

**ST JOHN RIGBY COLLEGE
MEETING OF THE FULL GOVERNING BOARD
HELD AT 6PM ON WEDNESDAY 15th OCTOBER 2025
AT THE COLLEGE**



The core functions of the corporation board include:

- *Preserving and developing the college's educational character*
- *Setting and communicating the college's strategy and goals*
- *Holding executive leaders to account for the educational performance and quality of the college, and for the performance of staff*
- *Exercising effective control to ensure that funds and assets are protected, the organisation remains solvent and legal obligations are met*

The Nolan Principles: Selflessness/ Integrity/ Objectivity/ Accountability/ Openness/ Honesty/ Leadership

Strategic Objectives:

- To embed a learning culture which meets the needs of all students and, in doing so, improves the standards of student attendance, achievement, raises aspirations and promotes excellence across the full range of the College curriculum. In addition to providing a safe environment, we will focus on three key areas of outcomes for learners:
- Establishing consistently high outcomes across all courses
- Raising student achievement rates and challenging all courses to exceed Sixth Form College national benchmarks
- Establishing a consistently high 'progress score' for all courses
- To widen student participation, in partnership with other providers, through the offer of a comprehensive range of high-quality courses that meet the needs of our students and support developments and provision within partner high schools
- To work collaboratively with groups within College's local and extended community
- To further develop the estate to provide an outstanding learning environment for the whole college community
- To sustain a culture where all staff are committed to SJRs core values, where continuous professional development is encouraged, and organisational efficiency and effectiveness are achieved
- To maintain the College's financial stability in order to implement the College Development Plan

'Students are at the heart of everything that we do, in our actions, discussions and decisions'.

Our College Values: Integrity, Faith, Courage, Commitment, Freedom

Our College Vision: To be an outstanding, inclusive Catholic sixth form college, valuing the individual, celebrating learning and raising aspirations.

Meeting Prayer:

Lord God

Bless us as we come together for this meeting.

Grace us with your wisdom and vision.

Send your Spirit to guide us in our discussions, in our discernment and in the decisions we make for the good of all.

We make this prayer through Christ our Lord.

Amen

MINUTES

Business commenced at 18:08

Meeting closed at 20:11

The meeting was not quorate.

The meeting opened with a prayer and introductions.

Governors present:		
Pamela Catherall	Foundation Governor	Yes
Philip Collier (Vice Chair)	Foundation Governor	Yes
Mark Higgins	Foundation Governor	Apologies
Pam Tate (Chair)	Foundation Governor	Yes
Catherine Morgan	Foundation Governor	Apologies
Mark Dumican	Foundation Governor	Apologies
James Gresty	Foundation Governor	Apologies
Peter Cudlip	Foundation Governor	Apologies
Kate Watts	Staff Governor	Yes
Chris Chandler	Staff Governor	Yes
Anne White	Co-opted Governor	Yes
Paula Nolan	Principal	Yes
William Smith	Student Governor (Outgoing)	Yes
Abigail Fletcher	Student Governor (Incoming)	Yes – <i>withdrew at 19:41</i>
In Attendance:		
Paula Nolan	Principal	Yes
Victoria Brown	Vice Principal	Yes
Nuala Briscoe	Vice Principal	Yes
Laura Murphy	Assistant Principal	Apologies
Jim Winstanley	Finance Manager	Yes – <i>withdrew at 19:54</i>
Amy Appleton	Wigan Governor Services	Yes

ITEM & INTENDED OUTCOME

1. ROUTINE AND STANDING ITEMS

1.1 Election of Chair and Vice Chair

This item was deferred as the meeting was not quorate.

ACTION:

Clerk to include election of Chair and Vice Chair on the Autumn 2 FGB meeting agenda.

1.2 Apologies and consideration of consent to absence

Apologies were received in advance of the meeting from Foundation governors, Catherine Morgan, Mark Dumican, Mark Higgins, James Gresty, Peter Cudlip and Assistant Principal Laura Murphy.

Governors accepted the above apologies.

1.3 Any other Urgent Business (AOB)

There were no items of any other urgent strategic business raised.

1.4 Declarations of Interest

Governors were invited to declare any conflicts of interest in any items on this agenda.

There were no declarations made.

1.5 Minutes of the previous meetings held on Wednesday 2nd July

Minutes of the previous meeting held on Wednesday 2nd July 2025 were approved as an accurate record and authorised for publication.

1.6 Matters Arising / Actions

Action 1 – was included on the F&R meeting agenda as agreed. At this meeting the Committee discussed possible opportunities to generate income. A governor suggested a working group be set up to discuss further.

