

Xaverian College

Governing Body Meeting

Tuesday 11th February 2020 at 6.00pm

Minutes

Governors Present:-

Mr B O'Shea (Chair)	Mr P Hartley	Mrs S Parkin
Ms M Bjedov	Mrs J Hicklin	Mrs C Rafferty
Sr E Donoghue	Mr A Knowles (Principal)	Mr A Stiles
Mr J Egerton	Miss G Harrison	Mrs L Walmsley
Mrs C Fitzwilliam-Pipe	Mr S O'Hanrahan	
Mr A Gornall	Mr L Ormsby	

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)
Ms L Buckley (prospective Foundation Governor)

Item		Action
	BOS welcomed everyone to the meeting. AK opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Mrs T Dervin, Mgr M Kujacz, Ms L Mair, Mr P Quinn, Mrs M Tilley and Mr G Walker.	
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. SOH reminded governors that his wife is a teacher at the college.	
1d	Minutes of Previous Meeting The minutes of the previous meeting on 3 rd December 2019 were approved by all present and signed as a true and accurate record of the meeting. The confidential minutes from the same meeting were also approved and signed.	

<p>1e</p>	<p>Matters Arising</p> <p>BOS noted that AK had provided reassurance that all necessary steps had been taken in relation to the damage to Marylands ceiling and SOH was satisfied that this was the case.</p>	
<p>2a</p>	<p>Principal's Update</p> <p>AK presented his report which had been circulated. He said the SFCA Conference had been held in January.</p> <p>Gavin Williamson MP was the first speaker. He was supportive of SFC education but would not be drawn on funding or the future of BTEC qualifications. He said the government was committed to the implementation of T-levels. The Chief Executive of Education Support also spoke about wellbeing, behavioural issues, mental health, role models and the staff voice. AK said that the college has a staff consultative committee which considers a range of matters including college calendars, strike action etc. There is also a staff forum chaired by IL which meets once per term to consider questions raised in advance by staff. SOH asked how staff would raise individual concerns. IL said this would be through Human Resources or the Senior Team, depending on the issue. He said the college also subscribes to the Employee Assistance System which gives staff access to a number of counselling sessions.</p> <p>LO said that approachability is important and suggested it might be worthwhile the forum being led by a staff member rather than a senior manager. IL said that as he was not from a teaching background staff seemed fairly comfortable to raise issues. ADP said there is also now an extended leadership team which involves 5 extra team members working on particular issues including wellbeing.</p> <p>AK said that researchers from Nesta Innovative Foundation also addressed the conference. They have been researching how to reduce staff turnover in social work and teaching.</p> <p>Other speakers included the Chief Executive of the Education Development Trust who spoke about aspects of leadership and the UCAS Chief Technology Officer who spoke about different application models, including the post-qualification offers. LW said that universities were watching this with interest as there would be a number of repercussions on other systems. AK said that one of the concerns in the sector was the number of unconditional offers which did not provide an incentive for students to study hard.</p> <p>The conference concluded with Bill Watkin, SFCA Chief Executive outlining the current campaign priorities.</p> <p>AK said that the DfE had recently published a consultation on removing the exemption of outstanding schools and colleges from regular inspection. This would take effect from September 2020.</p> <p>AK said that another strike day was due to take place tomorrow. LO asked if this would mainly involve teaching staff. AK confirmed that this was the case. He said that there had been some picketing last time. BOS asked how students were affected. Student Governors MB and GH said some subjects had been affected more than others.</p> <p>ADP then provided an update on curriculum matters. He said the new timetable was working well and that attendance was up by 1% which is significant. BOS noted that the reduction in trapped time must be a factor in this. SOH added that</p>	

