

# Xaverian College

Governing Body Meeting  
 Tuesday 4 October 2011

## Minutes

### Present: Governors

Mrs J Tracey (Chair)	Mr P Cross	Mr B O'Shea
Mrs T Dervin	Mr A Gornall	Mr J Egerton
Mrs M Hunter (Principal)	Mr B Laverty	Mr J Rodger
Mr M Lochery	Mr P Smith	Fr S O'Brien
Mr X Bosch	Ms M Rawlings	Ms F Ulett
Ms A Collazos	Mr J Colquhoun	

**In Attendance** Mrs J Mather (Clerk)  
 Mr A Goodall (Finance Director)  
 Mr S Channell (Assistant Principal - Resources)(until after agenda Item 7)  
 Mr A de Paolo (Assistant Principal – Student Progression) )(until after agenda Item 8)

Item		Action by
	<b>The Principal asked Fr O'Brien to open the meeting with a prayer.</b>	
1.	<b>Apologies</b> Apologies had been received from Mr G Walker and from the Vice Principal.	
2.	<b>Urgent Business</b> The Chair announced that there were no Items of Urgent Business.	
3.	<b>Declaration of Interests</b> The Chair reminded members that they should declare any interests they may have. No declarations were made.	
4.	<b>Minutes of Last Meeting, 5 July 2011</b> 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.	
5.	<b>Matters Arising Which Are Not Included on the Agenda</b> There were no matters arising which were not on the agenda.	
6.	<b>Minutes and Draft Minutes</b>	
6.1	<b>Minutes of the Search Committee, 5 July 2011</b> The Chair of the Committee reported that the minutes had been approved by the Committee which had met immediately before the meeting of the Governing Body. She added that an item arising from that meeting would be dealt with later on the agenda.	

6.2	<p><b>Draft Minutes of the Finance, Personnel &amp; Resources Committee, 20 September 2011</b></p> <p>The Chair of the Committee reported that the minutes were a true and accurate record of the meeting.</p>	
7.	<p><b>Capital Development Update</b></p> <p>The Assistant Principal - Resources (AP-R) gave a General Estates Update where, over the summer, the focus had been on the Xavier Building and Ward Hall with re-decorating and refurbishment. There had been essential maintenance carried out across the campus e.g. electrical and plumbing works, including the Victoria Park Day Nursery.</p> <p>The Capital Project Update covered the Common Room and the Thurloe Street Entrance and Site Office. These works were on schedule and the Common Room had been opened to students on 9 September. The new entrance to Thurloe Street was handed over on 26 September. The Chair asked the Student Governor what she thought of the new catering arrangements. She replied that the food was very good and that the Common Room provided a more adult environment for the students. The Principal asked Ms A Collazos, as a neighbour of the College, about the new Thurloe Street Entrance. She replied that it was a big improvement.</p> <p>The Capital Project Redclyffe Phase 1 – covered the current work being carried out on the right hand side of Redclyffe which was on budget and on programme. This is due to be completed in January 2012. Phase 2 is the proposed extension to the left hand side of Redclyffe. This extra accommodation and facilities would be needed due to the continuing expansion of the College. The College’s architects had predicted the cost of this Project as £1.2 million. The Finance, Personnel &amp; Resources Committee had discussed this and agreed that it would recommend that the College allocated £1.2 million to Phase 2. There had been much discussion about this and the F D had presented the College’s Financial Forecast to the Committee which demonstrated that the College could afford to progress the Capital Project Phase 2. The Chair and members of the Committee said that this was due to the strong financial position of the College and that it recommended this to the Governing Body for its approval. This was proposed by Xavier Bosch (XB), seconded by Peter Cross (PC) with all other Governors present in agreement.</p> <p>The Chair thanked the AP-R for his Report and he left the meeting at this point.</p>	
8.	<p><b>Admissions &amp; Enrolments for 2011/12</b></p> <p>The Assistant Principal – Student Progression (AP-SP) presented the College’s Admissions and Enrolments for the current academic year. The target for recruitment was exceeded. The enrolments had been across all levels and this was particularly pleasing in such a competitive environment. The Principal added that there had been significant enrolments from new schools and that she had brought along the College’s new Prospectus (for 2012 Entry) to show the Governors what the AP-SP was taking out into schools. Mr P Cross (PC) asked what attracted so many students to the College – how did the College find out such information? The AP-SP replied that the Learner Voice survey and feedback from the College’s Student Council helped to inform the College about such matters. At this point, the Principal added that Andy Gornall, the College’s Staff Governor, was taking a special interest in forming a new Student Council and he was pleased to report that he had had 58 applications to join the Council. Students would be elected to the Council.</p> <p>There was much discussion about the increased enrolments and the hard work put in by the AP-SP and staff into this. The Principal said that there were to be College Open Days on 8 and 16 of October. Peter Smith (PS) said that he would be happy to take College Prospectuses to place in the porches of several</p>	