Action 2 – item was included on this agenda.

Action 3 – item was included on this agenda.

Action 4 – item was included on this agenda.

Action 5 – item was included on this agenda.

Action 6 – item was included on this agenda. However, was deferred as the meeting was not quorate for policy approval.

a) Senior Post Holder Recruitment (policy) - was under review.

b) Senior Post Holder Remuneration (policy) - was under review.

c) Liverpool Archdiocese Protocols - had not been approved by the Bishop.

d) Review and amendment to Instrument and Articles – awaiting further correspondence.

Action 7 – circulated and included on this agenda.

Action 8 – circulated and agreed.

Action 9 – had been completed by the Clerk. The Chair agreed to chase re-appointments.

Action 10 – item was included on this agenda. However, was deferred at the meeting was not quorate to hold an election.

ACTION:

Clerk to include election of Chair and Vice Chair, Senior Post Holder Recruitment Policy, Senior Post Holder Remuneration Policy, Liverpool Archdiocese Protocols and Instrument and Articles on Autumn 2 FGB meeting agenda.

Student Conference

Student governors delivered a short presentation on the development of Student Voice.

Governors noted the following:

- Student Voice was in the process of being re-developed and student participation was being encouraged further.
- Abigail Fletcher was to lead on Student Voice with Nuala Briscoe (Vice Principal).
- An action plan had been developed built on previous objectives, which included:
 - a) A Christmas market – implemented.
 - b) Extension of the College canteen opening times – agreed and implemented.
 - c) Increased marketing – actioned.
 - d) Increased frequency of Student Council meetings and enrichment opportunities – actioned.
 - e) Introduction of a Peace Panel within the Student Conference – approved and implemented.

Q: Was feedback received from the Conference?

A: Yes, feedback received was very good and the Peace Panel was very informative.

Impact and feedback had been included in the circulated governor monitoring report.

- Current actions were based on Student Voice feedback and included tutorial programmes, Student Voice programme, Student Council structure review and promotion. William Smith explained the actions in detail.

- Further development of Student Council to include further extra-curricular/enrichment opportunities, connections and communication to allow for a more active role around the College. William Smith explained the development in detail.
- Future actions included a review of partnership with the Student Voice Chairity, a review of the phase and reward strategy and a review of Culture Day. Abigail Fletcher explained the future actions in detail.

ACTION:

Presentation slides to be shared with the Governing Board.

Questions were invited.

Q: Is there any way governors can support and are you being heard by staff?

A: Staff have been very supportive and are supporting Students by leading on areas with Students. Student Council membership has increased for both Year 11 and Year 12 which is very pleasing. Students fed back that the Student Council is a good way of getting messages across on behalf of the student body. It is important that we maintain commitment and participation to ensure impact across the College.

The Vice Principal commented; staff are fully supportive of the new structure, on behalf of staff, I would like to thank William and Abigail for their leadership, and for recognising that a change was needed. I am positive that there will be far more impact going forwards due to the increase in participation and the new structure. I am going to explore leadership programmes for Students and the development of their skills.

The Principal commented; it is amazing what William and Abigail have achieved, their hard work has been recognised across the College, which will enhance the experience for Students.

Q: Is there an accreditation for Students? As you can see from the report the day was excellent, the achievement is excellent.

A: Nationally there is CAFOD (Catholic International Development Charity) Young Leaders. In addition, there are other awards available, including Youth Cabinet awards, AQA qualifications and Faith and Action awards. We will be exploring awards available.

The Vice Principal informed governors that Student Governor Abigail Fletcher and two other Students had applied to become members of UK Youth Parliament.

On behalf of the Governing Board, the Chair praised Student governors for their enthusiasm and hard work.

Governors thanked William Smith and Abigail Fletcher for their presentation and for highlighting to governors the excellent work being done to develop Student Voice/Student Council.

1.7 Minutes of the Committee Meetings – (if available)

a) Quality and Standards Committee – 24th September 2025

Amendment 1 - Staff Governor Chris Chandler to be added to the attendance.

Amendment 2 - Anne White to be amended to the Committee Vice Chairperson.

Amendment 3 – Nuala Briscoe role to be amended to Vice Principal.

Phillip Collier, Quality and Standards Committee Chairperson highlighted the key areas discussed.

- Considered reducing the term of office of 4 Years to 2 Years and if the consideration was to be standardised across the other Committees.
- Agreed that the Committee membership was correct and that governors had the appropriate skills.

