

# Xaverian College

## Governing Body Meeting

Tuesday 10<sup>th</sup> May 2022 at 6.00pm

### Minutes

Governors Present:-

Mrs T Dervin (Vice Chair)	Ms K McKnight	
Mrs C Fitzwilliam-Pipe (via Teams)	Mr S O'Hanrahan	Ms A Schmidt - (Items 1a-3c and 6a-6c)
Mr A Gornall	Mr P Quinn	Mr G Walker
Mr S Hall	Mrs C Rafferty	Mrs L Walmsley - (Items 1a-5b and 6a-6c)
Mrs J Hicklin	Ms A Rodriguez-Uruchurtu	
Mr A Knowles (Principal)	- (Items 1a-3c and 6a-6c)	

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)

Item		Action
	TD welcomed everyone to the meeting. AK opened the meeting with the prayer of Theodore Ryken.	
<b>1a</b>	<p><b>Presentation on Financial Basics</b></p> <p>IL gave a presentation on Financial Basics. This had been requested by governors in order to give them a better understanding of the Management Accounts.</p> <p>The presentation included</p> <ul style="list-style-type: none"><li>• How the ESFA calculates college income</li><li>• Other income sources, including high needs, University programme and free meals income</li><li>• Pay expenditure</li><li>• Setting non-pay expenditure budgets</li><li>• Fixed assets and depreciation</li><li>• Surplus</li><li>• Management accounts</li><li>• Balance sheet</li><li>• Cash flow</li></ul> <p>Full details are available in the power-point presentation. IL invited any questions.</p> <p>TD asked whether there was a limit to the amount of surplus a college could build up. IL said that the ESFA is often concerned about colleges running out of money, but also they don't want excessive amounts building up. IL said that the college is</p>	

	<p>in the mid-ground which is acceptable to the ESFA.</p> <p>TD asked about increased gas and electricity prices. IL said that whilst this was a concern, increases were currently manageable.</p> <p>TD asked about use of agency staff, which can be an expensive option. ADP said that most agency staff have been used to cover sickness absence, but where this becomes extended other options are considered, including the possibility of buyout from the agency.</p> <p>Student Governor AR asked about seating in the new canteen, which is very high in one area. SC explained that this was due to a planning restriction in respect of the tiled wall. It was recognised that the seating in this area was not practical and alternative solutions are currently being considered.</p> <p>SH asked whether there were any 'green' strategies in respect of new buildings. SC said the college is conscious of the need for this, although often faces planning restrictions on new buildings due to being in a conservation area. AR asked if the college had considered living walls of plants. SC said not, but he said the college had supported environmental projects in the local area such as the recent planting of trees on Lower Park Road.</p> <p>PQ asked whether there were any particular strategies for future cash management. IL said that ongoing strategies included constant review and challenge of suppliers. In particular, tenders had been invited in respect of contract renewals e.g. for reprographics and audit services.</p> <p>Governors thanked IL for his detailed presentation which they felt would help give governors confidence in interpreting financial information.</p>	
<b>2a</b>	<p><b>Apologies</b></p> <p>Apologies had been received from Ms L Buckley, Mr L D'Arcy, Mr P Hartley, Mr B Kiely and Mrs S Parkin. Mr J Egerton, Mgr M Kujacz and Mr A Stiles were also not in attendance.</p>	
<b>2b</b>	<p><b>Notification of Urgent Business</b></p> <p>The Chair asked if there were any items of urgent business. None were raised.</p>	
<b>2c</b>	<p><b>Declaration of Interests</b></p> <p>The Chair reminded members that they should declare any interests they may have. No declarations were made.</p>	
<b>2d</b>	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting on 15<sup>th</sup> February 2022 were approved by all present and signed as a true and accurate record of the meeting.</p>	
<b>2e</b>	<p><b>Matters Arising</b></p> <p>There were no matters arising from the previous minutes.</p>	
<b>3a</b>	<p><b>Principal's Report</b></p> <p>AK presented his report which had been circulated.</p> <p>He said that the ESFA will be visiting college next week for the Annual Strategic Conversation which is intended to be a supportive process. There will be</p>	

discussion around college strengths, challenges and opportunities as well as a review of estates and finances, leadership and governance, and partnerships.

#### Sector Matters

AK said the SFCA is running a campaign to protect student choice by retaining Btec qualifications. He said that the date for discontinuance of Btecs had been delayed and it now looked as though some may remain. AK said that loss of these courses would greatly impact our students as they would lose the chance of a Catholic education if they were forced to go elsewhere to study. KM said she was aware through her professional role that the position on Btecs appeared more optimistic but nothing had yet been confirmed. ADP asked if there had been any confirmation on subject areas. KM said she was not aware of it but would check whether any information was available.

AK said that colleges have until the end of July next year to register for delivering T-Levels.

AK said the NW Principals had met in April and had discussed the impact of national pay negotiations, cyber security, examination arrangements and sustainability. He said that the DfE had confirmed that performance tables would be coming back in January 2023, although there would be no value-added calculation yet.

