



**Minutes of the meeting of the Governing Body held on Tuesday 14 May 2019 in the College Conference Room, Emmanuel**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Mr Rob McAuliffe	Co-Executive Principal (Principal)
Mrs Shireen Razey	Co-Executive Principal (Principal)
Monsignor Nicholas Rothern	Vice Chair and Foundation Governor
Ms Marlene Burt	Foundation Governor
Mrs Tricia Gilpin	Foundation Governor
Mrs Sue Gyde	Foundation Governor
Mrs Nicola Simpson	Foundation Governor
Mrs Hazel Wilkinson	Foundation Governor
Mr Andrew Lantry	Co-opted Chair of Audit
Miss Stephanie Orłowski	Teaching Staff Governor
Mr Nick Bush	Support Staff Governor
Mr Matthew Miller	Student Governor, St Mary's

**In attendance:**

Mrs Diana Constantinou	Head of College, St Mary's
Mr Nathan Wells	Head of College, Aquinas
Mr Ciaran Burns	Executive Director of Finance & Estates (EDFE)
Mrs Debbie Baldwin	Clerk

**The Governing Body meeting began at 7.00 pm**

The Chair opened the Governing Body meeting with a prayer.

**1 Apologies for Absence, Changes of Membership and Declarations of Interest**

Apologies for absence were received from Ms Sally Mellish, Foundation Governor, Mr Jason Ochere, Co-opted Governor, Mr Simon Spearman, Head of College Emmanuel, Miss Victoria Odubote, Student Governor Aquinas and Miss Royann Whyte, Student Governor, Emmanuel.

Deacon Javier Elderfield, Cross Site Chaplaincy Co-ordinator, was welcomed to the meeting.

There were no declarations of Interest. There were no changes to membership. The meeting was quorate.

**2 Minutes of the Previous Meeting held on 05 February 2019**

The minutes were **agreed** as an accurate record and signed by the Chair.

**3 Matters arising from the previous meeting on 05 February 2019**

All matters had been addressed.

**4 The Chaplains' Report**

The Cross Site Chaplaincy Co-ordinator presented the Chaplains' report. The report detailed the work of the three chaplaincies from February to May 2019. The following areas were highlighted:

- Prayer services and opportunities to mark the season of Lent at each site.
- Participation of the gospel choir in the FLAME youth congress at the SSE Arena, Wembley, performing to an audience of 8,000 participants.
- Other opportunities to promote the Catholic life of the college.

Confirmed

- The work of the Chaplaincy Tutor representatives.
- The Chaplaincy survey, the results of which indicate the appreciation of the service.

Rob McAuliffe, Co-Principal informed governors that the staff inset on 3<sup>rd</sup> June will focus on the Catholic mission and ethos focusing on its origins and meaning. David Wells, catechist and author, will work with staff at the Inset. Governors were invited to attend the Inset.

The Chair gave thanks for the continued work of the chaplaincy team.

It was **RESOLVED** to receive the Report.

The Cross Site Chaplaincy Co-ordinator left the meeting.

## 5 Executive Principal's Report

The Report was received from the Principal and included an update on staffing, the careers conference, curriculum developments and the marketing strategy. The Chair asked about the issue of recruiting new staff and whether the location of the sites was a limiting factor. It was confirmed that the colleges were situated in areas with good transport links and location should not be a limiting factor. Other ways of attracting staff were discussed.

In response to a question about Saturday revision sessions and whether their offer makes the college distinct, Rob McAuliffe explained that some school sixth forms offer Saturday revision sessions but not other colleges. In additions to the Saturday sessions, Easter and half term sessions were also offered.

Recent open events were successful. Social Media advertising had been used to reach a targeted audience and Matthew Miller, Student Governor for St Mary's, confirmed that he was aware that students had seen the new SnapChat adverts. Anne Milton MP visited the Emmanuel site on 9<sup>th</sup> May to hear about the work on the Maths Centre for Excellence. It was a successful visit, also attended by the Chair and Hazel Wilkinson, Foundation Governor.

The Vice-Chair asked how the college should respond to the first stage of the DfE review of BTEC qualifications. There was a constructive discussion on BTEC and T Levels and a consensus reached that BTECs have a place alongside T Levels. It was agreed that Rob McAuliffe, Co-Principal should write a robust response and circulate to Governors so that they can respond to the survey accordingly prior to the closing date of 10<sup>th</sup> June. The Chair asked the question how to future proof against changes to BTEC qualifications. It was confirmed that the earliest the college could offer T Levels is 2022 if the college puts in an expression of interest to deliver T Levels in the third round. The Chair asked that the conversation about the provision and offer of T Levels comes back to the Governing Body to discuss further. This is an area of risk and opportunity and an agreed strategy is required.