- The skills agenda was discussed at length and the opportunities available to Students. The Committee members were satisfied that the College was providing an excellent education for all Students.
- The new Ofsted Priorities.
- A verbal Safeguarding update was provided and confirmed that Safeguarding arrangements were effective, policies and procedures had recently been reviewed, and staff were continuing to undertake CPD (Continuous Professional Development)

Q: Did any issues arise from the Lockdown drill?

A: No, the Lockdown drill went really well. Feedback from staff and those staff who had marshalling roles had been received and was positive. The Lockdown Policy is to have some minor amendments following the drill and a further Lockdown drill is to be held. The Senior Leadership Team are happy with the progress; the drill was smooth with no panic from Students.

Q: Was feedback from Students collected?

A: Informal feedback was collected. Students and their families had been informed prior that a Lockdown drill was being undertaken.

Philip Collier continued:

- Positive to hear that there had been an increase in Student numbers, an additional 202 Students had been recruited over the past three years.
- The Retention Policy was successful in the supporting of retention of Students.
- Received a verbal update on Marketing and the importance of consistency to grow the College, a lot of interest had been received at the recent Open Day.
- Governors were to undertake their Safeguarding Training by October Half Term 2025.
- T Level concerns were also noted as National Concerns.
- Received a Curriculum update and report. Discussed some potential concerns.
- Challenge at the meeting was good and conversations were open and honest.

The Principal commented; recognition is to be noted for the Vice Principals who have been going into schools marketing the College in addition to their daily role, I would like to thank the Vice Principals for going above and beyond and marketing the College.

Vice Principal commented; the presentation used was very good and useful and represented the College well.

b) Finance and Resources Committee – 8th October 2025

Minutes of the Finance and Resources Committee were not available for this meeting.

Pam Tate, Finance and Resources Committee Chairperson highlighted the key areas discussed.

- The College financial position at year-end.
- The HR report provided a summary up to 31st July 2025. Staff turnover, long term absence and staff sickness had reduced. Statistics on new starters was received and was positive. In addition to the HR report, the Committee had requested Benchmarking on staffing and comparisons to other College, should information be public and available. The Committee felt that the number of staffing investigations should be included within future reports. The Chair informed governors that there had been a small number of staffing investigations.
- The accommodation report was received; the Committee discussed the progress of the projects.

2. COLLEGE ITEMS

2.1 Principal's Report

Governors received the Principle report in advance of the meeting. The Principal highlighted the salient points and invited questions.

- As this was the first report from the Principal, feedback was requested.

- Specific targets were to be included in further reports as part of the College mission and Ethos.
- The summary of full examination results was noted from years 2023 to 2025, which evidenced the increase in percentage of A Level Students gaining grade C or above had risen to 77.7% in 2025, which was higher than the sixth form Collages which was at 76.2%.
- The ALPS (A Level Performance System) had categorised results at 6, lower than last year which was 5 which was slightly disappointing, however, Students were achieving. Open and honest conversations have taken place to look at solutions to raise the category and remove barriers.
- Targets had been finalised the previous week with HoD's (Heads of Departments).
- Targets set included "what if's" to ensure the targets were correct for the individual Student as well as aspirational, with good practice being shared.
- There had been improvements in high grades over several areas, which was positive.
- Level 3 Vocational achievement remained strong, with a 100% pass rate across all courses.
- GCSE achievement remained strong, re-sit results were excellent and were to be celebrated.

The Chair commented; it was positive to see the improvements and the strong data; there is clearly lots to celebrate. The Governing Board appreciate the open conversations and being informed of areas that are to be worked on. On behalf of the Governing Board please pass on a big thank you to all staff for their consistent hard work which has led to achievements.

The Principal continued:

- Enrolment had seen a positive rise (second year running), the College position was good. Support from the DfE (Department of Education) was required should growth continue.
- Retention was positive and building connections with schools was continuing. Senior Leaders were to continue to plan for growth, to ensure growth was accommodated for.
- Actions from recruitment were to be addressed.
- Curriculum area section of the report was new this time, each DL's (Division Leader) had provided a summary outlining the highlights, impact, focus and further actions. The hope was the summary would provide governors with a focussed and clear understanding of each area of what was happening in College at the time. In addition, the summary was to allow for further conversations between Leaders to ensure standards were being met.

Governors commented:

- The 50 word headline was useful, and the layout was good, it made for easy reading.
- I agree the report is easy to read and information included is relevant.
- The report can be used as a focus for link governor questions.
- It would be useful to include development plans and action plans linked to the 4 strands.
- Future Reports and the development plan layout may change slightly now the new Ofsted Framework was in place.

