

Xaverian College

Governing Body Meeting

Tuesday 6th July 2021 at 6.00pm

Via Microsoft Teams due to Covid-19

Minutes

Governors Present:-

Mr B O'Shea (Chair)

Mrs T Dervin (Vice Chair)

Ms L Buckley

Mr J Egerton

Mrs C Fitzwilliam-Pipe

Mr A Gornall

Mr P Hartley

Ms J Hicklin

Mr A Knowles (Principal)

Mgr M Kujacz

Ms K McKnight

Mr S O'Hanrahan

Mrs S Parkin

Mr P Quinn

Mr A Stiles

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
1	Apologies Apologies were received from Sr E Donoghue and Ms C Rafferty. Miss M Bjedov and Miss A. Rodriguez-Uruchurtu were 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 asked if there were any declarations of interest. No declarations were made.	
1d	Previous Minutes The minutes of the previous meetings on 4 th May 2021 and 23 rd June 2021 were approved as true and accurate records of the meetings. BOS will sign these when he is next able to visit the college.	BOS/KPS
1e	Matters Arising There were no matters arising from the minutes.	
1f	Chair's Actions BOS brought to the Governing Body's attention the following actions which had required the Chair's approval in accordance with the Standing Orders, due to the	

	<p>urgent nature of these matters:-</p> <ol style="list-style-type: none"> 1. The obtaining of legal advice from Eversheds in connection with the issue of the Firwood Refurbishment Contract. 2. The instruction of Azets to investigate issues arising from the Firwood Refurbishment Contract. 3. The authorisation of urgent inspection and repair work to the ceilings in Ward Hall due to Health and Safety concerns following a partial ceiling collapse. <p>The Governing Body supported the above actions.</p>	
<p>2a</p>	<p>Principal's Report</p> <p>AK presented a summary of the academic year, which he said was a testimony to staff and students. Key points included:-</p> <p>Autumn Term – first half term</p> <ul style="list-style-type: none"> • Recruitment well above target despite the previous 6 month national lockdown • Blended learning then phased return with social distancing and other precautions in place • Teresa Quinn building work delayed - 9 temporary locations for classes • Virtual open days and information evening – members of the Student Council helped with Q&A sessions. • Service of remembrance, with special remembrance of two students sadly lost during this term. <p>Autumn Term – second half term</p> <ul style="list-style-type: none"> • Full return to college with blended learning to accommodate self-isolation • Students cooperated with masks and other requirements • No full toy appeal this year – smaller scale plus food bank and senior citizen hampers • Recording of Christmas Concert, Walk of Remembrance, Advent and Christmas services • Preparation for mass testing and delivery of lateral flow tests <p>Spring Term – third half term</p> <ul style="list-style-type: none"> • Further national lockdown - return to remote teaching and learning • College open for vulnerable students • Exams cancelled • High number of applications received – video taster sessions and access to course information on CEDAR. • Preparation for mass testing <p>Spring Term – fourth half term</p> <ul style="list-style-type: none"> • Mass testing in Sports Hall– phased full return with blended learning over 2 week period • Curriculum Plan – growth in sciences, criminology, economics and psychology. • Early guidance on Teacher Assessed Grades (TAGs). Virtual TAGs Q&A evening replacing usual parents' evening. • Staff relocated from Firwood to Ryken in preparation for Firwood 	

