

# Xaverian College

## Governing Body Meeting

Tuesday 13<sup>th</sup> October 2020 at 6.00pm

Via Microsoft Teams due to Covid-19

### Minutes

Governors Present:-

Mr B O'Shea (Chair)	Mr P Hartley	Mr P Quinn
Mrs T Dervin (Vice Chair)	Mrs J Hicklin	Mrs C Rafferty
Ms M Bjedov	Mr A Knowles (Principal)	Mr A Stiles
Ms L Buckley	Mgr M Kujacz	Mr G Walker
Mrs C Fitzwilliam-Pipe	Mr S O'Hanrahan	Mrs L Walmsley
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)

Item		Action
	BOS welcomed everyone to the meeting and AK opened the meeting with the prayer of Theodore Ryken.	
<b>1a</b>	<b>Apologies</b> Apologies had been received from Sr E Donoghue, Mr J Egerton, Mrs S Parkin and Mrs M Tilley.	
<b>1b</b>	<b>Notification of Urgent Business</b> The Chair asked if there were any items of urgent business. None were raised.	
<b>1c</b>	<b>Declaration of Interests</b> The Chair reminded members that they should declare any interests they may have. No declarations were made.	
<b>1d</b>	<b>Minutes of Previous Meeting</b> The minutes of the previous meeting on 7 <sup>th</sup> July 2020 were approved by all present as a true and accurate record. BOS will sign the minutes next time he is able to visit the college in person.	KPS/BOS
<b>1e</b>	<b>Matters Arising</b> There were no matters arising from the previous minutes.	

2a

**Principal's Report**

**Sector Update**

AK began by providing updates on the sector, including latest news from the DfE, ESFA and the SFCA.

He reminded governors that the DfE expectation was that full time teaching would be resumed. He said that last year's L6 students had come into college in June to meet with their teachers. Staff had also been in for a week of training before the summer and had built their confidence with using Microsoft Teams. Extra support had been provided to vulnerable students and teachers have been assessing gaps in learning.

Following a full risk-assessment students have been in college since September on a 50/50 basis, with half watching live lessons at home, alternating weekly. Vulnerable students come into college every week and a small number of students have attended re-sit exams.

AK said the ESFA have been in regular contact with the college and have requested information about plans for reopening fully and any barriers to full reopening. AK said that barriers to date have included social distancing requirements, a high R-rate in Greater Manchester and issues with public transport, some of which are now resolved.

AK said that a North West SFCA meeting had taken place in September. Many colleges had been hit badly by the results algorithm and it had been a big relief when the decision was made to use Centre Assessed Grades. 14 out of 17 colleges were delivering a blended learning model. Only three colleges had returned full-time. Colleges remained anxious about funding for the teachers' pension increases which was only guaranteed until March 2021.

The SFCA continues to campaign for increased funding and has encouraged colleges to contact their local MP. AK confirmed that a letter had been sent to local MP Afzal Khan. BOS acknowledged the good work done by the SFCA in raising the profile and concerns of SFCs.

At a meeting of ACVIC Principals in October it was reported that half of the Catholic Colleges had fully returned. Factors to be taken into consideration for a full return include classroom arrangements, guidance for staff and students, how to move students around the campus, the wearing of masks in class and how to use limited social spaces.

AK said that Ofsted have carried out a number of Interim visits. Feedback indicates that visits have been fairly short, followed by a brief statement. A short meeting with a group of governors may be included.

**Blended Learning**

ADP said that the college had committed to a blended learning model back in June and this early decision had ensured that staff and students were well prepared for distance learning. Further progress has been made since then and the college is now delivering on a 50/50 basis with interactive lessons beamed live to half the class at home. Investment in classroom equipment such as visualisers has supported this, as well as provision of laptops and chromebooks. ADP said that vulnerable students are in college every week as are GCSE students with exams in November.

