

Xaverian College

Governing Body Meeting
 Tuesday 6 December 2011

Minutes

Present: Governors

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

In Attendance

Mrs J Mather (Clerk to Governors)
 Mr A Knowles (Vice Principal)
 Mr A Goodall (Finance Director)
 Mr R Skiwierczynski (for the presentation)
 Mr S Channell (until after agenda item 8)

Item		Action by
	<p>The Principal opened the meeting with a prayer.</p> <p>The Chair invited the newly elected Parent Governor to join the meeting until approval to her role as a Parent Governor was dealt with in Agenda Item 7.</p>	
	<p>Mr Ray Skiwierczynski, Head of Faculty, delivered a presentation on the HE Integrated Quality and Enhancement Review (IQER)</p> <p>Ray Skiwierczynski (RS) reported to the Governing Body that the College had recently been the subject of a Quality Assurance Agency (QAA) for Higher Education IQER. He explained the aims and objectives of the IQER and said that this Summative Review was structured around 3 Core Themes and involved student participation in the process. RS informed the Governing Body that 32 of the 90 students on the programme had attended a discussion session with the Reviewers – this was a very high number indeed.</p> <p>He said that the Review Team had confidence in the College's management of responsibilities for:</p> <ul style="list-style-type: none"> • the standards of the awards it offers on behalf of its awarding body (University of Manchester) • for the quality of the learning opportunities it offers <p>Also that reliance could be placed on:</p> <ul style="list-style-type: none"> • the accuracy and completeness of the information that the College publishes about itself and the programme that it delivers. <p>The Review Team found six areas of good practice for dissemination. There were few recommendations for the enhancement of the higher education provision. These were listed only as desirable.</p>	

	<p>An action plan will be completed and returned to the IQER team by 13th December 2011 by RS.</p> <p>The Chair thanked Ray Skiwierczynski and Science teachers, along with Mike Campbell who had supported the introduction of a rigorous lesson observation process to the programme.</p>	
1.	<p>Apologies</p> <p>Apologies had been received from Mr J Colquhoun, Mr B Lavery and Mr M Lochery.</p>	
2.	<p>Notification of Urgent Business</p> <p>The Clerk said that there was one item of Urgent Business. This would be the Confidential Draft Minutes of the FP&R Committee Meeting which had met on 29 November 2011.</p>	
3.	<p>Declaration of Interests</p> <p>The Chair reminded the Governors that they should declare any interests they may have. No declarations were made.</p>	
4.	<p>Minutes of Last Meeting, 4 October 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>	
5.	<p>Matter Arising Which Are Not Included on the Agenda</p> <p>Agenda Item 13 – Principal’s Update The Principal reported that the College’s Drama Production ‘Crooked Christmas’ would not be running on 7 December, but would be performed on 8,9 and 10 December and would start at 7.00pm.</p>	
6.	<p>To Receive for Information the following Draft Minutes:</p>	
6.1	<p>Search Committee, 4 October 2011</p> <p>The Chair of the Committee, Mrs T Dervin (TD) said that the draft minutes accurately reflected the discussions and recommendations of the Committee. The Principal reported that, following this meeting, she had contacted Jo Wiggans and that she would be recommended to the Governing Body to become a Co-opted Member of the Audit Committee and Sister Eithne to become an Associate Member of the Governing Body. Also following this meeting, Xavier Bosch (XB) had successfully contacted John Egerton and asked him to join the Audit Committee. These would be addressed in Agenda Item 7 (b).</p>	
6.2	<p>Quality & Standards Committee, 8 November 2011</p> <p>The Chair of the Committee said that the draft minutes accurately reflected the discussions and recommendations of the Committee.</p>	
6.3	<p>Audit Committee, 24 November 2011</p> <p>It was reported by the Chair of the Committee that the draft minutes accurately reflected the meeting. He said that much of the business of the Committee meeting would be dealt with as later Agenda Items.</p>	
6.4	<p>Finance, Personnel & Resources Committee, 29 November 2011</p> <p>In the absence of the Chair of the Committee, Mr G Walker (GW) said that the</p>	

