

Xaverian College

Governing Body Meeting

Tuesday 12th October 2021 at 6.00pm

Via Microsoft Teams due to Covid-19

Minutes

Governors Present:-

Mrs T Dervin (Vice Chair)	Mrs J Hicklin	Mr S O'Hanrahan
Ms L Buckley	Mr A Knowles (Principal)	Mrs C Rafferty
Mrs C Fitzwilliam-Pipe	Mgr M Kujacz	Mr G Walker
Mr A Gornall	Ms K McKnight	Mrs L Walmsley

Also in attendance:-

Mrs K Stanhope (Clerk)
Mr I Lewis (Director of Finance and Business)
Mr S Channell (Vice Principal Student Support)
Mr A De Paola (Vice Principal Curriculum)
Mrs T Greenaway-Jones (Assistant Principal Quality & Standards)
Mr A Lyons (Divisional Lead Pastoral)
Mr B Kiely (proposed Associate Governor)

Item	Action
TD welcomed everyone to the meeting and AK opened the meeting with the prayer of Theodore Ryken.	
<p>Governor Training</p> <p>TD welcomed AL and TGJ to the meeting to provide the following training sessions for governors.</p> <p><u>Safeguarding Training for Governors (AL)</u></p> <p>AL explained what a safeguarding disclosure is and how to recognise and deal with a disclosure. He explained what actions governors should take – including what to do and what not to do. He also outlined the roles of staff in college and the information flow which follows once a disclosure is made. He said that the procedures for governors and staff differ slightly in that college staff would record issues on the My Concern system.</p> <p>LW said that these procedures were really important for all governors. She also reminded governors that the Quality & Standards Committee receives regular reports on safeguarding matters.</p> <p>AKG said that there are many challenges, but that students have also built up</p>	

	<p>their resilience. TD asked for thanks to be passed to the whole pastoral team.</p> <p><u>Ofsted Inspection – What to Expect (TGJ)</u></p> <p>TGJ said that the college is amongst those prioritised for inspection, having been judged outstanding prior to 2015.</p> <p>She outlined the key judgements which inspectors will make. The primary focus will be the student experience and they will look at education programmes and provision for those with high needs. She said that religious education and other religious matters would be inspected by the Diocese rather than Ofsted.</p> <p>TGJ said that 2 days’ notice of inspection would usually be given, followed by a phone call to agree scope and protocols. Subsequent notification will include the activities to be covered and details of initial ‘deep dives’ based on the courses offered and relative performance. There will also be questionnaires to be completed by parents and employers. SOH asked whether the employers would be those involved with work experience placements and TGJ confirmed that this was the case.</p> <p>TGJ said that governance is mainly reported as part of Leadership and Management, but governors could be asked about any of the key judgement areas.</p> <p>Inspectors will meet with governors and will be looking for evidence that</p> <ul style="list-style-type: none"> • governors understand their role • governors know the strengths and weaknesses of the college and have an understanding of college targets and key performance indicators. • governors ensure that education and training has a positive impact on all students including those with high needs • the college has a clear vision and strategy and that governors show confident strategic leadership and strong accountability for and oversight of educational performance • governors support and strengthen the college’s leadership and contribute to shaping its strategic direction. • governors provide challenge and hold senior leaders to account • resources are managed well • governors ensure that the college meets its statutory responsibilities for equality, safeguarding, prevent and welfare <p>TGJ said that following the inspection a draft report will be received, on which the college may comment, followed by a final report within 30 days of the inspection.</p> <p>Copies of both presentations will be available on the Governor Hub for reference.</p> <p>TD also asked KPS to recirculate Educare information so that governors could undertake online training if they wished.</p>	<p>KPS</p> <p>KPS</p>
<p>1a</p>	<p>Apologies</p> <p>Apologies had been received from Mr P Hartley, Mrs S Parkin, Mr P Quinn and Mr A Stiles. Mr J Egerton and Ms A Rodriguez-Uruchurtu were not in attendance.</p>	
<p>1b</p>	<p>Notification of Urgent Business</p> <p>The Chair asked if there were any items of urgent business. None were raised.</p>	

