

Xaverian College

Governing Body Meeting

Tuesday 15th February 2022 at 6.00pm

Via Microsoft Teams

Minutes

Governors Present:-

Mrs T Dervin (Chair)	Mr A Knowles (Principal)	Ms A Rodriguez-Uruchurtu
Mr J Egerton	Mgr M Kujacz	Ms A Schmidt (AS)
Mrs C Fitzwilliam-Pipe	Ms K McKnight	Mr G Walker
Mr P Hartley	Mr S O'Hanrahan	Mrs L Walmsley
Mrs J Hicklin	Mrs S Parkin	
Mr B Kiely	Mrs C Rafferty	

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)

Item		Action
	TD welcomed everyone to the meeting and AK opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Ms L Buckley, Mr L D'Arcy, Mr A Gornall, Mr S Hall and Mr P Quinn. Mr A Stiles (TS) was not in attendance.	
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 7 th December 2021 were approved as a true and accurate record of the meeting. TD will sign these when she next visits college in person.	TD/KPS

<p>1e</p>	<p>Matters Arising</p> <p><u>Membership Review</u></p> <p>TD reminded governors that there were still Foundation Governor vacancies and asked everyone to contact KPS if they knew of anyone suitable.</p>	<p>All</p>
<p>2a</p>	<p>Principal's Update</p> <p>AK provided an update on sector and college matters.</p> <p><u>Academisation</u></p> <p>AK confirmed that the Government has agreed to amend the Skills and Post-16 Education Bill so that Catholic Sixth Form Colleges will be able to academise without losing their protected Catholic Status. He said that the diocese is in favour of academisation and currently have 3 Multi Academy Trusts (MATs) – Romero (Blackburn area), St Teresa of Calcutta (Rochdale area) and Emmaus in the Manchester area, which currently has five schools. AK said this would need discussing further, taking into account our students' best interests, and suggested this be part of the agenda for the Governors' Strategy Day in the summer.</p> <p><u>Governance Reviews</u></p> <p>AK reminded governors that there is now a requirement for SFCs to have an external governance review every three years and an annual governance self-assessment every year. This is part of the Skills and Post-16 Education Bill and is aimed at strengthening governing bodies. The review has to be undertaken by an appointed leader of governance and the Association of Colleges has developed a framework for review. AK said that Carmel college took part in a pilot review programme and have provided some feedback. This will also need discussing at the Governors' Strategy Day.</p> <p><u>SFCA</u></p> <p>AK had attended the SFCA winter conference in January. He said that the SFCA have been battling on our behalf in a number of areas including funding, protection of BTEC qualifications and capital funding. He confirmed that following the Spending Review there is a welcome increase in the funding rate from £4188 to £4542 per student. AK said that following discussion in the House of Lords, funding for BTECs has been extended which is good news as these qualifications suit our students well. The debate will continue in the Commons. It was also announced in the Spending Review that the Post-16 Capacity Fund will continue for a further three years.</p> <p>AK said that as well as the headline increase in funding, most of the individual factors are looking positive for us. IL will provide an update on the funding allocation at the next Governing Body meeting.</p> <p><u>ESFA</u></p> <p>ESFA regional manager Steve Bunyan was pleased with the college's Covid management. He said that staff and students had shown great resilience. Transport links had not generally been a problem. AK said that the vaccine team had been on site again. JE who works with the vaccine scheme said that Xaverian had been a model of good practice in this regard. Students are aware that mock exams will form part of the TAGs should there be no exams this year and the academic mentor scheme is working well to support catch up.</p> <p>TD said that it would be useful if AK would provide further information on the</p>	<p>KPS Strategy Day Agenda</p> <p>KPS Strategy Day Agenda</p> <p>IL/KPS GB Agenda</p>

pros and cons of academisation for the next meeting or perhaps for the strategy day.

TD noted the requirement for an external governance review. She said that the Governing Body were already moving in the right direction with the annual self-assessment and review of skills.

Curriculum

ADP said it was very likely that exams would take place this summer. However there would be 3 formal assessments to fall back on if necessary. Mock exams are taking place this week and these will be as formal as possible to prepare this cohort of students, who have never sat public exams.

ADP said that two Year 13 virtual parents' evenings had taken place. These worked well and a hybrid system will probably be retained for the future. Reports had gone out. Parent Governor KM said she had found the new style parents' evenings very efficient.

ADP said the recruitment cycle was more normal this year. Taster days had taken place on site with an online booking system. Course consultations had been virtual, with parents able to join in. Applications are higher than this time last year.

SOH asked whether the level of attendance at virtual parents' evenings was better than face to face. ADP confirmed that this was the case. A normal parents' evening would attract around 45-50% of parents whereas the virtual event in the summer was around 65%. This dropped a little for the recent event but it was still higher than previous figures.

Pastoral

SC said the pastoral programme had been focusing on preparing students for their progression after Xaverian. Unifrog software has helped students with their course choices and over 960 UCAS applications are in.

He said the college is managing well with the pandemic. Very few staff have been off. Student absence peaked just after Christmas but soon improved and currently only small numbers of students are off with Covid at any one time.

