



Minutes of the meeting of the Governing Body held on Tuesday 04 December 2018 in the College Conference Room, St Mary's

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Mr Rob McAuliffe	Collegiate Principal (Principal)
Monsignor Nicholas Rotheron	Vice Chair and Foundation Governor
Ms Marlene Burt	Foundation Governor
Mrs Tricia Gilpin	Foundation Governor
Ms Sally Mellish	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
Miss Victoria Odubote	Student Governor, Aquinas
Miss Royann Whyte	Student Governor, Emmanuel

In attendance:

Mrs Shireen Razeq	Deputy Collegiate Principal (Deputy Principal)
Mr Simon Spearman	Head of College, Emmanuel
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 6.30 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 Mrs Sue Gyde, Foundation Governor, Mr Jason Ochere, Co-opted Governor, Mr Nick Bush, Support Staff Governor and Miss Sade Sekoni, Student Governor, St Mary's.

Mr Errol Palmer, Chaplain for Christ the King: St Mary's was welcomed to the meeting.

There were no declarations of Interest.

There were no changes to membership.

The meeting was quorate.

Confirmed

2 Minutes of the Previous Meeting held on 02 October 2018

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

3 Matters arising from the minutes of the previous meeting on 02 October 2018

All matters had been addressed.

4 The Chaplaincy Report

The Chaplaincy report was presented by Errol Palmer, Chaplain at Christ the King: St Mary's. Work of the three Chaplaincies was highlighted including fundraising for the Ahotokorum leprosy rehabilitation centre in Ghana and hosting a visit from the Director, Remembrance services, raising awareness of mental health and Christ the King Day activities. Support is provided in key areas such as family break up, safety and becoming independent.

The use of the Chaplaincy common rooms as a place to gather and socialise was discussed, chaplaincy staff mindful of the need to attract different groups of students. This led to a wider discussion about collaborative learning spaces in the college and a request for space to be provided for EGP students to work on projects/debating from the Student Governor, Emmanuel.

The Chair thanked the Chaplain, St Mary's, for the chaplaincy services provided, core to the mission of the college.

It was **RESOLVED** to receive the Report

Mr Errol Palmer left the meeting

5 Principal's Report

The Report was received from the Principal who made particular reference to the open days recently held at each of the three sites. Visitor numbers reflected a change in the pattern of year 11 applications whereby one single open event no longer meets the needs of prospective students or their parents. In this respect, further open events will be held in January and March 2019. Other items highlighted included Shireen Razey, Deputy Collegiate Principal, leading a Hot Topic briefing on the Future for Applied General Qualification at the annual Association of Colleges Conference and the successful bid to lead as a Maths Centre for Excellence. On the latter initiative, Hazel Wilkinson, Foundation Governor, has agreed to represent the college, with Shireen Razey, on the executive project board.

Governors were informed of the intention to submit a bid for funding under the Capital Improvement Fund (CIF). Cross college leadership team research projects were detailed prompting one Foundation Governor to offer her support with the provision of speakers.

There was a discussion about the national campaign to tackle knife crime and the vigilant approach taken by the college on this matter.

It was **RESOLVED** to receive the Report

6 The Student Councils' Reports

The reports were presented by the Student Governors at Emmanuel and Aquinas. Highlights of the Autumn Term were presented and events planned for the Christmas Community Day.

The Chair noted the work of the Student Councils and thanked those involved at each of the sites.

It was **RESOLVED** to receive the Student Councils' Reports.

Confirmed

7 Reports from Committees – Finance & Resources Committee – Condition Improvement Fund

The Executive Director of Finance and Estates presented a Condition Improvement Fund (CIF) Bid; The scheme allows colleges to bid for funds under strictly defined headings in order to effect improvements to their infrastructure or physical resources. The minimum amount of money involved will allow a bid to replace boilers most needed at two of the three sites. The costs involved are £257,916. Governors were asked to approve a college contribution from college reserves of £83,916 towards the cost of the project. The EDFE will keep Governors informed of progress.

It was **RESOLVED** nem. con. to receive and approve a financial contribution of £83,916 towards the CIF bid for the replacement of boilers at two of the college sites.

8 Destinations Report 2017/18 (Agenda Item 9)

The report, written by the Director of Wider Learning and Partnerships, was presented by the Principal. Student progression across all three sites to Higher Education continues to be very strong although the number of students progressing to Russell Group universities decreased compared to last year. However, it was noted that there were fewer students in the cohort. There was a discussion about popular course choices and the progression of ALS students and Level 1 and 2 students. It was questioned why there is a high volume of progression to particular universities. The Principal explained that this typically varies from year to year and may be influenced by unconditional offers or by the peer group. In response to a comment from the Student Governor, Emmanuel, that sometimes students are unable to apply to Russell Group Universities because their predicted grades are not high enough, the Principal confirmed that students will know their predicted grade and that realistic predictions are made because inflating grades does not help students in the long term.

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

9 Governors' Value Added Research Project (Agenda Item 13)

The Governors' Research Project aimed to investigate and test six pedagogical and system led approaches in order to measure their impact on the delivery of a sixth form curriculum that leads to good value added and progress outcomes for students. The Deputy Principal presented a series of briefing papers on each of the initiatives detailing the background, methodology, research, main findings and recommendations. Governors were thanked for funding the project and in response to a question regarding the capacity available to continue work on the elements of the project to be taken forward, it was explained that provision had been made where necessary.