	<p>if students miss a day they miss half of their subject teaching for the week. Student Governor MB agreed that this does give students the incentive to attend if they can. Staff Governor AKG said that attendance procedures have also been tightened up with absences reported to parents. LO said that 1% is massive in terms of attendance and this should be commended.</p> <p>ADP said that November GCSE re-sits had gone well with more than 80 students achieving a pass in one or both of Maths and English. From September the college will be moving over to the new BTEC specifications which include exams.</p> <p>ADP said that student recruitment was looking positive, with applications up on last year. Course consultations now make use of chrome books to enter information directly online, which allows live updating of subject preferences, and the college may look at online applications through CEDAR in the future. SOH asked whether the live input meant that interviews were taking longer but ADP confirmed this did not seem to be the case and staff were very happy with it.</p> <p>SC provided an update on pastoral matters. He said that a new Pastoral Studies programme had been delivered since September. For L6 this includes the transition from school to college and the high expectations placed on Xaverian Students. There is also a cultural aspect including key political events and the history of Manchester. For U6 there is an additional focus on UCAS applications. SC said that six students have so far received offers for Oxbridge and over 500 other offers have been received. Elections for the Student Council have taken place and the senior team recently met with the council. The National Citizen Service will be recruiting for their summer programme and CityWise, a Catholic youth engagement organisation will be offering mentoring for students.</p> <p>On quality matters AK said that self-assessment had taken place in the Autumn term, culminating in the whole college SAR which was validated in January. He said that Vice Chair of Governors TD attended that meeting to assist the validation, providing challenge and helping to reaffirm college judgements.</p> <p>Staff development was focused this year on the ten Rosenshine Principles of Instruction. This included a programme of peer observations which were going well.</p> <p>AK referred governors to the detailed reports on Music and Drama. Key events which had been a big success included the Christmas Concert at the RNCM and MANCEP Shakespeare Festival. A number of community events had taken place including the Macmillan Coffee Morning and the candlelit service of Remembrance which had taken place on the Grand Staircase in Firwood. The annual toy appeal had taken place during Advent and students regularly contribute to the Cornerstone Homeless Shelter.</p>	
<p>2b</p>	<p>Update on Pay Award</p> <p>AK said there was no progress to report on the pay award. He said the SFCA were supporting a 1.5% increase but the unions were asking for 3.25%. He said that a longer term deal may be considered to satisfy all parties. AK will provide a further update in due course.</p> <p>BOS asked if the college was accruing 2% in the accounts and IL confirmed that this was the case.</p>	<p>AK</p>

<p>2c</p>	<p>Review of College Mission</p> <p>AK presented the Xaverian Mission Statement. AK said that having reviewed the mission, which originates from the Xaverian Brothers, he believed that it still stands the test of time and resonates well with today's Xaverian community. However he proposed minor amendments to the introductory statement and to the headings which were repetitive.</p> <p>He proposed that there be a single heading followed by 'A community of learning, faith and service'. The remaining paragraphs from 'Jesus Christ taught.....' would stay as before.</p> <p>Everyone was in agreement with the suggestions and the Mission Statement was approved subject to these changes. KPS will amend the document as agreed.</p>	<p>KPS</p>
<p>3a</p>	<p>Estates and Accommodation Update</p> <p>SC confirmed that the new building was on course for completion by 31st July. He said that the steelwork had been erected and brickwork would follow. He said that governors were welcome to attend project meetings if they wished and he would ask KPS to circulate the date of the next meeting. He said that curriculum planning was well underway with classes already timetabled in the new building.</p> <p>SC said the application in respect of railings was to be heard by the planning committee later this week. SOH said that whilst aesthetics are important, safeguarding of students must remain the key issue.</p> <p>On other matters SC said that unfortunately the Sunbury boiler had failed in January but a new boiler was now up and running. He said a number of other works were scheduled to take place over the summer as outlined in the paper, including seating provision in the Pavilion and cross college study areas. He said that feedback from the Student Council had been important in planning these changes. BOS said that social space would need to be kept under review.</p>	
<p>3b</p>	<p>Management Accounts as at end of January</p> <p>IL presented the management accounts as the end of January.</p> <p>He said that income was above plan. University numbers were higher than budgeted and the first tranche of funding to cover increased pension contributions had been received, with confirmation of the second tranche awaited.</p> <p>On pay expenditure IL said that 2% was being accrued in respect of the potential pay award, against the budget of 1.5%. He said that non-pay expenditure was below plan overall. Maintenance was above plan but no further major maintenance works were expected in the short term.</p> <p>The college was showing a surplus above budget at the end of January and the forecast to the year end showed a surplus, although IL said there may be some movement depending on the eventual pay agreement. Cash reserves remained higher than last year and allowed for funding of the new building.</p> <p>IL said that the disadvantage funding factor had moved slightly in the college's favour whilst the retention factor had moved slightly against.</p> <p>BOS asked about the availability of BCIF funding. SC confirmed that applications focussed on Sunbury roof and Marylands windows.</p>	