<p>ADP said that the college is looking at how to safely bring back all students, but recognises that online learning is here to stay in some form. He said that one benefit of Teams delivery is that recorded lessons can be accessed later if necessary.</p> <p>PQ said that the approach was very positive. He asked whether there were any particular areas requiring improvement in delivery. ADP said that a basic standard had been set down and that all staff were achieving this. He said that there is less natural debate in lessons and some staff have found that structuring the lesson is more difficult, but feedback from students and parents has been very positive.</p> <p>AK said that the way staff had stepped up to the virtual Open Day was remarkable. It was agreed that links for the next Open Day this weekend would be shared with governors so they could experience this first hand.</p> <p><u>Results</u></p> <p>ADP provided an update on the summer results. He said that the college had been devastated by the initial grades awarded via the algorithm, which bore no resemblance to the 3 year trend. He said the SFCA had stepped in to fight for fair results and it was a great relief when it was agreed to use centre assessed grades and students received the results they deserved. The college would have been faced with hundreds of appeals, but this reduced to just four. A full breakdown of results had been circulated to governors. Results were better than last year which was fair for a high-achieving cohort. The pass rate was excellent, with an increase in high grades.</p> <p>GCSE grades in schools were also higher this year, but ADP said the evidence so far is that these are not inflated and do reflect the students' abilities.</p> <p>ADP said that RS had also negotiated the right results for our University students and the college was pleased with the results.</p> <p><u>Admissions and Enrolment</u></p> <p>ADP said that there had been some uncertainty about student recruitment this year. Due to the pandemic it had not been possible to complete the full recruitment cycle with schools, and last year's L6 had not been able to complete end of year exams. However recruitment had gone well and numbers were still well above target with census date approaching. He said that this had been driven by both L6 recruitment and good progression to U6.</p> <p>There had been a slight dip in Level 2 recruitment but ADP said this was not a concern but more an indication that more students had qualified to enrol on Level 3 programmes. University figures were down on last year but this should increase when international students return in January.</p> <p><u>Health and Safety</u></p> <p>SC provided an update on Health &amp; Safety with reference to Covid-19. He outlined the measures that had been put in place including one-way systems, provision of PPE and staggered breaks.</p> <p>SC provided an update on positive cases reported and the number of students in self-isolation. He said that self-isolation can arise after a student has been on site or may be notified as a result of contact at home or elsewhere. SC said that latest figures are reported to SMT each week. This week's isolation numbers represent an increase of 35% which is reflective of the general situation in</p>	<p>SC/KPS</p>
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	<p>Manchester. He reminded governors that Covid-19 is a reportable disease. He said that official contact tracing is less effective than it was and the college is having to pick this up to some extent. Two support staff are assisting with maintaining a log.</p> <p>BOS thanked everyone for the amount of work which has gone into safeguarding students and staff. He invited any questions.</p> <p>SOH asked how decisions are made about sending students home when someone tests positive after being on site. SC said there is guidance on this and the college keeps detailed seating plans from which distances can be assessed. Decisions to isolate students are made as quickly as possible. If notification is received over the weekend then the whole class would be asked to isolate initially on Monday morning until a detailed assessment is made. Students are also asked about social contacts.</p> <p>BOS asked how the L6 cohort were coping after being out of education for six months. AK said they were doing very well and appeared no different from previous cohorts. At the start of term the college had a week where only L6 students were in college, to give them chance to settle in. SC said there have been some anxious students but in general students are taking this in their stride and enjoying their time studying at Xaverian. He said that attendance continues to be monitored closely and if Covid-related absences are stripped out, underlying attendance figures are still at 95% levels.</p> <p>BOS asked whether there is any feedback about how staff are feeling. AK said that the senior team takes feedback from the Staff Consultative Committee. He said that there are a small number of staff who are anxious, but the majority feel safe and are keen to have students back. Staff are operating safe practices in class and keeping a distance from students.</p> <p>AK said that support from the local authority in Manchester has been good and that common sense approaches are encouraged. He said that the NHS App is not proving very effective in the education setting.</p> <p>BOS asked about next year's exams for U6, noting that these may be pushed back three weeks. He asked if there was a 'Plan B' should exams not happen. AK said it was anticipated that 4-5 pieces of work would be assessed and moderated, providing a possible fall-back.</p> <p>Student Governor MB said that the uncertainty was quite stressful for students and that some are worried about centre assessed grades, particularly since their first year had not been as planned. However she said that students are trying to be prepared for anything. She said that the blended learning approach is good and that students are getting lots of support from college.</p> <p>BOS thanked MB for the feedback which he said is more important than ever at the moment.</p>	
<p><b>2b</b></p>	<p><b>Update on Pay Award</b></p> <p>AK said that national negotiations were ongoing with respect to the teachers' pay award. He reminded governors that last year a one-year deal had been agreed for teachers and a two-year deal for support staff. He said it was possible that the support staff award may be renegotiated if the teachers' award was higher.</p>	

