

Xaverian College

Governing Body Meeting

Tuesday 7th July 2020 at 5.00pm

(Via Microsoft Teams due to Covid-19)

Minutes

Governors Present:-

Mr B O'Shea (Chair)

Mrs T Dervin (Vice Chair)

Ms L Buckley (Appointment pending)

Mrs C Fitzwilliam-Pipe

Mr A Gornall

Mr P Hartley

Mrs J Hicklin

Mr A Knowles (Principal)

Mgr M Kujacz

Miss G Harrison

Mr P Quinn

Mrs C Rafferty

Mrs M Tilley

Mr G Walker

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)

Item		Action
	BOS welcomed everyone to the meeting and AK opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Sr E Donoghue, Mr L Ormsby, Mr S O'Hanrahan, Mrs S Parkin and Mr A Stiles. Mr J Egerton was not in attendance. Ms M Bjedov was unable to access the video conference due to technical difficulties on the day.	
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	<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting on 8th June 2020 were approved by all present and BOS will sign these when he is next able to visit the college in person.</p>	KPS/BOS
1e	<p>Matters Arising</p> <p>There were no matters arising from the previous minutes.</p>	
2a	<p>Coronavirus Planning – Arrangements for Autumn Term</p> <p>AK said that the latest government guidance indicates that college should start on the normal date in September, with a full programme of study and appropriate safety arrangements in place. He said the full programme can be a mixture of face to face and remote learning and that if there is a second wave the college needs to be ready to deliver a full programme remotely. Government guidance states that lessons must be ‘live’ and cannot be bought in packages. AK said that the college had already planned to deliver a 50/50 model so this would not be a problem. He said that most of the other ACVIC colleges are doing the same and are also using Microsoft Teams. Enrolment is planned to be face to face, spread over more days.</p> <p>In September U6 will come in for their first week in two halves, 50% on Tues/Weds and 50% on Thurs/Fri. Then L6 will come in the following week and U6 will have remote lessons for that week to give L6 chance to settle in. This may extend to two weeks. PQ suggested that this may be too punitive for the U6 and AK agreed that this was part of the consideration. Thereafter classes will be split with half attending in person and half attending remotely, alternating on a week by week basis. Classes will be a maximum of 15 students. ADP added that RE and the pastoral programme will also be delivered in full as far as possible.</p> <p>AK said that L6 finished on Friday and staff are on campus this week for Development Week.</p> <p>TD asked whether the college was confident that all students had the necessary IT skills and facilities to engage with the situation. AK said that the existing L6 had already been having remote learning and this had gone well. He said that it will be part of the new L6 enrolment to ensure that they can access the necessary equipment and network connection. The college has ordered 200 chromebooks and 25 laptops to support those who can’t access equipment at home.</p> <p>AK said that the old L6 have lost teaching time and there will need to be a strategy to assess gaps in learning. ADP said that Ofqual recognises the difficulties and there is currently a consultation process but the government has indicated it wants exams to go ahead next summer.</p> <p>TD raised concern that teachers were working harder than ever since the situation demanded new skills and much preparation. SOH had raised the same point prior to the meeting, saying that this will be even harder when both L6 and U6 are being taught in September. AK said that this may be alleviated to some extent by pastoral managers taking on more of the tutorial work and less subject teaching, therefore leaving teachers with more capacity. TD also asked whether the network would cope with the increased demand for connectivity. SC said that the college has been monitoring bandwidth and are no issues currently. He</p>	

	<p>said that students are using their home connections when offsite so this alleviates pressure on the system.</p> <p>KR said that she and her colleagues have also been using Teams for teaching and she had seen some great work produced.</p> <p>LB asked how the college would assess the impact on students. AK said that assessments took place in all L6 subjects in June. This assessment replaced the normal end of year exams for L6. The assessments covered work done pre and post lockdown and the college was pleased with the outcomes overall, with only a small percentage of students underachieving.</p> <p>AK said that since then teachers have had 1:1 remote meetings with each student. Meetings were recorded and tasks have been set for the summer. A survey of parents showed a high level of satisfaction with the online learning provided. A few negative comments were received and Divisional Leads are working to support staff as appropriate.</p> <p>LB asked whether some subject areas had found it harder than others. AK said that the practical subjects had been hit hardest.</p> <p>BOS said that new students will need a lot of support. The step from GCSE to A-Level is big at any time but these students have been out of school since March. He asked whether there had been any union feedback regarding staff returning. AK said that staff had been encouraged to come in this week to gain confidence and most staff had done so. Some staff were not in for a variety of reasons, including pregnancy, shielding and childcare. A few were nervous about returning but the unions had supported the return.</p> <p>BOS said that confidence will grow with a return to normality, however we could face another lockdown in the Autumn.</p>	
<p>3a</p>	<p>Student Governor Presentation</p> <p>This was the final meeting for Student Governor Georgia Harrison and she was invited to say a few words about her experience at Xaverian.</p> <p>GH said she had first become interested in Xaverian at her high school when she heard about the location and campus. She was excited to come to the Open Day and loved the campus and the freedom it offered. She said that the teachers were great on the Taster Day. Although she has a daunting one hour rail journey into college she said it is so worth it</p> <p>She studied Politics, Economics and RS and has found the staff very supportive. In particular she said Xaverian has nourished her love of politics. She ran the UN club and was able to visit the UN on a trip to America. She feels she has had many great opportunities during her time here. She said staff have supported her through the UCAS process and the pastoral sessions provide a great opportunity to talk about issues.</p> <p>GH said she was also very grateful to have the chance to be a governor and had found it really interesting. She thanked the Governing Body for welcoming her to the team. She wished Student Governor MB all the best with her second year.</p> <p>She said it was sad that her U6 year had come to an unexpected end but she had been very happy during her time at Xaverian and would miss everyone very much.</p>	

