



Minutes of the meeting of the Governing Body held on Tuesday 6 February at the Aquinas site

Present:

Nana Reynier	Chair and Foundation Governor
Shireen Razey	Executive Principal
Rosie Newbould	Foundation Governor
Marlene Burt	Foundation Governor
Hazel Wilkinson	Foundation Governor
Ciaran Burns	Foundation Governor (via Teams)
Mary Mihovilovic	Foundation Governor (via Teams)
Priscilla Afranie	Foundation Governor
Gita Dean-Andrews	Co-opted Governor (via Teams)
Mandy Richards	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 Coordinator
Kosa Edo-Osagie	Student Representative, St Mary's
Lemara Aiken	Student Representative, Emmanuel
Sina Saeb	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 Margaret Nunes, Foundation Governor, Mgr Rotheron, Foundation Governor and Vanessa Martins, Parent Governor.

The Clerk welcomed Priscilla Afranie, new Foundation Governor, to their first meeting.

The Clerk welcomed Gita Dean-Andrews, new Co-opted Governor, to their first meeting.

Student Representatives were welcomed to their first meeting.

The Register of Interests was shared; there were no new declarations of interest.

The meeting was quorate.

The Clerk advised that as previously made aware, the Staff Governor roles were due to expire in March 2024. Two applications for the Staff Governor (Teacher) have been received, including the current Staff Governor who will be standing for re-election. Further clarity is being sought from the Governance & Search Committee on the boundaries of responsibility within the Staff Governor Policy. Two expressions of interest have also been received for the vacant Staff Governor (Professional Services) role. The FGB will be informed of the results of the pending election; in the meantime, best wishes and luck was extended to the current Staff Governor, for the forthcoming election.

2 Minutes of the Previous Meeting 5 December 2023

The minutes were seen as an accurate record.

Minutes were **AGREED** as an accurate record and signed by the Chair.

3 Matters arising from the minutes of the Governing Body Meeting held 5 December 2023

All matters arising from the meeting on 5 December 2023 were addressed.

The Clerk shared a copy of a prospective Governor advert with the FGB for amendment/approval. Governors requested the advert reflect the specific number of evening commitments, both in person and via Teams. Reference to Apprenticeship experience would also be beneficial within content of the advert. The Chair noted that there were some duplications within the wording and to shorten this.

It was **RESOLVED** to receive and **ACCEPT** the advert pending amendments; the Clerk to share the final advert with Governors.

Item 12 was brought forward on the agenda and read at this point

6.55pm – EDI Coordinator left the meeting

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 Christmas Appeal, the Advent Carol Service and the current trip to Rome.

New members of the Chaplaincy team were advised including a Chaplain Priest at St Mary's and an Apprentice Chaplain at Emmanuel.

Governors acknowledge the extensive range of work undertaken by the Chaplaincy Team and the students; congratulations were extended to all involved.

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

5 Student Governor Report

The Report was taken as read; the St Mary's Student Representative offered highlights from the report. The Co-opted Governor congratulated students on their impressive achievements and encouraged that further consideration be given to apply for Birthday Honours identifying the range of good work and opportunities taking place.

Governors asked if CTK had any candidates in the Lewisham Young Mayor election; it was confirmed that applications had been submitted but were unsuccessful this year. However, students will still be participating and voting in the election.

Governors were advised that the Student Prom will be returning this year; two separate Proms, with a combined Aquinas/Emmanuel event and a St Mary's event, will be taking place in June 2024.

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

6 (i) Executive Principal's Report

The report was taken as read, with key points noted. A warm welcome was extended to the Chair and Vice Chair, at this, their first formal meeting.

Governors questioned further clarity on the Advanced British Standard and how this may effect the CTK BTEC and T Level provision. The Executive Principal advised that as and when known, they will continue to update Governors on any required changes. Visitors from the DfE were on site last week, viewing the T Level good practice and The Executive Principal explained that T Levels are likely to be part of the new qualifications.

Governors noted the appointment of a new Choir Coach on the staff role; they were advised that this is a part time role spread across Aquinas and St Mary's for a few hours each week.

