

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Governing Body was held at 2.00 p.m. on Friday 15 June 2018 at the Marriott Preston.

Members present:

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

Officers in attendance:

Bob Deed, Clerk
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

There were no apologies.

3 Declarations of interest

Father Luiz noted that he had become a trustee of the Matanoia programme which worked in the Preston area so he would declare it if the issue arose.

4 Minutes of the previous meeting

The minutes of the meeting held on Wednesday 21 March 2018 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 Presentation by the Lay Chaplain/Head of RE

The Lay Chaplain/Head of RE outlined the structural arrangements for Chaplaincy and RE with her role reporting directly to the Principal. RE completes a course review and self-assessment report. She noted the Chaplain's position with Father John Millar appointed by the Bishop.

The senior clerical representative asked about the support given by the College to Chaplaincy. The Lay Chaplain said that Chaplaincy was well supported with RE now located in the new, purpose-built St Teresa's building.

The Lay Chaplain explained, with examples, the ministries of:

- Welcome – so all new students and staff meet the Lay Chaplain when they start at the College
- Worship – the weekly mass and the vigils.
- Witness – examples of putting faith into action with charity events.
- Wellbeing – supporting the students and staff when they need pastoral support

The Lay Chaplain also spoke about the staff and student retreats, the Christmas event with the local elderly and the participation of students in the Cafod Young Leadership Programme.

The Lay Chaplain highlighted the Mission and Ethos Day supporting the integration of Catholicity into the curriculum as well as the Newman Day where a staff and students participated in hearing and discussing issues with a range of speakers.

The Lay Chaplain noted the support of the Diocese with regular networking of chaplaincies and RE teachers.

The structure of General RE was outlined. The Lay Chaplain noted the team of dedicated General RE teachers. She observed that the College participated in the Catholic Certificate of Religious Studies.

The Lay Chaplain outlined the Year 12 RE programme and showed how it mapped against Church teaching. She also confirmed the programme addressed the key events of the liturgical calendar.

The framework of Diocesan inspection was discussed. The Lay Chaplain noted the issue of assessment of RE.

The introduction of the new Human Relationships and Sex Education policy and the integration of British Values into the RE Programme were outlined.

The Principal said that the College had ensured the place of General RE in the timetable. The Lay Chaplain noted that other colleges had adopted an online or lecture delivery of RE. It was noted that this impacted on the scope for issues to be discussed in a relaxed face-to-face way.

The Lay Chaplain set out how RE worked with partner high schools on GCSE Days which involved theme-based activities. She also noted plans for a Servant Leadership Programme and a trip to Rome.

The Governing Body thanked the Lay Chaplain for all her work.

[The Lay Chaplain left the meeting.]

7 RE and Chaplaincy Report

The RE and Chaplaincy Report previously received by the Quality, Curriculum and Staffing Committee was noted.

8 Governance

The Chair introduced the papers on Governance which had been considered by the Governance and Search Committee.

The Governing Body resolved to confirmed the appointment of:

- **Nigel James – parent governor.**
- **Amy Baines – support staff governor.**
- **Abigail Brooks – student governor**
- **Ben Stewart – student governor**

[The four new governors formally joined the meeting.]

The Governing Body resolved to adopt the:

- **Draft calendar of meetings**
- **Draft revised Standing orders**

9 Confirmation of decisions made during the SLT/Governors' Conference

The Governing Body noted developments set out in the morning sessions including both the work around Maths and the potential new opportunities around property.

The Governing Body requested that the Senior Leadership Team consider how the Diocese could be made aware of the ownership of land directly owned by the College corporation including the St Augustine's freehold which was purchased from the Diocese.

10 Principal's report

The Principal noted that the report was the one received by the Quality, Curriculum and Staffing Committee.

The Chair queried why the College was shown as "below average" on the Department for Education for English GCSE when the College performed strongly. It was suggested that this was an error on the DfE website.

11 Risk management: update report

The Chair noted that there was no change in the top risks. The Vice Principal said that the High Needs funding risk had changed but this was not a top risk.

A Governor asked whether the risk of loan covenant breach was on the Risk Register. The Vice Principal confirmed it was.

12 College finance report

There were no questions about the report already considered by the Finance and Premises Committee.

