

Xaverian College

Governing Body Meeting
Tuesday 5 July 2011

Minutes

Present:

Governors

Mrs J Tracey (Chair)	Mr J Egerton	Ms M Rawlings
Mr G Walker (Vice Chair)	Mr A Gornall	Mr J Rodger
Mrs M Hunter (Principal)	Mr B Laverty	Mr P Smith
Ms A Beard- Fernandez	Mr M Lochery	Ms F Ulett
Mr X Bosch	Fr S O'Brien	Mr J Warner
Mr P Cross	Mr B O'Shea	

In Attendance

Mr M Campbell (Assistant Principal Quality & Standards)(until after agenda item 8)
Mr S Channell (Assistant Principal Resources)(until after agenda item 10)
Mrs J Mather (Clerk)
Mr A Goodall (Finance Director)
Mr A Knowles (Vice Principal)

Item		Action by
	The Principal opened the meeting with a prayer.	
1.	<p>Appointment of New Governors</p> <p>The Chair reported that the Search Committee had met immediately prior to the meeting of the Governing Body and was recommending the following to be appointed as new Governors:</p> <p>Foundation Governor – Fr Sean O'Brien (to replace Fr McGarry) Co-opted Governor – Chief Inspector J Egerton (to replace Dr L Sheffield) Local Authority Governor – Mr Jock Rodger (to replace Mr N Trim) Staff Governor – Mr A Gornall (to replace Mr J Warner, from 1 September 2011)</p> <p>This was proposed by ML, seconded by the Principal, with all other Governors present in agreement.</p> <p>The Chair then asked each new Governor to say a few words about themselves.</p> <p>Foundation Governor: Fr Sean O'Brien</p> <p>Fr O'Brien told the Governing Body that he had attended Xaverian College for 2 years and that the experience had changed his life. He explained that he was now the curate at St Mary of the Assumption in Burnley and that this involved satisfying many pastoral demands. He added that he gave lectures on Celtic Spirituality. The Chair said that his youth would be an advantage in that it would help him to relate to the students of the College.</p> <p>Co-opted Governor: John Egerton</p> <p>JE explained that he was the local Neighbourhood Chief Inspector of Police with special responsibility for schools policing. He said that he was committed to working within the local community. He added that his daughter had been a student at Xaverian College and that she had greatly enjoyed her time here. Both the Chair and the Principal thanked JE for his offer of service to the College.</p>	

	<p>Local Authority Governor: Jock Rodger</p> <p>J R said that he had been a bureaucrat for many years, working for the LSC, which had been the College's Funding Agency for several years. He was, therefore, familiar with the College and its work. Since that time, he had moved on and now worked for Manchester City Council as the Head of Commissioning, Quality Assurance and Partnerships within Children's Services. The Principal said that JR had always been a very good friend to the College.</p> <p>Staff Governor: Andy Gornall</p> <p>AG said that he had worked at the College for 10 years and that during that time had been both an elected Staff Governor and then an Associate Governor. He would be joining the Governing Body on 1 September 2011 as the newly elected Staff Governor.</p> <p>The Chair then thanked Ana Beard- Fernandez for her contribution to the Governing Body during her 2 years as one of the College's Student Governors. She wished her every success in the future. She also thanked Mr J Warner, the retiring Staff Governor and wished him a happy retirement. JW thanked the Chair for her support and leadership, the Clerk for her support and help on the occasions when he had chaired the Search Committee meetings, and the support and friendliness that Christine Smith had offered to him when he was a new Governor.</p>	
2.	<p>Apologies</p> <p>Apologies had been received from Ms A Collazos, Mr J Colquhoun, Mrs A Coombs and Mrs T Dervin.</p>	
3.	<p>Urgent Business</p> <p>No Urgent Business was declared.</p>	
4.	<p>Declaration of Interests</p> <p>The Chair reminded members that they should declare any interests they may have. No declarations were made.</p>	
5.	<p>Minutes of Last Meeting, 5 April 2011</p> <p>Copies of the minutes of the last meeting had been circulated with the papers for the meeting; they were approved and signed as a true and accurate record of the meeting.</p>	
6.	<p>Matters Arising Which Are Not Included on the Agenda</p> <p>There were no Matters Arising which were not on the Agenda</p>	
7.	<p>Draft Minutes</p>	
7.1	<p>Finance, Personnel & Resources Committee, 17 May 2011</p> <p>In the absence of the Chair of the Committee, Mr G Walker (GW) reported that the minutes were a true and accurate record of the meeting.</p>	
7.2	<p>Quality & Standards Committee, 10 June 2011</p> <p>The Chair of the Committee reported that the minutes were a true and accurate record of the meeting and asked if there were any questions about the minutes. There were none.</p>	

