

Xaverian College

Governing Body Meeting

Tuesday 7th December 2021 at 6.00pm

Via Microsoft Teams due to Covid-19

Minutes

Governors Present:-

Mrs T Dervin (Vice Chair)	Mr A Gornall	Ms K McKnight
Ms L Buckley (from 7.09pm)	Mr S Hall	Mr P Quinn
Mr J Egerton	Mrs J Hicklin	Mrs C Rafferty
Mrs C Fitzwilliam-Pipe	Mr B Kiely	Mr G Walker
	Monsignor M Kujacz	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)
Mr C Martin (Mazars) (Items 1a to 2b only)
Mr P Dinsdale (Mazars) (Items 1a to 2b only)

Item		Action
	TD welcomed everyone to the meeting and opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Mr L D'Arcy, Mr P Hartley, Mr A Knowles, Mr S O'Hanrahan, Ms A Rodriguez-Uruchurtu and Mr A Stiles, and Ms S Parkin was unable to connect to the meeting. Ms L Buckley had indicated she would be arriving later.	
1b	Notification of Urgent Business The Chair asked if there were any items of urgent business. None were raised.	
1c	Declaration of Interests The Chair reminded members that they should declare any interests they may have. No declarations were made.	
1d	Minutes of Previous Meeting The minutes of the previous meeting on 12 th October 2021 were approved by all present and will be signed by TD when she is next able to visit the college in	

	person.	
1e	<p>Matters Arising</p> <p>TD said that KPS would be circulating Educare details shortly and asked that Governors have a push on completing the Child Protection and Equality & Diversity programmes.</p>	KPS
2a	<p>Audit Committee Update</p> <p>GW provided an update from the recent Audit Committee meeting, the minutes of which had been circulated.</p> <p>He said that PH and GW had been re-elected as Chair and Vice Chair of the committee respectively.</p> <p>GW summarised the matters considered by the committee, most of which appear on tonight's agenda (see Items 2b, 2c, 2d and 2e below).</p> <p>He also reminded governors that the committee had recommended going out to tender prior to the appointment or re-appointment of auditors. IL said that the college had a good relationship with the current auditors and the audit had gone smoothly, however it was considered good practice to re-tender periodically.</p>	
2b	<p>Financial Statements and Audit Completion Report</p> <p>CM from Mazars presented the end of year Financial Statements and Audit Completion Report. He referred governors to the Executive Summary and highlighted the three key areas of risk which were considered during the audit, namely going concern, management override of controls and revenue recognition. He said these were routinely audited across the sector and were not unique to Xaverian.</p> <p>CM referred to page 5 which stated that Mazars anticipated giving an unqualified opinion without modification, subject to a few items to be completed. He confirmed that the outstanding information on pensions had now been received. He said that the range for projected salary increases was slightly outside the normal range, but this was in line with other colleges and was not a significant concern.</p> <p>CM said the audit had been well prepared by IL and the team, and had been straightforward. He said there were no issues in relation to going concern and nothing to make governors aware of on income recognition. He said one minor adjustment had been raised in relation to depreciation which concerned the capitalisation of purchase of notebooks, but this was not considered material.</p> <p>CM said that a recommendation had also been made regarding MANCEP monies and one follow-up item had been recorded regarding independent review of journals. Management has responded to both of these, as indicated in the report.</p> <p>TD asked for further clarification regarding the pension assumptions on salary increases. CM said that the assumptions made about salary increases affect the amount of defined benefit liability and the actuaries set what they consider to be a reasonable range of increases.</p> <p>TD also asked about the internal recommendation in respect of MANCEP. CM said that this was a Level 3 recommendation and not of serious concern. It</p>	

	<p>concerns the holding of third party MANCEP monies in the college bank account. Management have responded that the relatively small amounts involved do not justify creating a separate account. IL added that if these were held separately this would require separate BACS arrangements.</p> <p>TD thanked CM and PD for attending the meeting and providing feedback, and PD and CM left the meeting.</p>	
2c	<p>Draft Annual Report of the Audit Committee</p> <p>KPS presented the Draft Annual Report of the Audit Committee. She reminded governors that the report summarises the activities of the Audit Committee over the last year and provides a recommendation from the Audit Committee regarding governance, risk management and control arrangements.</p> <p>KPS read out the draft conclusion, as stated on page 4 of the report:-</p> <p><i>“Having reviewed its activities in 2020/21 the Audit Committee wishes to assure the Governing Body that governance, risk management and control arrangements at Xaverian College remain effective. The Committee has noted the recommendations made by BDO and Mazars and is satisfied that management have accepted the recommendations made and have taken appropriate steps to address these.”</i></p> <p>The Governing Body accepted the conclusion of the Audit Committee as above and approved the report.</p>	
2d	<p>Internal Audit Annual Report</p> <p>KPS referred governors to the Internal Audit Annual Report provided by the internal auditors BDO. She referred governors to page 4 which sets out the audits undertaken in 2020/21, and page 7 which indicates the outcome and number of recommendations made for each audit. She said there were no high-level recommendations reported.</p> <p>The Governing Body approved the report.</p>	
2e	<p>Risk Management Annual Report and Updated Risk Statement</p> <p>IL said that the Risk Management Group had met this term and he reminded governors that the group reviews in detail one third of the risks at each meeting.</p> <p>IL said the risk management statement which had been in place since 2009 had been reviewed and updated recently. The old and new versions had been circulated to governors for consideration. IL said that the new version stated that “a measured approach to risk ensures the college is agile enough to react to a changing landscape”. He said this was important in the current climate.</p> <p>TD noted that capital building programmes would carry risk but that this would be balanced by the benefit of additional income provided through growth. IL confirmed that the growth strategy would provide the mitigation for the risk.</p> <p>The Governing Body approved the updated risk statement and the risk management annual report.</p>	
3a	<p>Principal’s Report</p> <p>ADP presented the Principal’s report on behalf of AK.</p>	