6.5	<p>draft minutes accurately reflected the discussions and recommendations of the Committee.</p> <p>Report from Search Committee, 6 December 2011</p> <p>The Chair of the Committee, TD, informed the Governing Body that Agenda Item 7 would be the recommendations of the Search Committee.</p>	
7.	<p>Appointment of New Governors</p> <p>(a) Appointment of Parent Governor: Julie Jarman</p> <p>The College's new Parent Governor, Julie Jarman (JJ), had been elected and had been interviewed by the Search Committee which was recommending her membership of the Governing Body. JJ said that she was looking forward to being a Governor and that she would endeavour to use her abilities to the benefit of the College. She said that her daughter had health problems but, with the support of the College and its excellent pastoral care system, she was actively being encouraged to realise her potential. The Chair said that she would be a welcome addition to the Governing Body</p> <p>John Egerton (JE) said that his daughter had a similar supportive experience at the College and that it was the reason he had become a Governor of the College.</p> <p>TD reported that she had been involved in a recent College Review of its Pastoral Care. She said that the staff's knowledge of and care for their students was most impressive. This had been commented upon by the Head-teacher of a Catholic feeder school.</p> <p>The appointment of JJ to the Governing Body as the Parent Governor, following the recommendation of the Search Committee, was proposed by TD, seconded by the Principal, with all other Governors present in agreement.</p> <p>Appointment of New Student Governor</p> <p>The Staff Governor, Andy Gornall, reported that the Student Council would be meeting for a training session on Wednesday 7 December, and that the new Student Governor would be elected at that meeting. The new Student Governor would, therefore, be invited to the Search Committee on 31 January 2012 and recommended for Membership of the Governing Body at its next meeting on 31 January 2012.</p> <p>(b) Appointments to Committees and the Governing Body:</p> <p>The Clerk had provided a list to the Search Committee of membership of all committees, highlighting where there were vacancies. There was much discussion about the skills of the current members of the Governing Body and matching these to the vacancies. The following recommendations were made:</p> <p>Appeals Committee (4 vacancies) Brendan Laverty Brendan O'Shea June Tracey George Walker (to transfer from the Special Committee)</p> <p>Audit Committee (2 vacancies) John Egerton Jo Wiggans</p> <p>Special Committee (3 Vacancies): Xavier Bosch Teresa Dervin Jock Rodger</p>	

	<p>Membership of the Governing Body</p> <p>The Principal recommended the addition of a new Associate Governor: Sister Eithne. The Chair reminded the Governing Body that Sister Eithne had previously been a Member of the Governing Body and that she was warmly welcomed back.</p> <p>All the additions to Committees and the Governing Body were proposed by XB, seconded by TD, with all other Governors present in agreement.</p>	
8.	<p>Capital Development Update</p> <p>The College's Assistant Principal – Resources (APR) reported to the Governing Body on Phase 1 of the Capital Development Update. This had been the creation of a 2 story extension to the front right hand side of Redclyffe. Issues reported were:</p> <ul style="list-style-type: none"> • asbestos lagging to pipe work (now removed) • uneven floor levels between the first floor and the roof • blue clay found within the area of the foundations <p>This phase of the building would be ready for use from February 2012.</p> <p>The APR reported that Phase 2 of the Capital Development Update would be a 2 story extension to the front left of Redclyffe. The building work was scheduled to take place between February and mid August 2012. The building will only be closed to students for 2 months (mid June to mid August 2012).</p> <p>The new extensions would effectively divide Redclyffe into a drama section, a music section and a sports section for the first time which would be beneficial to both students and staff. The Principal said that there would be new facilities for all, including a new fitness training suite for staff use.</p> <p>The FD added that the College's Internal Auditors, PKF, had recently audited the Risk Management of the Capital Development and would be reporting sound judgement of risk management by the Governing Body. The Auditors told the FD that the Governors were obviously aware of all the risks associated with the Capital Development which ensured their sound judgement regarding the Development.</p> <p>The APR left the meeting at this point.</p>	
9.	<p>Personnel Report</p> <p>The Principal reported staff appointments, staff vacancies, the equality and diversity statistics, including a return for disabled staff. She told the Governing Body that industrial action which had taken place on 30 November had involved 79 striking members of staff. The College had remained open.</p> <p>The Principal informed the Governing Body about the arrangements planned to re-check staff by the Criminal Records Bureau (CRB). This would be a staged approach and would take place between January and December 2012. This would include the College's Governors. She reminded the Committee that there was no charge for CRB checks for Governors as they were volunteers.</p> <p>The Governing Body accepted the Report.</p>	
10.	<p>Audit Items</p> <p>(a) Internal Audit Annual Report for the year Ended 31 July 2011</p> <p>The Chair of the Audit Committee and the FD presented the Annual Report of the Internal Audit Service which summarised the work of the College's Internal Auditors. They offered good operational assurance for the College.</p>	