<p>7.3</p> <p>7.4</p>	<p>Audit Committee, 16 June 2011</p> <p>The Chair of the Committee reported that the minutes were a true and accurate record of the meeting.</p> <p>Finance, Personnel & Resources Committee, 21 June 2011</p> <p>The Acting Chair reported that the minutes were a true and accurate record of the meeting.</p> <p>The Chair commented that the work done by the Governing Body's committees was invaluable as their members spent much time questioning and debating issues raised on their agendas. This helped the Governing Body to focus on issues which could not be delegated to committees and still be able to discuss other important issues brought to its attention.</p>	
<p>8.</p>	<p>Review of 3 Year Strategic Development Plan 2009-12 Review of 2010-11 Quality Improvement Plan Update 2010-12 Review of Quality Strategy</p> <p>Review of 3 Year Strategic Development Plan 2009-12</p> <p>The Assistant Principal for Quality & Standards (APQ&S) presented the College's 3 Year Strategic Development Plan to the Governing Body. He said that the document was reviewed on an annual basis and that it provided a useful review of an ongoing process, helping to check progress and to ensure that the College achieved its objectives. BOS asked whether the process involved all of the College's staff. The APQ&S replied that all sections of the College fed in to the Plan which gave a clear view of the direction in which the College is going while monitoring its progress in achieving its Strategic Objectives. The Principal added that the process is both rigorous and thorough.</p> <p>Review of 2010-11 Quality Improvement Plan Update 2010-12</p> <p>The APQ&S also presented the Quality Improvement Plan Update 2010-2011. This had accompanied the Self Assessment Report at the January meeting of the Governing Body. The APQ&S emphasized the College's success in Raising Standards. He drew the attention of the Committee to the figures shown in :</p> <ul style="list-style-type: none"> • Appendix 1 - showing the National Top 20 Sixth Form Colleges for Long Courses 2009/10 Age 16-18 • Appendix 2 - showing the Catholic Sixth Form Colleges and Local Sixth Form Colleges for Long Courses 2009/10 Age 16-18 <p>All measurements were for Success, Retention and Achievement. There was much discussion about the excellence of the results while emphasising that the College was always striving for continuous improvement. The Chair said that the results showed a great deal of hard work by both the staff and the students and she asked the Principal to pass on the thanks of the Governing Body.</p> <p>Review of the Quality Strategy</p> <p>The Governing Body was informed by the APQ&S that the College's Quality Strategy had been internally reviewed and minor amendments made to reflect current terminology and practice.</p> <p>The Quality & Standards (Q & S) Committee had discussed the 3 documents in great detail and was recommending these to the Governing Body for its approval. This was proposed by JW, seconded by the PC, with all other Governors present in agreement.</p> <p>The APQ&S left the meeting at this point.</p>	

9.	<p>Review of Admissions Policy</p> <p>The College's Admissions Policy was presented by the Vice Principal (VP) who said that it had been reviewed by the College's senior Managers to ensure that it complied with the requirements of the Equality & Human Rights Commission. The only vocational course which the College delivers is the NHS Cadets programme. The admissions criteria for this course are not based on the applicant's religion and belief but the entry criteria are agreed by key partners.</p> <p>The Q & S Committee recommended the Admissions Policy to the Governing Body for its approval. This was proposed by XB, seconded by MR, with all other Governors present in agreement.</p>	
10.	<p>Capital Development Update</p> <p>The Assistant Principal Resources (APR) presented a paper on the current situation regarding the Capital Project Briefing. He explained that J Greenwoods (Builders) Ltd had been appointed as the building contractors and had already started work on the Firwood and Thurloe Street entrance area. He added that the newly re-furnished Student Common Room would be opened in time for the new student cohort in September. A planning application had been submitted for Redclyffe which should be decided by mid August.</p> <p>The Principal reminded the Governing Body that, in July 2011, ML had advised the College to have all documents and processes in place so that it could move quickly if funding became available. This had happened and the College had received £1.2 million from the Building Condition Improvement Fund. The money had to be spent by March 2012.</p>	
11.	<p>Health, Safety and Welfare Policy & Guidance</p> <p>The APR presented the College's Health, Safety and Welfare Policy to the Committee; this comprised a Policy Statement (setting out the arrangements whereby the College fulfils its legal duties) and a Management of the Health, Safety and Welfare Policy (detailing the specific responsibilities of staff).</p> <p>Changes proposed in the Policy covered:</p> <ul style="list-style-type: none"> • the change of senior manager responsible from the Finance Director (FD) to the new Assistant Principal Resources (APR) • the change of responsibility from LSC to Manchester City Council • the naming of the COSHH Officer as Roy Farrow • the change in name of Part 2 of the Policy from 'Guidance Manual' to the 'Management of Health, Safety & Welfare Policy'. <p>The Governing Body was reminded that the Vice Chair had been approved as the College's Health & Safety Champion in July 2010.</p> <p>The Quality & Standards Committee had agreed to recommend this Policy to the Governing Body for its approval. This was proposed by BOS, seconded by ML, with all other Governors present in agreement. The Chair duly signed the Statement of General Policy and Arrangements.</p> <p>The APR left the meeting at this point, as did the Principal.</p>	
12.	<p>Personnel Report</p> <p>The Chair told the Governing Body that the Principal would deliver the Personnel Report with her Update (agenda item 20).</p>	
13.	<p>Management Accounts as at 31 May 2011</p> <p>The FD reported that the first page outlined 'Significant Changes since the</p>	