<p>3c</p>	<p>Review of Financial Regulations and Procedures</p> <p>IL presented the Financial Regulations and Procedures which had been reviewed. He said there were some changes as follows:-</p> <ul style="list-style-type: none"> • Regulations, page 25 – paragraph added to note that the regulatory framework may change once the UK leaves the EU. • Procedures, page 9 and 10 – amended to reflect the new requirements of the EFSA regarding monthly analysis. • Procedures, page 20 – amendment regarding bank reconciliation in respect of MANCEP funds. • Changes to job titles and insurance company details <p>SOH asked about non-viable courses, noting that the regulations say courses must be self-financing. He asked whether this required more flexibility. IL said that in some cases there may be good reason to continue a course and that in practice the college would not continue a course without full consideration of the circumstances.</p> <p>IL reminded governors that the EBITDA is important and that any issues with EBITDA could trigger a visit by the EFSA. He said that the college is there for the benefit of students and is not there to make money, however colleges can now become insolvent.</p> <p>Following discussion it was agreed that the wording should remain the same in respect of self-financing courses and the two documents were approved.</p>	
<p>3d</p>	<p>Draft Budget</p> <p>IL presented the draft budget which had been considered in detail by the FP&R Committee. He reminded governors that the EFSA now requires monthly submissions. He said that this had been prompted by some colleges facing cash flow difficulties. The budget needed to be submitted by the end of February</p> <p>IL said that the sector felt that this was the wrong time of year to make such a submission since there were still too many uncertainties especially as future funding was not yet confirmed. He showed governors the detailed spreadsheet which needs to be submitted on a monthly basis, including details of monthly income and expenditure, balance sheet and cash flow.</p> <p>IL then outlined the key points of the draft budget. He said the budgeted income includes the additional agreed funding of £188 per student and also an additional £400 for each student studying two high value subjects. Non-pay expenditure was prepared on a zero rated basis. IL said that examination costs account for a significant proportion of general expenditure. A contingency has been included in the budget and forecast years.</p> <p>IL referred governors to page 12 which refers to the capital budget, where the main item is the new build. There will be a significant saving in light of the zero VAT rating of the building. The cost of perimeter railings has been included in the strategy for 2019/20. There is a rolling programme of replacement of PCs etc and 2021/22 allows for capital spend on increasing student social space, which may be considered earlier if necessary.</p> <p>IL said the financial health forecast for this year and next is Outstanding, dropping to Good thereafter. It is expected that additional pension funding will not continue indefinitely.</p>	