1c	<p>Declaration of Interests</p> <p>The Chair reminded members that they should declare any interests they may have. No declarations were made.</p>	
1d	<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting on 6th July 2021 were approved by all present and will be signed by TD when she is next able to visit the college in person.</p>	
1e	<p>Matters Arising</p> <p><u>Item 7e</u></p> <p>TD asked whether the risk appetite statement had now been reviewed. IL said that this was in hand and that the risk management group would be meeting this term.</p>	
2a/b	<p>Principal's Update</p> <p>AK presented his report which had been circulated.</p> <p>He began with a sector update. He said that Nadim Zahawi had recently been appointed Secretary of State for Education following a cabinet reshuffle. Exams are due to return next summer with some advance notice of content nearer the time. 2022 will be a transition year with respect to grade boundaries, with these expected to return to pre-pandemic levels by 2023.</p> <p>AK said the 16 to 19 tuition fund has been expanded to include extra support for disadvantaged students, which is welcome since around 55% of our students come from disadvantaged backgrounds. The funding has allowed the recruitment of additional academic mentors.</p> <p>AK said John Edwards, former Director of Education in Manchester had recently been appointed interim ESFA Chief Executive.</p> <p>AK had circulated some facts and figures provided by the SFCA about Sixth Form Colleges. He said the number of SFCs had dropped down to 46 following the academisation of some. AK reported that an amendment to legislation was now planned which would allow Catholic colleges to academise and this will need consideration in the future. He said that Salford Diocese currently has three multi-academy trusts (MATs) and prefers a regional approach.</p> <p>AK said that for most BTEC courses, 2023 will be the last entry date. Only the single BTEC will remain, alongside T-levels and A-levels. SOH asked whether the college would be delivering T-levels. AK said that although the college would have preferred to keep the existing BTECs, it has expressed interest in T-Levels in Health & Social Care and Digital, which gives the potential to teach these in 2023. LB asked for clarification about what T-Levels entail and AK explained that these have a more operational focus than A-Levels, with longer periods of work experience. He said the next spending review is due on 27th October and the SFCA are campaigning to maintain the current rate of funding.</p> <p>AK said that the college is planning a year of Community events following 18 months of Covid restrictions, to re-energise what we all love about the college. This started with an enrichment fair and there will be a community day on 3rd</p>	

	<p>December to which governors are very welcome. A further event will be organised at Easter to raise money for a cause selected by the Student Council.</p> <p>ADP then provided an update on results. He said that the TAGs process had been exhausting for everyone and it was a relief to be informed that exams were expected to take place in 2022.</p> <p>He said that the results had been very good. They were a little higher than previous years but were felt to be accurate. There were some appeals, a few of which were upheld at Stage 1.</p> <p>ADP said that more than 230 students had opted for a gap year. Recruitment in September had been over target and university programme numbers were back up after a drop last year. He said the delay in building work had caused some temporary issues and the college now needs a medium to long term accommodation strategy, as discussed at the recent FP&R Committee meeting.</p> <p>SC provided an update on Covid matters. He said that daily college life was getting back to normal after a disruptive period for students moving from high school to college. Lateral flow testing was available on site at the start of term, but take-up was lower than previously, with most students preferring to take home-test kits. The college also hosted onsite vaccinations. Track and trace was now the responsibility of the NHS, and isolation rules are less restrictive. The college will follow any local guidance e.g on mask-wearing. A one-way system has been maintained in the Mayfield building to avoid congestion.</p> <p>Finally AK reminded governors of some forthcoming events including</p> <ul style="list-style-type: none"> • Service of Remembrance – 25th November 4.15pm • Young Musician – 10th November 7pm • Christmas Concert – 15th December 7.30pm (Sports Hall) • MANCEP Shakespeare Festival – 9th November at Loreto College <p>TD expressed thanks to the team on behalf of the governors. She commended the work done on TAGs which had resulted in few appeals. She asked the team to keep governors informed about accommodation plans. AK confirmed that the college architects had recently suggested a consultant, used by another SFC with similar issues.</p>	
<p>3a</p>	<p>Minutes of Search Committee/Membership Review</p> <p>TD presented the minutes of the Search Committee meeting on 7th September 2021. The main focus of the meeting was governor recruitment and committee membership (see Items 3b and 3c below).</p>	
<p>3b</p>	<p>Membership Review</p> <p>TD said that there were currently three vacancies for Foundation Governors, following the departure of BOS and LO and more recently Sister ED, who was currently very busy due to work commitments. TD reminded governors that Foundation Governors would need to be practising Catholics and encouraged all governors to recommend anyone suitable.</p> <p>TD said that due to the change in membership there were some gaps on committees and she outlined proposed changes to Committees:</p> <ul style="list-style-type: none"> • Brian Kiely to join FP&R. • LW and KR to join Remuneration. • KR to join Search Committee 	