ACTION:

Further feedback on the Principal report was to be sent to the Principal.

The Principal suggested she include a narrative around the 4 strands. Governors agreed.

- There had been a slight dip in Student attendance, however attendance was still broadly in line with expectations. The dip in attendance had been evaluated which evidenced that there had been higher than usual illnesses reported, including COVID, however, holidays taken during term time has also affected the attendance figures. Strategies to raise attendance had been implemented.
- Behaviour remained exceptional.

- As part of enrichment, there was a broad range of opportunities available to Students, including life skills sessions.

Q: What are Leaders implementing to raise attendance?

A: The data has been analysed and will continue to discuss and monitor attendance data closely. We are looking into ways of making Students more aware of their own attendance and we are wanting to celebrate attendance successes through the GOAT Award. Strategies to raise attendance will continue to be implemented and developed throughout the year. 712 Students had been awarded with a GOAT Award.

The Staff governor commented; the system is easy to use, and Students are really pleased when presented with the GOAT Award.

Governors discussed the possible issues with timetabling linked to attendance and the importance of Students being clearly informed of expectations and in addition, the importance of feedback from Students.

Governors were to continue to ask questions and challenge Senior Leaders.

The Chair thanked the Principal for her detailed report.

2.2 Cyber Security

The Vice Principal confirmed that Cyber Security was robust and that the College had achieved Cyber Security Essentials Accreditation. A planned infiltration test to be completed as part of the audit process.

Cyber Security remained high on the College Risk Register.

2.3 Finance Manager Vacancy/ Recruitment

The Principal informed governors that the College Finance Manager was set to retire from his position as of 31st December 2025.

Recognition from the Governing Board for the significant contribution, hard work and the commitment of keeping the College finances in a healthy position was given.

Q: Will the College recruit a full-time person to the role?

A: Yes.

Following the resignation, the College was to recruit to the position.

19:41 Abigail Fletcher withdrew from the meeting at this point.

Governors agreed to proceed with item point 4, to allow the Finance Manager to present and withdraw.

4. FINANCE AND AUDIT

4.1 Overview of current financial position and forecast

The Finance Manager provided an update; the following was noted:

- There was a loss of approximately £140,000 on the outturn for the year, this was a slight increase on predicted loss of £110,000. Reasons were linked to the additional pay awards, additional National Insurance contributions, claw back from the T Levels and additional staffing costs.
- The DfE financial health rating was at Requires Improvement.
- Budget was based on recruitment of an additional 20 Students, however, over 100 additional Students had been recruited.
- Cash underlying position was at approximately £1,000,000.

- Ways of generating income was being explored.
- Should growth continue, the College would need to ask for financial support from the DfE.
- There were not enough funds within contingency to claw back the deficit.

Governors gave thanks to the Finance Manager for his update.

4.2 Audit Updates - Year end outturn and Audit Update

The Finance Manager confirmed that the College Audit was to commence on Monday 27th October 2025 and was based on figures received at this meeting.

Q: Is the College on track for the signing off at the next FGB meeting in December?

A: Yes.

Q: Will a member of external Audit be present at the next FGB meeting?

A: I am unsure but I will check.

ACTION:

Finance Manager to check if a member of external Audit will be present at the December FGB meeting.

4.3 College Financial Handbook

Governors received the College Financial Handbook for information. The College Financial Handbook had also been received at the appropriate Committee meetings.

19:54 Jim Winstanley withdrew at this point.

3. STRATEGIC MATTERS

3.1 College Development Plan

The College Development Plan was received in advance of the meeting. Amber areas had not been fully achieved; red areas had not been fully achieved due to capacity and green areas had been fully completed.

There were no areas of concern noted.

3.2 Risk Register

The full Risk Register was received in advance of the meeting. The Risk Register continued to be reviewed by the appropriate Committee meeting. The Senior Leaders were fully informed of the areas of risk.

Finance remained the largest risk on the Risk Register.

3.3 Policy List

The Policy list was received in advance of the meeting for information.

5. GOVERNANCE ITEMS

5.1 Chairs Update

The Chair provided a verbal update, the following was noted:

- One-to-ones had been held every other week with the Principal.
- Celebrations and Student achievements had been discussed.
- Principal objectives had been set for this academic year.
- The Chair and Principal had been to AVIC, the support available for the Principal was reassuring. The session provided networking opportunities and discussions with 14 other Collage Leaders.

5.2 Vacancies and Re-appointments

The below governors had been sent applications forms for their re-appointment.

