

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Board of Governors of the College was held at **4.00 p.m.** on **Wednesday 1st July 2015** in **the Conference Room** at **the College**.

Present:

John Crowley (Chair)
Richard Ainscough (Vice-Chair)
Matthew Ainge
Charu Ainscough
Hannah Ashton
Nick Burnham
Penny Dineen
Peter Halpin
Len Hampson
Adrian Metcalf
Bill Noblet
Sue Richmond
Father Luiz Ruscillo
Helen Seechurn
Father Tim Sullivan
Peter Towers
Andrew Wygladala

Officers in attendance:

Justine Barlow
Katie O'Reilly
Paul Vaughan

Joe McNamara (Clerk to the Governing Body)

Apologies for absence were received and accepted from:

John Calvert
Martha Horton

The Chair opened the meeting with a prayer

MINUTES

Members were reminded that if any member of the Board of Governors has any personal or pecuniary or related interest, direct or indirect, in any contract, proposed contract, or other matter, that member must disclose the existence of that interest to the Board and shall withdraw from the meeting while the contract, proposed contract, or other matter is under consideration by the Board.

No such interests were disclosed.

Prior to the formal commencement of the meeting, the Chair, on behalf of members, warmly welcomed Dr. Penny Dineen, new Foundation Governor, and Hannah Ashton one of the two new Student Governors, to their first meeting of the Board of Governors.

1. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Board held on Wednesday 25th March 2015 were accepted as a correct record and signed by the Chair (file copy entered).

2. **SECTION 'A' ITEMS**

1/A/BG(7.15) **RE AND CHAPLAINCY REPORT**

Received: **DOCUMENT 1/A/BG(7.15)** (file copy entered).

3. **SECTION 'B' ITEMS**

1/B/BG(7.15) **MATTERS ARISING FROM THE MINUTES**

(any such matters were included as main agenda items)

GOVERNANCE

2/B/BG(7.15) **REVISED INSTRUMENT AND ARTICLES OF GOVERNMENT**

Received: **DOCUMENTS 2/B/BG(7.15)** (file copy entered)

Agreed: to formally confirm acceptance and adoption of the revised Instrument and Articles of Government and to advise the Catholic Education Service accordingly.

3/B/BG(7.15) **COMPOSITION OF THE BOARD OF GOVERNORS OF THE COLLEGE AND OF COMMITTEES OF THE BOARD**

Received: **DOCUMENT 3/B/BG(7.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

New Foundation Governor

Members welcomed the appointment of **Dr. Penny Dineen**

Link Governors

Members were advised that **Len Hampson** had agreed to become the Link Governor for Health and Safety.

New Student Governors

Members welcomed **Hannah Ashton** who had been nominated by the College Students' Union to serve the Governing Body as one of the two Student Governors for the period 1st April 2015 until 31st March 2016.

Members accepted these proposed nominations.

New Suspension Appeals Committee

Members noted the new Suspension Appeals Committee that had been established, by action of the Chair of the Board on behalf of members, in accordance with the revised College Disciplinary Policy and Procedure.

4/B/BG(3.15)

COLLEGE STRATEGIC PLAN (2013-2016): UPDATE REPORT ON PROGRESS RELATED TO KEY OBJECTIVES/INDICATORS

Received: DOCUMENT 4/B/BG(3.15) (file copy entered) and oral report from the Principal.

Members received details related to four (4) Strategic Plan Priorities and noted, inter alia:

- that applications to the College are directly in line with last year's overall totals. Members were advised that this year is the start of what appears to be a 4-year demographic downturn in the population of 16 year-olds in Lancashire. This, along with individual school issues, appears to be behind a fall in applications from Partner and Associate schools though this has been balanced by a rise in applications from schools from further afield;
- that the Leaver's Celebration was very well attended and successful. Members were also advised about INSET training of staff that had taken place this term. The training had included a presentation from Father Luiz on British Values/Gospel Values;
- that student satisfaction with College support and advice and guidance services remains high;

- that College student retention was currently high at 96% and student attendance also high at 94%;
- that the College remains in 'Outstanding' financial health. Extensive work has taken place to reduce non-pay expenditure. Further information on current and future financial viability will be available to members later in the meeting under agenda items 11/B and 12/B.

5/B/BG(7.15)

GOVERNANCE SELF- ASSESSMENT (SAR) 2014/15: UPDATE REPORT

Received: **DOCUMENT 5/B/BG(7.15)** (file copy entered) and oral report from the Clerk to the Governing Body.

Members noted that the objectives and aims included in the Plan had been achieved. A revised Governance SAR for the 2015/16 academic session would be prepared for receipt by Governors at the meeting of the Governing Body scheduled for 23rd September 2015.

