



Board of Governors

Minutes of the meeting held on 11 December 2014

THE MEETING OPENED WITH A PRAYER

Item 1 – Members present:

Pamela Catherall
Phillip Collier
Anne Fitzsimmons
Andrew Grant
James Gresty
John Lumb (in the Chair)
Peter McGhee
Peter Phillips
Megan Sumner

Also in attendance:

Dominic Jones (Director of Curriculum and Quality)
Allan Keating (Director of Funding, Finance and Estates)
Anne White (Director of Students)

Apologies

Simon Dale
Mark Higgins
Catherine Morgan
Teresa Richardson
Fr. Tony Slingo
Neil Stevenson
Pam Tate

- i) The Chair introduced and welcomed Megan Sumner, the newly elected Student Governor, to her first meeting.
- ii) The Chair reported the resignation of Fr. Tony Slingo. On behalf of all the Governors he thanked Fr. Tony for his tremendous work and support and wished him every success for the future. Discussions are taking place with another local Priest in the hope of recruiting a replacement who will support the College's Chaplaincy Team and attend as many Full Governing Body meetings as is practically possible.

- iii) Three students have been invited for Oxbridge interviews. The Chair wished to place on record the Governors' and Principal's thanks to Neil Stevenson and Dr. Catherine Morgan for conducting mock interviews as part of 2 of the students' preparations.
- iv) On Friday 27 March there is a joint WICEP INSET event at the DW Stadium. This involves all Staff, teaching and non-teaching, from SJR and all 6 Catholic Partner schools. There will be 2 or 3 invitations for Governors. Any Governor interested please inform the Chair or Principal as soon as possible.

Item 2 – Declarations of Interest in any agenda item by Governors and staff present

None.

Item 3 – Resolve that any items of a confidential nature relating to the staff, finances or operation of the College be taken in a confidential part of the meeting.

Item 15 – Remuneration Committee Minutes held on 4 December 2014

Item 4 - Minutes of the meeting of 9 October 2014

AGREED and signed by the Chair.

Matters Arising

Discussion With Trade Union – Further to previous discussion the Principal reported the latest developments. He informed the meeting of correspondence he had received from NASUWT and outlined how it was intended to proceed. He confirmed that he would keep Governors fully informed of any developments.

Self-Assessment Panels - The Principal thanked all the Governors for their participation.

Item 5 – Notice of Items of Any Other Business

None.

Item 6 – Audit Committee Minutes 7 October and 20 November 2014

The minutes of the meetings of the Audit Committee held on 7 October and 20 November 2014 were submitted. In the absence of the Chair, Pam Tate – for which she apologised, the Chair took the meeting through the minutes, commenting on items of particular interest.

AGREED: That the minutes of the meetings of the Audit Committee held on 7 October and 20 November 2014 and the recommendation contained therein be approved.

Item 7 – Finance & Resources Committee 4 November 2014

The minutes of the meeting of the Finance & Resources Committee held on 4 November 2014 were submitted and the Chair briefly commented thereon.

The Principal reported the latest position in respect of the 2014/15 BCIF Bid. The possibility of a permanent structure was currently being explored and discussions with interested parties and the EFA were on-going.

AGREED: That the minutes of the meeting of the Finance & Resources Committee held on 4 November 2014 be approved.

Item 8 – Quality & Standards Committee 4 December 2014

The minutes of the meeting of the Quality & Standards Committee held on 4 December 2014 were submitted and the Chair briefly commented thereon.

AGREED: That the minutes of the Quality & Standards Committee on 4 December 2014 be approved as a correct record.

Item 9 – Final Accounts 31 July 2014

It was reported that the Final Accounts had been received and considered at the meeting of the Audit Committee on 20 November 2014.

The Annual Report of the Audit Committee to the Governing body was tabled.

The main focus of the meeting on the 20 November was to receive the Final Accounts and Audit Completion Report from Mazars. The main points to note are highlighted under item 6 in the Audit Committee minutes but Mazars did report that the audit had gone very smoothly and that they would be issuing a clean audit report and that there were no significant areas of concern but to be aware of the following which the Audit Committee would like to bring to Governors attention as future areas of concern:

- Reduction in the College bank balance, especially given the significant monies received in advance and the £180k for capital projects
- Future cash flow – implications of expected future funding reductions. Expectation that cash flow will be tight going forward
- The financial health grading has gone down from ‘good’ to ‘satisfactory’
- That the ‘assets under construction’ number is higher than usual
- The potential to be in a position of breach of covenant in future
- High cost of bringing in invigilators for exams for those students with special requirements e.g. for students given extra time to complete the exams or needing extra help.

Audit Committee recommend that the areas of concern be an agenda item for the forthcoming Strategic Planning Conference (SPC) as a discussion on the lines of ‘How do we plan for and safeguard the college’s financial position in the light of these concerns / risks?’

A new requirement of the Audit Committee is for them to prepare an Annual Report to the Governors which will accompany the signed Final Accounts submitted to the EFA. This was drafted by the Committee and reviewed by Mazars and was tabled at the meeting.

The Audit Committee were concerned to learn that the Final Accounts have not traditionally been presented to the Finance & Resources Committee for review and discussion and therefore recommend that for future years the Final Accounts should be issued to be Audit Committee and F&R Committee for review and that the Chair of F&R be invited to attend the November Audit Committee where the Final Accounts are presented by Mazars. Full Governors were requested to support this recommendation.

AGREED: That the Final Accounts 31 July 2014 be approved and signed by the Chair.

2) That the Annual Report of the Audit Committee 1 August 2013 to 31 July 2014 and the recommendations therein be approved.

Item 10 – Principal’s Report on Strategic Objectives October 2014

Copy of the report circulated and the Principal highlighted areas of particular interest –

- Student Attendance and Retention
- Teaching, Learning and Assessment Update
- Cambridge HE+ Programme
- High School Liaison and Marketing
- Enrichment Activities
- Student Finance

AGREED: That the report be accepted.

Item 11 – SAR Executive Summary

Dominic Jones tabled a summary of the previously circulated Executive Summary and briefly commented thereon. Dominic was thanked for his work on the SAR.

AGREED: That the report be accepted.

Item 12 – Governors Attendance Record 2013 – 14

A copy of the Governors Attendance record for the 2013 -14 period was circulated.

AGREED: That the report be accepted.

Item 13 – Strategic Planning Conference 6/7 February 2015

The Clerk reminded Governors of the above Conference and requested those Governors who had not yet confirmed their attendance do so as a matter of urgency.

Item 14 - Implications for Risk Management in any items above

- Student Numbers
- Finance

CONFIDENTIAL ITEM – Minutes of the Remuneration Committee held on 4 December 2014

The Staff and Student Governors and the Principal and SLT Staff left for this item.

It was AGREED unanimously that the minutes of the meeting of the Remuneration Committee held on the 4 December 2014 be approved.

Signed:

Date: