

Minutes of a meeting of the Board of Governors of Sion-Manning Catholic Girls' School held at the School on Tuesday 15th May 2018 at 5:45 p.m.

NON-CONFIDENTIAL

PRESENT

Governors

Joy Duval Koenig (JDK)

Elaine Gribben (EG)

Maureen Marlowe (MM)

Amanda Sayers (AS) (Chairman)

Richard Girvan (RG)

Chris Johnston (CJ)

Andrew O'Neil (AON) (Headteacher)

Associate Members

Natali Dragic (ND)

Dave Hallberry (DH)

Lucie Follett (LF)

Marsha Kutkevitch (MK)

Tim Aykroyd (TA)

Cheryl Subban (CS)

Carolyn MacLeish (CM)

Deputy Headteacher

Deputy Headteacher

Clerk for Governors

1. COMPOSITION OF THE BOARD

The first item of the Board meeting was discussed solely by governors with full voting rights. AS advised that the Board had previously agreed that by the end of the academic year it would reduce the number of governors attending full Board meetings and review the committee memberships. Governors added that it was partly good preparation for the chapter the School was entering in September when it would move to co-education.

The following governors were in attendance (AS, AON, CJ, EG, JDK, MM and RG). Voting governors absent and/or with apologies (MG, SPJ, JS and PW).

The following points were noted in discussion:

- The IOG was for 14 governor positions. There were currently two Foundation Governor vacancies and one Parent Governor vacancy.
- AON advised that he was looking for a governor to support the C&S committee preferably with Catholic education experience.
- AS stated she had appealed for associates and governors at the local parish churches and the Diocese had permitted the School to self nominate FG candidates.
- AS advised that Mike Murphy had asked to stay on as a non-attending Associate Member of the Board, and governors voted unanimously to approve his re-appointment.
- AS advised that Sam Mackover would be standing down as he was no longer a counsellor.
- Governors noted that the School would speak to joining Y7 parents about the vacant PG vacancy and the elections would be run in the Autumn term.

- AS concluded that the new structure would help governors to contribute more in meetings and give each meeting be it committee or Board more purpose. Link roles would be reviewed in the final meeting of the year when the expectations for the ASCC Board of Governors would be set.
- AS agreed to speak where possible and write to all associate members advising of the Board's decision and to thank them for their interest, work and contributions to the Board of Governors.

RESOLVED: governors voted unanimously to approve the following changes to the Board to commence from 16th May 2018:

- a) AD to be reappointed as an Associate Member of the Board and to attend the F&GP committee and Strategy Group meetings;
- b) PD not to be reappointed to the Board;
- c) ND to be reappointed as an Associate Member of the Board and to attend the CE&CL committee only
- d) LF to be reappointed as an Associate Member of the Board and to attend the CE&CL committee only;
- e) DH to be reappointed as an Associate Member of the Board and to attend the Board, C&S committee and Strategy Group meetings;
- f) MK to be reappointed as an Associate Member of the Board and to attend the C&S committee only
- g) JM to be reappointed as an Associate Member of the Board and to attend the Board and C&S committee meetings;
- h) MM to be reappointed as a non-attending Associate Member of the Board.

2. MOTTO AND GOSPEL PASSAGE

Voting governors considered the proposed school motto ORARE LABORARE SERVIRE and the attached Gospel passage as previously extensively considered by the CE&CL Committee.

Governors were advised that the CE&CL committee had reviewed the documents circulated and were recommending their approval for ASCC. AS reported on the proposed Latin Motto and thanked the Head of the Classics department at St Paul's for his help. AON added that staff understood the full meaning and nuances of the language of the proposed motto and believed it reflected the ethos of the School. Governors noted that the committee HAD proposed John 10:10 as the School's Gospel Passage. Voting governors unanimously approved the motto and the Gospel passage as recommended.

Voting governors joined associate members for the remainder of the meeting.

3. OPENING PRAYER (AS)

As we consider how best to serve the needs of the School and prepare for the changes to take place in September, help us Oh Lord to keep the children and Christ at the centre of our decisions.

Amen.

4. APOLOGIES FOR ABSENCE

The clerk reported the following

Apologies for absence from Amelia Darell (AD), Hetty Fletcher (HF), Marian Granaghan (MG), James Marshall (JM), Stella Powell Jones (SPJ) and Jason Swettenham (JS). AS asked that governors note LF's absence and approve PD's absence due to illness.