SC said the canteen project is nearing completion and is expected to be open after half term. First floor accommodation is now available for the university students. Sunbury car park will be back in use – although SC said its closure had caused less problems than anticipated.

For September the college will be about 4 classrooms short. A planning application is being submitted for temporary accommodation to be sited on Ward Hall car park. SC said the application will probably be for 2-3 years – anything more than this requires further facilities such as air conditioning.

Quality

TGJ said that a rigorous self-assessment process had led up to the full SAR which is keenly focused on the quality of education (see Item 5d below). She said that detailed analysis of the performance of different groups of learners had been undertaken. Learning walks had taken place and learner voice feedback had been collated.

In staff development Rosenshine techniques had been re-introduced with a

	<p>buddy system so that teachers can support each other.</p> <p>AK referred everyone to the report for full details of music, sport and drama activities. In particular the Easter Concert will take place on Sunday 20th March at the RNCM and governors should contact KPS if they would like tickets. AK said that one of our Year 12 students recently represented England in the Schools International Indoor Pentathlon and the college had helped sponsor her by funding additional sports footwear. Drama students have been working on a piece entitled 'Letter from the Conscience' which aims to promote the opposition of racism and engender understanding.</p> <p>Morning Prayer is now able to take place in person again and the college chaplain is taking this 'on tour' around the college so it takes place in a different building each week.</p>	Govs
2b	<p>Review of College Mission Statement</p> <p>AK said that having reviewed the mission statement he felt that it continues to serve the college well and includes reference to issues of social justice which are very relevant to our time.</p> <p>He recommended no change to the Mission Statement, and this was approved by all present.</p>	
3a	<p>Membership Review</p> <p>TD reiterated that the governing body needs more Foundation Governors and encouraged everyone to let KPS know if they have anyone they could recommend.</p> <p>TD also encouraged governors to contact KPS if they would like to join one of the committees.</p>	All All
3b	<p>Introduction to new Governors</p> <p>TD said that unfortunately new Foundation Governor Louis D'Arcy was unable to attend this evening.</p> <p>TD welcomed new Student Governor Aleysha Schmidt who had met the Search Committee earlier in the evening. She asked AS to introduce herself. AS said she is a L6 student studying A-Levels in Psychology, Business and Graphics. She put herself forward for this role as she likes to be involved with the college and to give 100% to everything she does. She looks forward to being able to provide a student opinion.</p> <p>TD thanked AS for putting herself forward. She stressed that student views are of utmost importance to governors and that AS's skills would be very useful to the governing body.</p>	
4a	<p>FP&R Minutes</p> <p>SOH reported back from the recent FP&R meeting, the minutes of which had been circulated. He said the committee had looked at recent personnel statistics and was pleased to note the internal appointment of a new Safeguarding Manager. The Committee had discussed over-staffing in the English department, where a redundancy situation had been avoided through consultation. There remained a slight overstaffing which provided capacity to support the academic mentor scheme.</p>	

	<p>SOH said the committee had discussed temporary teaching accommodation as well as the longer term accommodation strategy. SOH said the committee had received an update on IT matters, where further improvements were being made to provide additional resilience and increase security.</p>	
<p>4b</p>	<p>Estates and Accommodation Update</p> <p>SC gave an update on estates and accommodation.</p> <p>He said there were two further updates since the paper was circulated. He confirmed that work to the Ryken fin wall had now been completed and that planning for the new fibre optic connection was now underway.</p> <p>SC said other matters were as outlined in the paper. Work on the Firwood canteen project was progressing, despite some delays due to the pandemic. NW Electricity will attend over the half-term break to upgrade the electrical provision.</p> <p>SC was asked what had caused the fin wall issue. He said that cracking had appeared in the render and a structural engineer had been called in to assess the situation. He advised that the cracks were as a result of debonding between masonry courses and two options were recommended – either demolish the fin wall permanently or demolish and rebuild it. The college decided to take the first option, removing the wall to 10 feet and making good the rendering.</p> <p>TD said it was important to complete the canteen project as soon as possible to give students the additional space they need at lunchtime.</p>	
<p>4c</p>	<p>Management Accounts</p> <p>IL presented the management accounts at the half year stage.</p> <p>He said that income was above plan. University and high needs funding had been agreed and ESFA funding for academic mentors has continued for this year. IL was also pleased to report that confirmation of additional in-year funding had been received, despite earlier indications that we would not qualify.</p> <p>IL said that pay expenditure was slightly above plan, despite the recent pay awards being slightly less than had been budgeted.</p> <p>Non-pay expenditure was above plan due to essential maintenance to ceilings in Ward Hall and to the Ryken fin wall. However, IL said that spend was generally low in other areas. Exam costs were being accrued to budget.</p> <p>The surplus at the end of Month 6 was above budget. On the balance sheet debtors had come down following payment of university invoices. The cash position remained strong and was in line with the same time last year, despite having funded the Teresa Quinn building project. IL confirmed that the VAT provision for that building had been removed from the accounts as nothing further had been heard from HMRC.</p> <p>IL said that a number of contracts were due for review in the near future including reprographics and catering. Tenders would also be invited for the appointment of internal and external auditors.</p> <p>A healthy surplus was predicted for the year end, which may be pushed up slightly by the additional in-year funding.</p>	