AK said the tuition fund will continue for 2022/23 and has been expanded to include bursary students. He said that the Skills and Post-16 Education Act has two aspects particularly relevant for SFCs, namely the delay of defunding Btecs and the allowing of Catholic SFCs to academise.

#### College Matters

ADP provided an update on Curriculum matters. He said that the curriculum plan indicates some growth areas, and some appointments have already been made to support these.

ADP said that mock exams took place in February and these were done under strict exam conditions since this cohort have not experienced external exams due to Covid. U6 students are in college until next week, allowing maximum teaching time.

SH asked whether students would be familiar with exam paper format. ADP confirmed that this was the case. Parent Governor KM said that she felt there had been plenty of exposure to past papers, although the availability of advanced information meant that recent practice would be most relevant.

ADP said that virtual course consultations for applicants had worked well and may be used again in the future. New student days will be on site and enrolment will be as normal after the GCSE results.

AKG provided an update on pastoral matters. He said that all teachers used to deliver tutorials but now there is a team of seven who share an office and deliver all tutorials. This has proved beneficial as the team gets to know all students.

On Health & Safety matters SC confirmed that the H&S Manager is retiring this term and a one year post has been advertised, pending a review of future provision.

On accommodation SC confirmed that the new canteen was up and running. He said this had made a difference and the canteen areas seemed less congested. Sunbury car park is back in use now that the builders have finished. A ground

	<p>survey is taking place tomorrow in respect of the temporary portakabins which will be two-storey. Discussions are ongoing with AA Projects about the overall accommodation strategy, and with the Diocese regarding expansion.</p> <p>AK provided a brief update on quality matters. He said that a new quality officer had been appointed. Learning walks have had a focus on retrieval and SMT strategy has focused on Teaching and Learning, with three meetings given over to this. He said 22 staff have enrolled on national professional qualifications including 12 aspiring senior leaders.</p> <p>AK concluded with a round-up of music, sport and drama activities.</p>	
<p><b>3b</b></p>	<p><b>Update on Academisation</b></p> <p>AK provided an update on the latest position regarding academisation. He reminded governors that until recently it had not been possible for Catholic SFCs to academise but legislation was now going through to allow this. He said that no decision was needed yet but it is something which the Governing Body needs to consider.</p> <p>AK said that, generally speaking, the advantages of academisation are the ability to drive up standards, to build relationships to improve recruitment and financial benefits such as economies of scale, no vat and potential access to funding. Disadvantages include loss of autonomy and not being allowed to borrow commercially. This could be an issue for the college because existing loans would need to be repaid.</p> <p>AK said that the college already has good relationships with high schools through the MANCEP partnership. Heads and subject leaders meet regularly and the organisations come together for joint training and other projects.</p> <p>However if the college was to academise, the Diocese would want us to join the Emmaus MAT (Multi-Academy Trust) with a mixture of high schools and primary schools. The college would not benefit from economies of scale since the college is already bigger than the MAT.</p> <p>AK said the key question is whether academisation would benefit our students.</p> <p>KR said that having read the guidance which had been circulated she was not clear how students would benefit. She also said her past experience of sharing resources worked to some extent but was difficult to maintain.</p> <p>KM said that it was possible that some schools would benefit from having Xaverian as part of the MAT, however it was generally agreed that there was no clear evidence that academisation would benefit Xaverian students at this stage.</p> <p>PQ asked whether the Governing Body needed a working party on this. AK suggested waiting until more information was available, then revisiting this in the new year at which time the Governing Body could consider whether a committee was needed.</p> <p>It was agreed that nothing should be done at present but that this should be revisited at a later date as suggested.</p>	
<p><b>3c</b></p>	<p><b>Strategic Plan</b></p> <p>AK presented the Strategic Plan which had been reviewed. He referred governors to page 7 which sets out the key challenges faced by the college:-</p> <ul style="list-style-type: none"> <li>• Continuing impact of Covid</li> </ul>	