Action: **Clerk to the Governing Body**

6/B/BG(7.15)

RISK MANAGEMENT: UPDATE REPORT

Received: **DOCUMENT 6/B/BG(7.15)** (file copy entered).

Members noted that the risk scores had not altered significantly since the last meeting of the Governing Body. Members considered the key risks and the action being taken to address those risks.

In the ensuing discussion the Principal advised members about the uncertainty surrounding future funding for ESOL courses of study.

7/B/BG(7.15)

ANNUAL HEALTH AND SAFETY REPORT

Received: **DOCUMENT 7/B/BG(7.15)** (file copy entered)

Members considered the Annual Report and the items contained therein which covered update reports on:

- Health and Safety Policy and Procedures
- Health and Safety Audit
- Health and Safety Committee

- Accident reporting
- Buildings and Grounds H & S items
- H & S Training
- Departmental Risk Assessments
- Fire Evacuation Procedures
- Control of Asbestos Regulations
- Service and Maintenance Contracts
- Construction Design Management

8/B/BG(7.15)

SAFEGUARDING: UPDATE REPORT

Received: **DOCUMENT 8/B/BG(7.15)** (file copy entered) and oral report from the Principal.

Members received information about staff training and data related to various matters concerning College students including any necessary safeguarding actions that had been taken by College staff.

In answer to Governor queries, the Principal advised members about the rise in safeguarding issues in the College which mirrored a national trend. He confirmed that benchmarking data on safeguarding was not currently available though he was of the opinion that such data should be available in the near future.

Agreed: that the Director of Training at the College should be asked to give a training presentation to members of the Board of Governors on Mental Health issues at the meeting of the Board scheduled to take place on Wednesday 23rd September 2015.

Action: **College Principal**

9/B.BG(7.15)

STUDENT/PARENT CHARTER

Received: **DOCUMENT 9/B/BG(7.15)** (file copy entered).

Agreed: that following the proposed amendment at page 4 the revised Policy should be adopted.

10/B/BG(7.15)

TO CONFIRM COMPOSITION, TERMS OF REFERENCE AND ANNUAL CYCLE OF BUSINESS OF COMMITTEES OF THE BOARD OF GOVERNORS

Received: **DOCUMENTS 10/B(i)-(v)/BG(7.15)** (file copies entered).

In answer to a Governor query related to the Committee dealing with Health and Safety risks, it was confirmed that the Lead Committee for such matters was the Staffing and Remuneration Committee. The Finance and Premises Committee was advised at its meetings of health and safety matters/issues related to its terms of reference, particularly those related to premises.

Agreed: **the adoption of the Composition, Terms of Reference and Annual Cycle of Business of Committees of the Board of Governors.**

FINANCE AND PREMISES

11/B/BG(7.15)

MANAGEMENT ACCOUNTS TO 31 MAY 2015

Received: **DOCUMENT 11/B/BG(7.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members were aware that the Management Accounts had been considered in detail at the meeting of the Finance and Premises Committee held on 17th June 2015. Comments and recommendations from that Committee were contained in the minutes which would be received later at this meeting of the Board under agenda item 15/B(v).

Members considered the summary Income and Expenditure Account and the Balance Sheet and noted the strong cash balance and current ratio details.

In conclusion, members considered the appendices to the Document covering:

- Capital Expenditure
- Cash Flow Forecast

12/B/BG(7.15)

BUDGET 2015/16 AND FINANCIAL FORECAST 2015-2018

Received: **DOCUMENT 12/B/BG(7.15)** (file copy entered) and oral reports from the Chair of the Finance and Premises Committee and the Director of Corporate Resources.

Members were aware that full presentations on this item had been received and considered at the meeting of the Finance and Premises Committee held on 17th June 2015. Comments and recommendations from the meeting are contained in its minutes to be received later at the meeting of the Board under agenda item 15/B(v).

Members fully understood that the College is preparing for a significant reduction in recurrent grant after 2015/16.

Agreed: to receive the recommendation from the Finance and Premises Committee and accept the proposed Budget for the 2015/16 Financial Year and the Financial Forecast 2014/15-2016/17.

13/B/BG(7.15)

PROPERTY STRATEGY: UPDATE REPORT

Received: **DOCUMENT 13/B/BG(7.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members were aware that the Property Strategy had been considered at the meeting of the Finance and Premises Committee held on 17th June 2015. Comments from that meeting are contained in the minutes to be received later at this meeting of the Board of Governors under agenda item 15/B(v).

In relation to the Phase 3 development, members noted the key dates related to the Project with the overall planned completion date of 28th August 2015. It was further confirmed that the total costs for the project had been included in the budget and financial forecasts.

Members were advised that the Risk Register for the Project continued to be reviewed and updated on a regular basis.