	<p>Previous Report'. The Changes concerned Young People's Learning Agency (YPLA) funding, Student Numbers and the Year End Forecast. This was followed by the Income and Expenditure Account and the Balance Sheet. There were no Significant Areas of Concern.</p> <p>The second report was Learner Numbers and YPLA and Skills Funding Agency (SFA) funding. The primary funding agency was the YPLA, although a small amount of funding came from the SFA. The Manchester University tuition fees accounted for almost £300,000 of income. This was followed by a detailed Income and Expenditure Account and the Balance Sheet. XB asked the FD about advice regarding the College's cash deposits. He replied that advice was given by both the College's bank (the RBS) and its Financial Statements Auditors, Mazars. He stressed that it was important that the money was invested in a low risk account.</p> <p>The Chair thanked the FD for his hard work and all Governors agreed to accept the Management Accounts. The Principal re-joined the meeting. AG left the meeting.</p>	
14.	<p>Draft Budget 2011/12 Three Year Financial Forecast 2011/2014</p> <p>The Draft Budget had been based on a series of planning assumptions which the FD outlined at the beginning of the document to cover both likely future income and expenditure. He reported that the assumptions could be made for 2011/12 as it would be funding by lagged numbers. An increase in YPLA funding could be achieved by increased 16 – 18 student numbers, with SFA Funding remaining static and University Funding increasing slightly. All in all, this was a good forecast. The Chair asked whether the College would be able to accommodate the increased student numbers which was forecast for 2013-14. The Principal said that new classrooms would be added to Redclyffe. AB-F asked about the provision of new practice rooms for the Music students. The Principal answered that this planned along with improvements for Drama and Sports provision.</p> <p>The requirement of the YPLA was for a 3 Year Forecast. This along with the Budget had to be sent to the YPLA by the end of July 2011.</p> <p>The FP&R Committee had agreed to recommend the Draft Budget 2011/12 and the Draft Three Year Financial Forecast 2011 to 2014 to the Governing Body for its approval. This was proposed by PC, seconded by XB, with all other Governors present in agreement.</p>	
15.	<p>Appointment of Internal Auditors & Financial Statements Auditors</p> <p>The Chair of the Audit Committee reported that, following discussion by the Audit Committee, it had agreed to recommend for approval to the Governing Body that PKF continue as the College's Internal Auditors.</p> <p>The Chair of the Audit Committee also reported that, following discussion by the Audit Committee, it had agreed to recommend for approval to the Governing Body that Mazars continue as the College's Financial Statements Auditors.</p> <p>The FD informed the Governing Body that both Auditors had a very satisfactory approach and worked well with the College.</p> <p>Approval was proposed by XB, seconded by the Vice Chair, with all other Governors present in agreement.</p>	
16.	<p>Audit Needs Assessment & Audit Plan 2011/12</p> <p>The Audit Needs Assessment and Audit Plan for 2011/12 was based on the College's Risk Register. The purpose of the Plan was to ensure that the Governing Body has adequate assurance on financial and operational control within the College. The Plan outlined areas which were not covered as being</p>	

