



# Board of Governors

Minutes of the meeting held on 30 April 2015

THE MEETING OPENED WITH A PRAYER

**Item 1 – Members present:**

Pamela Catherall  
Phillip Collier  
Andrew Grant  
James Gresty  
Fr. John Hindley  
John Lumb (in the Chair)  
Peter McGhee  
Catherine Morgan  
Peter Phillips  
Teresa Richardson  
Megan Sumner  
Pam Tate

**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  
Jacqui Langman  
Neil Stevenson

The Chair introduced and welcomed Fr. John Hindley to his first meeting. Fr. Hindley was replacing Fr. Tony Slingo.

**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 4 - Minutes of the meeting of 11 December 2014**

AGREED and signed by the Chair.

#### **Item 5 – Notice of Items of Any Other Business**

#### **Item 6 – Audit Committee Minutes 5 March 2015**

The minutes of the meeting of the Audit Committee held on 5 March 2015 were submitted and the Chair, Pam Tate commented thereon.

She made particular reference to Item 5 – Monitoring the Financial Health of Colleges and the need to ensure that financial health score of SJR in future years did not fall and possible action that could be taken to ensure it did not occur.

In respect of the Risk Register it was AGREED that the recommendation of the Audit Committee to establish a small working group of Governors and members of SLT to investigate financial planning, workforce planning and to model the future state of the College be approved.

In respect of Item 9 – Audit 2015 Workplan it was AGREED to authorise the Audit committee to commission a piece of work reviewing staff contracts.

AGREED: That the minutes of the meeting of the Audit Committee held on 5 March 2015 be approved.

#### **Item 7 – Finance & Resources Committee 22 January and 23 April 2015**

The minutes of the meetings of the Finance & Resources Committee held on 22 January and 23 April 2015 were submitted and the Chair briefly commented thereon.

In respect of Item 10 – Review of Bank Loan and Banking Arrangements Allan Keating gave a brief verbal update. It would cost in the region of £12,000 to carry out a review. In view of the serious financial position the College faced it was queried whether or not this would be the most prudent use of college monies.

AGREED: That Allan Keating discuss this matter with the Chair of the Finance and Resources Committee.

AGREED: That the minutes of the meetings of the Finance & Resources Committee held on 22 January and 23 April 2015 be approved.

#### **Item 8 – Quality & Standards Committee 19 March 2015**

The minutes of the meeting of the Quality & Standards Committee held on 19 March 2015 were submitted and the Chair briefly commented thereon.

AGREED: That the minutes of the Quality & Standards Committee on 19 March 2015 be approved as a correct record.

## **Item 9 – Replacement of the College’s Instrument and Articles of Government**

Correspondence from the Catholic Education Service to which was appended the revised Instrument and Articles of Government for SJR and the appropriate draft resolutions was submitted.

AGREED: the existing Instrument of Government shall, in its entirety, be replaced by the new Instrument of Government, in accordance with clause 21 of the existing Instrument of Government;

the existing Articles of Government shall, in their entirety, be replaced by the new Articles of Government, in accordance with article 26 of the existing Articles of Government;

the new Instrument and Articles of Government shall come into effect immediately upon the passing of this resolution; and

the Governing Body shall notify the Archdiocese of Liverpool and the Catholic Education Service of the terms of this resolution.

## **Item 10 – ACVIC Curriculum Benchmarking Report**

The Principal submitted the above document and briefly commented on items of particular interest.

AGREED: That the report be noted.

## **Item 11 – Curriculum and Staffing Plan for 2015/16**

Dominic Jones introduced and commented on the above report and highlighted some of the changes made from the Governors’ Conference back in February.

AGREED: That the report be approved.

## **Item 12 – Principal’s Report on Strategic Objectives April 2015**

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

January Mock Examinations Overview  
Student Attendance and Retention  
Teaching, Learning and Assessment Update  
Identifying and Monitoring “at risk” students  
Cambridge HE+ Programme  
Honours Programme  
Academic Educational Visits  
Student Awards  
Learner Records System  
Enrichment Activities  
HE & Careers  
Objective 3  
Estates  
Principal’s Meetings with Staff  
Chaplaincy  
Charity Update

AGREED: That the report be accepted.

Item 13 – AOB

The Principal was delighted to report that following last week's assessment of the College's work in providing information, advice and guidance for our students, we have been successful in being awarded Matrix accreditation. This is an international quality standard which benchmarks our work against best practice and is held in high regard within the sector and by Ofsted.

Signed: .....

Date: .....