	<ul style="list-style-type: none"> <li>• Government plans for T-Levels and potential loss of Applied General courses</li> <li>• Response to changes in local demographics</li> <li>• Funding of capital expansion</li> <li>• Maintaining financial health</li> </ul> <p>Governors were in agreement with the Strategic Plan and it was approved by all present.</p>	
<b>4a</b>	<p><b>Minutes of Search Committee</b></p> <p>TD presented the minutes of the Search Committee meeting on 15<sup>th</sup> February. She said the main focus of discussion was around membership of the Governing Body and in particular the recruitment of Foundation Governors. The Committee had also met the new Student Governor AS, and had recommended her appointment at the last Governing Body meeting.</p>	
<b>4b</b>	<p><b>Introduction to New Foundation Governor</b></p> <p>Mr Louis D’Arcy was to have been introduced to the Governing Body but unfortunately he was unable to attend the meeting, so this item will be carried over to the next meeting.</p>	
<b>5a</b>	<p><b>Minutes of FP&amp;R Meeting</b></p> <p>SOH presented the minutes of the FP&amp;R meeting on 28<sup>th</sup> March. He said that IL had presented the Financial Regulations and Procedures training and he thanked IL for his work on reviewing the Financial Regulations and Procedures.</p> <p>The committee had received updates on personnel and estates matters and had considered the Treasury Management Policy. The committee had asked whether the bank had a policy on ethical investment and IL was going to make enquiries about this.</p>	IL
<b>5b</b>	<p><b>Estates and Accommodation Update</b></p> <p>SC provided an update on resources.</p> <p>He confirmed that the new canteen was now open to students. He said that some snagging work was ongoing and bi-fold doors with fire curtains were to be added. Refurbishment of the adjacent staircase will take place over the summer.</p> <p>Other summer works include repairs to Ward Hall roof, a new floor for the Sports Hall and refurbishment of the gym.</p> <p>SC said a contractor had now been appointed to carry out the Mansafe installation to Xavier and Birtles roof.</p> <p>The outcome of the recent CIF bid was still awaited.</p>	
<b>5c</b>	<p><b>Management Accounts</b></p> <p>IL gave a brief update, following on from the training earlier in the meeting. As at the end of April, income was above plan. Pay expenditure was slightly above plan and non-pay expenditure was above plan due to essential maintenance works. The surplus at the end of April was also above plan.</p>	

<b>5d</b>	<p><b>Review of Financial Regulations and Procedures</b></p> <p>IL presented the updated Financial Regulations and Procedures which had been reviewed in detail by the FP&amp;R Committee, who recommended approval. Full details of the changes are set out in the FP&amp;R minutes which had been circulated.</p> <p>The updated documents were approved by everyone present.</p>	
<b>6a</b>	<p><b>Minutes of Q&amp;S Committee</b></p> <p>LW presented the minutes of the Q&amp;S meeting on 29<sup>th</sup> March. She said the committee had considered the recent 'Child Q' case concerning the search of a schoolgirl in London. GW had asked what procedures were in place to prevent anything similar happening here. Following discussion the committee had felt reassured that there were thorough policies and procedures in place to prevent such an incident.</p> <p>The committee had also considered curriculum planning and an update on the prevent strategy. They also reviewed the Quality Strategy and Admissions Policy (see Items 6b and 6c below).</p>	
<b>6b</b>	<p><b>Quality Strategy</b></p> <p>LW said that the Q&amp;S Committee had considered the Quality Strategy in detail and recommended its approval. There were no questions and the document was approved by all present.</p>	
<b>6c</b>	<p><b>Admissions Policy</b></p> <p>LW said that the Q&amp;S Committee had considered the Admissions Policy which had been reviewed. The committee had agreed a few further amendments in respect of EHCPs and the updated document had been circulated to governors.</p> <p>SH suggested a further minor amendment to clarify the paragraph concerning the late availability of places at enrolment.</p> <p>This was agreed and the policy was approved subject to the further amendment discussed.</p>	ADP
<b>7a</b>	<p><b>Minutes of Audit Committee</b></p> <p>KS presented the minutes of the Audit Committee meeting on 18<sup>th</sup> March.</p> <p>She said the committee had considered college policies on Critical Incidents and Business Continuity. They had also reviewed progress on implementing internal audit recommendations.</p> <p>KS said the college was in the process of tendering for new auditors, both external and internal. IL reported that suitable applications for both roles had been received and, following discussion with the Chair of the Audit Committee, shortlisted firms would be invited to the next Audit Committee meeting. The Audit Committee will then make recommendations to the Governing Body.</p>	
<b>8a</b>	<p><b>Review of Governors' Documents</b></p> <p>KPS presented the following documents:-</p> <ul style="list-style-type: none"> <li>• Code of conduct for governors</li> <li>• Declaration of Eligibility</li> <li>• Declaration of Interests</li> </ul>	

	<ul style="list-style-type: none"> <li>• Standing Orders</li> </ul> <p>KPS said she had reviewed these and had no changes to recommend. It was agreed by all present that these remain the same for the coming year.</p> <p>KPS reminded governors that they would be asked to check and sign the declarations and code of conduct via Governor Hub. A reminder will be sent out in due course.</p>	
<b>8b</b>	<p><b>Update on Training Day</b></p> <p>TD gave an update on plans for the training day. She said that Associate Governor SH would be helping to organise the day and the main theme would be self-assessment of governance in preparation for future external reviews.</p> <p>AK said that there is a new requirement that all governing bodies will have to have an external review every three years, with internal reviews annually. There is a framework available and the training day will provide an opportunity to look at this.</p> <p>TD reminded governors that we already do an annual governance SAR and skills audit which will provide a good starting point.</p>	
<b>9a</b>	<p><b>Urgent Business</b></p> <p>There were no items of urgent business to discuss.</p>	
<b>9b</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will take place during the Training Day on Tuesday 5<sup>th</sup> July 2022. Details will be confirmed in due course.</p>	KPS
	<p>The meeting closed at 8.20pm.</p>	