Governors noted that PW was not in attendance.

AON advised MG would not be in attendance for personal reasons and asked governors to consent to her absence.

AS advised that she had suggested that JM take a short sabbatical due to a particular work project that he had notified to her and that he not attend the Board meetings for the summer term.

RESOLVED: that governors voted unanimously to:

- a) note the absences of AD, HF, SPJ, JS and PW
- b) accept apologies from MG and JM. (unam)

5. DECLARATION OF INTERESTS

There were no declarations of interest relating to the agenda.

6. MINUTES FROM THE MEETING HELD ON 27th March 2018

AS reminded governors that the minutes had been extensively reviewed by her and the clerk. Governors were asked to send typing error corrections directly through to the clerk and to raise only factual inaccuracies.

RESOLVED: that the minutes of the meeting held on 27th March 2018 be signed as a true record. (unam)

7. COMMITTEE REPORTS AND THE DELEGATION OF FUNCTIONS

Reports from Committee Meetings since Last Board Meeting (draft minutes/notes were attached):

This was governors' opportunity to ask questions of the relevant committee/group relating to any of the accompanying papers. It was assumed that all governors had read these papers. All action points had been placed on the agenda for the relevant committee/group or Board meeting. Recommendations to the Board were to be considered but committee/group minutes were not to be discussed except in the Chairman's discretion.

F&GP – Tuesday 1st May 2018 – Draft Budget recommended to Board of Governors for approval (draft minutes attached)

- MM asked whether the Board should be worried that in order to save money the School was not replacing staff in which case were staff being expected to do too much;
- AON stated that the School had decided not to replace the Head of Maths at the end of the last academic year and unfortunately the second in command in Maths had joined the former Head of Maths. The School had tried to recruit but had been unable to find the quality staff it would wish to appoint and had had to use supply;
- AON added that the non-replacement of staff was a technicality and the School had ensured that all roles were able to be covered by existing staff but had been mindful of staff wellbeing while trying to make savings;
- CJ advised that the FGP committee had voted unanimously to recommend the final CFR report for 2017-18 and the draft budget for 2018-19.

C&S – Wednesday 9th May 2018 Notes attached

DH reported that the C&S committee had looked at results of all year groups while taking into account that it was the first year for all GCSE subjects being marked 9-1. A lot of the work that the School has done to benchmark was speculative. Most of the year groups were on track. There was concern from the School on VA at the lower end of the school for MA pupils in Y7 & Y8 and the School believed it had overestimated the benchmark.

AON advised that the key end of year accountability score was the Progress 8 measure and the School used an internal measure for VA where there was no KS2 data for a student. The School's concern was it had been too harsh at the top end of the scores and had tried to review and use the old levels system to help the process.

ND asked whether the School was expecting more top-level grades for Y11 than predicted. AON advised that as it was a new system for most subjects teachers were reluctant to predict top grades.

CE&CL – Wednesday 9th May 2018 Notes attached

Governors noted that there were two important masses coming up in the summer term. One would be held for Grenfell Friday 15th June at 1pm and the final Sion Manning mass was to be on 19th July in the morning.

RESOLVED: that the Board of Governors unanimously approved

- a) the end of year CFR report for 2017-18;
- b) the Draft Budget for 2018-19;

8. GDPR

School to update governors on preparations for compliance re GDPR (to be effective 25/05) and governors to discuss and review arrangements for the Board and School.

TA reported on the School's work to date on implementing the changes to its data processes in light of the new GDPR being introduced on 25th May 2018.

- the School had to make an appointment for its DPO (Data Protection Officer) by 25th May 2018. In respect of the rest of the regulations the School had to show how it was working towards compliance;