- Mark Dumican term of office to end on 30th November 2025
- Mark Higgins term of office to end on 30th November 2025
- Pamela Tate term of office to end on 30th November 2025

ACTION:

Chair to check Mark Dumican, Mark Higgins had filled out their re-appointment application forms.

The Chair reminded governors that there was a gap on the Committee membership due to recent resignations and in addition, informed governors that Foundation Governor James Gresty had verbally informed the Chair that he was resigning from the Governing Board.

Vacancies were to be advertised.

5.3 Governing Board Terms of Reference

- Quality and Standards – approved.
- Finance and Resources – approved.

ACTION:

Clerk to upload the Committee Terms of Reference to GovernorHub.

Clerk to include approval of Audit committee Terms of Reference on the Autumn 2 FGB meeting agenda.

5.4 College Financial Handbook

Received at item point 4.3.

5.5 Liverpool Archdiocese Protocols

Governors received the draft Protocols in advance of the meeting. A final version was to be sent out governing boards once approved by Archbishop Sherrington.

5.6 Annual Declarations – via Governor Hub

- Code of Conduct

Governors received the Charity Governance Code in advance of the meeting and agreed to continue to abide by it. Governors were reminded to sign the Code via GovernorHub.

- Governor Eligibility

Governors were reminded on to record on GovernorHub confirmation of continuing eligibility.

- Register of Interests

Governors were reminded to record on GovernorHub business and pecuniary interests. Interests were to be published on the College website.

- KCSIE 2025

Governors were reminded to read the whole of KCSIE 2025 and confirm via GovernorHub that they had read it.

ACTION:

Clerk to post a reminder onto GovernorHub.

Governors to undertake annual declarations by the deadline date of October half-term.

5.6 Link Governor Reports

Student Conference feedback had been completed at item point 1.6.

Governors were reminded to arrange monitoring visits.

5.7 Annual Strategic Conference

This item was deferred to the Autumn 2 FGB meeting.

ACTION:

Clerk to include Annual Strategic Conference on the Autumn 2 FGB meeting agenda.

5.8 External Governance Review and Governance Improvement Plan

This item was deferred to the Autumn 2 FGB meeting.

ACTION:

Clerk to include External Governance Review and Governance Improvement Plan on the Autumn 2 FGB meeting agenda.

5.9 Governor Training Plan

Governors were asked to consider to undertake training suggested on the Liverpool Archdiocese newsletter along with Safeguarding, Prevent, Cyber Security and Safer Recruitment. Training links were provided on the agenda.

6. STANDING ITEMS

6.1 Meeting Reflection/Impact

Governors reflected on the meeting; the following was noted:

- Conversations were open and honest.
- Detailed reports were received.
- All governors contributed to the discussions and had the opportunity to challenge Senior Leaders.
- Positive to hear that new staffing and ways of working were having impact.
- Strategies to continue to improve outcomes were having good impact.
- Retention of students and increase in additional students was positive.

Student governors were thanked for the contribution and presentation.

6.2 Urgent Items (AOB)

There were no items to be considered.

6.3 Confidentiality

Governors were reminded of the importance of confidentiality. There were no items deemed confidential for separate minutes.

6.4 Date and time of next meetings

Confirmed as:

- Wednesday 18th December 2024 at 5.30pm.
- Wednesday 26th March 2025 at 5.30pm.
- Wednesday 2nd July 2025 at 6pm.

With there being no further business, governors were thanked for the continued commitment and participation. The meeting closed at 20:11.

ITEM POINT	ACTION	WHO
1.6	Include election of Chair and Vice Chair, Senior Post Holder Recruitment Policy, Senior Post Holder Remuneration Policy, Liverpool Archdiocese Protocols and Instrument and Articles on Autumn 2 FGB meeting agenda.	Clerk
1.6	Presentation slides to be shared with the Governing Board.	PN/WS/AF
2.1	Further feedback on the Principal report was to be sent to the Principal.	All
4.2	Check if a member of external Audit will be present at the December FGB meeting.	JW
5.2	Check Mark Dumican, Mark Higgins had filled out their re-appointment application forms.	Chair
5.3	Upload the Committee Terms of Reference to GovernorHub.	Clerk
5.3	Include approval of Audit committee Terms of Reference on the Autumn 2 FGB meeting agenda.	Clerk
5.6	Post a reminder onto GovernorHub.	Clerk
5.6	Undertake annual declarations by the deadline date of October half-term.	Gov's
5.7	Include Annual Strategic Conference on the Autumn 2 FGB meeting agenda.	Clerk
5.8	Include External Governance Review and Governance Improvement Plan on the Autumn 2 FGB meeting agenda.	Clerk