October 2024 were taken as read. Main discussions had focused on Safeguarding including the continued appointment of the Independent Safeguarding Advisor, the Risk Management Plan and feedback from the RAAC Committee, the sharing of the PREVENT Register and the

required Policies for approval. The Annual Whistleblowing Report and Annual Report on Fraud were also presented.

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

19 Any Other Business

Best wishes for the future and sincere thanks were extended to the departing Foundation Governor, marking their last meeting at CTK.

Foundation Governors were asked to remain behind for a confidential discussion.

20 Date of the Next Meeting:

Tuesday 11 February 2025 at 6.30pm at Aquinas.

The meeting finished at 8.55pm.

Actions:

i. Action Clerk: To re-share the Catholic Life Inspection information which was presented to Governors at the recent Strategy & Development Day

Signed: _____*N. Reynier*_____
Chair

Date: __11.02.2025__