



Board of Governors

Minutes of the Meeting of Full Governing Body held Thursday 6 July 2023 at 6pm

The meeting opened with a prayer.

Item 1 - Members present and apologies

Members present:

Peter McGhee – Principal
Mark Higgins – Foundation Governor
Simon Dale – Foundation Governor
Pamela Tate – Foundation Governor
Chris Chandler – Staff Governor
Peter Cudlip – Parent Governor
Chris Chandler – Staff Governor
Mark Dumican – Staff Governor

Apologies:

Aaron McNestry – Student Governor
Madison Bryan – Student Governor
Anne White – Co-opted Governor
Pam Catherall – Foundation Governor
Philip Collier – Foundation Governor
Kate Watts – Staff Governor
Catherine Morgan – Foundation Governor

In attendance:

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

At this point Peter McGhee informed the meeting that Nicola Craven, who was not present, had been successful in her application for the position of Principal of Blackpool Sixth Form College and would be taking up her role in February 2024.

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

None

Item 3 – 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 4 – Minutes of the Full Governing Body meeting of 20 April 2023

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

Pamela Tate proposed a change of wording for Item 12 in the minutes to reflect the true nature of discussion. Clerk to amend the wording.

AGREED: That the minutes of the Full Governing Body meeting held 20 April be accepted, subject to the amended wording agreed for Item 12.

A discussion took place regarding Carmel College and their decision to appoint internally for the role of Acting Principal and the continued shared vision for the post-16 CMAT. The discussion then moved to the timeline received from the Archdiocese and the appointments and processes necessary to be in place before the end of December.

It was agreed that information regarding the application process for Foundation Directors would be shared with all Governors. Anyone interested in applying was asked to contact the Principal or Chair.

Mark Dumican joined the meeting.

Item 5 – Finance and Resources Committee minutes of 15 June 2023

Discussion was invited about Item 12 and the increased paper usage in College. The meeting considered whether reports and papers for future Governors' meetings should be managed and distributed electronically. Mark Higgins pointed out that a workable 'bundle' would be easier to access when attending meetings rather than searching for the item being discussed.

AGREED: that the minutes of the Finance and Resources Committee held on 15 June be accepted.

ACTION: Progress to be made on paperless meetings from September, with hard copies being provided only where necessary for specific items.

Item 6 – CEFS Report

A copy of the report was circulated prior to the meeting and Peter McGhee commented thereon. He pointed out that the report had been discussed at a previous meeting and an in-depth discussion of the 'Summary of Suggested Actions' had been addressed at the Strategic Planning event.

The discrepancies in funding levels were discussed at length, although the discrepancies are less than originally thought. Jim Winstanley is making enquiries re the funding formula and an update will be provided in the Autumn Term cycle of meetings.

Item 7– Budget Summary

A report was circulated prior to the meeting and Jim Winstanley reported thereon.

Overall, the college is forecasting a surplus of £105.8k for the 2023/24 financial year. Income is set to reduce by £784k. There had been a decrease in ESFA income due to the College significantly under recruiting in August 2022. This had resulted in the College reducing staffing levels through a restructure process and reviewing its curriculum offer in order to reduce staffing costs and produce a small surplus in 2023/24. Overall pay costs are now budgeted to reduce by £507k to £6,102k.

Item 8 – Quality and Standards Committee minutes of 27 June 2023

Copies of the minutes were circulated at the meeting and Simon Dale commented thereon.

Pamela Tate wished it to be noted that she was unable to attend the meeting and her apologies had been received.

AGREED: That the minutes of the Quality and Standards Committee minutes of 27 June 2023 be accepted.

Item 9 – Audit Committee minutes of 29 June 2023

Copies of the minutes of the meeting were circulated at the meeting and Pamela Tate commented thereon.

Chris Chandler joined the meeting.

Item 7 of the minutes, internal audit, was discussed at length. It was agreed that the cheapest tender was not appropriate and that RSM would be approached in the first instance with TIAA approached subsequently, should it be necessary.

