

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS

A meeting of the Board of Governors of the College was at at 2.00 p.m. on Friday 21 June 2019 at the Preston Marriott Hotel.

Members present:

Richard Ainscough (F)
Len Hampson, Vice Chair (F)
Charu Ainscough
Nick Burnham
Amy Baines
John Calvert (F)
Ashley Gomes
Peter Halpin (F)
Osama Harhor
Nigel James
Adrian Metcalf (F)
Helen Seechurn (F)
Barbara Smith
Peter Towers (F)
Canon Scott Tanner (F)
Andrew Wygladala (F)

Officers in attendance:

Vicky Bryant, VP – Teaching, Learning and Staffing
Bob Deed, Clerk
Katie O’Reilly, VP - Finance & Resources
Paul Vaughan, Deputy Principal

MINUTES

1 Opening prayer

The meeting commenced with a prayer.

2 Welcome, introductions and apologies

The Chair welcomed the new student governors Ashley Gomes and Osama Harhor.

Apologies from Bob Eastwood and Bill Noblett were noted. Father Luiz Ruscillo had given his apologies and tendered his resignation as a governor. The Governing Body noted Father Luiz’s contribution to the College.

The Chair thanked John Calvert for his work as a Governor and on the Audit Committee.

3 Declarations of interest

There were no declarations of interest. Nigel James noted his register of interests entry disclosing his employment with Tribal which sold software to colleges and offered packages similar to Cedar.

4 Minutes of the previous meeting

The minutes were agreed.

5 Matters arising from the minutes

There were no matters arising not covered by agenda items.

6 RE and Chaplaincy Report

The Chair asked the Clerk to record the Governing Body's thanks for the Lay Chaplain's report and her joint presentation with the Principal the previous day.

7 Governance

The Clerk presented the draft calendar of meetings which had been considered and recommended to the Governing Body by the Governance and Search Committee. The potential need for an extra meeting on or before 18 September was noted.

The Governing Body resolved to adopt the draft calendar of meetings while noting the potential need for an extra meeting on or before 18 September 2019.

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

The Governing Body agreed that the Principal should re-visit the draft strategic aims including the aim relating to the College's work with the proposed Lancaster University School of Mathematics.

9 Performance dashboard

The Principal presented the termly dashboard which showed a positive performance over the year. He highlighted the impressive metrics for staff absence and turnover which suggested a healthy and contented workforce. He also noted that student retention may be slightly down for the whole year and student attendance could have slightly adversely affected by the new timetable.

A governor asked about the measurement of student retention. The Principal explained that retention was being measured from the "census date" i.e. 42 days after enrolment. The Chair noted the stability of the student retention measure.

10 FE Commissioner's letter

The Chair noted the concerns about the financial health of colleges outlined in the FE Commissioner's letter.

The Vice Principal – Finance & Resources noted that the management accounts would now be including a 24 month cashflow as recommended by the FE Commissioner. The Clerk informed governors that the monthly management accounts are now uploaded to the Governors' Sharepoint site.

11 Risk management: update report

The Vice Principal - Finance & Resources presented the termly risk management update and noted that the risk register would be updated by the SLT for new strategic risks before the next meeting.

12 College finance report

The Vice Principal - Finance & Resources outlined the key changes including the additional summer works and the investment in IT equipment for paperless enrolment and later follow-out to curriculum areas, which was the subject a later agenda item.

The Principal highlighted the investment in the one-stop Student Advice Hub which was in the earlier amount approved by the Governing Body.

A Governor noted the financial performance of Newman Business Limited, including the increasing sales revenue from sales of the Cedar system.

13 Budget 2018/19 and financial forecast

The Vice Principal - Finance & Resources presented the paper which had been discussed by the previous day's additional meeting of the Finance & Premises Committee. The Chair informed the Governing Body that the paper had been thoroughly discussed, including the material changes since the earlier discussion at the previous Committee meeting.

The Vice Principal - Finance & Resources noted that the financial forecast had been extended to 2021/22 and included a significant project to be discussed later.

She outlined key assumptions including:

- Numbers based on constant share of school-leaving cohorts.
- 75% funding of increased TPS contributions in 2020/21.

The Principal highlighted the scenarios in the paper which showed the positive effects of any funding increases announced in the Spending Review happened.

A Governor asked for clarification on which alternative projects were included in the forecast. The Vice Principal - Finance & Resources confirmed that the forecast modelled a single new build with a significant contribution from the College and the College being allowed to use the T Level Capital funding for this project.

The Vice Principal - Finance & Resources noted that the projected numbers were prudent and based on school cohort data.

The Governing Body resolved to agree the submission of the financial forecast to the ESFA and approve the adoption of the 2019/20 figures as the College's annual budget.

14 Property strategy including decision on potential project

The Vice Principal – Finance & Resources introduced the paper explaining the rationale for the additional summer works and the investment in IT equipment for enrolment and curriculum areas.

The Governing body resolved to agree the additional summer works and investment in IT equipment.

15 Audit Committee minutes

The Audit Committee Chair introduced the minutes and observed that the presentation by the Network Team was reassuring with the College effectively managing IT risks. He noted the value of a high-level expert review of the College's network strategy. This was likely to be incorporated in the board assurance plan for 2019/20.

The Governing Body resolved to accept the Audit Committee minutes and agree the recommendations contained including the proposed external audit fee.

16 Finance and Premises Committee minutes

The Chair of the Finance and Premises Committee noted the full discussion of the financial forecast and proposed project as previously discussed. He outlined the recommendations on the Major Incident document (subject to minor amendment) and the fees framework. He also noted the proposed changes to the remit and name of the Committee which were being considered at the next meeting of the Governing Body.

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

17 Governance & Search Committee minutes

The Chair introduced the minutes of the meeting. The Clerk apologised for the delay in circulating the correct version of the minutes. The Chair noted the discussion around governor recruitment.

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

18 Quality, Curriculum and Staffing Committee minutes

The acting Chair of the Committee noted the useful presentation by the Careers Manager on the Careers Service at the College and the work it was doing, particularly in working towards the Gatsby Standards. He also mentioned the Careers Manager's request for a Careers Link Governor.

The Governing Body agreed Andrew Wygladala should be the Careers Link Governor.

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

19 Remuneration Committee minutes

The Chair noted that there should be a discussion of senior postholders' pay as a reserved matter.

The Governing Body resolved to accept the Remuneration Committee minutes.

[Staff and students, including the Principal, the Clerk and the staff and student governors left the meeting]

There was discussion of a Reserved matter.

[Staff and students, including the Principal, the Clerk and the staff and student governors returned to the meeting]

19 Determination of any items to be treated as Confidential

The only item deemed confidential, apart from the Reserved minutes, was the sensitive discussion of property strategy.

20 Date and time of the next meeting

The next meeting of the Governing body is due on 2 October 2019 unless an additional meeting is required.