The Governing Body **RESOLVED** to receive the Report;

## 6 The Student Councils' Report

The St Mary's report was received from Matthew Miller highlighting the many curriculum and pastoral events that have taken place at St Mary's over the course of the last half term, including discussions at the CLT/Student Council forums.

Shireen Razey, Co-Principal, informed Governors of the proposal to take forward student representation at Governing Body meetings. A student representative from each site will be led by one official Student Governor Representative, a role will be rotated between sites on an annual basis.

The Chair thanked the Student Governor, St Mary's for the comprehensive report.

It was **RESOLVED** to receive the Reports.

Confirmed

## 7 Quality & Curriculum (Q&C) Committee Annual Report

The Q&C Committee Annual Report was received from the Chair of the Committee, Sue Gyde, who thanked committee members for the interesting, robust discussions and work put in over the year. Through the committee's regular scrutiny of detailed data it can assure the Governing Body that there are effective systems in place to monitor and improve the quality of provision across the Collegiate. The Chair of Q&C Committee highlighted work on Value Added, the focus on subjects with high volume learners and the opportunities for staff CPD and support to become examiners. Hazel Wilkinson, Co-Vice Chair of Q&C Committee reiterated that the work of the committee had been taken forward, much of it confidential in nature.

The Chair of Governors extended his thanks to Sue Gyde, Chair of Q&C Committee, for her leadership of the Q&C Committee and to the committee members. He asked the committee if the information flow they see is adequate and reliable. The Chair of Q&C responded that they have seen consistency in terms of systems used across the three sites and that they question the Heads of College on such issues as capability and VA predictions. Shireen Razey, Co-Principal, confirmed that the papers that go to Q&C Committee are 'real' and are sometimes not standard so that the committee can get a sense of the work that has taken place. Hazel Wilkinson, Co-Vice Chair of Q&C Committee, said that the committee do not judge on the quality of the reports; they need to be assured of the process and the reflective nature of the reports. The Chair of Governors commented that it is right to judge on the outcomes and not the quality of the report.

The Chair of Governors asked what the fluctuation in VA tells us. Sue Gyde, Chair of Q&C Committee, responded that it is the collation of data ensuring that teachers are clear about the grades and trajectory of students. She said that last year the committee focused on successful subjects to examine best practice and that this year the focus is on subjects at risk. Shireen Razey, Co-Principal, said that a fluctuation in VA may be due to various things including the change of teacher in the middle of a 2-year linear course.

It was **RESOLVED** to receive and note the Report.

The Student Governor, St Mary's, left the meeting.

## 8 Minutes from:

- (i) Unconfirmed minutes of the Quality & Curriculum Committee meeting held on 28 February 2019.

The minutes were received from Hazel Wilkinson, Co-Vice Chair of the Committee who highlighted the strategic discussion on student attendance and suggested that all governors should see the headline data. Rob McAuliffe, Co-Principal said that the attendance dashboard discussed each week in a pastoral meeting could be brought the Governing Body meeting and it was agreed that new work does not need to be created but that data already used could be reviewed.

The responsibility for Staff EDIMS will transfer to the Finance & Resources Committee. Student EDIMS will remain with the Q&C Committee. The Chair of Audit & Risk asked for clarification about the return of data to ESFA and Rob McAuliffe, Co-Principal, explained that there is a benchmark for student achievement that is used.

The Governing Body resolved:

1. To **RECEIVE** the Part A and Part B Minutes;
2. To **APPROVE** the Staff and Student EDIMS reports
3. To **APPROVE** the Staff Development Report
4. To **APPROVE** updated policies:
  - i. Assessment and Feedback Policy
  - ii. Malpractice and Academic Honesty Policy

- (ii) Unconfirmed minutes of the Audit & Risk (A&R) Committee meeting held on 13 March 2019.

The minutes were received from the Chair of the Committee. Included for recommendation were the safeguarding policies, previously under the remit of Q&C Committee. Constructive discussions had taken place at the last meeting of A&R regarding risk appetite. Also highlighted were internal auditor meetings with the SLT to reach an overall opinion and provide extra assurance, particularly on risk self-assessment.

