
AGENDA FOR A MEETING OF THE BOARD OF ALL SAINTS CATHOLIC COLLEGE

Please note that the next meeting of the Board of ASCC will be held in person at the school on:

Tuesday 19th October 2021 at 6:00 p.m.

Carolyn MacLeish - Clerk to the Governors
Contact details: carolyn@camgovernorservices.com

NON-CONFIDENTIAL AGENDA

NB Please note that 50% of the current complement of governors, EXCLUDING vacancies, must be present for the meeting to be quorate

1) OPENING PRAYER (AS) 6pm

Lord, as we come together at the beginning of another year, help us to deliver the rich educational experience that our students deserve and to use our resources in the most effective way to serve our entire community.

Lord, in your mercy, hear our prayer!

May I also take this opportunity on behalf of all governors to thank the school's staff across all departments for their exceptional commitment to the school and its students.

Items 2 -5 Inc. 6:03pm -6:10pm

2) APOLOGIES FOR ABSENCE (REPORT BY CLERK)

The Board is required to decide whether to consent to any absences.

The Clerk will chair the next item on the agenda.

3) ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF THE BOARD OF GOVERNORS

The periods of office of the Chairman and Vice-Chairman of the Board of Governors elapsed on **18 OCTOBER 2021**. The appointment of a chairman and vice-chairman must be made at a quorate meeting of the full Board.

To date, advance nominations have been received as follows, but further nominations may still be made to the clerk:

Chairman: Amanda Sayers

Vice-chairman: Chris Johnson

Governors are asked to:

- a) determine a period of office for both positions (one to four years);
- b) decide whether to admit additional nominations at the meeting;
- c) decide on the method of voting for candidates (if more than one candidate).

Election procedures (if more than one candidate)

Candidates must withdraw during discussion and vote.

- a) *Candidates will be invited to make a short statement before withdrawing.*
- b) *Voting will be by secret ballot or show of hands **according to the decision of the Board***
- c) *In the event of a tie a decision will be made by drawing lots / tossing a coin*

4) **DECLARATION OF INTERESTS**

Any governor with a pecuniary or other interest in a particular agenda item should declare their interest at this point. They may also be required to withdraw for the whole or part of the item in question.

- a) **Governors are reminded that they need to complete their Declaration of Interests via Governor Hub and should do so in advance of this meeting.**
- b) **Governors are reminded that they need to confirm alongside their Declaration of Interests that they have read and understood KCSIE 2021 and should do so in advance of this meeting.**
- c) Clerk to report on declarations made on Governor Hub.

5) **MINUTES FROM THE MEETING HELD ON 1st July 2021 (DRAFT ATTACHED)**

Minutes of the previous Board meeting are attached, along with the appendix – Governors' self-evaluation.

It is expected that Board members will have raised any issues of accuracy with the Clerk or Chairman prior to the meeting, and the meeting will concern itself mainly with any action points, any of which that **haven't been covered during the meeting being dealt with together with Matters Arising under Item 11.**

6) **COMMITTEE REPORTS AND DELEGATION OF FUNCTIONS (20 mins) 6.10pm**

A) **Reports from Committee Meetings Since Last Board Meeting (draft minutes/notes attached):**

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

Strategy Committee – 8th September 2021 (draft minutes attached)

F&GP – 21st September 2021 (draft minutes attached)

C&CL – 22nd September 2021 (draft minutes attached)

Pay – 19th October 2021 – Chair of Committee to request governors’ approval of the School’s pay requests on recommendation from the Pay Committee. More detailed information to be recorded under the confidential agenda if necessary.

Committee Membership and Lead Roles (attached)

Governors to note that in the last Board meeting committee membership, terms and link roles were agreed for existing governors.

Governors to approve the following appointments agreed in the committee:
SFVS Link Governor – HF
Mental Health Link Governor - RG

7) HEADTEACHER ORAL REPORT 6:30pm (10+5 mins)

Opportunity for AON to report and update governors on any non-confidential matters (including relating to Covid) which have not been covered under the agenda, including an update on premises and community relationships.

Commented [AS1]: Andrew- you to amend

8) SAFEGUARDING 6:40pm (15 mins)

Opportunity for AON to report and update governors on the School’s safeguarding.

A copy of RG’s Link Governor report on Safeguarding is also attached for discussion.

This is governors’ opportunity to ask questions relating to these reports.

9) APPROVAL OF SIP KEY OBJECTIVES AND SDP 6:55 p.m. (10 mins)

Governors to discuss the draft SIP key objectives as recommended by the Strategy and C&CL Committees and the draft SDP as recommended by the Strategy Committee and to ask questions of AON as necessary.

Governors to approve the SIP key objectives and the SDP

10) PREPARATION FOR S48 INSPECTION AND SECTION 48 SEF 7:05pm (15 mins)

AON to update governors on the preparations for the forthcoming S48 inspection and to answer any questions on the S48 SEF as agreed by the C&CL committee following input from AS and JDK (as lead governor for this area).

Governors to approve the S48 SEF (draft attached).

Commented [AS2]: Andrew we haven’t seen revised version

11) REFURBISHMENT OF THE SCHOOL GATES -7:20 pm (10 mins)

Governors are to consider the three quotations obtained by the School together with the School's recommendation, as agreed in principle by the F&GP.

