

# Xaverian College

## Governing Body Meeting

Tuesday 11<sup>th</sup> October 2022 at 6.00pm

Boardroom

### Minutes

Governors Present:-

Mrs T Dervin (Chair)

Mr J Egerton

Mrs C Fitzwilliam-Pipe

Mr A Gornall

Mr S Hall

Mrs J Hicklin

Mr A Knowles (Principal)

Mgr M Kujacz

Mr S O'Hanrahan

Mrs S Parkin

Mr P Quinn

Mrs C Rafferty

Mr G Walker

Mrs L Walmsley (via Teams)

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 and AK opened the meeting with the prayer of Theodore Ryken.	
<b>1a</b>	<b>Apologies</b> Apologies had been received from Mr B Kiely, Ms K McKnight and Mr A Stiles. Ms A Schmidt was not in attendance.	
<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 5 <sup>th</sup> July 2022 were approved by all present and signed as a true and accurate record of the meeting.	

1e	<p><b>Matters Arising</b></p> <p>It was confirmed that all actions had been followed up and there were no matters arising.</p>	
2a	<p><b>Principal's Update</b></p> <p>AK presented his report.</p> <p>He started with a sector update, confirming that a new Secretary of State for Education had been appointed, with an intention to establish new vocational colleges in the North.</p> <p>AK said that the ONS had announced that Sixth Form Colleges may be reclassified as part of the public sector. This could cause difficulties with colleges borrowing money or retaining existing loans. The SFCA expect that the move will go ahead, possibly with the loans issue being resolved further down the line. However it appears that colleges will not get any VAT benefits.</p> <p>AK said that the government is set to go ahead with T-levels and intends to stop funding some overlap qualifications from August 2024. He said that may affect our IT courses but Health and Social Care, Science and Business appear to be safe in the short term.</p> <p>A non-domestic energy price guarantee has been confirmed for six months but beyond that there are no guarantees. IL said that gas has gone up by around 30% and that electricity fluctuates but at the moment is not as high as feared.</p> <p>SC provided an update on estates matters (see Item 3a below). On Health and Safety matters he said that the college had not yet been able to recruit a new Health and Safety Manager and is currently looking into how the role might be adapted to attract suitable candidates. TD asked what the strategy would be in the meantime. SC said that he would manage this area in the short term until the position was filled.</p> <p>SC said that this term's pastoral programme had focused on transition to college for L6 and on UCAS applications for U6.</p> <p>On quality matters, AK said that it was highly likely that Ofsted would visit this year. He said that approximately a week's notice would be given but he felt that the college was in a strong position, with good results and good systems in place. He said that the recently introduced toolkits provide a good framework, supported by a new PDR format for teachers. He said that Ofsted currently has a focus on local skills needs, however it was acknowledged that SFCs meet national needs rather than local, since many students leave the area to go to university, although a proportion do stay and attend local universities. JH said it was hoped that some would return to the area. SP asked how long an inspection would last and AK confirmed it would be about four days.</p> <p>SOH asked how UCAS references were being progressed. ADP said that pastoral managers had been working relentlessly to ensure the provision of high quality references. SOH noted that the new pastoral framework allowed pastoral managers to get to know students well. AK agreed that this was the case, as pastoral managers now only do one block of teaching. SOH acknowledged the challenges in areas such as online parents' evenings as the college grows.</p>	

<p><b>2b</b></p>	<p><b>Exam Results</b></p> <p>AK presented the exam results for Summer 2022, full details of which had been circulated. He said the results were very pleasing after all the disruption of Covid. In particular, high grades had been predicted at 55% but results exceeded this at 62%. SOH noted that the results were good right across the board. AK said that exam boards wanted a return to pre-Covid rigour and it was likely that the exam season would follow the normal pattern in 2023, however precautions were in place with a system of potential TAGs throughout the year which could be relied upon if necessary. TD asked whether college processes were set up in readiness for this. ADP confirmed that standardised assessments were fixed in the calendar along with U6 mock exams. SOH said that these could be advantageous to students. AK agreed that it adds a degree of rigour because of the potential added importance of assessments.</p> <p>SH asked if there was any indication that AS qualifications might be brought back. AK confirmed not.</p> <p>TD asked AK to pass on thanks to staff, in acknowledgement of the excellent results after such a difficult period.</p>	<p>AK</p>
<p><b>2c</b></p>	<p><b>Update on Pay Award</b></p> <p>AK said that national negotiations on the teachers' pay award are ongoing. A revised 5% offer has been put forward but unions are holding out for around 11% which many colleges can't afford. SOH asked whether the offer is comparable with other public sector organisations and AK confirmed that this was the case. TD asked at what point this would be a problem. IL confirmed the budgeted amount was 8%.</p>	
<p><b>2d</b></p>	<p><b>College Profile</b></p> <p>ADP presented the college profile for 2022/23, with a comparison against previous years. He said there had been good recruitment for both U6 and L6, with overall growth of 11% on last year.</p> <p>TD asked about the impact on class sizes. ADP said that some class sizes had gone up but not across the board. He said that staff had really been supportive by being flexible and extra staff had been allowed for where needed. TD asked what would happen if the growth continued to expand. ADP said that the college had in effect met its growth targets earlier than planned but would continue to review the situation. There is a building strategy in place which seeks to address the issues going forward (see Item 3a below).</p> <p>ADP said that there had been fewer course change requests this year, so initial coursing seemed to have been successful. He said that this year's new cohort have settled well and are well qualified and highly motivated.</p> <p>SH expressed thanks to the marketing and admissions teams.</p>	
<p><b>3a</b></p>	<p><b>Estates and Resources Update</b></p> <p>SC provided an update on estates and resources. He said that the summer period had been quieter this year. The Sports Hall floor had been refurbished and the gym had been updated with new equipment. The staircase in Firwood had been refurbished, along with the student common room and coffee shop. The new canteen was fully up and running with final snagging jobs being attended to. TD said she had visited the new canteen recently and had been impressed, although</p>	