	<p>deemed of low risk. Appendix A provided the Three Year Strategic Audit Programme while Appendix B provided a detailed Audit plan for 2011-12. There had been much discussion of the Plan by the Audit Committee which had agreed to recommend the Plan to the Governing Body for its approval. This was proposed by XB, seconded by BOS, with all other Governors present in agreement.</p>	
17.	<p>Review of Financial Regulations</p> <p>There were only minor changes proposed to the Financial Regulations. They mainly related to the change in the College's organisational structure; to the change in status and title of the College's new Assistant Principal Resources. This had been discussed by the FP&R Committee which had agreed to recommend the revised Financial Regulations to the Governing Body for its approval. This was proposed by the ML, seconded by the Vice Chair, with all other Governors present in agreement.</p>	
18.	<p>Risk Management Policy & Plan</p> <p>The FD presented the College's Risk Management Policy and Plan which had been the subject of much discussion by the Audit Committee which had agreed to recommend them to the Governing Body for its approval. This was proposed by the Chair, seconded by JW, with all other Governors present in agreement.</p>	
19.	<p>Review of Committee Terms of Reference:</p> <p>Audit</p> <p>The Clerk reported to the Governing Body that no changes were recommended to the Audit Committee's Terms of Reference.</p> <p>Quality & Standards</p> <p>The Clerk reported that the amendments that were proposed concerned:</p> <ul style="list-style-type: none"> • That the APR should be listed as an Attendee (to replace the Finance Director as responsible for Health & Safety) • the addition to reviewing the Quality Strategy, the Committee should also Review the College's Admissions Policy <p>The Q & S Committee had agreed that the amended the Terms of Reference should be recommended to the Governing Body for its approval.</p> <p>Search</p> <p>The Clerk reported to the Governing Body that no changes were recommended to the Committee's Terms of Reference. The Search Committee therefore recommended that the existing Terms of Reference should be approved.</p> <p>The reviewed Terms of Reference were proposed for approval by BOS and seconded by MR, with all other Governors present in agreement.</p>	
20.	<p>Principal's Update</p> <p>Personnel Report</p> <p>The Principal reported that 10 external appointments had been made to teaching vacancies and would commence employment at the start of the new academic year. 2 Support staff had been recruited to work as Nursery Nurses. She confirmed that although funding provided for pastoral support and enrichment had been reduced nationally the College had completed its Pastoral restructure to ensure students were given the support to succeed. 4 new pastoral managers had been appointed to support the College's Pastoral Structure. ML asked that</p>	

	<p>the College monitored its pastoral support to justify the funding. The Principal said that the College would do this. The Report was accepted by the Governing Body and the Chair thanked the Principal.</p> <p>The 2 Student Governors left the meeting at his point.</p> <p>Principal's Update</p> <p>This included:</p> <ul style="list-style-type: none"> • Performance Success in 2009-10 – from the latest DfE performance tables released in June the College was in the top 10% of Sixth Form Colleges and within the top 3% of all Colleges nationally and the top college in Manchester. • Succession Planning – continuing progress with succession planning and development initiatives, supported by the Leadership and Management Programme • Funding 2011-12 – healthy recruitment of students had resulted in a rise in funding for 2011-12, but the bursary allocation would only cover the most vulnerable students. The College was working closely with Loreto College to ensure an equitable allocation of the bursary fund to students • New This Year – Year 11 Parents Information Evening – 10 May 2011 – new initiative of the Assistant Principal for Student Progression (APSP) to consolidate students applications. • Congratulations to : <ul style="list-style-type: none"> Charlotte Maxwell – AimHigher Learner of the Year June Tracey – for her MBE – June was presented with a framed picture showing her receiving the MBE from the Prince of Wales and a lapel brooch of the MBE medal 11 Nominations for National Teaching Awards Derek Gibbens – Science Teacher of the Year Award – for the North of England Xaverian Careers' Team – assessed for the Careers Gold Award – outcome yet to be notified <p><u>End of Term Events:</u></p> <ul style="list-style-type: none"> • Leavers' Ball - 27 May 2011 • Pilgrimage to Lourdes - 27 June – 1 July 2011 • Convivio - 15 & 16 July 2011 (organised by the Marian Sisters for MANCEP schools) • Xaverian Community Day – 1 July 2011 • Summer Concert on Wednesday 13 July 2011 • Xaverian Mission/Ethos Day – 14 July 2011 <p>The Principal informed the Governors that the following year was the 150 years' anniversary of the Xaverian Brothers. There would be a big celebration on Saturday 7 July 2012.</p>	
21.	<p>Proposed Dates of Governing Body Meetings 2011/12 Date of Strategic Training Day Calendar of Business 2011/12</p> <p>The Clerk had put forward proposed dates for the meetings of the Governing Body for the year 2011/12 and she also put forward a Calendar of Business for the year for the approval of the Governing Body. This was proposed by MR and seconded by the Chair, with all other Governors present in agreement.</p> <p>The Clerk asked that the Governors completed and returned to her their Code of Conduct, Declaration of Eligibility and Register of Interests forms and to indicate which would be their preferred times and dates for the Annual Strategic Joint Training Day.</p>	

	The Principal thanked the Governors for their continuing support for the College - she said that their work and guidance is invaluable to the College and to its continuing journey of success.	
22.	Urgent Business There was no Urgent Business.	
	The meeting closed at 7.50pm	