

Xaverian College

Governing Body Meeting

Tuesday 5th July 2022 at 6.00pm

Minutes

Governors Present:-

Via Teams:

Mrs T Dervin (Chair) (via Teams)	Mr S Hall	Mrs C Rafferty
Ms L Buckley (via Teams)	Mrs J Hicklin	Mr G Walker
Mr J Egerton	Mr A Knowles (Principal)	Mrs L Walmsley (via Teams)
Mrs C Fitzwilliam-Pipe	Mgr M Kujacz	
Mr A Gornall	Mr S O'Hanrahan	

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 to this short meeting, which followed the Governors' Strategic Development Day. AK opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Mr P Hartley, Ms K McKnight, Mrs S Parkin, Mr P Quinn and Mr A Stiles. Mr B Kiely, Ms A Rodriguez-Uruchurtu and Ms A Schmidt 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 reminded members that they should declare any interests they may have. No declarations were made.	
1d	Minutes of Previous Meeting The minutes of the previous meeting on 10 th May 2022 were approved by all present and signed as a true and accurate record of the meeting.	

<p>1e</p>	<p>Matters Arising</p> <p>It was confirmed that all actions had been followed up and there were no matters arising.</p>	
<p>2a</p>	<p>Appointment of New Auditors</p> <p>IL reminded governors that the college had invited tenders for Internal Audit and External Audit. A good response had been received. There had been a wide variation in price, and some (including our existing auditors Mazars and BDO) had effectively priced themselves out of the market.</p> <p>IL had considered the proposals and had shortlisted the following two firms:-</p> <ul style="list-style-type: none"> (i) Murray Smith - External Audit (ii) Wylie & Bissett – Internal Audit <p>Representatives from both firms were invited to meet the Audit Committee on 17th June. Each firm gave a short presentation on their background and what they felt they could offer. Committee members were then able to ask questions.</p> <p>Following discussion, the Audit Committee were satisfied that both firms had the necessary skills and expertise and were experienced in the sector. The committee therefore recommended approval of the appointment of the above two firms from 1st August 2022.</p> <p>The Governing Body approved the appointment of Murray Smith as external auditors and Wylie & Bissett as internal auditors for 2022/23.</p>	
<p>3a</p>	<p>Draft Budget and Financial Forecasts</p> <p>IL presented the draft Budget and Financial Forecasts which had been considered by the Audit Committee, who recommended approval. He referred to the summary of income and expenditure on page 3 of the document, which includes projections through to 2026/27, noting that the ESFA only require figures to 2023/24.</p> <p>IL said there is an increase in income for 2022/23 as a result of the increased funding rate and growth in student numbers. He said the additional pension funding looks set to continue but this may be included in the ‘per student’ rate going forward. He said the predictions allow for modest growth over the next few years.</p> <p>IL said that the previous favourable rates for the reprographics service would increase next year, therefore additional allowance had been made within the teaching department budgets to cover this. He said that gas and electricity bills had increased but were currently not as bad as expected. Nevertheless, the budget for gas and electricity has been doubled. The maintenance budget has also been increased for next year to take into account the installation of portakabins and any reactive maintenance.</p> <p>IL confirmed that the budget indicates a surplus for the next few years and at this stage he anticipates that the college may be able to retain its outstanding financial status until 2025/26. The college continues to work on its estates strategy for the future.</p> <p>TD thanked IL and said that governors felt assured about the financial health of the college.</p> <p>TD asked if IL could elaborate on the uncertainty referred to on page 2 in respect of staffing needs. IL said that this is largely a recognition of uncertainty with supply staff. He said that use of agency staff had increased during Covid and it</p>	

