

Xaverian College

Governing Body Meeting

Tuesday 11th February 2025 at 6.00pm

Minutes

Governors Present:-

Teresa Dervin (Chair)	Julie Hicklin	Ben Quiligotti
Francess Davies-Tagoe	Anthony Knowles (Principal)	David Sharp
John Egerton	Monsignor Michael Kujacz	Louise Walmsley
Catherine Fitzwilliam-Pipe	Jo Leach	Natasha Woodham
Stephen Hall (Vice Chair)	Sheldon Logue	
David Harrison	Stella Parkin	

Also in attendance:-

Karen Stanhope (Clerk)
Ivan Lewis (Director of Finance and Business)
Simon Channell (Vice Principal Student Support)
Antonio De Paola (Vice Principal Curriculum)

Item		Action
	TD welcomed everyone to the meeting. AK opened the meeting with the prayer of Theodore Ryken.	
1a	Apologies Apologies had been received from Katie McKnight, Sean O’Hanrahan, Chris Thomas and Ameerah Ullah.	
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 December 2024 were approved by all present and signed as a true and accurate record of the meeting. Confidential minutes were dealt with at the end of the meeting (see Item 6c below).	
1e	Matters Arising There were no matters arising from the previous minutes.	

2a	Principal's Update AK presented his report which had been circulated. He had recently attended the ACVIC Conference and highlighted some of the key speakers including Sir Martyn Oliver the new head of Ofsted. Ofsted are aiming to take pressure off by having a report card rather than a single word judgement. A further Ofsted consultation will be coming out soon. The government's 'Pause and Review' has brought some success with the funding of the biggest BTECs for a further year, and others for two years. ADP provided an update on curriculum matters. He said that GCSE resit results had come out recently with great results in both English and Maths. Mocks have recently taken place and are being marked. ADP said a record number of student applications had been received and offers have been made. He said that the team were seeking to avoid any gaps in the process by e-mailing applicants straight away and making offers as soon as possible. JE said that someone he knows has had an offer and the quick response has made a huge difference to their wellbeing. SP asked by when students have to accept an offer. ADP said there is no deadline - some have already accepted, but the majority will have made multiple applications and will only decide at enrolment time. SP asked whether processes were similar in other colleges. ADP said that some operate an online system, and we are investigating that currently. TD asked if this was feasible for next year. ADP said that CEDAR does have the facility, but a few issues need to be resolved, such as school references. He said the team have met with other colleges and it may be possible to trial a system with some schools in the first instance. SP asked whether offers are conditional on results. ADP confirmed that this was the case, although we would always try to find an alternative course where grades are lower than expected. SC provided an update on pastoral matters. He said that 23 Oxbridge offers had been received, including 5 students from the Catholic feeder schools. He said that credit was due to Ms Ayres for coordinating the programme. FDT acknowledged this, saying that some students wouldn't get there without the support received in college. SC said the new build was going well and it was anticipated that it would be ready to use on the New Students days in June. AK said the new Assistant Principal for Quality & Standards had settled in well and the self-assessment process had begun with audits last term, leading to self-assessment reports throughout college. CPD events had focused on questioning and deep processing as well as AI. It was suggested that an AI session may be of interest to governors. Staff governor JL outlined some of the recent careers activities, including employer and university stalls in the common room each week, support with interviews and a careers day coming up in April with representatives from employment, HE, Gap Year activities and Volunteering opportunities. AK said that the Chaplaincy will be focusing on the church's Jubilee year and students will be encouraged to take part in fundraising for CAFOD etc. The Chapel has recently been renovated and is looking good. AK referred governors to the Sport, Drama and Music activities detailed in the report and highlighted the Easter Concert on 30th March at the RNCM.	KPS Possible training idea
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2b	Update on Pay Award On the pay issue, imminent strikes have been called off following an agreement of a teachers' pay award of 3.5% from September 2024 to be made up to 5.5% from April 2025. SFCAs will now get funding to cover this following a campaign by the SFCA, who have consequently called off their Judicial Review case. However, one union has recently balloted to continue strike action. AK said that support staff have been offered a similar award and this is likely to be settled in the near future.	
2c	Review of College Mission AK presented the College Mission Statement which is based on that of the Xaverian Brothers. Having reviewed it he felt that it was still as relevant as ever and he did not propose any changes. TD agreed that the this had stood the test of time. Everyone agreed that no changes were necessary and that the mission statement be approved in its current format.	
2d	Academisation AK said that a horizontal model is being explored and a meeting had taken place with three Principals, along with the Directors of Education from Shrewsbury and Salford Dioceses. There is some support for such a model but a further meeting with the CES is planned, and the legal implications of a cross-diocese model would need to be explored. In the meantime each college will set up a working group to explore options. TD agreed that potential options should be explored and balanced against any risks of non-academisation. SH asked whether the Diocese seemed open to suggestions. AK said he felt that if we had a model that was legal and workable they would support it but there are no guarantees at this stage. TD said that Academisation will be kept as a standing item on the agenda for the time being.	
3a	Estates and Resources SC provided an update on estates and resources. He said that costs of the building work were being monitored, with no significant uplift to report. Completion was expected mid-June and it was hoped the building could be used for the New Student days in the summer. The college has been assigned a new project manager at the DfE. Monitoring is at arm's length and it is anticipated that all capital funding will be drawn down by the end of March. Taking a cautious approach, cost risks have been recorded as amber, with timing recorded as green. Further considerations on the future of the Xavier building have been put on hold, but the plan is to mothball the building at the end of the academic year, apart from a few areas to be used for staff welfare.	

	Foundation work was underway for the additional temporary accommodation adjacent to Ward Hall. The accommodation will be arriving during the half term break and should be in use after Easter as additional study space during the exam season. Some parking is still available but is tight and staff have been encouraged to find alternatives. SC said that work was continuing to replace all lighting across the campus with LED units, and refurbishment of the Chapel was complete. Unfortunately, final installation of the boundary railings had been delayed due to instability in the walls but this will be completed once wall repairs are undertaken. SC said that work on Maryland roof was nearing completion with minimal impact on staff and students. He said the standard of work was exceptional and the contractors had been excellent. Once the roof is complete the final windows can be replaced and radiators re-installed. Remedial work to Ward Hall was complete, with decoration and carpet fitting to take place over half term. SC said that the college would not be bidding for CIF funding this year due to the low likelihood of success.	
3b	Management Accounts IL presented the management accounts as at the end of January. He said that income was above budget due to university student numbers being higher than budgeted. This was slightly offset by a drop in high needs funding. Funding for the Maths hub post is coming to an end which will reduce income in the final quarter of the year. IL said that pay expenditure was under budget, partly due to later than planned recruitment of the Facilities Team. The teachers' pay award will be processed in the February payroll. Accruals have been made to a higher level than the agreed settlement. Support staff negotiations were expected to settle shortly, allowing payment in March. Non-pay expenditure was also below budget, with underspends in teaching departments and general maintenance. Additional portacabins were awaited for the Ward Hall site. IL said that the surplus at the end of January was above budget and the cash position was strong, with debtors and creditors back down to normal levels. Funding confirmation for next year was expected shortly. IL said that a new Finance system would be installed over the next few months. Cost codes were currently being mapped and training would be taking place. The college is also looking at a new bursary system to reduce the level of paper work. IL said that the balance sheet shows a strong position. The cash in bank will come down by the end of the year due to the college contribution to the new build. It is anticipated that the full amount of drawdown of capital funding will take place by the end of March as required. IL said that the college has recently received two GDPR requests which are being processed.	