	<p>He began with a sector update. He said the ESFA are currently meeting with all Principals and AK had met with Steve Bunyan, Senior Manager NW, at the end of November. Topics discussed included recruitment, post-16 capacity fund and academisation, which is now back on the agenda for Catholic colleges. ADP said that although the college's recent bid for post-16 funding had been unsuccessful, the funding had been extended for three years so the college will be able to make further bids to support the accommodation strategy.</p> <p>The ESFA will have an annual strategic conversation with each college and this will take place in May 2022. They are also undertaking a review of governance across the sector.</p> <p>LW asked if there was any interplay between the governance review and Ofsted. ADP confirmed that these were quite separate.</p> <p>ADP said that self-assessment had taken place throughout college as normal, culminating in the whole college SAR. He said that student progress is carefully tracked. Standardised assessments feed into 'working at' and effort grades and parents receive a quintile report. Parent Governor KM said that she had found the information very useful.</p> <p>ADP said that managers at all levels had been encouraged to apply for DfE funded national professional qualifications and there had been a lot of interest in these. TD said it was good to see a high level of interest after the tough year everyone has had.</p> <p>ADP said that open days and taster days had been held on site this year. A booking system for open days was set up via Eventbrite which worked well and will probably be retained for the future, as it helps to capture relevant information. School visits had gone ahead as normal with some new ones added. The college is in the process of recruiting a new marketing manager.</p> <p>ADP outlined some of the events and activities taking place in college. He said that the Xaverian Young Musician of the Year competition was won by a trumpeter who had also played the Last Post for Remembrance Day. The college Service of Remembrance had taken place in Firwood, and the Toy Appeal has raised money to help 300 families with toys for Christmas. Unfortunately due to the present Covid situation the Senior Citizens' Party has had to be cancelled.</p>	
<p>4a</p>	<p>Search Committee Update</p> <p>TD presented the minutes of the recent Search Committee meeting, which had been circulated. She reminded everyone that the Search Committee had lost 2 members, but KR would be joining the Committee as agreed previously.</p> <p>The Committee had discussed membership of the Governing Body and its Committees and had reviewed governance performance indicators. The Committee had also recommended the appointment of Associate Governor BK, whose appointment had subsequently been approved by the Governing Body.</p>	
<p>4b</p>	<p>Membership Review</p> <p>TD reminded everyone that the Governing Body was still short of two Foundation Governors and encouraged governors to get in touch with TD or KPS if they were able to recommend anyone.</p> <p>TD informed governors that the Diocese had recently appointed Louis D'Arcy as a</p>	

	<p>Foundation Governor. She said that Louis has an educational background and will bring valuable skills to the Governing Body. Louis was unable to attend tonight's meeting, but TD looked forward to introducing him next time.</p> <p>TD welcomed SH to his first meeting. SH had been approved as an Associate Governor at the last meeting. SH was a former member of staff at the college and was well known to some governors, especially those on the Q&S Committee. TD explained that unfortunately the Diocese do not allow former members of staff to be appointed as Foundation Governors until they have been left for three years, but welcomed SH as an Associate and invited him to introduce himself.</p> <p>SH said he had left the college in September, having worked at Xaverian for almost 10 years, firstly in the Drama department but mostly in Admissions. He was very much looking forward to his new role.</p>	
5a	<p>FP&R Update</p> <p>KPS said that the FP&R Committee had met on 15th November and minutes will be available shortly on the Hub. A number of the items discussed appear on tonight's agenda (see Items 5b, 5c and 5d below).</p>	
5b	<p>Estates and Accommodation Update</p> <p>SC provided an update on estates and accommodation matters. He said the Firwood building work was progressing well and the college is pleased with the work done. There have been some delays beyond the contractor's control e.g. electricity work cannot be completed during term time. However, it is hoped that the college will have access to the first and second floor areas from early January.</p> <p>Historic tiling had been uncovered in a wall which was planned to be removed. The planning department had wanted to visit the site to look at this but there will be a delay before this can happen. Consequently the decision was taken to remove the top part of the wall only, leaving the tiled section in place. TD asked whether photographs had been taken and SC confirmed this was the case.</p> <p>SC confirmed that work on Ward Hall was now concluded. The college will submit a further CIF bid in respect of Maryland works once a survey report has been completed. SC will forward details of the application for KPS to circulate.</p> <p>Regarding Firwood, TD asked if there was any penalty clause for late handover. SC said that it was not usual to include a penalty in this type of contract as this would increase the overall costs. However the benefit of the fixed price contract is that the contractors absorb increases in the cost of materials.</p> <p>TD asked whether governors could visit the site. SC confirmed that visits could certainly be arranged either now or on completion.</p> <p>GW asked about the work required in Maryland. SC confirmed that some of the windows needed replacing and due to Maryland being a listed building these would have to be constructed to look the same as the originals and would have to open as though they were weighted sash windows.</p>	SC
5c	<p>Management Accounts</p> <p>IL presented the management accounts as at the end of November.</p> <p>He said that income was slightly above budget. Confirmation of high needs funding had started to come in from the different authorities and income for the</p>	