	<ul style="list-style-type: none"> • Special and Appeals Committees to be convened as required (It was agreed that the Terms of Reference for these committees be updated to reflect this) <p>It was also proposed that the following governor champions be appointed/re-appointed:-</p> <ul style="list-style-type: none"> • GW – Health & Safety (as currently) • JE – Prevent (as currently) and Equality and Diversity • LW – Safeguarding <p>Everyone was happy with the proposals and the changes were therefore approved.</p>	KPS
3c	<p>Introduction to Prospective New Governors</p> <p>TD introduced Brian Kiely as a prospective Associate Governor and asked him to say a few words about himself.</p> <p>BK said his background was as a qualified accountant in industry and he had also run his own business. He had been introduced to the education sector by TD when he worked with Our Lady’s on the Building Schools project. Following that he had stayed on as a governor, working in the areas of finance and standards. He is happy to have the opportunity to join Xaverian.</p> <p>TD also informed governors that Stephen Hall, former Admissions Manager at the college, had expressed interest in becoming a governor. SH would qualify as a Foundation Governor but unfortunately the Diocese rules state that he must have left the college for a period of 3 years before becoming a Foundation Governor. TD therefore proposed that SH be taken on as an Associate Governor for the time being. SH was already known to the Quality & Standards Committee.</p> <p>It was agreed that both Brian and Stephen would bring valuable skills to the Governing Body. LW proposed that they both be appointed as Associate Governors. This was seconded by CFP and agreed by all.</p>	
4a	<p>Minutes of FP&R Committee</p> <p>SOH provided an update from the FP&R meeting on 20th September 2021, minutes of which will be available on the Hub shortly.</p> <p>He said the financial position was healthy despite the pressures of the last year.</p> <p>SOH said the predicted growth in student numbers over the next few years requires a strategic approach to ensure that the college has the necessary capacity going forward.</p> <p>The Committee had reviewed the latest Personnel statistics and the Annual Personnel Report. The gender balance and ethnic background of students was similar to the previous year.</p> <p>The Committee had agreed that IT reports to the Committee should be strategic rather than operational and these would be integrated into the Resources report that SC provides.</p> <p>Other items are covered elsewhere on this agenda.</p>	

<p>4b</p>	<p>Estates and Accommodation Update</p> <p>SC said that the Firwood building work was expected to be completed by Christmas. He said that removal of concrete in the external staircase had required considerable manpower. Internally, historic tiling has been revealed and the college is working with the architects to decide how to deal with this in accordance with the provisions for listed buildings. Temporary solutions have been found for accommodating classes pending completion of the works, including use of the Boardroom.</p> <p>SC said that the outcome of the Post 16 Capacity Fund application is not expected until the Autumn. He outlined some of the works which have taken place around college. He said the damaged ceiling in Ward Hall had now been replaced, along with a number of others in the building and rooms would be operational in the next few weeks. In Ryken the library has been reduced in size and moved up to the second floor, allowing for a new work area for independent study on the first floor. This is proving popular with students. Results of the Maryland timber survey were awaited. The Lecture Theatre in Xavier has been refurbished and is being used for university classes.</p> <p>TD asked whether governors could visit site to see these works. SC said that he would be happy to welcome governors on an individual basis. SOH had recently visited college and said he had been impressed with the refurbishments.</p>	
<p>4c</p>	<p>Management Accounts as at 31st July 2021</p> <p>IL presented the management accounts as at the year end. He said these had been considered in detail by the FP&R Committee. The end of year audit is due to take place during half term week, following which the statutory accounts for the year will be finalised.</p> <p>IL said that income was well above plan. Additional pension funding and free meals income had contributed to this, along with the return of international university students.</p> <p>Pay expenditure was slightly under budget, whilst non-pay expenditure was overspent due to works carried out on the estate.</p> <p>The college was showing a surplus which was above plan. IL said that cash reserves were higher than the previous year, despite funding the Teresa Quinn building. Departmental spending was generally lower than it was pre-pandemic.</p> <p>IL said the graphs showed a positive picture, with a strong current ratio.</p> <p>IL said that figures for support staff pension provisions are provided by the scheme actuaries. However these are disregarded by the ESFA when considering the accounts.</p> <p>SOH noted that the college is in a strong position. He asked whether the cash balance could become too high. IL said that the balance provided a contingency for future building work as well as a short term solution for anything needed e.g. the recruitment of additional academic mentors to support students. One option could be to pay off a loan but IL said this would need to be considered in the context of the overall accommodation strategy. Currently there is still uncertainty around future pension funding. Once this is clearer it will be possible to make strategic decisions regarding the best use of available funds.</p>	

	<p>TD queried the variance shown for administrative staff in the Income and Expenditure Account. IL said that additional security staff had been recruited and this was originally categorised under Premises, but later it was felt that this was better place in Admin, hence the variance.</p> <p>TD asked how the apprenticeship levy worked. IL said that colleges pay into a fund each month. This can be accessed for training apprentices (but not for salaries). He confirmed that the college has now recruited an apprentice.</p>	
5a	<p>Update on Enrolment</p> <p>ADP presented the college profile following this year's enrolment. He highlighted the increased student numbers this year and the impact this has on classes and tutor groups.</p> <p>He said that the number of GCSE students was lower in previous years and that the TAGs process in High Schools may have had some impact on this. He said that the change in GCSE grading (now 1-9) may account for some changes in the ability profile but nevertheless recent cohorts were well qualified.</p> <p>ADP said that gender and ethnicity patterns were similar previous years.</p>	
6a	<p>Follow Up from Special Committee</p> <p>Staff and students left the meeting for this item, which is minuted separately for reasons of confidentiality.</p>	
7a	<p>Urgent Business</p> <p>There were no items of urgent business to discuss.</p>	
7b	<p>Date of Next Meeting</p> <p>The next meeting will take place at 6.00pm on Tuesday 7th December 2021. KPS will be confirm nearer the time whether this will be face to face or via Teams.</p>	
	<p>The meeting closed at 8.05pm.</p>	