

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 5 December 2018 in the Conference Room at the College.

Members present:

Richard Ainscough (F)
Len Hampson, Vice Chair (F)
Charu Ainscough
Nick Burnham
Amy Baines
John Calvert (F)
Bob Eastwood (F)
Peter Halpin (F)
Nigel James
Adrian Metcalf (F)
Bill Noblet
Canon Luiz Ruscillo
Barbara Smith
Peter Towers (F)
Canon Scott Tanner (F)
Andrew Wygladala (F)

Officers in attendance:

Vicky Bryant, Vice Principal Teaching and Learning
Bob Deed, Clerk
Katie O'Reilly, Vice Principal Finance & Resources
Paul Vaughan, Deputy Principal

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

There were apologies from Helen Seechurn, Ben Stewart and Abigail Brooks.

3 Declarations of interest

No interests were declared.

4 Minutes of the previous meeting

The minutes of the meeting of the Board held on 10 October 2018 was agreed as a correct record subject to the correction of Peter Tower's then membership category from Foundation Governor to Coopted Governor.

5 Matters arising from the minutes

There were no items not covered by the agenda.

6 Diocese of Lancaster Education Service: Year of the Eucharist

The Principal explained that the College was playing a full part in the Year of the Eucharist. He noted that the Chaplain had been to training in preparation. He said that the College's new video channel, New tube, would be used. He highlighted rising attendance at Mass as well as two partner schools visiting the College to celebrate the Year of the Eucharist.

7 RE and Chaplaincy Report

The Principal explained that the Chaplain was unable to present the report in person due to personal commitments on Wednesdays. He noted that the Chaplain had attended the SLT/Governors conference in the summer and it was hoped she would be attending future conferences.

The Chair asked that the gratitude of the Governors was noted for the Advent Vigil and the music was noted and communicated.

8 Correspondence from the Education and Skills Funding Agency

The Chair noted that the letter stated that the College's financial health was outstanding in 2017/18 and expected to be in 2018/19.

A governor noted that the College had an above average pay:income ratio. The Principal noted that the ratio had come under pressure with the loss of Formula Protection. He noted that this was a key focus for the College management.

9 Governance SAR

The Chair introduced the Governance self-assessment report. The Clerk noted that the report had been reviewed by the Governance and Search Committee in September 2018 and scrutinised at a validation panel with the College's "critical friend" in November 2018. It had been further amended on the basis of this useful feedback.

The Governing Body resolved to adopt the governance Self-Assessment Report.

10 Principal's report

The Principal introduced the termly performance dashboard which was a recommendation of the governance assurance report. He explained that the dashboard was work-in-progress and would be further refined.

The Principal discussed each of the lines and explained the content. A governor asked about the frequency of the Human Resources metrics. The Principal said that all indicators would be reported each term where they were available.

A governors asked how the annual staff satisfaction measure for last year of 3.8 compared with the maximum value. The Principal said that this was out of 5. He noted that this was in the top 10% of comparable organisations. A governor asked how the measure had moved over time. The Principal noted that satisfaction score had risen over time until last year when there was a small dip.

A governor with wide experience of the college sector noted that the metrics compared very well with general FE colleges.

The Principal noted the successful SAR process with the participation of governors in all panels.

A governor asked how the SAR was shared with Ofsted. The Principal explained that a summary SAR would be prepared and uploaded to the Ofsted portal.

The Chair asked about the “critical friend’s” feedback. The Principal said that the College had received a helpful letter. The “critical friend” had noted that the quality of SAR report had improved over time but he was now suggesting that a new template could be introduced to align with changes in the inspection framework.

The Principal outlined developments with the national pay negotiations and the issue schools and 16-18 academies being paid the Teachers’ Pay Grant but not incorporated sixth form colleges.

The College’s planned School Direct participation in the local Catholic Teaching Alliance was outlined by the Principal.

11 Risk management: update report

The Vice Principal – Finance and Resources introduced the risk register. She noted the change in scoring for the student numbers risk as the College had passed the demographic dip.

The Principal explained the scoring of the risk about anti-social behaviour. He noted that the College had been working closely with other stakeholders.

The senior clerical representative asked about disciplinary sanctions for students. The Principal confirmed that exclusions and suspensions were used where necessary.

A governor asked about what the College could do to improve security and safety. The Vice Principal – Finance and Resources explained that the College had taken action to improve security in and around the College including better lighting and fencing.

12 Audit Committee Annual Report

The Chair of the Audit Committee introduced the Committee’s Annual Report and directed the Governing Body to the positive conclusion.

A governor asked about GDPR. The Clerk as Vice Principal Finance and Resources noted that a further report on the implementation of GDPR related audit recommendations would be going to the next Audit Committee.

