



**Minutes of the meeting of the Governing Body held on Tuesday 02 July 2019 in the College Conference Room, St Mary's**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Mr Rob McAuliffe	Co-Executive Principal (Principal)
Mrs Shireen Razey	Co-Executive Principal (Principal)
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 Jason Ochere	Co-opted Governor
Mr Andrew Lantry	Co-opted Chair of Audit
Mr Matthew Miller	Student Governor, St Mary's

**In attendance:**

Mr Simon Spearman	Head of College, Emmanuel
Mr Ciaran Burns	Executive Director of Finance & Estates (EDFE)
Mrs Debbie Baldwin	Clerk

**The Governing Body meeting began at 7.15 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

Monsignor Nicholas Rthon, Vice Chair, Miss Sally Mellish, Foundation Governor, Mr Nathan Wells, Head of College, Aquinas, Stephanie Orlowski, Teaching Staff Governor and Mr Nick Bush, Support Staff Governor

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

There were no declarations of Interest.

Changes to membership:

The Governing Body **resolved, nem con**, to make the following governor appointments:

Nana Reynier, subject to diocesan approval, as Foundation Governor for a four year term of office effective from completion of formalities.

Ciaran Burns, subject to diocesan approval, as Foundation Governor for a four year term of office effective 1<sup>st</sup> January 2020.

It was noted that Chair's Action was taken to approve the appointment of Mr Daniel Powell, Vice Principal Finance and Resources, with effect from 27<sup>th</sup> August 2019. This is a senior post holder role. Dr Rupert Evenett, Chair, and Monsignor Rthon, Vice Chair, sat on the interview panel.

The meeting was quorate.

Confirmed

## **2 Minutes of the Previous Meeting held on 14 May 2019**

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

## **3 Matters arising from the previous meeting on 14 May 2019**

All matters had been addressed.

## **4 The Chaplains' Report**

Deacon Javier Elderfield, the Cross Site Chaplaincy Co-ordinator highlighted the various activities that the Chaplaincy Teams have been involved with over the last term. He highlighted the communication of the catholic vision with speaker David Wells at the staff Inset, the 'excellent' outcome of the Chaplaincy service review for 2018/19 and continuing to raise the profile of liturgies and retreats. At the end of September there will be an inaugural Mass for student Chaplaincy representatives to which Governors will be invited.

Rob McAuliffe, Co-Principal, said that Deacon Javier had been at the core of a working party on how to deliver the mission more effectively. Over the next academic year, at each tutorial a liturgy/10:10 reflection/prayer will take place, led by students and Deacon Javier will spend more time working cross site to strengthen the chaplaincy provision across the college.

In response to a question about the Christian Union group, Deacon Javier informed Governors that an elective is run for the group EXPLORE where opportunities are provided for students to pray and study.

The Chair gave thanks for the continued work of the chaplaincy team, a core service.

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 Co-Principals and included an update on staffing, staff research projects, the Maths Centre for Excellence work, academic review days and end of term arrangements including the 10:10 RE and Ethics Acts of Charity Day. Staff recruitment was discussed, in particular subjects where it is was more difficult to recruit staff and strategies used to recruit appropriately for the benefit of students. In response to a question regarding the ethnicity of interview panels, Rob McAuliffe responded that there is generally a gender balance but not as much diversity in ethnicity. Further discussion was around the risk of recruitment of current vacancies. Shireen Razey, Co-Principal, explained that applications were still being received and that newly qualified teachers are looking for employment.

With respect to the Maths Centre for Excellence, the funding allocation for 2019/20 has been confirmed and the work progressing well. It is hoped that the initiatives piloted will lead to improved GCSE Maths results for the college.

Academic review days have been introduced whereby parents of lower sixth continuing students were invited into college with their son/daughter to ensure every student received feedback on progress along with areas for development. Attendance to the academic review interviews across all three sites was extremely high and feedback from staff was positive. Matthew Miller, Student Governor, commented that he was grateful that work on UCAS references had taken place in the Summer term.

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

## **6 The Student Councils' Reports**

Mathew Miller, Student Governor St Mary's presented the reports, detailing the curriculum and pastoral events that had taken place during the summer term. This included support for students during the exam period, speakers at the Scholars lunches, academic review days and attendance at conference for those

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interesting in applying for Oxbridge or studying medicine. Feedback was given on the recent evenings of celebration and progression events.

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

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

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

## **7 Annual Health and Safety Report**

The Chair introduced this item, emphasising the importance held on health and safety. The report, written by the Premises and Security Manager with responsibility for health and safety across all three sites, was received from the EDFE. The report detailed a summary of accidents and reported on fire risks, assessments and evacuation procedures. Information on building cladding was included and discussed. Reassurance was provided on the fire resistance of the cladding.

A question was raised concerning the flammable nature of interactive white boards as highlighted in a report from the House of Commons. Rob McAuliffe, Co-Principal said that interactive white boards are being replaced with interactive swipe boards which will be turned off each night in accordance with policy and procedures. Further research will be undertaken on the safety of the whiteboards.

