

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Governing Body was held at **4.00 p.m.** on **Wednesday 22 March 2017** in the **Conference Room** at the **College**.

Members present:

Richard Ainscough, Chair (F)
Nick Burnham, Principal
Charu Ainscough
John Calvert (F)
Peter Halpin (F)
Father Luiz Ruscillo (F)
Adrian Metcalf (F)
Bill Noblet (F)
Peter Towers
Andrew Wygladala (F)

Officers in attendance:

Bob Deed, Clerk
Justine Barlow, Vice Principal
Katie O'Reilly, Director of Corporate Resources
Paul Vaughan, Deputy Principal

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

Apologies were received from Matthew Ainge, Emily Diffin, Bob Eastwood, Len Hampson, James Keen, Penny Dineen, Sue Richmond and Helen Seechurn.

With Emily Diffin's apologies, the Clerk had received notes on Student Union activities. The Clerk updated the Board noting:

- The formation of the new Student Union Council with the election process for new Council members now complete.
- The planning of an end-of-year event for the Year 13s.
- The election of two Student Governors: Matthew Sane being elected and Emily Diffin being re-elected.
- The new Council focusing on approaching students for suggestions for improvements to college life, teaching and learning.
- The work on fundraising and awareness events including a marshmallow eating competition. For charity.

3 Declarations of interest

There were no declarations of interest.

4 Minutes of the previous meeting

The minutes of the meeting held on Wednesday 7 December 2016 were accepted as a correct record.

5 Matters arising from the minutes

There were no matters arising.

6 RE and Chaplaincy Report

The Principal introduced the RE and Chaplaincy Report. He highlighted the recent Lenten Vigil and the good turnout at the Chaplaincy Committee.

The Board of Governors thanked Chaplaincy for the report and the activities reported.

The senior clerical representative observed that at Christ the King School pupils were unable to participate in a trip to Castlerigg. He suggested that Chaplaincy and students might wish to sponsor Christ the King pupils. The Principal suggested that Corpus Christi pupils might have a similar issue.

The Principal agreed to explore the opportunities further.

Principal

Following the query, the Director of Corporate Resources agreed that charitable trusts might be able to support these kinds of activities.

7 Governing body and committee membership

The Clerk informed the Governing Body that soon after the appointment papers for Father Philip Smith had been received from the Diocese, Father Philip resigned as he was moving to a new parish.

The Clerk noted that Emily Diffin and Matthew Sane had been chosen by the Student Union Council to be Student Governors.

The Board confirmed the appointment of Emily Diffin and Matthew Sane as Student Governors.

The senior clerical representative explained that the Diocesan governing bodies normally received a briefing through a Catholic Mission Focus presentation. He noted that the Board of Governors had not received these briefings but these would be useful.

The Clerk agreed to contact the Diocese to ensure that the College received the briefing. Clerk

The senior clerical representative noted that the Catholic Education Service offered governor training. He encouraged governors to consider accessing this training or commissioning bespoke training catering for the College as a Catholic sixth form college. He noted that this was run on an annual cycle.

The Clerk agreed to obtain and circulate details of governor training offered by the Catholic Education Service. Clerk

The Clerk highlighted that the latest calendar of events for governors included details of the Catholic Teaching Alliance governor training sessions.

The Clerk urged governors to update him with details of all governor training and development which they undertook so it could be logged.

8 Governance documents

The Clerk introduced the draft governance documents which had been considered and revised by the Governance and Search Committee. He noted that the document on membership of the ad hoc committees referred to the "Search Committee" when it should have referred to "Special Committee".

The Board of Governors approved the proposed membership of Special Committees.

Governors asked about the reference to parent Foundation Governors in the notes on the specific duties of Foundation Governors. The Clerk said that the notes were from the Diocese's appointment form for Foundation Governors and explained that this related to schools under legislation separate from that incorporating Roman Catholic sixth form colleges. He suggested that the wording be clarified.

The Board of Governors approved the role description for governors subject to amending the reference to parent Foundation Governors.

Governors asked the Clerk about the Governor Handbook. He informed he intended to make information available on the governors' website on a rolling basis as the Handbook had previously taken so long to completely update, it tended to be out-of-date once the revision was complete. There were concerns that the governors' website was hard to navigate.