	<p>the canteen staff had commented that serving space was more limited than previously.</p> <p>SC then updated governors on accommodation matters. He confirmed that the college had been working with Pozzoni and AA Projects to arrive at a strategy to take the college forward. AA Projects had undertaken detailed analysis of growth, demographics and market share through to 2030.</p> <p>Bids for Post-16 Capacity Funding have to be submitted by November 11<sup>th</sup>. It was felt unlikely that further rounds would be available prior to any general election.</p> <p>SC outlined the favoured option of demolition of Sunbury and the creation of a new science teaching block. Later phases would include the redevelopment of Xavier building and possible expansion onto Diocese land, however the latter would not be an immediate solution due to timescales involved. MK said he may be able to speak with the trustees in this regard, however AK confirmed that the Phase 1 application was considered essential in order to meet anticipated growth levels in the shorter term.</p> <p>SC said that the planning department had previously been against the demolition of Sunbury, however things had moved on and they were now prepared to offer a 'letter of comfort' on educational grounds. Local political stakeholders had also offered their support.</p> <p>The college was therefore in a position to submit an application for funding for the removal of Sunbury and the creation of a new science block. Whilst this would not provide the full capacity needed in the long term, it was noted that the redevelopment of Xavier under phase 2 of the project would provide further capacity.</p> <p>SC said that the maximum grant application would be for £4m. The total build cost was estimated at £6.2m requiring the difference to be self-funded by the college. IL proposed that the self-funding would be spread over a number of years so as to keep a reasonable cash balance in the interim.</p> <p>SC said that detailed costings would be circulated, however at this stage the college requested the approval of the Governing Body to go ahead with the application.</p> <p>TD asked what would happen if only a partial grant was made. SC said that this was not likely and it would be an 'all or nothing' situation. TD asked for assurance that reserves would not be at risk beyond what had been discussed. SC assured governors that detailed tenders would be provided and governors will be kept informed at every stage. The application would not commit the Governing Body to the final build. PQ said that the FP&amp;R Committee had worked through the strategy and had encouraged a forward strategy to avoid a reactive approach. AK said that this was a one-off opportunity for the college to meet the growth challenges it faced.</p> <p>MK asked if there would be any local planning objections. SC said that local representatives had been invited in for discussions and that they understood the need. With the support of the planning department and local politicians, things looked as favourable as they could.</p> <p>Following the discussion the governing body agreed to approve the application for funding and planning on the basis proposed.</p>	
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<p><b>3b</b></p>	<p><b>Management Accounts as 31<sup>st</sup> July 2022</b></p> <p>IL presented the management accounts as at the year ended 31<sup>st</sup> July 2022.</p> <p>He said that the end of year audit had been completed and the final clearance meeting had taken place today, confirming there would be no adjustments to the accounts.</p> <p>IL said that income was above plan, driven by increases in university student numbers and high needs funding. Additional funding for academic mentors was also included.</p> <p>Pay expenditure was above budget due to an increase in agency costs due to the pandemic and college growth. Non-pay expenditure was also above budget but this was partly due to bringing forward maintenance work. IL said that extra had been accrued for gas and electricity in view of the likely increases.</p> <p>IL said the end of year surplus was above budget. Cash was down on last year, but remained strong in view of the expenditure on the new canteen and essential maintenance.</p> <p>IL referred to the LGPS (Local Government Pension Scheme) movement. He reminded Governors that this is the support staff pension scheme which in the past was pooled with other colleges, but the pool was split a few years ago and each college now has to show its own figures. He said that the figure fluctuates from year to year and is beyond our control but this year the valuation is in our favour. The accountants were currently considering whether this is to be shown as an asset in the accounts. IL said that fixed assets had increased due to the completion of the new canteen.</p> <p>TD acknowledged the healthy financial position and said she was pleased to see that extra staff expenditure had been provided for, to support the student experience.</p>	
<p><b>4a</b></p>	<p><b>Membership Update</b></p> <p>TD informed governors that unfortunately Associate Governor Peter Hartley and Foundation Governor Linda Buckley had recently stepped down from their governor roles due to work commitments. She expressed thanks to both on behalf of the Governing Body.</p> <p>TD congratulated SH who has now been approved by the Diocese as a Foundation Governor. She said the Search Committee continues to seek new Foundation Governors and will update governors as matters progress.</p>	
<p><b>4b</b></p>	<p><b>Procedure for Appointment of Parent Governor</b></p> <p>TD said that the Search Committee had reviewed the procedure for appointing a Parent Governor. The Committee was delighted that our recent Parent Governor KM had agreed to stay on as an Associate Governor.</p> <p>However it was felt that the voting system did not generally attract much interest from parents with only a very small number of parents (typically around 3% or less) choosing to vote.</p> <p>Usually around 6-8 nominations were received and the Search Committee proposed that it would be more effective for the Committee to shortlist candidates following receipt of nominations, and then make the final recommendation on appointment. KPS confirmed that a number of other</p>	