	<p>After discussion it was agreed to approve the document for approval by the Governing Body. This was proposed by XB, seconded by BOS, with all other Governors present being in agreement.</p> <p>(a) Draft Annual Report of the Audit Committee 2010/11</p> <p>The Clerk said that this Report was an account of the business activities of the Audit Committee during the past year. The Report included a summary of the results of all the internal audits and external audits along with recommendations made.</p> <p>After discussion it was agreed to approve the document for approval by the Governing Body. This was proposed by JR, seconded by JE, with all other Governors present being in agreement.</p> <p>(c) Financial Management & Control Evaluation</p> <p>The Clerk and FD had updated the College's Financial Management Control Evaluation. The Governing Body had been provided with a summary document which deemed the College to be 'Outstanding' and that this would be signed off by the Principal for sending to YPLA. The Audit Committee had agreed to recommend it to the Governing Body for its approval.</p> <p>After much discussion it was agreed to approve the document for approval by the Governing Body. This was proposed by TD, seconded by GW, with all other Governors present being in agreement.</p>	
11.	<p>(a) Risk Management Annual Report 2010/11</p> <p>The FD informed the Governing Body that he was presenting a summary Risk Management Report to them which outlined the risk management approach adopted during the year; a summary of performance against the risk management action plan; and an annual review of the effectiveness of internal control of the College. The College's Risk Management Group had revised the Risk Register.</p> <p>After much discussion it was agreed to approve the document for approval by the Governing Body. This was proposed by BOS, seconded by PC, with all other Governors present being in agreement.</p>	
12.	<p>(a) Draft Report and Annual Financial Statements as at 31 July 2011</p> <p>The FD presented the College's Report and Financial Statements 31 July 2011. The Report followed its usual format:</p> <ul style="list-style-type: none"> • Operating and Financial Review • Professional Advisors • Statement of Corporate Governance and Internal Control • Statement of the Responsibilities of the Members of the Governing Body • Independent Auditors' Report to the Governors • Independent Auditors' Report on Regularity to the Governors • Income and Expenditure Account • Balance Sheet • Cash Flow Statement • Notes to the Financial Statements. <p>The Audit Committee Chair said that the College was in a very good position with its outcome surplus larger than expected.</p> <p>(b) Financial Statements Audit Summary and Management Letter 2010–11</p> <p>The FD explained that the first page of the Letter was addressed to the Governors and the Letter was a review of Internal Control and Financial</p>	

	<p>Statements, its objective being to issue an unqualified audit opinion on the College's Financial Statements. The final part of the Letter showed how the college benchmarked against the key performance indicators in the FE sector. The Chair thanked the FD and his staff for all their hard work.</p> <p>There was much discussion about the impact of the International Financial Reporting Standards (IFRS) which would supercede the current International Accounting Standards (IAS) and would come into effect from 1 January 2014. The FD reported that the College was likely to fall into the Tier 2 band and this would bring little change to the College's financial reporting.</p> <p>The FD said that both these document had been been presented to the Audit Committee on 24 November 2011 and to the meeting of the Finance, Personnel and Resources Committee on 29 November 2011. Both Committees had discussed the Report and Statements and agreed to recommend them to the Governing Body for approval at its next meeting on 6 December 2011. This was proposed by PC, seconded by XB, with all other Governors present in agreement.</p>	
<p>13.</p>	<p>Management Accounts as 31 October 2011</p> <p>The FD presented the latest Management Accounts. The Accounts started with:</p> <ul style="list-style-type: none"> • Significant Items since the Last Report. In this section the Areas of Concern showed that the College was expecting reduced payment from the SFA for the NHS Cadets due to the lower funding rate for the Diploma course that replaced the Certificate and NVQ in the new Apprenticeship Framework. • Learner Numbers and LSC Funding • Income and Expenditure Account: 1 August 2011 to 31 October 2011 <p>The Account showed that overall income and expenditure was to be as expected.</p> <ul style="list-style-type: none"> • Balance Sheet <p>This showed the normal debtors and creditors</p> <ul style="list-style-type: none"> • Cash Flow Report <p>This showed that the College held almost £4 million on deposit.</p> <p>Further reports were attached to the Management Accounts and included:</p> <ul style="list-style-type: none"> • Capital Project Report 2010/12 • Monthly Cash Flow Forecast 2011/12 - PC had asked for that the Capital Development be included in the Monthly Cash Flow figures. <p>The Chair commented that the College's Management Accounts were in a healthy position and the Management Accounts were accepted by the Governing Body.</p>	
<p>14.</p>	<p>Draft Governance SAR – November 2011</p> <p>The draft Self Assessment Report (SAR) of Governance had been presented to the Q & S Committee where it had been discussed and the Committee had agreed to recommend it to the Governing Body for its approval.</p> <p>The Clerk explained that four key strengths had been identified</p> <ul style="list-style-type: none"> • Governors show an outstanding commitment to the College's Mission and Catholic Ethos 	