The Governing Body resolved:

1. To **RECEIVE** the minutes

- (iii) Unconfirmed minutes of the Finance & Resources Committee meeting held on 18 March 2019.

The minutes were received from the Chair of the Committee. Following recent CLT/Student Council Forum suggestions relating to the Environmental and Sustainability Policy it was confirmed that wooden cutlery is now used at all sites.

The Governing Body resolved:

1. To **RECEIVE** the minutes.
2. To **APPROVE** the Environmental and Sustainability Policy
3. To **APPROVE** the Fees Policy for 2019/20

- (iv) Unconfirmed minutes of the Search & Governance Development Committee meeting held on 18 March 2019.

The minutes were received from the Chair of the Committee. Policies included for review to be amended to reference the Co-Principal structure. The importance of declarations of interest was discussed both in the annual return and at each meeting.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** the Governance documents with amended reference to Co-Principal:
  - i. Procedure for Chair's Action
  - ii. Code of Conduct for Governors
  - iii. Register of Interests
  - iv. Chair & Vice Chair of Governors Role Description
  - v. Conduct of Appeal Order of Hearing

## 9 Insurance Renewal

The EDFE presented the quotation for insurance for 2019/20 which included an increased level of cover in four areas: works in progress, business interruption additional expenses, business interruption loss of gross revenue and legal expenses. The overall premium was reduced on the previous year due to the excellent claims record and the measures taken to reduce risks at the college. Potential cover for fraud/cyber crime was discussed.

It was **RESOLVED** to receive the report and approve the insurance renewal for 2019/20.

## 10 Marketing, Reputation and Recruitment Update

Marketing, reputation and recruitment was discussed as part of the confidential pre-meeting. There was no further discussion of this topic.

Confirmed

### 11 Risk Management Plan 2019/20

The EDFE presented the risk management plan, highlighting particular risks for the forthcoming year. Discussion included the risk of curriculum developments not adequately prepared for with reference made to BTEC/T Levels, and protocols for media enquiries and whether a crisis management plan is required. The Chair of A&R Committee said that there should be a focus on a traffic light approach and whether the latter should be of imminent focus. There was a constructive discussion on risk responsibility of the risk owner and risk manager.

A request was made for any notable incidents that should be reported to the Governing Body, making reference to the annual review of effectiveness by the Governing Body. Rob McAuliffe, Co-Principal said that in some of the risk areas processes have changed in order to address the risk triggers. Action has been taken where necessary to address potential risks and this is detailed in a column on the current risk plan detailing the status of each risk as at March 2019.

The Chair asked is there was any change in the risk of the physical security of students. Rob McAuliffe, Co-Principal, said that this is a risk that is continually being reviewed with tasks in place to limit any risk. Cyber security was highlighted as a business critical risk with an importance on knowing how to respond. It was confirmed that the IT Department have procedures in place to reduce such risks as far as possible.

It was **RESOLVED** to receive and note the report pending clarification on the risk safeguards to follow in the risk area of increased competition on the 2019/20 register (page 26).

### 12 Governing Body Self Appraisal

The Self Appraisal completed last summer was tabled. The perspectives and actions were taken forward as a reflection on practice. Whilst the exercise will be conducted biennially, governors were invited to contact the Chair or Clerk if they have any comment to make in the interim period.

Also tabled was a list of the ten “C characteristics of a well run college, written by the late Sir David Collins, predecessor of Richard Atkins, FE Commissioner, in October 2014 and recently re-circulated by Richard reflecting on good advice to colleges.

### 13 Any Other Business

Rob McAuliffe, Co-Principal, presented the Student Exclusion Policy with amendments to clarify reasons for exclusion. The Co-Principal confirmed that permanent exclusion will always be for a behaviour reason and will never relate to the academic ability of a student.

It was **RESOLVED** to receive and approve the Student Exclusion Policy

### 14 Date, Time and Venue of the Next Meeting

The next meeting will be on Tuesday 2<sup>nd</sup> July 2019 at 6.30 pm in the College Conference Room, St Mary's.

The meeting was concluded at 8.50 pm.

#### Summary of matters arising from the meeting:

1. The Clerk to update Governance Policies to include reference to Co-Principal (Item 8(iv))
2. Risk Register: The EDFE to clarify the risk safeguarding in the risk area of increased competition (Item 11)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair