

**CARDINAL NEWMAN COLLEGE
BOARD OF GOVERNORS**

A meeting of the Governing Body was held at **4.00 p.m.** on **Wednesday 29 June 2016** in **the Conference Room** at **the College.**

Members present:

Richard Ainscough
Len Hampson
Matt Ainge
Charu Ainscough
Nick Burnham
John Calvert
Penny Dineen
Connor Dwyer
Bob Eastwood
James Keen
Adrian Metcalf
Bill Noblet
Sue Richmond
Father Luiz Ruscillo
Peter Towers
Andrew Wygladala

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

The Chair welcomed Connor Dwyer and James Keen as Student Governors. The Governing Body introduced themselves to the new Governors.

Apologies were received from Peter Halpin and Helen Seechurn.

3 Declarations of interest

There were no declarations of interest.

4 Minutes of the last meeting

The minutes of the meeting held on Wednesday 16 March 2016 were accepted as a correct record.

5 Matters arising from the minutes

There were no matters arising from the previous meeting's minutes which were not covered by the agenda.

6 RE and Chaplaincy report

The RE and Chaplaincy report was noted by the Governing Body.

7 Governance Self-Assessment

The Clerk introduced the Governance Self-Assessment which had been considered by the Search Committee. He highlighted the appendix where he had mapped how the College's governance practices compared with a measure of good practice as represented by the Association of Colleges' Code of Governance. He noted that the Roman Catholic Sixth Form Colleges had not adopted the Code as not all the Code was appropriate or practical. He suggested that in most areas the College's practices did match good practice.

The Governing Body asked about changes to governance impacted on the Governors' Handbook. The Clerk explained that the latest version of the Handbook was on the Governors' site but that this was probably the last version as the updating process was unwieldy. He suggested that the component parts of the Handbook would be updated as modules on a rolling basis.

The Governing Body asked that the Clerk circulate the Association of Colleges Code of Governance. The Clerk confirmed that he would do this. He noted that the Code of Governance and other guidance had been uploaded to the Governors' site in a folder entitled "Useful Documents."

The Chair noted the discussion at the Search Committee and then the SMT/Governors' Conference about an external input into governance review.

The Governing Body adopted the Governance Self-Assessment document.

8 Principal's report

The Principal tabled a paper on college applications, the Area Review process and the staff survey to accompany his verbal report to Governors.

The Principal explained how the College had increased the number of applications since 2011. He noted that over this time the conversion rate had become more uncertain over time. The Principal updated the Governing Body on the previous day's New Student Day. He reported that attendance was comparable with last year and that the College was expecting growth in the number of Year 12s in August. In particular, he noted the 10% growth in the number of applications from Roman Catholic partner high schools.

The Governing Body asked about the ability of the College to accommodate greater numbers if a larger proportion of applications converted to applications. The Principal noted that the College was able to manage demand with, if necessary, caps on enrolment to particular subjects. The College also has some influence over the numbers of Year 12 students enrolling to take four AS levels.

The Principal outlined the Area Review process for Lancashire. The Governing Body asked about the role of Governors in the process. The Principal noted that the Principal and Chair would be representing the College at steering group meetings but other Governors would be able to attend other briefings. In response to a question about timescales, the Principal suggested that there was likely to be delays in the process as there have been in other areas. The Principal noted the consensus at the SMT/Governors' Conference that the College was sustainable as an individual institution and would keep the option of academisation under review.

The Principal introduced the recent results of the Staff Survey. These show that the College has had a fourth year-on-year increase in staff satisfaction with scores in the top decile across all categories.

9 Update on Skills Funding Agency allocation and adult education provision

Following the decision at the Governing Body meeting at the SMT/Governors' Conference, the Principal updated Governors on the proposed transfer of the Skills Funding Agency allocation to Preston College. The SFA will be taking a decision at their Provider Change Group on 14 July 2016. The Principal highlighted how this was consistent with curriculum rationalization with the College focusing on its high quality A Level and Level 3 general vocational provision.

10 Risk management update

The Chair and Clerk introduced the Termly Update Report on the risk register. In response to a query about the relatively high risk for a shortfall in student recruitment, the Chair highlighted that the impact score was high but the probability was low.

11 College Finance Report to May 2016

The Director of Corporate Resources introduced the College Finance Report which had been considered by the Finance & Premises Committee.

The Governing Body asked about the implications of changes in financial reporting. The Director of Corporate Resources explained that more detailed work was being undertaken on the holiday pay accrual. She noted that the holiday pay accrual may be higher than the £40k assumed. However, this would not be impacting on the College's financial health.

12 Property strategy update

The Director of Corporate Resources introduced the Property Strategy update. She updated Governors on the progress of the construction of the St Teresa's building. She noted other projects over the summer including creation of additional classrooms and improvement of the St Augustine's foyer space.

The Principal informed the Governors that Contour Housing had decided that it was not willing to sell its site to the College. However, the College had a productive meeting with the housing association's neighbourhood officer about jointly working to tackle anti-social behaviour.

The Director of Corporate Resources updated the Governing Body on discussion with the Diocese over the Presbytery next to the St Augustine's building. The Principal noted concern over potential costs involved in making the Presbytery suitable for teaching and learning.

The Governing Body asked about opportunities for capital funding. The Director of Corporate Resources explained that there were opportunities including funding relating to STEM and higher education as well as ventures with local government and housing associations.

The Chair asked about student reactions to the improved social space in the Exhibition Hall. The Student Governors confirmed that it was popular with students for studying and socialising.

13 College budget 2016/17 and financial forecast 2016-19

The Director of Corporate Resources introduced the budget 2016/17 and financial forecast 2016-19 which had been considered by the Finance & Premises Committee and outlined at the SMT/Governors' Conference. She highlighted the withdrawal of the Formula Protection Funding and the pressures on the staffing budget including pensions, National Insurance and the apprenticeship levy.

The Governing Body asked about the implications of the referendum, potential recession and possible election. The Principal recognised that there were uncertainties, noted that the forecast was only for three years and suggested that the prospects for the College were robust.

Governors asked about the pay:income ratio and the possibility of pressures on costs due to pay rises and inflation. The Director of Corporate Resources assured Governors that the assumptions were robust and that the Finance Team were regularly re-modelling assumptions.

The Governing Body resolved to approve the College budget 2016/17 and financial forecast 2016-19 on the recommendation of the Finance & Premises Committee.

14 Confidential reporting policy

The Principal introduced the substantially revised confidential reporting policy which had been scrutinised by the Staffing & Remuneration Committee and discussed with the trade unions at the College.

The Governing Body approved the revised Confidential Reporting policy on the recommendation of the Finance & Premises Committee.

15 Minutes: Audit

The Governing Body noted the minutes of the inquorate Audit Committee meeting.

The Principal drew the Governors attention to the useful review of Safeguarding by an independent and experienced consultant as part of the assurance framework. He said that the consultant had given a positive assessment of arrangement and made recommendations for further enhancements.

16 Minutes: Curriculum, Quality and Standards

The Governing Body noted the minutes of the Curriculum, Quality and Standards Committee including the approval of the Higher Education Strategy.

The Governing Body resolved to confirm the Committee's approval the HE Strategy 2016-19.

17 Minutes: Finance & Premises

The Governing Body noted the minutes of the Finance & Premises Committee.

The Governing Body resolved to confirm the Committee's approval of the Fees Framework 2016/ and changes to the Financial Regulations effective from 1 August 2016.

18 Minutes: Search

The Governing Body noted the minutes of the Search Committee. The Clerk highlighted the discussion of the proposed re-naming of the Search Committee and the creation of a Quality, Curriculum & Staffing Committee. He noted that a full proposal would be brought to the next meeting including a provisional terms of reference for the new committee pending a fuller review later in the year.

The Governing Body asked for the rationale of the proposed merger of the Curriculum, Quality & Standards Committee and the staffing remit of the Staffing & Remuneration Committee. The Clerk explained that the remits of the two committees were interconnected and they often dealt with cross-cutting themes such as safeguarding and equalities which involved both staff and students. He also noted that the committees had a slightly smaller workload but there was a degree of duplication in the content of meetings.

19 Minutes: Staffing & Remuneration

The Governing Body noted the minutes of the Staffing & Remuneration Committee.

20 Minutes: Area Review Working Group

The Governing Body noted the minutes of the Area Review Working Group.

21 Determination of any items to be treated as Confidential

There were no items deemed to be Confidential.

22 Date and time of the next meeting

The next ordinary meeting of the Board of Governors is scheduled to be held at 4.00 p.m. on Wednesday 21 September 2016.