



Board of Governors

**Minutes of the Meeting of Full Governing Body
Held 13 October starting at 6pm**

Item 1 – Appointment of Chair

Item 2 – Opening prayer

Item 3 - Members present and apologies

Members present:

Peter McGhee – Principal
John Lumb – Chair of Governors
Mark Higgins – Foundation Governor
Catherine Morgan – Foundation Governor
Phillip Collier – Foundation Governor
Anne White – Co-opted Governor
Simon Dale – Foundation Governor
Pamela Tate – Foundation Governor
Chris Chandler – Staff Governor
Peter Phillips – Foundation Governor
Pamela Catherall – Foundation Governor
Aaron McNestry – Student Governor

In attendance:

Dominic Jones – Vice Principal
Nicola Craven – Vice Principal
Paula Nolan – Vice Principal
Barbara Bartley – Interim Clerk to the Governors

Apologies:

Martin Lally

Item 4 – Declarations of interest in any agenda item by Governors and staff present

none

Item 5 – Resolve than 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

none

Item 6 – Minutes of the Full Governing Body meeting of 7 July 2022

- i. **Approve the minutes as a correct record**
- ii. **Matters arising**

Phillip Collier would like his apologies for absence recorded.

AGREED: that the minutes of the Full Governing Body meeting held 7 July 2022 be accepted.

Item 7 – Quality and Standards committee minutes of 22 September 2022

The minutes of the meeting of the Quality and Standards Committee held on 22 September were presented and Phillip Collier commented thereon.

He reported on exam results and that the 'A' level results were good and above the national average. Maths results were exceptional and is possibly a result of a small movement of staffing within the Department. T levels are not being offered apart from Childcare which does not duplicate any BTEC courses.

He moved on to the recruitment report, which on the night of the committee meeting had been a difficult one to deliver. The committee had talked around different options to improve recruitment but did not want to have a negative effect on staff. There had been a number of different options discussed such as retrieving intelligence off students regarding the college delivery overall. Another discussion had taken place regarding rebranding the college via marketing.

Overall, he reported, that there had been a frank discussion regarding recruitment but he was confident that the situation would improve.

An Ofsted visit was also discussed and the role expected of Governors.

The Chair asked about the dates of the pending open days. It is hoped that these will be successful and well attended.

Mark Higgins wished it to be noted that it was not he in attendance on the night but Mark Dumican.

AGREED: that the minutes of the Quality and Standards Committee held on 22 September be accepted

Item 8 – Finance and Resources Committee minutes of 29 September 2022

The minutes of the meeting of the Finance and Resources Committee held on 29 September were circulated and Simon Dale commented thereon.

The July 2022 contains three points to be mentioned. The first is pensions that were once a big loss are now into a pension surplus of £4.446m. The auditors, Beever and Struthers have indicated their willingness to sign off all accounts as stated.

The second item is regarding the free meals element of the bursary fund which has been transferred to income and the resulting costs then transferred to expenditure. This has no affect on the College's surplus.

The third item is the withdrawal from the T level new build. The college is not offering T levels, therefore the project shows a net deficit of £52.3k. The Department of Education may decide to claw back funding for the T level project but the college does still offer a T level Transition Programme to 40 students so have, therefore not completely withdrawn.

It was also discussed that there is to be a ballot regarding staff pay which closes in November.

AGREED: that the minutes of the Finance and Resources Committee held on 29 September be accepted.

Item 9 – Audit Committee minutes of 6 October 2022

The minutes of the meeting of the Audit Committee held on 6 October (via Zoom) were circulated and Pamela Tate commented thereon.

Pamela informed the meeting that she had stepped down from Chair of the committee and had immediately been reappointed.

Item 5 of the Audit committee meeting. A verbal update from Jim Winstanley had been received. The three items previously mentioned were flagged. Also auditors have flagged concern of the segregation of duties in the finance team as there are only 2 members and it may be seen as a risk.

Item 7 the full risk register had not been sent to all Governing Body members as requested. (this was subsequently sent the following day and will be actioned in December)

Item 8 of the Audit committee meeting, Terms of Reference. This paper will be presented in December at the full Governing Body meeting for ratification.

Item 9 of the Audit committee meeting. Annual report. The report will be finalised before the end of November.