	<p>was expected that this would drop down again, but not necessarily to pre-pandemic levels.</p> <p>TD also asked for clarification about the Maths hub. IL said that there is one post, funded by the government, but this sits on our payroll. He said that we are currently waiting to hear from the government whether the role will continue. Should it come to an end it will not be classed as a college redundancy.</p> <p>The budget and financial forecasts were approved by all present.</p>	
3b	<p>Estates and Resources</p> <p>SC provided a brief update on college estates matters.</p> <p>He said that the Sports Hall Floor and gym area were due to be refurbished over the summer.</p> <p>SL said that a meeting with the Diocese was due to take place later in the month to look at opportunities for capital builds. A full update will be provided at the next meeting in October.</p>	
3c	<p>Management Accounts</p> <p>IL presented the management accounts as at the end of June 2022.</p> <p>He said the college was showing a surplus well above plan, driven partly by extra income received from the ESFA. There had been an overspend on maintenance due to essential works earlier in the year. However, the cost of Portakabins will fall into next year's accounting period.</p> <p>IL said that the cash balance was roughly in line with the start of the year, despite expenditure on canteen and railings. He said the college will be able to carry over some bursary funds which will help next year.</p>	
4a	<p>Health & Safety Policy</p> <p>SC presented the updated Health & Safety Policy which had been considered by the Q&S Committee, who recommended approval.</p> <p>SC said that references to Covid regulations had been removed as they no longer applied and Covid had become non-notifiable. Also the Covid risk assessment was no longer applicable.</p> <p>The Governing Body approved the updated policy.</p> <p>SC informed the Governing Body that Ray Lomax, Health & Safety Manager had recently retired. RL had enjoyed a long teaching career with the college before he took up the position of Health & Safety Manager a few years ago. The governors wished RL a happy retirement.</p>	
5a	<p>Membership Update</p> <p>KPS updated governors regarding recent changes to the Governing Body as follows:-</p> <ul style="list-style-type: none"> • Due to other commitments Foundation Governor Louis D'Arcy had not been able to attend since his appointment and had sadly decided to step down as a governor. • Foundation Governor Kate Rafferty's term of office has been renewed by the Diocese. • Renewal of Foundation Governor Stella Parkin's term of office is in hand. • Parent Governor Katie McKnight was unable to attend tonight but this would have been her last meeting as Parent Governor. Katie was keen to 	

	<p>stay involved with the college and, following discussion with the Chair, KPS had asked KM if she would be interested in staying on as an Associate Governor. KM said she would be delighted therefore KPS asked the Governing Body to consider this for approval. Everyone agreed that KM would be an asset to the Governing Body and it was approved that she be appointed as an Associate Governor with immediate effect. KPS will let her know the decision.</p>	KPS
5b	<p>Schedule of Meetings for 2022/23</p> <p>KPS had circulated the schedule of meetings for next year. She said that meetings generally followed a similar pattern to the current year.</p> <p>KPS said that there may be a slight alteration around Q&S and Remuneration dates, to minimise the number of dates for individual governors, but she would contact those concerned before the end of term and circulate the final version.</p> <p>The Governing Body was otherwise happy to approve the schedule.</p>	KPS
5c	<p>Committee Terms of Reference</p> <p>KPS presented the Committee Terms of Reference for approval.</p> <p>She summarised the proposed changes:-</p> <ul style="list-style-type: none"> • Special and Appeals Committee – TOR updated to reflect the earlier decision to have a convened panel suitable for the occasion, rather than a fixed committee membership. • One minor change to the attendee list for FP&R TOR (removal of Network Manager, since IT reports are now presented by SC within the estates report). <p>The Governing Body approved the proposed changes.</p>	
5d	<p>Calendar of Business</p> <p>KPS presented the proposed Calendar of Business for 2022/23. She said that individual calendars for each committee had been agreed by the committees and the Governing Body calendar includes those items which need approval as well as a range of reports to ensure the governors remain well informed.</p> <p>The Governing Body approved the Calendar for 2022/23.</p>	
6a	<p>Urgent Business</p> <p>There were no items of urgent business to discuss.</p>	
6b	<p>Date of Next Meeting</p> <p>The next meeting will take place at 6.00pm on Tuesday 11th October 2022.</p>	
	<p>TD thanked governors for their work during the year and wished everyone a restful summer. The meeting closed at 6.00pm.</p>	