12) POLICY/IMPORTANT DOCUMENT REVIEW (policies for approval with tracked changes attached) (1020 mins) 7.3005pm

The following are scheduled for review and approval/discussion:

- CP & Safeguarding – rec for approval by C&CL
- Designated teacher for LAC and previously LAC (to be approved)
- Freedom of Information – rec for approval by F&GP, and Board to approve it being delegated to the F&GP committee in the future
- Pay Policy 2021-22 – rec for approval by F&GP
- School SEF

- Overarching approval for the coming year of the latest form of LA and CES Policies where the School does not hold its own bespoke policies. The F&GP reviewed and recommend the following individual policies, which must be adhered to in a Diocesan school:
 - Disciplinary
 - Grievance
 - Capability
 - Appraisal Policies (Teaching and Support)
 - Sickness Absence
 - Complaints Procedure

In the interests of time, it would be helpful for governors to raise any questions/concerns in the first instance ahead of the meeting with Clerk.

13) ACTIONS FROM THE LAST MEETING AND MATTERS ARISING

None

14) BOARD (10 mins) 7.40pm

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

Chris Johnson, Reappointed, Foundation Governor, 1st September 2021

The following appointments were approved by the Strategy Committee, but the Board is asked to endorse them.

Joy Duval Koenig, Associate Member, 1st September 2021 (appointed post her Foundation Governor membership ending- reappointment as a Foundation Governor is in train).

Stella Starritt, Associate Member, 1st September 2021 (appointed post her Foundation Governor membership ending)

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

C) Governor Vacancies

2 Foundation Governors (JDK reappointment in train) and 1 Parent Governor
Governors to agree the process for election of the Parent Governor

D) Governor Non-Attendance: PW remains on an extended period of leave and governors are asked to consent to this. (This ex officio position- is not open to be filled other than by the parish priest.) Governors are advised AS and CM are trying to contact SS who has been absent for the last few meetings.

E) Reports by Governors: Governors are invited to report on any matters raised with them or on any other matter of significance.

F) Visits To The School: Governors are invited to report on any visits they have made to the School since the last meeting.

All governors to ensure please that they note what is required of them in the **Governors' Work Plan (attached) in respect of visits/reports going forward.**

G) DBS and S 128 Check Update: this is an opportunity to ensure that all governors are receiving necessary Disclosure and Barring Service checks or that checks are in train.

H) Governor Training: Opportunity to identify forthcoming training opportunities. This is also an opportunity to receive reports on courses recently attended by governors. Governor Handbook attached

I) Local Authority Information: Governors are referred to any recent information or guidance from the LA on school governance issues. – LA Categorisation letter attached

Commented [AS3]: Please make sure this is attached- Andrew has it been updated post SC meeting?

15) CHAIRMAN'S ACTION REPORT

The Chairman has no actions to report

16) DATES OF FUTURE MEETINGS THIS TERM

AUTUMN 2020

Date	Meeting	Time
Wed 18/11/20	C&CL	6:00 p.m.
Tue 24/11/20	F&GP	8:00 a.m.
Tue 08/12/20	GB	6:00 p.m.

SPRING 2021

Date	Meeting	Time
Tue 26/01/21	F&GP	8:00 a.m.
Wed 03/02/21	C&CL	6:00 p.m.

Tue 09/03/21	F&GP	8:00 a.m.
Tue 23/03/21	GB	6:00 p.m.

SUMMER 2021

Date	Meeting	Time
Tue 11/05/21	F&GP	8:00 a.m.
Tue 25/05/21	GB	6:00 p.m.
Wed 16/06/21	C&CL	6:00 p.m.
Thu 01/07/21	Governors Afternoon and GB	12pm onwards Meeting 6pm

17) ITEMS FOR FUTURE ACTION OR MEETINGS

Work Plan Documents attached

Governors

Reports
PP Link
Safeguarding and GDPR Link
Committee Reports including Admissions

School

Term and INSET days
Admissions arrangements for the following Autumn term
Headteacher's report

Policies

Admissions Arrangements
Charging and Remissions
PP Impact Report
SEND funding statement
SEND Impact Report
SEND Information Report
H&S
RSE

18) ANY URGENT BUSINESS

Any non-confidential urgent business (taken at the discretion of the Chairman).

CONFIDENTIAL AGENDA
7.50 p.m.

NB Governors are reminded that the discussion of the pay of individual staff will require all staff governors (except for the Headteacher) to remove themselves from the meeting for the duration of discussion and that they may not vote in any subsequent resolution.

1) HEADTEACHER'S ORAL REPORT - CONFIDENTIAL ITEMS

This should include a report on the following:

- pupil exclusions
- pupil attendance
- pupil accidents and other health and safety issues
- incidents of a discriminatory or bullying nature
- matters that may give rise to concerns under the national 'Prevent' anti-radicalisation agenda.
- Any other safeguarding related items.

2) CONFIDENTIAL STAFFING REPORT

Confidential items from the Pay Committee

3) HEADTEACHER PERFORMANCE REVIEW

Governors to receive a report from AS on re the HPR.

4) URGENT CONFIDENTIAL BUSINESS

Any confidential urgent business (taken at the discretion of the Chairman).