	<p>BOS said it is so important for the Governing Body to hear from students and thanked GH on behalf of everyone. He asked what her plans were for next year and she said she hoped to study Philosophy and Politics at Edinburgh.</p> <p>BOS said she would always be a Xaverian Student and would be welcome to come and visit at any time in the future.</p>	
4a	<p>Management Accounts</p> <p>IL presented the Management Accounts as at 30th June 2020.</p> <p>He said income remained above plan driven by university student numbers and funding for pension increases.</p> <p>Pay expenditure was below budget. IL said that the pay awards had now been processed. There would be an accrual for untaken support staff holiday at the end of the financial year.</p> <p>Non-pay expenditure was also below budget. Underspends in a number of areas had allowed investment in other areas and helped cover Covid related costs including masks, sanitiser, chromebooks etc. Maintenance works have been brought forward where possible. IL said that the depreciation figure had been reworked as a result of the delay in completion of the new building.</p> <p>The surplus was currently higher than planned, although IL said this might drop slightly with further purchase of PPE etc. The cash position was similar to the start of the year which was very positive in view of the building project.</p> <p>IL said that the college had taken the decision to cancel all college trips. Full refunds have been made including deposits. Bursaries and free meals allowances have continued to be paid and the college will also continue to pay for free meals over the summer, even though it is not yet clear whether funding will be provided for this. Any remaining balance of free meals funding will be carried over to next year.</p> <p>IL said that the college should retain outstanding financial status for this year but next year was less certain as there were a number of unknowns such as university numbers and the possibility of further lockdown.</p>	
5a	<p>Health and Safety Policy</p> <p>LW presented the Health & Safety policy which is reviewed by the Quality and Standards Committee each year. A few updates had been made, including reference to Covid regulations and factual updates. The Quality and Standards Committee recommended approval of the policy.</p> <p>BOS said that SOH had suggested that on page 15 of the policy the heading should refer to job title rather than the individual's name. SC said he would amend this.</p> <p>The policy was approved subject to the above change and will be signed by AK and BOS once amended.</p>	<p>SC</p> <p>KPS/AK/BOS</p>
6a	<p>Internal Audit Plan</p> <p>PH presented the Internal Audit Plan from BDO for the next academic year, on behalf of the Audit Committee. He said that the marketing audit which had been due to take place in 2019-20 had been postponed due to staff availability during the pandemic. This will be rearranged at a future date. PH said that the plan ha</p>	

	<p>been drawn up taking into account current risks, and the Audit Committee recommended its approval. The Audit Committee will monitor progress and will be informed if there are any issues with completion.</p> <p>The plan was approved by everyone present.</p>	
6b	<p>Audit Strategy Memorandum</p> <p>PH presented the Audit Strategy memorandum from Mazars. This is the strategy for the end of year financial and regulatory audit. The Audit Committee were happy with the strategy and recommended its approval.</p> <p>The strategy was approved by everyone present.</p>	
6c	<p>Appointment of Auditors</p> <p>PH said that the sector was facing significant increases in audit fees this year. Regulatory requirements have increased in the last few years to the extent that audit firms have been running education audits at a loss. The Audit Committee has discussed this and takes the view that it is crucial that financial affairs are thoroughly audited to provide the necessary assurance to the Governing Body. He said that the college is in a strong position financially but relies on internal and external audit to provide an independent view.</p> <p>IL said that increased audit scrutiny has come about as a result of some organisations getting into financial difficulty despite having been declared as a going concern. This has also prompted the more regular reporting to the ESFA.</p> <p>Having considered the fees and the working relationships with the college, the Audit Committee recommended that both firms be reappointed.</p> <p>It was approved by everyone present that BDO be reappointed as Internal Auditors for 2020-21 and that Mazars be reappointed as Financial Statements Auditors for 2020-21.</p>	
6d	<p>Risk Management Annual Report</p> <p>PH presented the Risk Management Annual Report on behalf of the Audit Committee, who recommended its approval.</p> <p>He said that the approach to risk would continue as before. The report included a new section in light of Covid, including reference to the college's work with vulnerable students during the last few months.</p> <p>SOH had asked whether the risk management group should feed back to the Audit Committee following each meeting. KPS has noted this for consideration by the Committee when reviewing the Calendar of Business for next year.</p> <p>The report was approved by everyone present.</p>	KPS
7a	<p>Urgent Business</p> <p>There were no items of urgent business to discuss.</p>	
7b	<p>Meeting Dates for Next Year</p> <p>The draft schedule of meetings for next year had been circulated. BOS said that meetings will need to continue on Microsoft Teams until further notice.</p> <p>KPS said that FP&R meetings have been retimed slightly to allow for budget reports to the ESFA. LW pointed out that the May date for the Governing Body</p>	

	<p>was a Wednesday. KPS confirmed that this was an error and it should be the Tuesday.</p> <p>The schedule was approved subject to the above change and KPS will upload the final version to the Governor Hub.</p>	KPS
	<p>BOS thanked governors and SMT for their support during the year and wished GH well in her future studies. The meeting closed at 6.13pm.</p>	