	<ul style="list-style-type: none"> • Governors engage with key stakeholders to steer the strategic direction of the College • Governors demonstrate high levels of commitment and use their wide-ranging expertise to good effect • Governor support for succession planning in Catholic colleges in the North West and for potential Governors <p>For each strength she explained how Governors' actions had added to the list of Evidence. The Governing Body was asked to consider the Draft and to contact the Clerk if they had anything to add to it. BOS asked the Clerk to consider ways in which self assessment could be benchmarked against other colleges.</p> <p>The Principal commented that this document contributed to the Leadership and Management section of the College' Self Assessment Review.</p> <p>The Chair thanked the Clerk for her hard work and proposed the draft Governance SAR for the approval of the Governing body. This was seconded by TD, with all other Governors present in agreement.</p>	<p>All Clerk</p>
<p>15.</p>	<p>Principal's Update</p> <p>The Principal's Report began by informing the governors that she had been invited, along with the College's Public Services students, to attend a briefing at 4.00am that morning, given to 1,000 police officers at the Manchester City Stadium in regard to the Police operation - Audacious. The students were then brought to view the operation room at Sedgely Park. This had led to successful drug raids throughout Greater Manchester. It was a great opportunity for the students and staff and MH thanked John Egerton for making it possible.</p> <p>The Principal then presented her Report to the Governing Body. This included:</p> <ul style="list-style-type: none"> • Current Policy Consultations: <ul style="list-style-type: none"> ○ Study Programmes for 16-19 year olds ○ 16-19 Funding Formula Review ○ UCAS Admissions Process Review • The IQER which had been reported by Ray Skiwierczynski earlier in the meeting • Higher Education Destinations – where the Principal reported that the College's aim was to get the right university to match the needs of its students, not necessarily for the student to be accepted at the most prestigious university • Pearson's Science Teacher of the Year Award – well done to Derek Gibbens who had won the North of England Award. • Additional information included that 3 very successful Parents' Evenings had taken place this term as well as 2 Open Days and a Taster Day. In addition, the College's Marketing and Schools Liaison team had conducted 46 visits to 31 different schools. • Young Musician of the Year Award held on 4 November 2011 <p>Further dates for Governors' Diaries were listed and included:</p> <ul style="list-style-type: none"> • Crooked Christmas on Thursday 8, Friday 9 and Saturday 10 December 2011 • Christmas Concert on Thursday 15 December 2011 • Friday 6 January 2012 Xaverian Re-union Night • Saturday 7 July 2012 Xaverian 150th Anniversary Celebration <p>The Principal then informed the Governing Body that an exciting opportunity had arisen to share Joint Strategic Governor Training with the Governors of Carmel College, St Helens. This would be held at Carmel College on Wednesday 7 March 2012 at 10.30am until 5.00pm (to be preceded by a Tour of Carmel College). This had been the outcome of discussions at the recent Association of Catholic VI Form Colleges (ACVIC) conference which had been attended by both the Principal and Chair. The Principal shared the proposed programme for the day and the Governors expressed great interest in</p>	

	it. The Chair endorsed the programme and said that she hoped that the Governors would place the event in their diaries and would be able to attend and support the event as many benefits were to be had from sharing experiences and expertise.	
16.	Urgent Business There was one matter of Urgent Business which was confidential. At this point the VP and FD left the meeting.	
17.	Dates of Future Meetings Tuesday 31 January 2012 at 6.00pm Tuesday 27 March 2012 at 6.00pm Tuesday 22 May 2012 at 6.00pm Tuesday 3 July 2012 at 6.00pm	
	The meeting closed at 8.00pm.	