	<p>refurbishment.</p> <p>Summer Term – fifth half term</p> <ul style="list-style-type: none"> • Focus on TAGs – assessments, policies, internal QA processes. • Curriculum plan finalised and staff recruited as required <p>Summer Term – sixth half term</p> <ul style="list-style-type: none"> • Library move to top floor of Ryken – former library area to be new study area. • TAGs deadline was 18 June – extensive internal QA to ensure grades were fair and realistic. • Virtual Parents Evenings - very efficient and may be kept in some form Parent Governor KM said she loved the new format. • New Students’ Days cancelled due to increase in new variants. Good feedback on virtual days, and new students invited onto campus in small groups for tours. • Early enrolment scheduled in best interests of students and college. <p>AK then outlined key challenges for next year:-</p> <ul style="list-style-type: none"> • New Y12 students will have skills gaps following 18 months disruption, and no experience of public exams • Year 13 students facing exams in 2022 – skills and knowledge gaps due to disruption • Targeted support for disadvantaged students (57% of students) • Wellbeing of staff and students and re-energising the Xaverian Community which has not gone away but has been less visible. • Short-term accommodation issues in the Autumn Term. • Government guidance 28th June suggests further mass testing likely, which could mean a phased Autumn return. <p>TD commended the whole college for the work done this year. She was impressed by the virtual resources including the Leavers’ Video and the Art Exhibition. She hoped that everyone would get a decent break over the summer after such a difficult year.</p> <p>JE echoed that. He said the college had championed through adversity and this was a credit to all.</p> <p>SOH acknowledged the importance of wellbeing and the impact of all of the above on students, staff and senior managers. He asked whether the government was providing any additional resources to support catch-up.</p> <p>ADP said that the 16-19 tuition fund had allowed the recruitment of a number of Academic Mentors. That funding has now ended but the college intends to retain mentors over the summer and is planning catch-up and bridging of skills gaps in the new term. He said that changes to the pastoral system will also help, since most teachers will no longer have a role as personal tutors, allowing them to focus on subject teaching, and freeing up 120 hours a week for additional support.</p>	
<p>3a</p>	<p>Renewals/Leavers</p> <p>BOS confirmed that Michaela Tilley had recently stepped down as a governor and that Student Governor Mia Bjedov had come to the end of her term. Thanks and good wishes were extended to MT and MB.</p> <p>BOS reminded everyone that he would be stepping down as Chair and</p>	

	<p>Foundation Governor from 31st August 2021 (see Item 3b below).</p> <p>BOS confirmed that Associate Governor Paul Quinn had agreed to stand for a further term of office and this was approved by all present.</p>	
3b	<p>Chair of Governors – Future Arrangements</p> <p>BOS confirmed that Vice Chair TD had agreed to take on the role of Acting Chair for the next few months, with a view to the Search Committee meeting early next term to discuss governor recruitment and future arrangements. This was supported by all present and BOS expressed thanks to TD.</p>	
3c	<p>Student Presentation</p> <p>This item was cancelled as MB was not in attendance.</p>	
4a	<p>Calendar of Business</p> <p>KPS presented the Calendar of Business for 2021-22. She said that there had been a few minor changes at committee level which feed through into the overall calendar for the Governing Body.</p> <p>The calendar was approved by all present.</p>	
4b	<p>Schedule of Meetings</p> <p>KPS presented the Schedule of Meetings for 2021-22. She said that this would follow the same format as this year. An extra date had been scheduled for FP&R to avoid too long a gap whilst there are building projects ongoing. An additional Search Committee meeting had also been scheduled at the start of the academic year in order to discuss governor recruitment and succession planning for the role of Chair.</p> <p>The Schedule was approved by all present.</p>	
5a	<p>Committee Minutes – FP&R</p> <p>BOS presented the minutes of the FP&R Committee meeting on 21st June 2021.</p> <p>The committee had considered updates on Personnel, IT, Management Accounts and Estates and had recommended approval of the Firwood refurbishment contract which had since been approved by the Governing Body on 23rd June 2021. The Committee also recommended approval of a minor update to the budget document (see Item 5c below).</p>	
5b	<p>Management Accounts</p> <p>IL presented the management accounts as at the end of May 2021.</p> <p>He said that income remained above plan. Funding of pension increases had been confirmed until July 2022 and overseas University numbers had been agreed. Free meals allowances were paid fully whilst students were off site and so a corresponding amount has been recognised as income.</p> <p>IL said that pay expenditure was slightly below plan and expected to finish the year that way. All pay awards for the year have been processed.</p> <p>Non-pay expenditure remained below plan. IL said that expenditure had fallen whilst staff were not on site, although this has picked up in the last few weeks. Some maintenance works are planned over the summer period.</p>	