	<p>IL concluded by saying there are still a lot of unknowns at this stage and the document will need to be revisited in April/May once further details are available.</p> <p>BOS said that the FP&R Committee had discussed the budget in detail and recommended approval. He said that the budget had been prepared on a prudent basis but still showed the college in a strong position as a result of good financial management.</p> <p>LO said there was a balance to be found between not carrying over significant amounts whilst still protecting against unforeseeable events in the future. IL said that the figure for average cash days has dropped across the sector as a whole. The college currently remains above average, although this will drop with the new build expenditure.</p> <p>The draft budget was approved by all present.</p>	
3e	<p>Update from the FP&R Committee</p> <p>BOS said that the FP&R Committee had met on 7th February. The meeting had been brought forward in order to consider the budget and financial forecasts, due to the new EFSA reporting timescales (see Item 3d above). The Committee will meet again towards the end of April.</p>	
4a	<p>Update from the Q&S Committee</p> <p>LW said that the Q&S Committee had met on 28th January. The committee had considered the Governance SAR, College SAR, College Predictions and Q&S Terms of Reference which are all recommended for approval on tonight's agenda. They also received updates on Equality & Diversity, Health and Safety and Safeguarding.</p>	
4b	<p>College SAR</p> <p>AK presented the College SAR which had been considered by the Q&S Committee who recommended approval.</p> <p>Discussion followed about overall grading of the college. AK explained the rationale behind the judgements made. He said that linearity had been a challenge for all colleges but in the light of available benchmarks the college was well placed to defend the judgements made, with just a few areas where progress might be improved.</p> <p>LW said that the Q&S Committee had been very impressed with the lack of complacency within the college and the desire for continual improvement.</p> <p>LO said that the new Ofsted regime was less data driven. He said that there is a wide range of factors which contribute to an overall outstanding picture and that his understanding was that it was no longer necessary for the college to put forward an overall self-assessment grade.</p> <p>Following discussion it was agreed that the College SAR provided a thorough and honest appraisal and need not include a specific overall grade. It was approved by all present.</p>	
4c	<p>College Predictions</p> <p>The College Predictions (formerly targets) had been discussed by the Q&S Committee who recommended approval. ADP said that the predictions had been</p>	

	<p>drafted based on the available benchmarks but that linear benchmarks were still awaited.</p> <p>Governors agreed to follow the recommendation of the Q&S Committee and the predictions were approved by all present.</p> <p>BOS suggested that the data could be revisited at the governor training day in the summer by which time newer benchmarks might be available.</p>	
4d	<p>Governance SAR</p> <p>LW said that the Q&S Committee had considered the Governance SAR which was a helpful document summarising the strengths and areas for development of governance in the college. She said it was based on feedback from the governors and outlined a number of areas for development in 2019/20 which were outlined on page 3 of the document.</p> <p>There were no questions and the Governance SAR was approved by all present.</p>	
4e	<p>Q&S Terms of Reference</p> <p>LW said that the Q&S Committee had considered its terms of reference and had no changes to recommend. It was agreed by all present that the terms of reference remain the same.</p>	
5a	<p>Minutes of Search Committee</p> <p>Sr ED presented the minutes of the Search Committee on 3rd December 2019. Membership and Succession Planning had been discussed and the Committee had agreed to approach a potential new Foundation Governor. Sr ED confirmed that the Search Committee had convened again earlier this evening and she was pleased to now introduce Linda Buckley as a prospective Foundation Governor. She asked Linda to introduce herself to the Governing Body.</p>	
5b	<p>Introduction to Prospective Foundation Governor</p> <p>LB said that she came over from Ireland in 1988. With a background in finance she moved to the NHS and has spent 5 years working in regulation. She works closely with hospitals at risk of facing special measures and is currently involved in work to integrate health and social care. She has experience of governance, although not in the education setting. Her children have all been through the Catholic education system and she feels she can now give something back. She is interested to work with a high achieving college which is innovative and diverse.</p> <p>The Search Committee recommended approval of the appointment of LB. There were no objections and the appointment was approved, subject to the final approval of the Diocese, which KPS will follow up.</p> <p>BOS welcomed LB on behalf of everyone. He also confirmed that an advertisement had been sent to all parishes in the Diocese seeking potential Foundation Governors. One candidate had been in touch so far and KPS will be following up the enquiry. The Governing Body now has no immediate Foundation Governor vacancies but the Search Committee is nevertheless keen to make contact and to perhaps invite suitable candidates to join the Associate Governor scheme.</p>	<p>KPS</p> <p>KPS</p>

6	<p>Curriculum Visits</p> <p>BOS reminded governors that the Curriculum Visit scheme provided a very worthwhile opportunity for governors to visit the faculties and broaden their experience and understanding. He encouraged as many governors as possible to take part. It was hoped that these would take place from 10th March and KPS would be circulating details shortly.</p>	KPS
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 19th May 2020.</p> <p>BOS reminded governors about the webinar training programme and encouraged governors to watch these either live or via the recordings on Governor Hub.</p>	
	<p>The meeting closed at 7.50pm.</p>	