It was confirmed that emergency evacuation plans are in place at all three sites and that there are staff trained in first aid at all sites including training on the defibrillators which are held at each site.

The installation of introducing sprinklers was discussed. Comments included the cost and water damage from a fire sprinkler system creating additional damage without a fire if they go off accidentally. It was agreed that the EDFE will ask the architect to undertake a review of water sprinkler systems in forthcoming building work at the college.

It was **RESOLVED** to approve the report subject to actions on the interactive white boards and water sprinkler systems.

## **8 Reports from Committees. Minutes from:**

(a) Unconfirmed minutes of the Quality & Curriculum Committee meeting held on 20 June 2019.

The minutes were received from Hazel Wilkinson, Co-Vice Chair of the Committee. The Co-Vice Chair informed Governors that Tumay Gunduz, Assistant Principal Maths Centre for Excellence, was welcomed to the Q&C Committee meeting to set out the work undertaken on the programme. Tumay will be invited to the Governing Body meeting in Spring 2020.

There was a constructive discussion on student attendance, a key performance indicator, and the robust systems in place. Governors were informed that the CPD strategy will be reviewed as part of a wider review with quality processes.

The Governing Body resolved:

1. To **RECEIVE** the Part A Minutes
2. To **APPROVE** the Admissions Policy
3. To **APPROVE** the Bursary Statement
4. To **APPROVE** the Learner Involvement Strategy
5. To **APPROVE** the Equal Opportunities Policy with correction to wording
6. To **APPROVE** the Visiting Speakers Policy

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- (b) Unconfirmed minutes of the Finance & Resources Committee meeting held on 17 June 2019.

The minutes were received from the Chair of the Committee.

The Governing Body resolved:

1. To **RECEIVE** the minutes

- (c) Unconfirmed minutes of the Audit Committee meeting held on 12 June 2019.

The Co-opted Chair of Audit presented the minutes, highlighting the work on board assurance to be taken forward in the next academic year which includes addressing any gaps in assurance and mapping strategic risks.

Marlene Burt and Tricia Gilpin, governors with safeguarding responsibility, informed Governors that they were satisfied with college safeguarding procedures. They had met with Nathan Wells, Designated Child Protection Officer, to review processes across all three sites with particular focus on the Aquinas site.

In response to a question, there was a discussion about knife crime, both nationally and with respect to local incidents. The college response and policies on student behaviour and student exclusions were discussed.

The Governing Body resolved:

1. To **RECEIVE** the minutes
2. To **APPROVE** the Financial Statements Audit Strategy 2019
3. To **APPROVE** the Annual Safeguarding Report

- (d) Unconfirmed minutes of the Partnership Advisory Board meeting held on 14 June 2018.

Rob McAuliffe, Co-Principal, presented the minutes. It was agreed that meetings are interesting with useful conversations and are a good example of how the college is working together with partners.

The Chair expressed his thanks to David Pearson, the Director of Partnerships for his work in this area.

## 9 Marketing, Reputation and Recruitment Update

Rob McAuliffe, Co-Principal, informed Governors that the rate of decline in applications had reduced and stood at approximately 8%. The college continues to build links with catholic education in the diocese. Recent masterclasses delivered in secondary schools had been successful.

Shireen Razey, Co-Principal, said that the new marketing agency contracted by the college was working well. It was suggested by a governor that the marketing company be invited to present to the Governing Body the challenges they face.

It was **RESOLVED** to receive the verbal report.

## 10 Key Performance Indicators

Shireen Razey, Co-Principal, presented the data and RAG ratings on key performance indicators (KPIs). She suggested that over the next year each committee review KPIs before bringing to the Governing Body. Student retention is of concern and this will be reviewed when the linear qualification data is published. It was questioned whether the KPIs should be set out with greater context and a request made for further KPIs on staff data. The Chair commented that the report was excellent, showing data about things that matter as an institution. It was agreed to pilot the report as it at each Governing Body meeting.

Confirmed

**11 Board Self-Appraisal**

The board self appraisal will be discussed in the Autumn term. It can be reviewed in the context of the recruitment of students and value outcome which will be known at that time.

**12 Admissions Policy**

Rob McAuliffe, Co-Principal presented the Admissions Policy.

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

**13 Calendar and Agenda Plans for 2019/20**

It was **RESOLVED** to receive and publish the calendar.

**14 Any Other Business**

There was no other business.

**15 Date, Time and Venue of the Next Meeting**

The next meeting will be on Tuesday 8<sup>th</sup> October 2019 at 6.45 pm in the College Conference Room, Aquinas, preceded by a Governors' Briefing at 5.45 pm.

The meeting was concluded at 8.45 pm.

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

1. Rob McAuliffe, Co-Principal, to lead on a review of safety of interactive white boards.
2. The EDFE to discuss water sprinkler systems with the architect.

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

Chair