	<p>SOH said that whilst maintenance of buildings was needed, it was important to maintain a balance. In view of the listed status of our buildings he felt it was important to explore any other possible sources of funding, so that maintenance of buildings did not erode our student funding.</p> <p>IL agreed and said that maintenance would form part of the overall long-term accommodation strategy. TD added that curriculum staffing was also part of this mix, so that increased funding could be targeted to alleviate any short-term issues caused by lagged funding.</p>	
5a	<p>Q&S Minutes</p> <p>LW reported back from the recent Q&S meeting, the minutes of which had been circulated. The committee had received detailed updates on safeguarding, retention, health & safety and equality, diversity & inclusion (EDI). Other matters are on tonight's agenda for approval – see items 5b-5d below.</p>	
5b	<p>College Predictions</p> <p>ADP presented the college predictions for 2021/22. He referred governors to the headline data on retention, pass and achievement for last year and explained the predictions for this year. He reminded governors that the college had had a drive on retention over a number of years. Last year was exceptional due in part to the pandemic, but this year was still expected to remain high. ADP said that the benchmarks shown were from 2018/19 as more recent benchmarks were not available yet.</p> <p>Looking at pass rates, ADP said that these were predicted to stay high this year. There had been a dip in Level 2 pass rates last year due to a slight fall in the number of students completing the RE NOCN qualification.</p> <p>Retention and Pass rates together provide the prediction for Achievement.</p> <p>The Q&S Committee had recommended approval of the predictions and this was agreed by all present.</p>	
5c	<p>Governance SAR</p> <p>LW presented the Governance SAR which had been recommended for approval by the Q&S Committee.</p> <p>LW said the document summarises the many strengths of the Governing Body and highlights some areas for development for this year.</p> <p>She referred to the areas for development. It was hoped that face to face meetings would resume this year and that the strategic training day in the summer could go ahead. It would be good to get governors involved with curriculum visits again as soon as possible and to develop links with the student council. It was also important to be able to benchmark the performance of the governing body and to support succession planning to maintain the strength of the governing body for the future.</p> <p>The SAR was approved by everyone present.</p> <p>SOH said it would be good to review progress as the year progresses. LW agreed and said the Q&S Committee would take ownership of this, reporting back to the Governing Body.</p>	<p>KPS Q&S Agenda Item</p>

<p>5d</p>	<p>College SAR/QIP</p> <p>TGJ presented the College Self-Assessment Report and Quality Improvement Plan which had been recommended for approval by the Q&S Committee.</p> <p>She referred to the introductory sessions which set out the context. She said that the self-assessment process is rigorous with many levels of scrutiny. The Chair of Governors attended final verification of the SAR prior to it coming to Q&S and the Governing Body. She said it is important that the college can demonstrate capacity to improve.</p> <p>TGJ said the college provides a wide range of A-Level and Applied General programmes, with T-Levels from 2023. She referred to page 6 of the SAR which sets out in more detail the college’s curriculum intent. She also stressed the importance of developing the ‘whole student’ so that students are well prepared for their future lives.</p> <p>TGJ said that page 7 shows the reasons why the college is outstanding, and what the college needs to do to improve further. She said that exam results were excellent. The TAGs process was robust and the college was confident that all students got the grades they deserved. TGJ said that the new leadership structure, including Divisional Leads and Assistant Divisional Leads, was working well. Careers advice was excellent and 92% of students progress to higher education. TGJ said that governor JH had previously asked whether there was any data to show whether students stayed on course once they had progressed to higher education. TGJ had followed this up to see if any data was available nationally. She had been informed that some data of this type was collected, but it is not presently analysed in a way that would be useful to us as a college. JH thanked TGJ for following this up and said it would be useful if such data became available in the future.</p> <p>TGJ said that further improvements included improving student outcomes on BTEC programmes in view of the transition to the new framework, as well as continuing to improve high grades.</p> <p>SOH said that it was morally right that the TAGs process had been robust and that grades had not been inflated. This was equally important at GCSE level so that students were accepted onto the right courses when they come to college. He asked how the areas for development would be progressed and monitored. TGJ said there was a table of specific actions and these would be reviewed half way through the year.</p> <p>The SAR and QIP were approved by all present.</p> <p>Student Governor AR asked about progress in appointing another college counsellor as there was currently a waiting list due to an increase in mental health issues. ADP confirmed that one counsellor had left just after Christmas, but he was pleased to report that another counsellor had been appointed today and would be starting after the half-term break. He said the college will continue to work with the student council in this regard, to see what broader support can be provided.</p>	
<p>6a/6b/6c</p>	<p>Confidential Items</p> <p>Staff and Students left the meeting for these items which are minuted separately for reasons of confidentiality.</p>	

7a	Urgent Business There were no items of urgent business to discuss.	
7b	Date of Next Meeting The next meeting will take place at 6.00pm on Tuesday 10 th May 2022	
	The meeting closed at 7.55pm.	