The Chair thanked staff involved for the excellent research.

It was **RESOLVED** to receive and approve the reports.

10 Unconfirmed minutes of the Partnership Advisory Board meeting held on 1 November 2018

The minutes were presented by the Principal. Items highlighted were the results of the Gatsby Compass Audit, the work placement pilot and events that had taken place for students including the Barclay's Rise Programme and the Urban Synergy Mentoring Programme. It was confirmed that the college is currently communicating with Goldsmiths College on the EPQ programme.

11 College Self Assessment Report

The Principal introduced the report, a high level summary setting out how the college performed in 2017/18. Areas of strengths and development are detailed, many of which have been taken forward.

One governor commented that some statements are qualified with data and questioned whether others should include a statement as to how they are evidenced. It was also commented that the strengths of the cross college teaching and learning approach should be included and that the document is very useful provided we keep pace for addressing issues. The Principal confirmed that the document needs to reflect

Confirmed

who we are as an institution but also needs to be used to move things forward, including value added performance.

It was **RESOLVED** to receive the report with suggested minor amendments.

The Student Governors left the meeting at this point

12 Minutes from:

(i) **Unconfirmed minutes of the Quality & Curriculum Committee meeting held on 08 November 2018.**

The minutes were received from the Vice Chair of the Committee. Highlighted items were the CPD report, in particular the number of teaching staff who are examiners and the benefits this brings. The course and service review grades were discussed and the rationale for focussing on sampling the action plans for subjects with a large volume of learners. Action plans continue to be reflective and drill down in the teaching, learning and assessment process of different teaching group, assuring the committee of the strength of the course review process.

The Chair said that he had been in attendance at the meeting and thanked the work of the committee for their critical review.

The Governing Body resolved to **RECEIVE** Part A and Part B confidential minutes and to **APPROVE**:

1. Professional Development Report
2. Course Review Grades

(ii) **Unconfirmed minutes of the Finance & Resources Committee meeting held on 14 November 2018.**

The minutes were received from the Chair of the Committee. The Chair commented that the management accounts highlighted a strong financial position and healthy reserves. The Staff Absence Monitoring Report had been reviewed; short term staff absence should continue to be closely monitored.

The Governing Body resolved to **RECEIVE** the minutes and to **APPROVE**:

1. Committee Terms of Reference

(iii) **Unconfirmed minutes of the Joint Finance & Resources and Audit Committee meeting held on 14 November 2018**

Audit Committee Annual Report

Audit Committee Internal Audit Plan 2017/18

Year End Financial Statements to 31 July 2018

The Co-opted Chair of Audit began by presenting the 2017/18 Annual Report of the Audit Committee, advising the Governing Body that the Audit Committee concludes that assurance available is sufficient to support the Governing Body and Accounting Officer in their decisions taken and their accountability obligations. Governors were taken through the Financial Statements Audit Findings.

The EDFE presented the year end financial statements including the ESFA analysis. Accounting for the VA project, the reduction in the LGPS pension liability and the strong reserves were highlighted. The ESFA analysis confirms the financial health grade of the college as outstanding.

The Co-opted Chair of Audit directed Governors to the current and future development and performance indicators table in the year end financial statements, concluding that the college is in a good position to take forward strategic developments. The forthcoming work on the Board Assurance Framework was outlined.

The Chair of the Governing Body thanked the work of SLT and the EDFE to ensure tight financial controls.

Confirmed

The Governing Body resolved to **RECEIVE** the minutes and to **APPROVE**:

1. The Internal Audit Annual Report 2017/18
2. Financial Statements Audit Findings - Management Letter and Operational Review for the year ended 31 July 2018 and Letter of Representation
3. The Report and Financial Statements for the year ended 31 July 2018
4. Audit Committee Annual Report to the Governing Body 2017/2018

(iv) Unconfirmed minutes of the Audit Committee meeting held on 14 November 2018.

The Co-opted Chair of Audit confirmed that the internal audit plan for 2018-19 was agreed by an email process with the Audit Committee. The Audit Committee terms of reference and committee name had been updated to reflect the work of the committee and governors were asked to approve the committee name change to Audit and Risk.

The Governing Body resolved to **RECEIVE** the minutes and to **APPROVE**:

1. Progress with recommendations from the Internal Audit Service and Financial Statements Audit Report
2. Internal Audit Plan 2018-2019
3. Audit Committee terms of reference and committee name change
4. Risk Management Plan
5. The Safeguarding Risk Assessment
6. Performance Indicators for the Financial Statements and Regularity Auditors and recommendation for re-appointment on a rolling contract

The Chair thanked Mr Andrew Lantry for his work on the Audit Committee.

13 Any Other Business

There was no other business

14 The next meeting of the Governing Body will be held on 05 February 2018 at 6.30 pm in the College Conference Room, Emmanuel.

The Chair commented that the college is a strong institution, strongly led and reiterated the strategic priorities including improvement on examination outcomes and value added and the issues of competition, funding and student numbers.

The meeting was concluded at 8.20 pm.

Summary of matters arising from the meeting:

There were no matters arising.

Signed: _____ Date: _____
Chair