The Clerk agreed to review the governors' website and provide a short training session about it to the next Board meeting. Clerk

Governors noted that the draft notes on the role of Link Governors omitted reference to the RE Link Governor,

The Board of Governors approved the Link Governor notes with inclusion of RE Link Governor.

The Clerk noted that the committee cycle of business was based on the earlier schedule but updated for the new committee structure and revised terms of reference.

The Board of Governors approved the cycle of business.

10 Risk management: update report

The Director of Corporate Resources introduced the update report on risk management and highlighted the new risk on high needs students and the rising risks for accommodating growth and reducing costs.

11 College finance update

The Director of Corporate Resources highlighted the main issues: the forecast outturn for the year was close to budget and cash was expected to be £1.9 million at the year end.

The Director updated the Board on the changes in the Preston City Council's leisure provision which meant that the management of sports lettings would be brought in-house with a TUPE transfer of two part-time staff to the College. The Principal suggested that this was an opportunity for the College to improve the financial contributions of sports lettings.

The senior clerical representative asked whether the staff to be transferred under TUPE were paid the Living Wage. The Director of Corporate Resources confirmed that the Council staff were already paid more than the Living Wage.

A governor asked about when education cuts might affect the College. The Principal explained that sixth form colleges in general had been cut. However, the College had benefited from high levels of formula protection which was being phased out. He also noted that the College's growth strategy had meant that the effect of lower funding per student has been mitigated by growth in student numbers. The Director noted the savings planned in support budgets as well as larger class sizes.

12 Budget 2017/18 – update report

The Director of Corporate Resources noted that the budget for 2017/18 was likely to be in the region of £300k. The indicative figures reflected the EFA funding allocation but noted the uncertainties over the High Needs Student funding.

The Principal noted that nationally there was a move away from AS Level exams being taken. He noted that the AS exams were being reviewed by the College.

Governors asked about the implications for students if the College phased out AS Levels. The Principal noted that AS exams ensured that students had a qualification at the end of Year 12 if they left then and that the exams offered a useful data point for quality assurance. The Principal noted that the College was working on closer monitoring of student progress over the year using the Cedar system which would reduce the risks involved.

In response to query about the level of applications for enrolment in August 2017, the Principal confirmed that applications were now in excess of last year's equivalent figures.

The Board asked about the pay:income ratio. The Director noted that the current ratio was 71% compared with the 70% benchmark. She confirmed that this ratio would be reported in the budget and financial forecast in the summer.

(Justine Barlow left the meeting)

13 Property strategy update

The Director of Corporate Resources updated the Board on the progress on neighbourhood improvements which improved the access including Princes Street being a “gateway” to the College. She explained that work was progressing on plans for bus laybys on Queen Street for students. She assured governors that the College was seeking a full input into regeneration plans and that it now was being treated by Preston City Council as a key partner.

A governor queried the implications for students from the use of the Lark Hill entrance and the closure of the main gates, particularly at busy times. The Director noted the plans for significant improvements. The Principal explained that the closure of the gates had contributed to improving student safety and reducing any exposure of students to anti-social behaviour outside the College.

The Director of Corporate Resources outlined the process involved in preparing the Estates Strategy. She noted the work by RCU on likely student numbers. These figures were analysed for a space and curriculum analysis. This demonstrated a clear need for a new building.

The Director said that the College planned to submit a funding application in early April 2017 with the City Deal Board considering the application in June 2017. She noted that the draft application was awaiting further information including a costing and project cashflow.

The Director explained that the College was working closely with Preston City Council on the plans and the approach to planning. She noted the challenges with the location including preserving the grounds.

The Board asked about whether the new building would be sufficient and flexible enough to accommodate growth. The Principal confirmed that the plans would allow the College to grow to 4,000 students which was the size of the largest sixth form colleges. He noted that the College’s mission, ethos and sense of community was as strong at the College as when it was much smaller.

The Director noted that the funding application would include a £500k College contribution from cash reserves.

The Director introduced the draft Estates Strategy which reviewed the College’s space needs and the adequacy of current buildings. It also summarises the case for a new building in the College grounds.