	<p>University Programme was being accrued in line with budget.</p> <p>Pay expenditure was above plan. Teachers' pay increases had been processed in October. Support staff negotiations had concluded recently and would be processed this month.</p> <p>Non-pay expenditure was also above plan due to essential maintenance works. Exam costs have been accrued to budget for now, but credit notes have been received.</p> <p>The surplus was slightly below plan at this stage.</p> <p>IL said the cash position was healthy. It was noted that the debtors figure was higher than usual due to the recent issue of MANCEP invoices.</p> <p>Student recruitment was strong in September, although this will not provide any increased funding in-year. IL said that if the Teachers' Pension Scheme funding is confirmed to continue then this will strengthen the position.</p> <p>IL confirmed that nothing further had been heard in relation to the zero-rated VAT for the Teresa Quinn building, so provision had been retained for now.</p> <p>TD asked whether any of the Ward Hall ceiling work was covered by insurance. IL said unfortunately not, since the damage was considered to be wear and tear.</p> <p>TD asked about the Data Protection Officer role. IL said that strictly it should not be himself as it should not be a member of the board, but it was difficult to allocate this role elsewhere. Other colleges were in a similar position.</p>	
<p>5d</p>	<p>Annual Review of Personnel and Staff Statistics</p> <p>IL presented the annual review of personnel statistics. There had been 33 vacancies advertised over the year and 24 leavers, compared with 21 and 10 the year before. Agency cover had remained about the same. IL referred to the breakdown of leavers by length of service and reason for leaving. 13 of the leavers had been at Xaverian for more than 5 years.</p> <p>IL said there had been a very slight increase in the proportion of male staff. 11 members of staff had declared a disability, representing just over 5% of the workforce. There were two disciplinary hearings during the year, but no grievances or employment tribunal cases. Two redundancy consultations resulted in one redundancy in the IT department. The restructure of that department had been a positive move for the department.</p> <p>IL said the overall absence rate remained low at 3%. This was slightly higher than the AoC and CIPD figures, but these were older figures which did not necessarily take account of recent events. Premises staff showed the highest rate of absence. The breakdown between long and short term absence was roughly equal for teachers and premises staff, with slightly higher long term absence in other support staff. IL said that some teachers had felt able to carry on teaching remotely where they may not have felt well enough to come into college. He said the college would be renewing the emphasis on staff wellbeing this year.</p> <p>Finally, IL referred to the employment law developments which had taken effect during the year, as detailed in the report.</p>	
<p>6a</p>	<p>Q&S Update</p> <p>LW provided an update from the Q&S Committee who had met on 16th</p>	

	<p>November. She said that the committee had considered reports on safeguarding and equality & diversity. They had heard how the safeguarding team seeks to reduce any barriers to learning. The team had been pleased with the transitional information received from high schools this year. LW said that the equality and diversity report reviewed the performance of different groups of students and there were no areas of significant concern.</p> <p>LW said the committee had also looked at college outcomes for 2021. Grades had been determined through the TAGs (Teacher Assessed Grades) process, with pleasing results. In the new year the committee will consider predicted outcomes for 2022.</p> <p>LW said the committee had considered student attendance including attendance remotely during Covid lockdown periods. She said that attendance remained very high which was a testament to how well the college had coped during the pandemic.</p> <p>The committee had received a report on the University Programme which showed good rates of achievement and progression. It was also noted that a review by the General Pharmaceutical Council had led to the college being reaccredited until the end of 2022/23.</p> <p>Minutes of the meeting will be available shortly on the Hub.</p>	
7a	<p>Follow-up from Special Committee</p> <p>This item is minuted separately for reasons of confidentiality. Staff and Students left the meeting for this item.</p>	
8a	<p>Urgent Business</p> <p>There were no items of urgent business to discuss.</p>	
8b	<p>Date of Next Meeting</p> <p>TD asked if the next meeting could be moved to 15th February (from 8th February). There were no objections to this so TD asked everyone to update their diary accordingly.</p> <p>TD encouraged governors to raise any questions they may have in meetings. She acknowledged that Teams meetings can be daunting for some, but said that governors could send questions in advance to KPS or TD or they could use the chat facility during the meeting if they preferred.</p> <p>TD concluded by wishing everyone a very happy Christmas.</p>	All
	<p>The meeting closed at 7.35pm.</p>	