

## **CARDINAL NEWMAN COLLEGE**

### **BOARD OF GOVERNORS**

A meeting of the Governing Body was held at 4.00 p.m. on Wednesday 21 March 2018 at Conference Room at the College.

#### **Members present:**

Richard Ainscough (F)  
Len Hampson, Vice Chair (F)  
Matthew Ainge  
Charu Ainscough  
Nick Burnham  
Peter Halpin (F)  
Adrian Metcalf (F)  
Bill Noblett (F)  
Father Luiz Ruscillo (F)  
Helen Seechurn (F)  
Barbara Smith  
Peter Towers  
Canon Scott Tanner (F)  
Andrew Wygladala (F)

#### **Officers in attendance:**

Bob Deed, Clerk  
Justine Barlow, Vice Principal Curriculum  
Katie O'Reilly, Vice Principal Finance and Resources  
Paul Vaughan, Deputy Principal

### **MINUTES**

#### **1 Opening prayer**

The meeting commenced with a prayer.

#### **2 Welcome, introductions and apologies**

Apologies from Bob Eastwood and John Calvert were received.

#### **3 Declarations of interest**

It was noted that the Grievance and Capability policy and procedure for Senior Postholders affected the senior postholders present.

#### **4 Minutes of the previous meeting**

The minutes of the meeting held on Wednesday 6 December 2017 were accepted as a correct record.

#### **5 Matters arising from the minutes**

There were no matters arising not dealt with elsewhere on the agenda.

## 6 RE and Chaplaincy Report

The Principal presented the Chaplain's report. He highlighted recent liturgical events at the College. He also commented on the experience of the Modern Foreign Languages carol service.

The Chair noted how the report reflected the College's mission and ethos.

## 7 Governing body and committee membership

[Richard Ainscough and Charu Ainscough left the meeting]

The Vice Chair took over the role of chair. He noted that the recent Governance & Search Committee had discussed the valuable contributions of Richard Ainscough, John Calvert and Charu Ainscough.

**The Governing Body resolved to:**

- **Request the Diocese re-appoint Richard Ainscough and John Calvert as Foundation Governors.**
- **Re-appoint Charu Ainscough as a Co-opted Governor.**

[Richard Ainscough and Charu Ainscough returned to the meeting]

The Chair resumed chairing the meeting.

The Vice Chair asked the Clerk about the election of a parent governor. The Clerk confirmed that an invitation to nominate was to be sent to parents and guardians imminently with an online ballot in April.

## 8 Governance documents

The Chair presented the Draft Code of Conduct for Governors which had been considered by the Governance & Search Committee

The Governors suggested that the wording on governors' roles and responsibilities was clarified with the insertion of "College affairs".

**The Governing Body resolved to adopt the Code of Conduct with the minor amendment noted.** Clerk

The Clerk noted that he would be circulating the document and asking governors to formally confirm their acceptance of the Code before the SLT/Governors Conference in June.

## 9 Principal's report

The Principal provided background to the College's position on the Department for Education's metric of value added. He noted the College's similarly strong performance on Maths and English GCSE performance. In response to a question from a governor, he said that the College, along with other high-performing colleges, had been surveyed by the Department for Education on the reasons for its performance.

The Principal noted that there was a policy risk around Applied General qualifications at Level 3 which were classroom courses which faced the world of work but enabled students to retain options including Higher Education. He said that there was a risk that the government might remove Applied General qualifications with the introduction of T-Levels.

The Principal noted that the College was responding to changes in the educational landscape. He informed governors that the Vice Principal Curriculum had secured a capacity development funding for work experience placements and the Clerk in his role as Vice Principal Finance & Resources had successfully applied for the College's inclusion on the Register of Apprenticeship Training Provider

The Principal noted that application numbers were close to last year but lower as a result of the demographic downturn. He noted that some local colleges were more effectively marketing themselves.

The Chair asked about the RCU study on recruitment trends. The Principal explained that this had been delayed due to the ESFA being wary about the use of data with the imminent changes in data protection legislation. Another governor asked if the College was proactively seeking applications from schools with lower numbers of applications. The Principal explained that work was progressing but sometimes school-specific factors acted as constraints, e.g. weak GCSE scores. A governor asked about the level of applications from partner schools. The Principal noted that the partner schools accounted for a large minority of applications.

There was a discussion about conversion rates from applications to enrolments. The Principal agreed that this information could be shared at the SLT/Governors Conference.

## **10 Risk management: update report**

There was a discussion about the wording of the risk of unfunded pay rises. There was a consensus that this should be re-visited and clarified.

**The Governing Body asked that the risk of unfunded pay rises be reviewed by College management.**

**VP Finance  
& Resources**

The Principal noted that the Vice Principal Curriculum was leaving and that there was substantial interest in the post. In response to a query, the Principal said that there were no current plans for governor involvement but this could be provided for.

The Vice Principal Finance & Resources drew governors' attention to the changes noted on the cover sheet. These changes arose from the discussion at the Finance & Premises Committee.

## **11 College finance update**

The Vice Principal Finance & Resources presented the College Finance Report for the six months to January 2018. She noted that the full year forecast outturn was a surplus of £581k against a budgeted outturn of £398k – an improvement of £116k since the last College Finance Report in October. This was associated with the pay:income ratio improving in relation to budget.

Governors asked about the level of cash reserves. The Vice Principal Finance & Resources noted that there were immediate plans for some capital expenditure and that the College may need to invest in a new building in the medium term.