- the School had been collating data and information on how other schools were implementing the changes and, due to some of the staffing changes for next year and the information collated, the School was looking to outsource the role. Quotes were being obtained at present;
- TA advised that quotes ranged from £700 to £6,000 and depended on the level of service the School wanted to procure. The School was looking to employ the services to develop and check its policies and provide advice to TA who would be the named person on site;
- MK asked what could happen if the School did not know what its approach would be by 25th May 2018
- AON added that the School was trying to keep its approach flexible as new information and guidance was being received on a daily basis;
- CM added that the information from the ICISO was that organisations had to show they were working towards compliance and have its DPO in place by 25th May;
- governors received the following handouts from TA and were asked to review the documents:
 - 1) GDPR information from Delyth Smith
 - 2) Information Audit by the School
 - 3) Privacy Notices from the Key
- governors approved the use and adaptation of the Key documents;
- TA advised that the individual's rights to ask for their data had been based on DfE guidance; however, there was still some ambiguity;
- the SAR (Subject Access Request) Policy would be presented to governors at Summer 2;
- governors noted that the Board had appointed JS as its GDPR champion;
- AON had met the Head of Chelsea Academy and advised they were in a similar position to the School and had been advised to act in accordance with the law;
- Governors discussed the dissemination and communication of information to them and the sharing of data. AON advised that he would like to run some training with governors prior to the next Board meeting on Teams to address the issues;
- AS had previously reported that the DoW had reported that they were purchasing Governor Hub for all their schools. CM advised that she had not received any information about the resource to date and had asked the DoW for information;
- the SLT were in discussion about staff planners and other tools used by staff and how best to manage staff use of data and equipment to be compliant;
- the School were looking at using Browne Jacobson to come in and go through all the processes and help set up the School's systems for a £1,500 service. They did not offer a full service; however, the School could use them for advice.

Governors thanked the School and in particular TA for the update and the work to date.

RESOLVED: that the Board of Governors voted unanimously to accept the appointment of TA as the School's DPO under the new GDPR regulations.

**ACTIONS: TA and DS to provide F&GP committee and/or Board with GDPR Data Protection Policies for approval.
AON to run training for TEAMS prior to the next meeting**

9. HEADTEACHER'S ORAL REPORT

AON updated governors on school-related matters post the last meeting and reported the following in discussion with governors:

Leadership and Staffing

- CS was leaving the School at the end of term for a DHT post at St Michaels in High Wycombe sixth form. AON thanked CS for her support since he joined the School and also for his predecessor Paul Kehoe (Interim Headteacher). AON stated her support and hard work had been critical for the School over the last four years.
- AON advised that he had known she had wanted to move on and as part of the succession planning he had appointed two AHTs onto the SLT, both being internal appointments, and they had taken on some of the work done by CS.
- The School had appointed a new SENDCO that day to lead the team next year. The new appointment was currently a special needs teacher in a specialist provision and had expertise in Autism and designing curriculums for SEND students.
- AON thanked CS for all her work on the School's SEND systems and advised the new SENDCO would come in and dove tail with the School's existing processes and start working on curriculum.
- OB would be going on maternity leave and the School had secured maternity cover and a person to take on OB's safeguarding responsibilities.
- the Acting AHT would be the DSL and TA would be the Deputy SL (female and male).
- the School had a number of vacant posts and were trying to fill two Maths positions;
- the School was trying to organise maternity cover in RE. The School had found two very good members of staff and were trying to negotiate costs which were currently being quoted at 20% of annual salary to move them from supply on to the payroll. The agency had dropped the fees for the maternity cover to 17.5%;
- governors noted the difficulty in appointing Catholic RE teachers across London, last year only 20 trained;
- CS was congratulated on successfully re-securing the Safeguarding award mark; the inspector had given the School a glowing report. CS thanked AS and MM for their involvement too.

Teaching and Learning

- 55 students of the current Y11 cohort had KS2 data and the School felt that the Progress 8 score would not be as high as predicted at the beginning of the year;
- nationally every child was doing two sciences and this meant the School's students who were taking combined Science were being compared to more able students. The School was trying to refine its benchmarking to make sure it was correct;
- RM was leading a peer-to-peer initiative to help teachers improve their practice. It included modelling in the classroom, marking and provision for the MA students and how lessons might be different in a class with boys and linking to existing CPD;
- all classroom-based staff were going to other schools and in particular mixed schools and how they operated. AON had spoken to a number of heads across RBKC and Westminster and all were happy to help.