	<p>colleges do it this way and that there is nothing in the Instrument and Articles which would prevent this approach.</p> <p>The Governing Body is keen to ensure that it has a good range of skills and diversity and it was agreed that this change of procedure would further support this. It was also recognised that Parent Governors often stay on in other roles at the end of their term. JH also suggested that candidates could be part of a wider parent reference group if required.</p> <p>It was therefore approved that the procedure be updated and put into use for the forthcoming appointment of a new Parent Governor. It was agreed that KPS would amend the documented procedure accordingly.</p>	KPS
<b>4c</b>	<p><b>Review of Governor Performance Indicators</b></p> <p>KPS provided a report on performance indicators for last year. Governor attendance was down on the previous year, but it was hoped that this would recover with the re-introduction of face-to-face meetings.</p> <p>Curriculum Visits had not been possible during the pandemic, but the Committee Chairs had met to discuss the governors' self-assessment report and the Chair had contributed to verification of the whole college self-assessment report.</p> <p>The governors' Strategic Development Day had taken place on site in July and had gone well (see Item 6a below).</p> <p>It was hoped that Curriculum Visits would resume in the spring, and TD encouraged governors to get involved with these if at all possible. She said that the visits provide the opportunity to talk to staff and students and she had found them to be very uplifting.</p>	
<b>5a</b>	<p><b>Risk Management Annual Report</b></p> <p>IL presented the Risk Management Annual Report. He said the group meets regularly once per term and reviews the risks on a rolling basis. Risks are recorded on the risk register and new ones are added as they arise, sometimes following on from recommendations made by internal auditors. The Risk Appetite statement was updated in 2021.</p> <p>TD asked whether the outdoor quad area could be covered, which might help should there be Covid issues in the future, however SC said this was likely to be problematic with the planning department.</p> <p>Governors were happy to approve the report.</p>	
<b>6a</b>	<p><b>Actions from Training Day</b></p> <p>SH summarised discussions which had taken place on the Strategic Development Day in July.</p> <p>He said that governors had begun by talking about their own skills and experience and what they felt they could offer. SH said there were many examples of further support offered, for example JH could provide input to learning support and admissions teams, JE could work with students as part of his own community NHS role.</p> <p>There had been a presentation on the Teaching and Learning toolkits and the group discussed progress on college initiatives such as the restructure of curriculum and pastoral areas and the new approach to enrichment activities.</p>	

	<p>Governors recognised the importance of the Student Voice and would like to resume governor representation at Learner Voice meetings in the spring term. Governors had also been keen to encourage sustainability within the college. Some progress had already been made, with a reduction in paperwork and plastic resources associated with admissions and recruitment. It was noted that the new catering team also supports sustainability.</p> <p>The group had then discussed diversity of the Governing Body and ways in which this might be improved.</p> <p>Notes of the day had been circulated for reference.</p>	
<b>6b</b>	<p><b>Committee Minutes</b></p> <p>Minutes of the FP&amp;R Committee meeting on 26<sup>th</sup> September 2022 had been circulated for information. There were no questions arising that had not been discussed elsewhere on tonight's agenda.</p>	
<b>7a</b>	<p><b>Urgent Business</b></p> <p>There were no items of urgent business to discuss.</p>	
<b>7b</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will take place at 6.00pm on Tuesday 6<sup>th</sup> December 2022.</p> <p>TD reminded governors about the college Christmas concert on 17<sup>th</sup> December 2022 at the RNCM, and encouraged governors to support the students.</p> <p>The meeting closed at 7.35pm.</p>	