	<p>Catholic Churches.</p> <p>The Chair thanked the AP-SP for his input and he left the meeting at this point.</p>	<b>PS</b>
<b>9.</b>	<p><b>Review of 2010/11 Examination Results</b></p> <p>The Principal said she was presenting this paper as the Vice Principal had gone to a funeral. She said that she was, again, delighted with the exam results and that she was extremely proud of the College's students who ensured that the College performed significantly well against national averages. Over the last 2 years, the College had set out to stretch its most able students, one of whom was the Student Governor. She said that through working with other like minded students she and others were very well motivated and that this made her determined to pursue a career in medicine. The Chair commented that she was pleased to hear this. The Principal continued to say that the College had gained very pleasing high grades at A2. The Chair said that the College's BTEC results were outstanding after a concerted effort to make significant improvements over the last 2 years and the Principal said that the College's reputation was as a caring and supportive one which catered for all levels – from the Foundation Learning Tier (FLT) at Level 1 (100% pass rate) – to BTEC First at Level 2 (97%pass rate) – and BTEC Level 3 (100% pass rate). The College's GCSE results were excellent, with 76% gaining a grade A-C. Mr B Lavery asked about any areas of weakness and was assured that each course was scrutinised and action plans implemented to improve performance when necessary.</p> <p>The Chair thanked the Principal and said that she had written to the staff of the College at the beginning of term to congratulate them on the results and to thank them for all the hard work they had put in. All the Governors agreed that the results were outstanding.</p>	
<b>10.</b>	<p><b>Draft Accounts as at 31 July 2011</b></p> <p>The FD presented the College's Financial Statements and Management Accounts as at 31 July 2011. The Draft Management Accounts for 1 August 2010 to 31 July 2011 had recently been audited by Mazars and showed that there was an operating surplus of over £500,000. The Report began with the Income and Expenditure Account. Expenditure had been very prudent being less than budget and below the year end forecast. The Balance Sheet showed over £300,000 of fixed assets, not including the land and buildings (over £12 million). The Cash Flow Statement showed that the College had almost £3,300,000 in a fixed term bid account. Then followed the:</p> <ul style="list-style-type: none"> <li>• Capital Project Report</li> <li>• Monthly Cash Flow Forecast 2010/11</li> </ul> <p><b>Five Year Financial Forecast (Including Budget for Redclyffe Phase 2)</b></p> <p>The FD presented the Five Year Financial Forecast from 31 July 2010 until 31 July 2016 to show how the College would finance the building of Redclyffe Phase 2.</p> <p>The Chair thanked the FD and said that the College's financial situation was secure and she thanked the Finance, Personnel &amp; Resources (F, P &amp; R) Committee for the hard work which it put into scrutinising the College's finances.</p>	
<b>11.</b>	<p><b>Review of Terms of Reference: Finance, Personnel &amp; Resources Committee</b></p> <p>The Clerk reminded the Governing Body that this was the occasion for it to review the Terms of Reference of the F, P &amp; R committee. It was reported that the College's Head of Estates had been promoted to Assistant Principal – Resources and that he should continue to attend the F, P &amp; R Committee meetings, along with the Project Manager (for the duration of the Project). This had been agreed by the Committee which now recommended this to the</p>	

	Governing Body for its approval. This was proposed by PC, seconded by Ms M Rawlings (MR) with all other Governors present in agreement.	
12.	<p><b>Review of Membership of Governing Body and Committees</b></p> <p>The Chair of the Search Committee reported that, at an earlier meeting, there had been much discussion about vacancies on Committees. The Search Committee was recommending for approval that Fr Sean O'Brien become a member of the Search Committee, Mr J Rodgers to join the Quality &amp; Standards Committee and that Ms M Rawlings should be re-appointed as a Co-opted Governor and remain a member of the F, P &amp; Resources Committee. This was proposed by the Chair of the Search Committee, seconded by Mr B O'Shea with all other Governors present in agreement.</p> <p>The Chair of the Search Committee added that the Staff Governor would be supervising the election of a First Year Student Governor who should be able to attend the next meeting of the Governing Body on 6 December, while Francesca Ulett would remain as the Second Year Student Governor.</p>	
13.	<p><b>Principal's Report</b></p> <p>The Principal's Report included:</p> <ul style="list-style-type: none"> <li>• <b>Headline Results for Summer 2011</b> – this had been covered by in Agenda Item 9</li> <li>• <b>Student Recruitment</b> – a year-on-year increasing number of student enrolments which should positively affect future funding</li> <li>• <b>Priorities for the Year</b> – the College aimed to maintain being the premier college in Greater Manchester</li> <li>• <b>The Xaverian Stretch and Challenge Programme</b> this programme and the support given to the gifted students is achieving very successful outcomes e.g. 100% pass rate in General Studies both at A2 and AS level 100% pass rate for the extended project 11 students progressed to Oxbridge</li> <li>• <b>Foundation Year Programmes with Manchester University</b> – the College continues to gain excellent achievement and progression in the Foundation programme for Pre-Medicine and Dentistry; Pharmacy and Life Sciences. We await the outcome of the IQER which took place this week.</li> <li>• <b>Gold Standard of the 'Inspiring IAG Quality Award'</b> – to the Careers Team for the support given to all students through their advice and guidance for progression to HE and / or employment</li> <li>• <b>Science Teacher of the Year</b> Congratulations to Derek Gibbens who was awarded the Science Teacher for the North of England and has been assessed for the full national award</li> </ul> <p><b>Dates for Your Diary:</b></p> <ul style="list-style-type: none"> <li>• <b>Young Musician of the Year</b> – Friday 4 November 2011 at 7.00pm</li> <li>• <b>Drama: Crooked Christmas</b> - 7, 8, 9 and 10 December 2011</li> <li>• <b>Christmas Concert</b> – Thursday 15 December 2011 at 7.30pm</li> </ul> <p>The Chair thanked the Principal for her Report and said that it was gratifying to see so many Governors present and she thanked them for their attendance.</p>	

14.	<p><b>Urgent Business</b></p> <p>There was no Urgent Business.</p>	
15.	<p><b>Times and Dates of Future Meetings</b></p> <p>Tuesday 6 December 2011  Tuesday 31 January 2012  Tuesday 27 March 2012  Tuesday 22 May 2012  Tuesday 3 July 2012</p>	
	<p><b>The meeting closed at 7.30 pm</b></p>	