Behaviour

The School continued to monitor its x's and they were reviewed every morning. The SLT continued to make decisions about internal and external exclusions and that work was continuing

Premises

- the School had received £200,000 from its LCVAP bid and the School had instigated the tendering process to see what could be achieved. The quotes would be presented to the F&GP committee;
- the School thought if possible it would replace the windows and refurbish the inside of two classrooms in the South block. AON would be meeting Nigel Spears and JP Morrison to see if the School could secure more funding or commitment for future funding to improve the site;
- governors had agreed the seating in the hall and the work was in place for half term;
- governors had agreed the purchase of two mini buses to enable the School to take a class away on visits. To date one had been purchased and finances permitting the second one would be bought later;
- the garden at the back of the South Block had been finished.

RG asked whether the new Safeguarding leads would have their responsibilities reflected in their job description. AON confirmed this was the case and they had received the appropriate DSL training.

Governors thanked AON for his comprehensive report.

10. ALL SAINTS CATHOLIC COLLEGE (ASCC) STANDING ITEM

Y7 Admissions

- the School had received 443 applications to the School and had picked up 120 through late applications;
- out of all the LA schools ASCC had picked up the most late applications. The School had 43 students on the waiting list. Four students had been added to the waiting list in the last four days. 143 places had been offered and five were to SEND students;
- the School would have 145 Y7 students by September;
- new parents had the packs and the data and had been invited to the induction day on the first Wednesday of July;
- the School was planning the uniform fitting day for existing students from Y7-Y10 for Tuesday 11th July;
- governors noted the gender balance of the Y7 intake was approximately 50-50 with slightly more girls than boys and 50% of students would be Catholic.

RESOLVED: that the Board unanimously approved the School's motto and the gospel passage as recommended by the CE&CL committee.

11. POLICY AND IMPORTANT DOCUMENTS REVIEW

The following policies and documents were scheduled for review and/or approval:

- Allegations against Staff – Approved at the F&GP and attached for governors information. The policy was approved. RG advised that an additional line, quoting the KCSIE guidance, should be included: nominating a support member of staff. Governors agreed to approve the policy subject to RG's approval of the additional sentence about guidance.
- Asset Register Spot Check – Update by CJ (Verbal) – CJ advised that he had chosen a number of rooms, one of them being DS' office, and the numbers

were correct in all cases. He advised that he would table a formal report to the F&GP committee.

- Clerking SLA – tabled for approval (attached for governors’ information) – CM left the meeting while governors reviewed the SLA. Governors advised CM on her return that they wished to renew her SLA for the forthcoming year. Approved. CM thanked governors for their continued use of her service;
- Data Protection Policy (Board to agreed to delegate to F&GP Committee) - Approved
- Equalities Objectives discussed in C&S Committee, policy currently under review by School.
- Freedom of Information to be tabled in the next half term.
- Invoices over £10,000 review – Attached – Difference between SLA and orders. Noted and approved
- Summer works report – The School had replaced the fire doors with 30 minute fire doors and the School had received the money last year from the LA. The replacement doors had come to £100,000 and the School had asked for money this year to finish off the door replacement programme, replace windows in the School Hall and on the bridge;
- Support Staff Pay and Appraisal report – Governors noted the 18/19 and 19/20 inflationary rises for support staff which had been agreed by the NJC at the end of April. Average 2% wage rise from April 18 and a further 2% from April 19. The increase to be backdated to April 18. The increase had been budgeted. Appraisals were in line with whole school pay policy and took place in the autumn term in respect of the academic not financial year in line with teaching staff appraisal. Governors approved.

RESOLVED: that the Board unanimously approved the following policies:

- a) Allegations against Staff Policy subject to amendments agreed;
- b) Clerking SLA for 2018-19;
- c) To delegate the approval of the School’s Data Protection Policy to the School’s F&GP committee;
- d) The School’s invoices report for spending over £10,000 for 2017-18;
- e) The Support Staff Pay and Appraisal report.

**ACTIONS: AON to send revised Allegations against Staff Policy to RG to review amendment.
CJ to produce Asset Register report for F&GP Committee**

12. ACTIONS FROM THE LAST MEETING

Ref.	Item	Person	Action	Status/Due Date
4	6	CS	CS to table the Slavery appendix to the Safeguarding Policy at the CE&CL committee. – May	Governors agreed that CS to send to RG and MM to approve.
8	6	AON	To table INSET Days for 2018-19 by the last Summer Board meeting.	July 2018
9	11	AON	Revised Behaviour Policy to be tabled at the C&S committee.	Summer 1 – AS to meet with AON and RG to look at it further.
10	11	AON	Equal Opportunities Policy and Asset Register Spot Check to be tabled in the Summer term.	Summer 2018 Equal Ops done in C&S Completed

11	12	Clerk	To chase up Foundation Governor applications and to follow up terms of office with associate members.	Completed – Summer 1
12	12	All Govs	Governors to complete their skills audits and return to clerk.	Summer 2018 - Ongoing

13. BOARD OF GOVERNORS

A) Governor Appointments or Ends of Office since the Last Meeting:

Stella Powell Jones, Appointed, Foundation Governor, 01.04.18 – appointed.
 CM confirmed she had received confirmation from the Diocese of SPJ's appointment.