Governors questioned if mental health concerns amongst students had increased or had become more prolific; how is CTK dealing with issues. The Executive Principal advised that the Safeguarding team are dealing with increased numbers of mental health and safeguarding concerns and are handling more very complex cases. The Deputy Principal (Pastoral) continued that Counsellor's are available at each site (if required) and over 75 staff have now received mental health training which significantly assists with signposting those who may need additional support. Governors endorsed the good work of the Safeguarding team and the insight into what is taking place.

Governors commended the excellent new Engineering facilities at Emmanuel; they noted the official opening and support of the local MP. These facilities support the new T Level courses.

Governors questioned if the increase in student applications related to the revised Marketing Strategy; they were advised that it was too early to say, earlier Open Days reflected the earlier application numbers, these had now plateaued.

Governors noted the Teacher Training initiative and asked if this were taking place across London; it was advised that the initiative is running between the four Catholic Sixth Form Colleges, 2 in Southwark and 2 in the Westminster Dioceses. Further updates will be provided to the C&Q Committee.

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

(ii) Key Performance Indicators

It was noted that attendance remains a key focus of the KPIs. Governors questioned the GCSE Maths results and whether this was impacted by poorer attendance. It was confirmed that the GCSE Maths pass rate remains a focus to ensure it is higher than the national average. However it was discussed how some students become disengaged with their GCSE maths re-sit.

Governors asked if attendance data had been scrutinised further, it had with nothing notable to conclude. Historically many students go away during the Christmas period, this is something that can be pre-empted for the next academic year. The Deputy Principal (Academic) stated that learners are supported, where possible, remotely to ensure that they are provided with opportunities to stay up to date with their work. Students have been advised that a 10% drop in attendance equates to a whole grade drop with their A Level results and this has had some impact on increasing attendance.

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

(iii) Strategic Priorities

An update on the Strategic Priorities identified in the 5 year plan. Governors questioned if students are not selecting T Levels due to the higher entry level requirements to undertake the courses, are they moving to employment instead if BTECs are not available. The Deputy Principal (Vocational) felt it was too soon to clarify, some T Levels do require a higher entry level but some do not; the change in landscape of foundation courses were discussed further.

Governors questioned how placements are found, and if there was an onus on teachers to secure work placements for students. It was confirmed that it is everyone's role to support students on placement as this is part of the T Level course. It was explained that opportunities from many different industries.

The Chair requested that the Strategic Priorities documentation be further updated to reflect the most up to date information, noting some dates requiring amendment.

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

7 Safeguarding Update

The Deputy Principal (Pastoral) provided a verbal update on Safeguarding; it was confirmed that the Safeguarding Link Governor had had meetings with the Safeguarding team and the External Safeguarding Advisor, with assurances given on the effectiveness of all procedures. Safeguarding remains an integral part of the work at CTK.

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

8 Local Board Meetings

The minutes of the Local Boards were taken as read; each Deputy Principal provided a short overview on the highlights from their individual meetings. Governors noted the positive input of the Local Board meetings and the external support and advice being provided.

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

9 Minutes of the FR&B Committee Meeting held 28 November 2023

The Chair of the FR&B Committee provided an overview of the unconfirmed minutes from the latest Committee meeting, the notes were taken as read. The Chief Financial & Resources Officer extended further thanks to the FGB for the approval of staff costs against a percentage of income; these have increased due to staff cost of living pay increases which were backdated to September 2023.

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

10 Quality Improvement Plan (QIP)

The QIP was taken as read; the Executive Principal provided an overview as to why some areas remain 'amber' advising that recommendations from Ofsted are being taken forward with Working Groups for Pastoral and Curriculum now in place. Further sanction will be sought from the C&Q Committee regarding consideration to change the delivery of the 10:10 Programme.

Governors noted that the QIP read well and they commended the work taking place to raise achievement.

Governors questioned if the impact of the pandemic was identified, noting any gaps in education. Student representatives were asked to share their experiences of remote working during the pandemic and any impact this may have had. It was noted, in particular, that communication and social skills with teachers and peers was an issue as well as gaps in knowledge for specific subjects; subsequent impacts on mental health and confidence were also discussed.