13 Budget 2018/19 and financial forecast

The Vice Principal highlighted that the draft budget 2018/19 and forecast 2019/20 showed financial performance generating operating surpluses and operational cashflow which would ensure the College would be well-placed to support a property strategy required for accommodating growth. She noted that demographic dip meant that student numbers in 2018 would result in 2019/20 being a tight year.

The Principal observed that the College would need to manage the pay:income ratio. This might require changes such as capping of courses to increase group sizes.

A Governor suggested that a new management approach would be necessary when the College was not growing every year. The Principal agreed.

The Chair asked about planning horizons. The Vice Principal said that management had modelled funding and other financial numbers beyond the financially tight position in 2019/20 but these were not included in the submission to the ESFA.

The Vice Principal noted the assumptions around the useful economic life of St Teresa's. She also explained that the College had realistic plans for making operating savings in non-pay spend through estates, networks and other budget lines.

A Governor asked about the scope for further improvements if necessary. The Vice Principal noted that the College was being prudent and that there was potential for growth in income such as higher apprenticeships and the Maths Premium.

The Chair highlighted that the draft budget and financial forecast showed continued outstanding financial health.

The Governing Body resolved to approved the draft budget and financial forecast including the financial objectives.

14 Property strategy update

The Governing Body noted the report and the earlier update on capital developments in the morning sessions.

15 HE Policies

The Clerk noted that the College had been required to register with the Office for Students, the successor body to the Higher Education Funding Council. This had resulted in considerable work by the former Vice Principal, Justine Barlow, and the strategic lead for Higher Education, Kathy Salisbury, as well as the involvement of the Clerk.

The Clerk explained that the Quality, Curriculum and Staffing Committee had considered a suite of self-assessment documents as well as new policy documents. As these documents were not final drafts, the Committee had asked that they were brought to the full Governing Body. The Clerk noted that most of the changes since the meeting had been minor although the statement on access and participation had been substantively re-drafted.

The Governing Body resolved to approve the HE related documents:

- **Self assessments on consumer law**
- **Self assessments on management and governance**
- **Self assessments on student protection**
- **Statement on academic freedom**
- **Statement on access and participation**

16 Audit Committee minutes

The Audit Committee Chair introduced the Audit Committee minutes and outlined discussions at the meeting. He said that the assurance report on the GDPR data protection legislation was presented by a manager from RSM. The report concluded on the basis of fieldwork in March 2018 that the College was well-prepared for GDPR.

The Committee also received and recommended the external Audit Strategy Memorandum, including the fee of £10,600.

The Governing Body resolved to accept the Audit Committee minutes and approve the external auditors fee.

17 Finance and Premises Committee minutes

The Finance and Premises Committee Chair noted that an important discussion at the Committee meeting related to staffing cost pressures. The Principal noted that the budget assumed a 1.5% rise but there might be pressure for higher rises which would not be affordable.

The Chair noted that the Committee also considered and recommended the draft fees framework which was largely unchanged from the previous year and primarily covered Higher Education.

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

18 Governance & Search Committee minutes

The Governance & Search Committee Chair noted that the Committee meeting discussed the implementation of the governance assurance review recommendations. He also noted that there would be a governor skills audit over the summer. The Clerk informed governors that the skills audit would use a Google Forms survey. A Governor asked about whether Google Docs was compliant with GDPR with a cloud located in the EEA. The clerk was going to check on the status of Google Docs

The Governing Body resolved to accept the Governance and Search Committee minutes and agree any recommendations contained.

19 Quality, Curriculum and Staffing Committee minutes

Quality, Curriculum and Staffing chair noted that Committee considered had considered the HE-related documents previously approved.

The Governing Body resolved to accept the Quality, Curriculum and Staffing Committee minutes and agree the recommendations contained including the recommended policies.

20 Newman Business Limited Board minutes

The Chair as Chair of the Newman Business Limited Board highlighted the Board's decision to Gift Aid 90% of the expected profits to the College before the year-end.

A Governor asked about the governance arrangements for the subsidiary company. The Principal said that he and the Chair were the only directors with the College being the sole shareholder. The Clerk explained that the governance arrangements were agreed by the Governing Body when the subsidiary was set-up.

A Governor asked that the memo and articles of incorporation were shared with governors.

The Governing Body noted the Newman Business Limited Board minutes.

21 Determination of any items to be treated as Confidential

No matters were 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 10 October 2018.