The Governing Body resolved to approve:

- **the Estates Strategy; and**
- **the submission of the bid to the Lancashire Enterprise Partnership and City Deal for the proposed new build in the grounds with the Chair reviewing the final submission.**

(Katie O’Reilly left the meeting)

9 Principal’s report including update on Area Based Review

[Agenda re-ordered]

The Principal updated governors on the Area Based Review process. He noted that the draft report proposed that the College remain standalone while considering the case for academisation.

The Governing Body re-affirmed its position that the College remain standalone while considering the case for academisation.

The Principal outlined the other draft proposals from the Area Review including the planned merger of UCLAN and Preston College.

The Principal noted that St Mary's College Blackburn was being required to identify a "structural solution". St Mary's College had been placed in intervention with a Financial Notice to Improve. It had also been visited by Ofsted.

The College has been asked to consider options with St Mary's College. The College has recently received financial and other information from St Mary's College. The Principal noted that the College management team was wary of the risks involved but believed that the College should fully review the issues.

Governors expressed concern that the College should not expose itself to risks through over-extending itself.

The senior clerical representative stressed that there was a need for a common vision for Catholic sixth form education to progress. He stressed the need for the Marists and the Diocese of Salford to approach the Diocese of Lancaster. The Principal noted that the Vice Chair had highlighted the need for involving the Diocese of Lancaster if matters progressed.

The Principal noted the College's strong performance in the Department for Education and other metrics.

14 Admissions policy

The Principal noted that the Admission policy had been scrutinised by the Quality, Curriculum and Staffing Committee which recommended the Board's approval. He noted that some amendments were necessary as the College does not deliver Skills Funding Agency adult provision. He also confirmed that there were no substantive changes.

The Board of Governors resolved to approve the draft revised Admissions Policy.

15 Safeguarding policy

The Principal noted that the Safeguarding Policy had been substantially revised. The assurance review of safeguarding had positively assessed the College's safeguarding arrangements but recommended changes to the Policy document. The recommendations had been reflected in the draft policy considered and recommended for approval by the Quality, Curriculum and Staffing Committee.

The Board of Governors resolved to approve the draft revised Safeguarding Policy.

16 Draft Disciplinary Policy & Procedures for Designated Senior Post Holders

The Clerk introduced the **Draft Disciplinary Policy & Procedures for Designated Senior Post Holders** and noted that the policy and procedures drafted by the HR Manager had been scrutinised by the Remuneration Committee which recommended the Board's approval.

The Board of Governors resolved to approve the draft revised Disciplinary Policy & Procedures for Designated Senior Post Holders.

17 Audit Committee minutes of 1 March 2017

The Chair of the Audit Committee particularly noted the informative presentation to the Committee by the new Contracts and Procurement Manager on the College's approach to value-for-money.

The Governing Body resolved to accept the Audit Committee minutes and agree the recommendations contained where not already adopted.

18 Finance and Premises Committee minutes of 1 March 2017

The Chair of the Finance and Premises Committee introduced the Finance and Premises Committee minutes

The Governing Body resolved to accept the Finance and Premises Committee minutes and agree the recommendations contained where not already adopted.

19 Governance & Search Committee minutes of 25 January 2017

The Chair introduced the minutes which included consideration of the draft governance documents.

The Governing Body resolved to accept the Finance and Premises Committee minutes and agree the recommendations contained where not already adopted.

20 Quality, Curriculum and Staffing Committee minutes of 25 January 2017

The Chair of the Quality, Curriculum and Staffing Committee introduced the minutes.

The Governing Body resolved to accept the Quality, Curriculum and Staffing Committee minutes and agree the recommendations contained where not already adopted.

21 Remuneration Committee minutes of 25 January 2017

The Chair of the Remuneration Committee introduced the minutes.

The Governing Body resolved to accept the Remuneration Committee minutes and agree the recommendations contained where not already adopted.

22 Determination of any items to be treated as Confidential

There were no items deemed to be confidential.

23 Date and time of the next meeting

The next meeting of the Board of Governors will be held on is scheduled to be held on Friday 30 June 2017 as part of the SMT/Governors' Conference. This will replace the previously arranged meeting on Wednesday 5 July.

(Nick Burnham, Paul Vaughan and Bob Deed left the meeting.)

RESERVED BUSINESS

1 Minutes of the previous meeting

The Reserved minutes of the meeting held on Wednesday 7 December 2016 were accepted as a correct record.