

CARDINAL NEWMAN COLLEGE BOARD OF GOVERNORS

A meeting of the above Committee will be held at **4.00 p.m.** on **Wednesday 16th March 2016** in the **Conference Room at the College.**

Members present:

Richard Ainscough, Chair
Len Hampson, Vice Chair
Nick Burnham, Principal
Matthew Ainge
Charu Ainscough
Hannah Ashton
John Calvert
Peter Halpin
Martha Horton
Adrian Metcalf
Bill Noblet
Sue Richmond
Helen Seechurn
Father Tim Sullivan
Peter Towers
Andrew Wygladala

Officers in attendance:

Bob Deed, Acting Clerk
Justine Barlow, Vice Principal
Paul Vaughan, Deputy Principal

Apologies:

Zulekha Dala
Penny Dineen
Father Luiz Ruscillo

MINUTES

The meeting commenced with a prayer

Minutes **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Governing Body held on Wednesday 9 December 2015 were accepted as a correct record and signed by the Chair (file copy entered).

Section A Items in this section of the agenda are for information.

1 **COLLEGE EVENTS: INVITATIONS TO GOVERNORS**

The Governing Body noted the forthcoming events at the College.

2 RE AND CHAPLAINCY REPORT

The Governing Body noted the RE and Chaplaincy Report previously received at the last meeting of the Curriculum, Quality and Standards Committee.

Section

B

1. MATTERS ARISING FROM THE MINUTES

There were no items not covered on the main agenda.

2. GOVERNANCE

The Acting Clerk updated the Governing Body on the appointment of governors. The College was awaiting paperwork from the Diocese confirming the appointment of Bob Eastwood. The Student Union was selecting two new student governors.

The Acting Clerk noted that Penny Dineen had agreed to be appointed Link governor for Higher Education activities.

The Governing Body considered the draft calendar of meetings for 2015/16.

The Governing Body approved the proposed calendar of meetings for 2015/16.

3. PRESENTATION BY THE PRINCIPAL: LATEST DEVELOPMENTS WITH AREA REVIEWS AND ACADEMISATION

The Principal outlined developments with Area Review nationally which has been subject to delayed completion in some regions. He noted the stages in the Review process including steering group meetings, data collection and college visits.

The Principal noted the Sixth Form College Association's advice on engaging constructively with the Area Review process. The SFCA highlighted the vulnerability of colleges in intervention or which could be placed in intervention for financial or quality reasons.

The Principal briefly explained the issues raised by academisation, including benefits and costs. He noted that academisation would yield VAT savings but could have significant cost implications for our bank loan agreements and potentially the VAT relief on post-2011 new builds which could be up to £700k.

4. **RISK MANAGEMENT: UPDATE REPORT**

The Principal introduced the risk register. The Governing Body asked about the scoring of the risk of a serious security incident on site. The Principal noted the low likelihood of an incident and outlined the College's work with the police. The College is preparing a plan with the involvement of the Health & Safety Group.

The Chair noted the re-scoring of the finance-related risks following better news on funding in the Autumn Statement.

5. **FINANCE & RESOURCES: COLLEGE FINANCE REPORT TO JANUARY 2016**

The Chair introduced the Finance Report and updated the Governing Body on the February 2016 accounts. The Principal responded to a question on whether the College was generating excessive surpluses. He highlighted the role of operating cashflow in repaying debt and investing in the College's estate. The Chair also pointed out the need to retain resources to fund growth in the light of increasing student numbers. The Principal contrasted the College with other sixth form colleges which had retained much higher cash balances instead of investing in building and equipment. This was reflected in our liquidity ratio which had been reduced because of the College's investment in the modernisation and expansion of the College estate.

The Chair of the Audit Committee asked whether Cedar was generating cash for the College. The Principal noted the financial contribution made by Cedar and the potential that it offered as indicated by recent interest from other colleges and schools.

The Chair of Staffing and Remuneration queried whether the staffing contingencies would allow an under-spend. The Principal responded that contingencies were likely to be required.

6. **FINANCE & RESOURCES: PROPERTY STRATEGY - UPDATE REPORT**

The Principal presented the paper on the Property Strategy. He noted the need for additional space to accommodate the expected growth.

The Governing Body asked about the quality of the temporary accommodation for learners and learning. The Principal assured governors that this was a key issue for staff. The Principal also noted that both buying and leasing were being explored to assess which option offered best value-for-money.

The Deputy Chair asked about the capacity of the site. The Principal agreed that this was a key issue. He noted the financial benefits of growth but recognised the potential implications for mission and ethos, structures etc.

The Principal was asked about the adequacy of social space. He confirmed that there was sufficient but in some places there was a need for a more study-friendly space and better furniture.