Item 10 Audit committee membership. The chair pointed out that there were only three committee members to which Pamela Tate responded that they had discussed this in the committee and all felt the urgent need for more Governors, as each of them currently feels pressure to all be in attendance at meetings. Ideally a Governor who has Risk management knowledge or audit and finance would be preferable. The Principal has had contact off a few interested parties. It was agreed that a strong Governing body is needed going forward.

With regards to item 12 of the Audit committee meeting Pamela advised that a detailed Safeguarding report off Paula Nolan had assured proper policies are in place. There was a detailed report received off Dominic Jones regarding data protection. Going forward Health and Safety is to be a point at every Audit committee meeting.

Pamela asked the meeting for permission for an external review of staff payroll. Dominic Jones is to ask our auditors for a quote for this. A review of the College cyber security was also requested by Pamela. Dominic Jones has suggested an ethical hacker, or a non profit organisation. Again Dominic Jones will get prices and quotes.

AGREED: that the minutes of the Audit Committee held on 6 October be accepted.

Item 10 – Principal’s report – October 2022

The Principal’s report had been circulated and Peter McGhee commented thereon.

He directed the Governors to certain pages of the report and highlighted the details there. Page 59 of the report detailed the financial shortfall resulting in a difficult couple of years that the College is facing and a discussion took place regarding this. It was agreed a flexible approach will be needed going forward and the Governors will play a role in this. As a result it was decided Finance and Resource Committee will be having an interim meeting on 15 November inviting Pamela Tate and Phillip Collier.

Peter McGhee advised the meeting that Government financial contribution will be forthcoming for six months for energy.

A discussion took place regarding College curriculum on offer, languages are proving a challenge financially but 6 of the 7 students are the most highly qualified students in the College, therefore not easy in terms of curriculum offer. Criminology is proving very popular as elsewhere in the Country and is the biggest growth subject. A question was asked regarding class sizes which was confirmed as averaging in the low twenties but being 28/29 in some areas.

On a positive side the Principal directed reading to the recorded 20% increase in high grades, and the Marketing department wish to strike a different tone in terms of Marketing with more focus on employability and course progression, this will be showcased at open events.

Peter McGhee advised the meeting that EFSA and the College are meeting later this term and College would be required to demonstrate a need to act regarding positive reactions to shortfall.

Agreed: that the report be accepted.

Item 11 – Safeguarding and Child Protection policy

A copy of the policy had been circulated and Paula Nolan commented thereon.

Paula pointed out to those present that the amendments and additions were highlighted making it easier to recognise the changes.

The Governors confirmed that they had received their emails regarding their safeguarding training required under law but the forms cannot be accessed. Paula will check with HR and have the problem corrected.

The Chair asked Paula if students were being recognised who were arriving without breakfast or were hungry on arrival, keen to ascertain that procedures were in place. Paula believed that this was the case.

AGREED: that the amendments and additions be accepted.

Item 12 – Academisation

Peter McGhee submitted copies of the College's , responses to the Stage 1 Consultation. He advised that there had been no further development to date. A brief discussion took place regarding Academisation, Peter McGhee advised the meeting that 2 ACVIC colleges have said that they felt they were being pushed into a direction. There is a meeting to be held in January with a representative from each sixth form college and from the Trustees of each of the Catholic SFC's

Item 13 – Ofsted update

Nicola Craven presented the Governors with a briefing regarding readiness for an Ofsted inspection. This included 'An inspector Calls' brief, suggested actions for discussion and a paper of 'Potential Questions for Governors'. She emphasised the new framework that inspectors now use incorporating what the College is doing to ensure students are ready to be a productive member of society and the inspectors will have expectations of the Governors' knowledge of this too. Nicola also said that another link Governor is needed, and to let Barbara know if you would like to undertake this role.

This item was presented at the commencement of the meeting starting at 5.30pm

Item 14 – Link Governors

A discussion took place regarding Link Governors. It was agreed that a new link Governor is needed and must be a key focus. The possibility of an existing curriculum link Governor was suggested by Nicola. As safeguarding Governor, Martin Lally needs replacing as soon as possible also. Nicola Craven is to send out Link Governance guidance and it was suggested that Link Governors hold meetings.

Item 15 – Aob

none

At the close of the meeting, Chair, John Lumb told Governors he is standing down as Chair and December may be his last meeting.

The meeting closed at 8pm

Signed.....

Date.....