<p><b>3a</b></p>	<p><b>Estates and Accommodation Update</b></p> <p>SC said there was a potential 3 week delay on completion of the new build due to delay in receiving air conditioning units. The weather had also caused some delays to roofing work but this was now back on target. Additional work had taken place to lower the gas main under the car park. SC said the new building would be in use from January 2021. In the meantime classes were being accommodated in temporary venues around the college. Staff had adapted well to the interim arrangements and were looking forward to having new accommodation in January.</p> <p>BOS said that AK had expressed his wish to name the building after Teresa Quinn, a former Principal of the college, in recognition of her contribution to making the college what it is today. Following discussion with BOS, AK had approached Teresa’s family who had indicated they would be delighted if she were to be recognised in this way. This was approved by everyone present.</p> <p>SC said that consideration was now being given to the next project. He reminded governors that the college had previously applied for CIF funding to improve social and dining space. The bid had not been successful but in light of continued growth this project was being investigated further, with a view to proceeding without external funding. The project would involve redeveloping the reception and student services area to provide further dining facilities as well as remodelling the ground floor of Ryken to provide a new reception, reprographics and student support. SC said that this would be discussed further with the FP&amp;R Committee next week.</p> <p>Finally SC confirmed that other summer works around the college were now complete.</p>	
<p><b>3b</b></p>	<p><b>Management Accounts as at the Year End</b></p> <p>IL presented the management accounts as at the year end.</p> <p>He said income was above budget following confirmation of University student numbers and ESFA funding for the teachers’ pension increases.</p> <p>Pay expenditure was below budget. IL said that the accrual for support staff holidays was higher than usual as a result of very few holidays being taken during the lockdown period.</p> <p>Non-pay expenditure was also below plan. IL said that maintenance works had been brought forward leading to an overspend in that area. There had also been additional expenditure for PPE, chromebooks and classroom visualisers, but overall the additional expenditure was balanced by a reduction in general orders during lockdown. IL said that the college had applied for ESFA funding for chromebooks which had recently been confirmed and was expected shortly.</p> <p>IL said that the college recorded a surplus at the year end which was above budget, and the college will retain outstanding financial health status for the year.</p> <p>Looking at the balance sheet IL said that this showed a positive position. Cash reserves were slightly down on last year but were still good in view of the expenditure on the new building. IL said that the ESFA still requires regular cash flow returns, prompted by some colleges in the sector having a very low number of cash days. The LGPS pension deficit was higher this year, driven by the global economy.</p>	

	<p>IL said the cash reserve is expected to be lower next year, allowing for expenditure on development of dining areas and erection of railings, but student recruitment was strong in September 2020 which will boost next year's income.</p> <p>IL said that all bursary funds had been spent for the year. Money for free meals had been paid directly to eligible students during June, and payments were extended into July and August. Now that students are on a blended learning programme they receive two weeks payment directly per month, and two weeks' allowance in the canteen.</p> <p>IL confirmed that the end of year audit had gone well with a clean bill of health.</p>	
<b>4a</b>	<p><b>Re-Appointment – Julie Hicklin</b></p> <p>On behalf of the Search Committee TD informed the Governing Body that Julie Hicklin's term of office as an Associate Governor had just expired. She thanked Julie for indicating that she would be happy to stand for a further term and asked governors to consider approving the re-appointment. This was approved by everyone present.</p>	
<b>4b</b>	<p><b>Procedure for the Appointment and Re-Appointment of Governors</b></p> <p>TD said that the Search Committee had recently reviewed this procedure. KPS had updated the procedure to include the appointment procedures for Parent, Staff and Student Governors, which had previously been standalone procedures. The Search Committee recommended approval of the procedure and this was approved by all present.</p>	
<b>4c</b>	<p><b>Membership and Committee Update</b></p> <p>TD referred to the list of current committee membership which had been reviewed by the Search Committee. There were no changes to recommend but TD encouraged those who were not committee members to consider putting themselves forward. She said that the committees benefit from a range of experience and that serving on a committee provides additional insight and experience to individual governors. Governors should let KPS or BOS know if they would like to join a committee.</p>	Govs
<b>4d</b>	<p><b>Update on Performance Indicators</b></p> <p>KPS provided an update on governors' performance indicators. She said that overall governor attendance in 2019/20 had been 70% which was higher than last year, although below the FE sector average of 84%. Committee attendance had been good, with all committees reporting at least 80% attendance, with some at 100%.</p> <p>KPS said that governor involvement in college activities had been restricted this year by Covid-19, but governors had remained committed to the college. Meeting attendance via Microsoft Teams had been good.</p> <p>SOH asked about diversity within the Governing Body. TD said that the Search Committee regularly acknowledges and discusses the need for such diversity however this had not been easy to achieve in practice. Nevertheless the Committee continue to look for opportunities and in particular it was hoped that the Parent Governor appointment would once again provide an opportunity to expand diversity. The Committee also welcomed any suggestions from governors.</p>	

	BOS said that the terms of office for Chair and Vice-Chair of the Governing Body were due to expire at the end of March 2021. He asked governors to consider whether they would like to step forward for one of these positions and to let KPS know accordingly. Should there be more than one candidate for each role, a ballot will be held at the February meeting.	Govs
<b>5a</b>	<p><b>Urgent Business</b></p> <p>There were no items of urgent business to discuss.</p> <p>TD said that she would like to express particular thanks to Senior Team for the phenomenal amount of work which was taking place to keep students safe during the pandemic. This was seconded by LW and agreed by those present.</p>	
<b>5b</b>	<p><b>Date of Next Meeting</b></p> <p>BOS thanked governors. He said that all Committee and Governing Body meetings would continue to take place remotely until further notice. The next Governing Body meeting will take place at 6.00pm on Tuesday 8<sup>th</sup> December 2020 via Microsoft Teams.</p>	
	The meeting closed at 7.35pm.	