Agreed: to support the recommendation of the Finance and Premises Committee and approve:

- The appointment of Redman and Bispham to carry out the St. Mary's Remodelling Works with Project costs of £650,000;

- To progress the roofing works project on the basis that the costs are affordable within the context of the draft budget
- The works to be carried out within the Terms and Conditions related to CIF funding..

14/B/BG(7.15)

FEES FRAMEWORK

Received: **DOCUMENT 14/B/BG(7.15)** (file copy entered).

Agreed: to accept the proposed tuition fees for the 2015/16 academic session.

MANAGEMENT

15/B/BG(7.15)

PRINCIPAL'S REPORT

Members received a presentation from the Principal on 'The Future of the College' (file copy entered).

The Principal's presentation covered current thinking related to the future of the Sixth Form College sector. This important topic had been a key issue for consideration at the recent Sixth Form Colleges Association (SFCA) Conference attended by the Principal and Deputy Principal of the College. The discussions at the Conference had looked at a number of proposals including the forging of closer links with schools, academies and free schools, the need for the SFCA to broaden its membership to become the voice of 16-19 education and exploring the possibility of conversion to become 16-19 academies or 16-19 free schools.

Members then considered the proposed future actions the Principal felt that the College should be taking viz:

- Be part of exploratory talks between ACVIC and DfE regarding academy status;
- Explore how links with other local Catholic Sixth Form Colleges could be beneficial;
- Maintain the option of retaining current status due to current institutional strength.

In answer to Governor queries, the following points were recorded:

- That in relation to discussions on 16-18 academies, the Diocese was not supporting 'stand alone' proposals;
- That debt repayment would be a key problem in relation to possible 16-19 academy conversion;

Agreed: that discussions should continue in relation to the important points raised in the Principal's presentation and that Governors' should receive regular update reports on such discussions.

Action: College Principal

16/B/BG(7.15)

REVIEW OF COLLEGE POLICIES

Received: DOCUMENT 16/B/BG(7.15) (file copy entered).

Student Visits and Residential Trips

Agreed: to accept the recommendation from the Curriculum, Quality and Standards Committee and adopt the Student Visits and Residential Trips Policy.

17/B/BG(7.15)

TO RECEIVE MINUTES OF MEETINGS OF COMMITTEES OF THE BOARD OF GOVERNORS

(Members of the Governing Body will find in these minutes points related to some of the main agenda items indicated above. Additionally, the Chair of a Committee may wish to raise items for discussion, or confirmation, included in the minutes being received

- Curriculum, Quality and Standards – meeting 6.5.15
- Search – meeting 6.5.15
- Staffing and Remuneration – meeting 20.5.15
- Audit – meeting 10.6.15
- Finance and Premises – meeting 17.6.15

Received: DOCUMENTS 17/B(i)-(v)/BG(7.15) (file copies entered).

Members received oral reports, as appropriate, from Committee Chairs and formally accepted the Committee minutes and the recommendations contained therein.

Recommendations not already included as agenda items in the agenda for this Board meeting included the Committee recommendations to the Board of Governors to accept the following Policies which had been the subject of consideration at the Committee:

Staffing and Remuneration Committee

Social Network Policy

Curriculum, Quality and Standards Committee

Quality Assurance Policy

Student Conduct Policy

STUDENT MATTERS

18/B/BG(7.15)

REPORT FROM STUDENT GOVERNORS ON CURRENT ISSUES AFFECTING STUDENTS

Members received an oral update report from the Student Governor relating to the continuing work of the College Students' Union. Members were advised that a review of matters relate to Student Voice issues was under way.

CHAIR'S MATTERS

19/B/BG(7.15)

REPORT FROM THE CHAIR

The Chair thanked members of the Board and College Management for the support he had received from them during his term of office and offered them and the College every good wish for the future.

On behalf of Governors, staff and students, the Vice-Chair presented the Chair with a gift and offered him thanks for the important work he had carried out on behalf of the Governing Body during his time as a Governor of the College. He concluded by offering John every good wish for the future.

20/B/BG(7.15)

**ELECTION OF CHAIR OF THE BOARD OF GOVERNORS FOR
THE PERIOD JULY 2015 UNTIL JULY 2018**

Received: an oral update from the Clerk to the Governing Body.

The Clerk advised members about the reasons for the proposed change in the electoral term of office of the Chair. Members agreed to the proposal from the Clerk.

The Clerk then called for nominations for the post of Chair of the Board.

Following nomination procedures, Richard Ainscough was unanimously elected as Chair of the Board of Governors for the period July 2015 until July 2018

The Clerk then called for nominations for the post of Vice-Chair of the Board.

Following nomination procedures, Len Hampson was unanimously elected as Vice-Chair of the Board of Governors for the period July 2015 until July 2018.

4. **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 23rd September 2015** in **the Conference Room** at **the College**.