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

11 Catholic Life Action Plan

The Deputy Principal (Pastoral) presented the plan, this was taken as read, noting that Catholic Life remains at the centre of all that takes place at CTK. Governors were advised that a Catholic Life Inspection remains imminent; a fellow Catholic Sixth Form College have shared their recent experience of the new format of the inspection. Governors questioned if there were anything that they needed to be aware of in relation to the proforma of the Catholic Life Inspection; they were advised that the Deputy Principal (Pastoral) and Catholic Life Link Governor have met and are prepared. Possible questions will be shared with the Chair and Vice Chair pending the inspection call.

Action Deputy Principal (Pastoral): To share further update/possible questions to Chair/Vice Chair and Catholic Life Link Governor, pending Catholic Life Inspection

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

12 Equity, Diversity and Inclusion

(i) Verbal Report

The EDI Coordinator provided those present with a verbal update on EDI within CTK. Governors were updated on the work of the EDI Committee and Working Group, with a continued focus on protected characteristics. Community voice is being sought for further input into the emphasis of the Working Group.

Governors questioned if they were plans to extend the Neurodiversity training to the FGB; Governors were reminded that Neurodiversity CPD had been offered to all at the September Staff Conference, however an additional training opportunity could be provided within a future Strategy & Development Day.

Action Clerk: To add Neurodiversity CPD to a future Governor Strategy & Development Day

(ii) EDI Action Plan

The EDI Action Plan was taken as read. Governors were advised that students are participating and often taking the lead with many EDI Events; Governors noted it was heartening to hear of student involvement.

Governors questioned if the initiatives to encourage staff to identify specific differences or diversity had been successful. It was recorded that the annual EDIMS report (previously shared) contained the most up to date information regarding staff data, noting, where informed, other additional characteristics. Any staff who have identified additional needs have been offered, if required, additional support.

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

13 External Governance Review Action Plan

The Executive Principal provided an overview on the implementation of the External Governance Review which took place in June 2023. The Clerk shared an update of the Action Plan of recommendations following the review; the plan will be shared further with the G&S Committee to discuss any specific focus from the plan.

The Action plan will continue to be shared with the FGB.

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

14 Destination Analysis Report

The Deputy Principal (Academic) presented the Destination Analysis Report, the information was taken as read. Governors noted that positive increase in applications to university and apprenticeships and the good news stories provided. Students continue to be encouraged to complete a UCAS application as a backup, even if they are considering apprenticeship or other employment avenues.

The good work of all those involved were acknowledged.

Governors questioned if there were any notable trends with students going into healthcare, in particular those who have had access to the new healthcare facilities on site. It was noted that Nursing degrees had always been a popular choice at CTK; however, it is too soon to see if this trend has been increased with the opening of the additional Healthcare facilities for T Levels.

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

8.00pm – Student Representatives left the meeting

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

The Clerk presented the summary of confidential papers for the period January 2023 to December 2023; the report summarised the confidential items where individuals were either explicitly named or could be identified, and papers relating to confidential meetings of the Governing Body.

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. Three requests had been received during the year.

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

16 Events Requiring Governor Attendance

The Chair requested that the wider FGB spread the load regarding attendance at CTK events; the document shared provided an overview of events taking place until the end of the academic year. Governors were encouraged to let the Clerk know if they were able to be in attendance. The Clerk advised that the sign-up sheet will hopefully be shared on the Governor Portal, for Governors to personally update.

Action FGB: To sign up to be in attendance for specific CTK Events

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

Any Other Business

There was no other business.

The main meeting closed at 8.10pm

The Chair requested that all Foundation Governors remain to hear an update on a Confidential matter.

The meeting concluded at 8.25pm.

17 Date of the Next Meeting:

Tuesday 7 May 2024 at 6.30pm at Emmanuel.

Actions:

- 1. Action Clerk: To circulate the revised Prospective Governor Advert amongst the FGB**
- 2. Action Deputy Principal (Pastoral): To share further update/possible questions to Chair/Vice Chair and Catholic Life Link Governor, pending Catholic Life Inspection**
- 3. Action Clerk: To add Neurodiversity CPD to a future Governor Strategy & Development Day**
- 4. Action FGB: To sign up to be in attendance for CTK Events**

N.Reynier

Signed: _____ Date: 7 May 2024
Chair