B) Governors Whose Offices are Due to End within the Next Three Months:

AS reported that the item had been discussed by voting members to discuss the committee and board membership. The School had become a large board while the School had assessed the eligibility of members and moving forward the majority of associate members would sit on the committees only. AS advised that she would be writing to all associates and thanked them all for their time and contributions to the Board.

C) Governor Non-Attendance:

No issues to report.

D) Reports by Governors:

None reported.

E) Visits To The School:

MM visited CS to discuss the School's annual safeguarding audit which would be held prior to the next Board meeting and reported on then. MM advised she would then spot check the audit in the Autumn term.

F) DBS Check Update: this was an opportunity to ensure that all governors were receiving Disclosure and Barring Service checks or that checks were in train.

G) Governor Training:

Governors Skills Audit report – CM advised that she had not received all governors' audits and would report on the audit at the next meeting.

Governor Induction and Training Report CM

H) Local Authority Information: Governors were referred to any recent information or guidance from the LA on school governance issues.

ACTION: AS to write to all Associate Members to inform them of the Board's decision regarding their appointments.

14. CHAIRMAN’S ACTION REPORT

AS referred governors to her pre-circulated report.

RESOLVED that governors unanimously approved the following Chairman’s actions:

- a) 28/3 I agreed that the school should use up to £1000 from the Governors’ Fund to support the proposed Camino trip?
- b) 10/04 Authorised payment of £90 to Kate Milne, accountant, to finalise audit of the Governors Fund for 2016-17.
- c) 19/04 accepted formally the LCVAP offer on governors’ behalf.
- d) 20/04 Agreed a spend of up to £2,500 for year 6 celebrations

15. DATES OF FUTURE BOARD AND COMMITTEE MEETINGS

SUMMER 2018

Tuesday 19/06/2018	F&GP 8:00 a.m.	
Tuesday 03/07/2018	GB 6:00 p.m.	

16. ITEMS FOR FUTURE ACTION OR MEETINGS

Discussion.

RESOLVED: that the following issues be future agenda items:

<u>Item</u>	<u>Suggested By</u>	<u>For Meeting</u>
Board Self Evaluation	Board	July 2018
Business Continuity and Emergency Planning Procedures	Board	Summer term
Data Protection Policy	Board	Summer term
GDPR	F&GP	June 2018
Parent Governor Elections	Board	Autumn 2018
Safeguarding Audit	Board	July 2018
Slavery Appendix	Board	CE&CL – July 2018

CHAIRMAN’S SIGNATURE:

DATE SIGNED:/...../.....

ACTIONS

Ref.	Item	Person	Action	Status/Due Date
4	6	CS	CS to table the Slavery appendix to the Safeguarding Policy at the CE&CL committee. – May	Governors agreed that CS to send to RG and MM to approve.
8	6	AON	To table INSET Days for 2018-19 by the last Summer Board meeting.	July 2018
9	11	AON	Revised Behaviour Policy to be tabled at the C&S committee.	Summer 1 – AS to meet with AON and RG to look at it further.
12	12	All Govs	Governors to complete their skills audits and return to clerk.	Summer 2018 - Ongoing
13	8	TA & DS	TA and DS to provide F&GP committee and/or Board with GDPR Data Protection Policies for approval.	Summer 2018
14	8	AON	AON to run training for TEAMS prior to the next meeting	Board Summer 2 2018
15	11	AON	AON to send revised Allegations against Staff Policy to RG to review amendment	Summer 2018
16	11	CJ	CJ to produce Asset Register report for F&GP Committee	Summer 2018
17	12	AS	AS to write to all Associate Members to inform them of the Board's decision regarding their appointments	Summer 2018