The Vice Principal Finance & Resources informed governors that the ESFA had written to the College to confirm its Outstanding financial health.

## **12 Budget 2017/18 – update report**

The Vice Principal Finance & Resources outlined the key factors in the budget update. She highlighted changes in 16-18 funding as well as uncertainties around Lancashire County Council's funding for High Needs Students. Governors asked about the doubling in Higher Education which reflected the growth in provision. The Principal noted the attractiveness of the "earn and learn" model which could be seen in policy changes including higher and degree apprenticeships. He also noted the risks around School Direct numbers.

## **13 Property strategy update**

The Vice Principal Finance & Resources updated the Governing Body on meetings and work towards a new property strategy since the City Deal meeting. This included an in-house space utilisation review which confirmed that the College could cope with numbers in the short-term. The Vice Principal Finance & Resources noted that several sites were being considered for longer-term options.

The Vice Principal Finance & Resources explained the need for improvements to the entrance on Larkhill Road as this was now the main entrance and, as a result, a bottleneck at busy times.

A governor asked about current physical security and the implications of the proposed works. The Principal explained that security had been reviewed. As a result, changes had been made including a shortening of the times on doors. He also explained that the planned works would involve improved security. He noted that there was likely to be a visitors' entrance further down Larkhill Road. The Principal noted that a multi-site college inevitably faced challenges.

{Andrew Wygladala left the meeting}

The Vice Principal Finance & Resources explained that the £450k costs of the main entrance works would be a mix of capital and revenue. The current year costs were reflected in the forecast outturn for 2017/18 while the costs in 2018/19 would need to be incorporated in the draft budget to be presented in the summer term.

**The Governing Body resolved to approve the appointment of a contractor for the proposed Main Entrance works.**

## **14 Financial Regulations**

The Clerk noted that the changes to the Financial Regulations had been considered by the Finance & Premises Committee with changes subsequently made.

A governor asked about the gender pay gap and spot salaries. The Principal explained that work had been completed on gender pay gap and this had been published. The College was showing an 11% pay gap although several factors were distorting the measure. The Principal explained that almost all appointments were to salary scales although some management posts, principally Senior Postholders and other senior leaders, were on spot salaries.

**The Governing approved these changes to the Financial Regulations on the recommendation of the Finance & Premises Committee.**

Justine Barlow said that she had to leave the meeting as she had a teaching commitment. The Chair, on behalf of the Governing Body, thanked Justine Barlow for her contribution.

[Justine Barlow left the meeting.]

#### **15 Safeguarding policy**

The Principal explained that the changes were limited although there was a clearer preamble linking the policy to the College's Roman Catholic mission and ethos.

**The Governing Body approved the proposed changes to the Safeguarding policy as considered and recommended by the Quality, Curriculum and Staffing Committee.**

#### **16 Human relationships and sex education policy**

The Principal noted that the draft policy had been sent to the Diocese and the feedback from the Diocesan advisor had been incorporated.

**On the basis of the Quality, Curriculum and Staffing Committee's detailed review and recommendation to approve with the subsequent advice from the Diocese, the Governing Body approved the new Human Relationships and Sex Education Policy.**

#### **17 Draft Capability Policy for Designated Senior Post Holders**

The Chair noted that the policy had been considered and recommended by the Governance & Search Committee.

**On the basis of the Remuneration Committee's detailed review and recommendation, the Governing Body approved the draft Capability Policy & Procedures for Designated Senior Post Holders.**

#### **18 Draft Grievance Policy for Designated Senior Post Holders**

The Chair noted that the policy had been considered and recommended by the Governance & Search Committee.

**On the basis of the Remuneration Committee's detailed review and recommendation, the Governing Body approved the draft Grievance Policy & Procedures for Designated Senior Post Holders.**

#### **19 Audit Committee minutes**

There were no significant issues for the members of the Audit Committee to raise.

**The Governing Body resolved to accept the Audit Committee minutes.**

#### **20 Finance and Premises Committee minutes**

The Chair as Chair of the Finance and Premises Committee noted that several significant matters considered by the Committee had been addressed earlier in the Governing Body meeting.

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

#### **21 Governance & Search Committee minutes**

The Chair as Chair of the Governance & Search Committee introduced the Committee minutes. The Chair noted that the Committee had considered the letter from the outgoing Chief Executive of the Education & Skills Funding Agency on management and governance in the college sector. He said that the Committee did not believe that any substantive changes were required at the College but that the College should maintain its high standards of governance and financial management.

**The Governing Body resolved to accept the Governance & Search Committee minutes and agree the recommendations contained**

#### **22 Quality, Curriculum and Staffing Committee minutes**

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

**The Governing Body resolved to accept the Quality, Curriculum and Staffing Committee minutes and agree the recommendations contained**

#### **23 Remuneration Committee minutes**

The Chair of Remuneration Committee introduced the Committee minutes.

**The Governing Body resolved to accept the Remuneration Committee minutes.**

#### **24 Determination of any items to be treated as Confidential**

There were no matters which the Governing Body deemed confidential.

**25 Date and time of the next meeting**

The Summer meeting of the Board of Governors will take place as part of the SLT/Governors Conference on 15 June 2018 rather than on 27 June 2018 as previously scheduled.

It was also noted that the Finance & Premises Committee was likely to be moved from 13 June 2018 to 6 June 2018 as a result of the timing of the SLT/Governors Conference.