4a	College Predictions ADP presented the college predictions which had been reviewed by the Q&S Committee who recommended approval. He explained that the predictions are based on headline performance in retention, pass and achievement – the latter being a combination of retention and pass rates. ADP said that last year’s outcomes exceeded predictions. He said that pass rates are high and unlikely to change a great deal, therefore retention is the main driver to achievement rates. He said that retention came in 3.5% better than predicted last year and is expected to be about the same this year. He said that retention has been a whole college effort with a lot invested in pastoral support. The predictions for retention, pass and achievement were therefore in line with last year’s predictions. TD said there was clearly no element of complacency and that there was much to celebrate. SH noted that enrolment and coursing had also been revamped in recent years. ADP said that enrolment is a whole college effort and all staff take ownership and play a part. Governors were happy to approve the predictions.	
4b	Governance SAR LW presented the Governance Self-Assessment Report (SAR) which had been compiled by KPS following the meeting of Committee Chairs in January. The SAR had been considered by the Q&S Committee who recommended approval. LW said the Chairs had reflected on the previous year and the progress made in relation to last year’s objectives. This progress is summarised in Section 2 of the report. LW then referred governors to Section 3 which summarises proposed areas for development for the coming year: - • Curriculum visits to include visits by link governors • Recruitment strategies to fill current governor vacancies, in particular Foundation Governors and an Associate Governor with financial expertise (the latter being identified as a need during the external review of governance). • Academisation to be a standing item on every Governing Body agenda for the year • Committee timings to be kept under review Governors were happy with the proposed areas for development and agreed to approve the Governance SAR.	

4c	College SAR AK presented the College SAR on behalf of CGP. The document had been considered by the Q&S Committee who recommended approval. AK said the document had been revised over the years and was now in a concise format. He said that Section 1 includes the background and context, as well as the college values and curriculum intent. He reminded governors how the self-assessment process works, as detailed in Section 2. AK said that Section 3 is a reflection on intent, implementation, impact, studentship, mission & ethos and leadership & management. A number of areas were identified to work on, and these are set out with clear action plans in Section 4. A progress review is undertaken each quintile. AK said that page 19 onwards provides evidence of performance. He said the college is proud of its headline data which is above benchmark for retention, pass and achievement. High grades and value added are moving in the right direction with more work to be done. TD liked the more concise format of the report which was more useful as a working document. LW acknowledged that the report represents a great deal of hard work behind the scenes. Governors agreed to approve the College SAR..	
5a	Curriculum Visits TD said that it was hoped that curriculum visits could take place in March. ADP confirmed he had spoken to the Divisional Leads and they were happy for visits to take place any time in March. TD said that the staff and students are always keen to talk to governors and the visits are very interesting and beneficial for governors. ADP agreed, saying that the DLs also value having the visits. TD said it is good for staff and students to know that the governors have their interests at heart. TD asked governors to let KPS know what subject areas they are interested in and when they might be available, so that KPS can make the necessary arrangements.	Govs
5b	Health & Safety TD said that governors needed to appoint a link governor for Health & Safety. She said the role was not onerous and governors were not expected to be experts in the field. They just need an interest in the area and a willingness to meet from time to time with the Health & Safety Manager. TD encouraged governors to get involved and asked them to contact KPS if they were interested in the role.	Govs
6a	Committee Minutes FP&R Minutes had been circulated and Q&S minutes will be available on the hub shortly. TD encouraged governors to read the committee minutes and raise any questions they may have.	

6a	Urgent Business There were no items of urgent business to discuss.	
6b	Date of Next Meeting The next meeting will take place at 6.00pm on Tuesday 20 th May 2025 The training event will take place in the summer and KPS will be in touch with further details. It had been hoped to have this alongside the last meeting of the year on 1 st July, but given the clash with the college concert this was not going to be feasible. More information to follow shortly.	
6c	Confidential Minutes Staff and students left the room for this item. The confidential minutes of 10 th December had been circulated. There were no questions, and the minutes were approved and signed as a true and accurate record.	
	The meeting closed at 7.20pm.	

Signed.....

Date.....