The Principal was also asked about demographic trends. He noted that the College's growth against a background of demographic decline. He also noted the implications of recent and planned building developments in the local area.

The Governing Body confirmed the resolution of the Finance and Premises Committee approving:

- **the leasing or purchase of temporary classrooms where the total cost over five years is up to £720k (i.e. the equivalent of £600k plus VAT); or**
- **the delegation of authority to the Chair of the Committee and the Principal where the tendered costs are greater than currently expected**

7. **FINANCE & RESOURCES: BUDGET 2015/16: PROGRESS TO DATE**

The Governing Body considered the paper setting out the work to date on a Budget for 2015/16.

The Chair of the Audit Committee asked about how the College was responding to more generous funding. The Principal responded that the College was able to invest more on IT and planned maintenance.

The Principal highlighted the financial benefits of the gradual phase-out of Formula Protection which was currently worth £1.7 million.

Father Tim left the meeting.

8. COLLEGE SELF-ASSESSMENT REPORT 2015/16

The Deputy Principal responded to a query about high grades. He noted that the College's performance was within the context of the College's comprehensive approach to admissions. He highlighted the College's focus on value added and its ALPS grading which reflected progress given GCSE grades on entry.

The Deputy Principal updated the Governing Body on recently received Ofsted feedback. This confirmed that the College's performance was above average for students who had been in receipt of free school meals. The Governors noted this achievement and what it reflected of the College's mission and ethos.

The Chair thanked the SMT for the very encouraging and comprehensive self-assessment Report for 2015/16.

The Governing Body formally adopted the College Self-Assessment Report.

9. NEW PAY FRAMEWORK FOR TEACHING STAFF AND TRANSITION (1 SEPTEMBER 2016)

The Principal introduced the framework agreed nationally and locally.

The Governing Body approved the new pay framework.

The Clerk noted the use of Chair's action for implementing the recent national agreement on a 1% pay rise for teachers. This was in line with the resolution of the previous Governing Body meeting.

The Governing Body noted and confirmed the use of Chair's action for implementing the national agreement on the 1% pay increase for teachers.

10. PRINCIPAL'S REPORT INCLUDING UPDATE ON STRATEGIC PLAN

The Principal introduced his Report and responded to governors' queries about changes in the applications from particular schools.

Governors asked about performance measures including points per student and value added. The Principal and Deputy Principal noted that the importance of value added and the implications of prior achievement in feeder schools for value added.

The Principal highlighted the importance of the College attracting the most able students whilst being comprehensive. He noted the role of HE* programme.

11. **MINUTES OF MEETINGS OF COMMITTEES OF THE BOARD OF GOVERNORS**

The Committee Chairs introduced the minutes from their own committees.

The Chair as Chair of Search updated the Governing Body on the Committee's discussion of governor training and governance self-assessment.

The Chair of Audit Committee noted the risk presentation by the external audit partner which gave the Committee reassurance on risks around finance, funding and the Area Review process.

12. **REPORT FROM THE STUDENT GOVERNORS' ON CURRENT ISSUES AFFECTING STUDENTS**

The Student Governors noted Student Union developments over the year. This includes better links with RE and inclusion of Union news in the Student Bulletin.

The Student Governors noted the Student Union projects in progress including encouraging voting participation in politics and the EU referendum. The Student Union had highlighted the need for higher profile to support on university and job interviews.

The Student Governors noted the positive student satisfaction.

The Governing Body thanked the Student Governors for their contribution over the last year.

13. **REPORT FROM CHAIR**

The Chair had no matters to report on not already covered on the agenda.

14. **APPOINTMENT OF A CLERK**

The Acting Clerk left the meeting. The Deputy Principal acted as temporary Clerk for this item.

The Chair fed back on the interview process. The Panel recommended the appointment of Bob Deed.

The Chair of the Audit Committee reported on the Committee's discussion of the proposed appointment and any potential conflicts of interest it may raise. He noted that the Director of Corporate Resources would attend the Audit Committee if Bob Deed was appointed Clerk. The Chair of the Audit Committee was comfortable with this. It was noted that a draft Policy on the Clerk's Independence was being drafted to address these issues.

The Governing Body noted that the original advert was for two days a week but Bob Deed had suggested that the role required only one day.

The Governing Body approved:

- **the unanimous proposal of the Governing Body's appointed Selection Panel, to appoint Mr Robert Deed as Clerk to the Governing Body effective on 17th March 2016; and**
- **the remuneration for the post of Clerk to the Governing Body as £9,000 per annum in respect of annualised working hours of 385 hours per annum, to be reviewed at the governing body meeting immediately following a period of six months appointment.**

15. **DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Board of Governors is scheduled to be held at 4.00 p.m. on Wednesday 29th June 2016 in the Conference Room at the College.