AGREED: That the minutes of the Audit Committee meeting of 29 June 2023 be accepted. Jim Winstanley attending the meeting in person not via Teams as indicated.

Item 10 – Risk Register

A copy of the risk register was circulated for information purposes only at this point.

Item 11 – Principal’s Report on the Strategic Objectives – July 2023

A copy of the report was circulated prior to the meeting and Peter McGhee reported thereon.

He highlighted a few points contained in the report. He told the meeting about the great deal of work that is currently underway through pastoral and curriculum to ensure students are enrolled on correct courses, suitable for their abilities.

On page 6 of the report, the results of the SPOT survey and students’ perceptions were noted and commented upon positively.

On pages 21/22 Peter noted that a high volume of education visits have taken place this year providing excellent enrichment opportunities.

Peter McGhee pointed out, on page 26, the MIS Manager has left and a replacement has been appointed. However, there has been an extended interim period during which Dominic Jones has taken on the role during the busy exam period. Dominic was thanked for another example of exceptional service to the College.

Page 27 - Peter McGhee talked about the positivity around future projections.

AGREED: That the Principal’s Report be accepted.

ACTION: It was requested that Governors receive advance notice of 2023/24 College Events so that they could save relevant dates and support suitable events.

Item 12 – Annual DSL Report

The Pastoral and Safeguarding annual report was circulated prior to the meeting and Paula Nolan reported thereon. Paula pointed out the challenges currently being faced.

Student attendance is not where the College would like it to be. However, this is a challenge that all education settings are facing. Pre-covid level was around 94% and currently is 92%, although it is understood that the average across all secondary schools is 90%.

Challenging behaviour is also a problem being faced by the sector and experienced by the College to a greater extent than normal. Currently this year to date there has been 64 college suspensions, a 120% increase on last year and 7 permanent exclusions compared to 5 last year.

Monitoring and tracking of vulnerable students is also proving a challenge due to increased numbers.

AGREED: That the Pastoral and Safeguarding report be accepted and that the relevant teams be thanked for their work.

Item 13 – Accountability Agreement

A copy of Part 2 – 2023-24 was produced and circulated by Nicola Craven prior to the meeting.

AGREED: That the Accountability Agreement be approved for submission to the ESFA.

Item 14 – Policy update

- 1. Health and Safety**
- 2. Financial Procedures and Regulations**

Pamela Tate had a few questions regarding financial procedures and regulations and confirmed she would liaise with Jim Winstanley regarding these.

AGREED: Policy documents were approved, subject to the Vice Chair being satisfied that her queries had been addressed and wherever necessary amendments had been made.

Item 15 – Link Governor updates

There were no additional Link Governor visits to report upon other than those included in the Quality and Standards Committee. All agreed that a template will be implemented going forward to standardise the reporting.

It was further agreed that a meeting for all LINK Governors should be convened early in September.

Item 16 – Schedule of Governor Committees

A draft copy of the Schedule of Meetings for committees and the Full Governing Body was circulated prior to the meeting and Peter McGhee commented thereon. A discussion took place regarding dates and timings.

The Strategic Planning day, all agreed, was not long enough and a few variations in times were discussed.

Agreed: That the calendar be adopted but that Committees have the option to review start times.

Action: Pam Tate would like the risk register to be produced in line with structure of the committee meetings and the new practice of updating committees on relevant corporate risks. The Risk Register Review Meetings will be adjusted accordingly.

Item 17 – Governance review documentation

- 1. Terms of Reference for committees**
- 2. Standing Orders**
- 3. Draft Governance Action Plan**

All agreed that the Governance review documentation requires further reading and understanding and is to be an item on the agenda for the first meeting of each committee.

A discussion regarding Governor training took place and an idea of training prior to meetings was put forward which seemed agreeable to all.

Agreed: That Governance review documentation be an agenda item at the first meetings of committees in the new academic year.

Item 18 – AOB

Simon Dale presented Barbara Bartley with a gift and thanked her for the work she has undertaken on an interim basis this academic year.

The meeting closed at 8pm

Signed.....

Date.....