	<p>IL said that a surplus is predicted for the year end and the balance sheet was healthy. Cash was slightly down on last year due to the drop in University student numbers and the outlay for the Teresa Quinn Building.</p> <p>IL said it was anticipated that the end of year audit would require more work this year due to a change in ESFA requirements.</p> <p>IL reminded governors that the Teresa Building had been given a zero rating for VAT. However in a recent tribunal case for another institution it had been decided that VAT was payable as there may have been 'business activity'. It is possible that these findings could be applied retrospectively which could affect the VAT liability position in respect of the Teresa Quinn building, which would include an impact on utilities. Mazars may need to refer to this as a liability in the end of year statutory accounts.</p> <p>IL said that the college will retain its financial status of Outstanding at the year end, despite the challenges faced.</p>	
5c	<p>Budget Update</p> <p>IL presented a minor update to the budget document which had been previously approved by governors. He said that changes had been made to the cash flow and balance sheet to reflect the slight delay in the capital building project.</p> <p>The update was approved by all present and IL will now forward the required information to the ESFA.</p>	IL
6a	<p>Committee Minutes – Q&S</p> <p>LW thanked KPS for the minutes of the Q&S Committee meeting on 29th June, which had been circulated.</p> <p>She said the committee had received updates on safeguarding, retention and Teacher Assessed Grades (TAGs). LW said the committee had full confidence in the detailed arrangements which the college had put in place for the preparation of TAGs.</p> <p>The Committee had also reviewed a number of college policies, three of which are for approval this evening (see Items 6b, 6c and 6d below)</p>	
6b	<p>Admissions Policy</p> <p>LW said there was one change to this policy, specifying that students must be aged 16 or 17 on 1st September in the year of admission.</p> <p>The updated policy was approved by all present.</p>	
6c	<p>Quality Strategy</p> <p>LW said the Quality Strategy had supported the work done over the last difficult 18 months. She said there were just minor changes to job titles.</p> <p>The updated policy was approved by all present.</p>	
6d	<p>Health & Safety Policy</p> <p>LW said the Health & Safety Policy had been updated to reflect changes in applicable regulations post-Brexit.</p> <p>The updated policy was approved by all present and will be signed by BOS and AK.</p>	KPS/BOS/AK
7a	<p>Committee Minutes – Audit</p>	

	<p>GW reported back on the Audit Committee meeting on 18th June 2021.</p> <p>He said that the committee had reviewed the Internal Audit Progress Report. One internal audit remained to be done this year, which had been scheduled for July.</p> <p>The Committee had considered recent internal audits on Follow Up of Previous Recommendations and Bursary/Free Meals. It was noted that the Personal Development Review form for support staff had been further updated and would be ready for use in the Autumn Term.</p>	
7b	<p>Internal Audit Plan 2021-22</p> <p>The Internal Audit Plan for next year had been considered by the Audit Committee who recommended approval of the plan. Proposed audits were:-</p> <ul style="list-style-type: none"> • Safeguarding/Prevent • Marketing • Cyber Security • Staff Utilisation • Business Continuity and Disaster Recovery • Follow up of recommendations <p>The plan was approved by all present.</p>	
7c	<p>Audit Strategy Memorandum</p> <p>The Audit Committee had considered the Audit Strategy Memorandum presented by Mazars and recommended approval. GW said that the auditors would need to carry out more work this year following new directions from the ESFA. There would be a particular focus on going concern and pensions.</p> <p>The document was approved by all present.</p>	
7d	<p>Appointment of Auditors</p> <p>This item is minuted separately for reasons of commercial sensitivity.</p>	
7e	<p>Risk Management Annual Report</p> <p>GW said the Audit Committee had considered the Risk Management Annual Report, which included information on Covid. The Audit Committee recommended approval of the report and this was approved by all present.</p> <p>BOS asked if the risk appetite statement could be revisited by the Risk Management Group as this had been the same for some time.</p>	IL
8a	<p>Urgent Business</p> <p>There were no items of urgent business to discuss</p>	
8b	<p>Date of Next Meeting</p> <p>The next meeting will take place on Tuesday 12th October 2021 at 6.00pm.</p>	
9a	<p>Confidential Item</p> <p>This item is minuted separately for reasons of confidentiality.</p>	
	<p>The meeting closed at 7.15pm following discussion of the confidential item.</p>	