The Chair asked about market-testing of external audit. The Chair of the Audit Committee said that the College was satisfied with the service received from the external auditors but was reviewing the costs of the external auditors and the need for a tendering exercise given the need to demonstrate good practice.

The Governing Body noted the Audit Committee's Annual Report including its conclusion on internal control and governance.

13 Financial statements

The Vice Principal Finance and Resources noted that the documents had been through the Audit Committee and the Finance & Premises Committee. She highlighted the positive performance.

The Chair noted that the annual report included a great deal of information. He added that Governors were very appreciative of all the hard work done by all members of College management and staff in achieving such a financial performance in the current demanding environment.

The Governing Body resolved to:

- **approve the financial statements for the College;**
- **noted the financial statements of Newman Business Limited;**
- **note the external auditors' Audit Completion Report;**
- **approve the letter of management representation attached to the Audit Completion Report as an appendix.**

14 College finance update

The Vice Principal Finance and Resources summarised the College termly finance report which had been considered by the Finance and Premises Committee. She noted the positive performance.

15 Property strategy update

The Vice Principal Finance and Resources outlined the work set out in the Property Strategy including the Condition Improvement Funding applications covered by a separate report.

16 Condition Improvement Funding applications

A full discussion of the two proposed applications took place.

17 Admissions Policy

The Principal said that the changes were intended to clarify the policy and ensure consistency.

A governor asked whether the College had a student number target. The Principal said that the College based decisions on capacity to staff and room provision.

The Principal said that no one was currently turned away unless they did not have the entry requirements. He noted that the College had lower entry requirements than Preston College for Level 2.

The Vice Chair expressed a concern that the College was approaching capacity. The Principal said that the College was able to absorb numbers in 2019/20 but it would need to revisit its admissions policy then unless the College was able to access capital funding.

The senior clerical representative asked whether the College would run out of space at a particular level of student numbers. The Vice Principal suggested that the College could accommodate around 3800. A staff governor highlighted that the mix of curriculum demand was a key determinant.

The Governing Body resolved to agree the revised Admissions Policy on the recommendation of the Quality, Curriculum and Staffing Committee.

18 Equality & Diversity report

The Clerk noted that the report showed progress against the recommendations made by the Christine Rose report on equality and diversity in summer term 2018. He said that the full report was now in the Useful Documents folder of the Governors' Office 365 site.

The VP Curriculum highlighted the appointment of the E&D champions team, the events and training, and the activities during the term.

The Chair asked for termly progress reporting.

19 Pay rises

The Principal explained that the Governors were being asked to approve the implementation of the Living Wage hourly rate of £9.00 at 1st November 2018 in line with the College's commitment to be a Living Wage Employer. The Clerk as Vice Principal Finance and Resources confirmed that this was provided for in the approved budget.

The Clerk noted that the rest of the paper was asking Governors to consider whether they wished to approve in advance any nationally agreed pay rise within the parameters assumed in the budget. He noted that this had been done in the past by the Governing Body and avoided delay in implementing national agreements.

The Governing Body unwilling to approve in advance a rise in excess of the budget as the financial implications were not known. But there were suggestions about how authority might be delegated to a group of Governors. The Clerk advised that the Governance and Search Committee was the best option as it had minuted meetings and included all the Committee Chairs.

The Governing Body resolved to:

- **approve implementation of the Living Wage hourly rate of £9.00 at 1st November 2018;**
- **approve in advance implementation of any national settlements for teaching and support staff which are within the budgeted 1.5%;**
- **delegate to the Governance & Search Committee authority to consider and approve nationally negotiated pay settlements providing for pay rises above the budgeted 1.5%.**

20 Audit Committee minutes

The Chair of the Audit Committee highlighted the

He also noted the discussion of major incidents with the Committee asking for a presentation on preparedness for such situations.

The Governing Body resolved to accept the Audit Committee minutes.

21 Finance and Premises Committee minutes

The Chair as Chair of the Finance and Premises Committee noted the earlier discussion of the financial statements and the other reports.

The Governing Body resolved to accept the Finance and Premises Committee minutes and agree the recommendations contained.

22 Quality, Curriculum and Staffing Committee minutes

The Quality, Curriculum and Staffing Committee outlined the key matters discussed at the Committee including the staffing policies and the Higher Education Annual Provider Review.

The Governing Body resolved to accept the Quality, Curriculum and Staffing Committee minutes and agree the recommendations contained including the managing absence policy, induction and probation policy, LGPS discretions policy and the Higher Education Annual Provider Review.

16 Determination of any items to be treated as Confidential

The Clerk suggested that there were no items requiring treatment as Confidential except the discussion about the two confidential papers.

The Clerk clarified that there was no Reserved agenda contrary to the note on the agenda.

17 Date and time of the next meeting

The next ordinary meeting of the Board of Governors was scheduled to be held at 4.00 p.m. on Wednesday 20 March 2019.