



**Minutes of the meeting of the Governing Body held on Tuesday 05 February 2019 in the College Conference Room, Emmanuel**

**Present:**

Dr Rupert Evenett	Chair and Foundation Governor
Mr Rob McAuliffe	Collegiate 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
Ms Sally Mellish	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
Miss Stephanie Orlowski	Teaching Staff Governor
Mr Nick Bush	Support Staff Governor
Miss Victoria Odubote	Student Governor, Aquinas
Miss Sade Sekoni	Student Governor, St Mary's
Mr Matthew Miller	Student Governor, St Mary's
Miss Royann Whyte	Student Governor, Emmanuel

**In attendance:**

Mrs Shireen Razey	Deputy Collegiate Principal (Deputy Principal)
Mr Simon Spearman	Head of College, Emmanuel
Mrs Diana Constantinou	Head of College, St Mary's
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 Mr Nathan Wells, Head of College Aquinas and Matthew Miller, attending his first meeting as Student Governor for St Mary's.

Mr Ben Nazareth, Chaplain for Christ the King: Emmanuel 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 04 December 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 04 December 2018**

All matters had been addressed.

**4 Principal's Report**

The Report was received from the Principal who made particular reference to the recently publicised value added performance data, stressing that the strong focus on VA continues. Governors were updated on the capital improvement bid, the open events to be held in February and March, the Saturday admissions morning and the Maths Centre of Excellence project.

There was a discussion regarding student attendance trends and the affect this has on achievement and value added. The Principal explained that there is a variation between sites and subjects and some areas where student attendance remains a concern. The Head of Centre, Emmanuel, explained that this is an area of focus for teaching staff - all meetings are framed through attendance and value added and staff know what they have to do to address these areas.

The Chair endorsed the discussions and reiterated that addressing value added is a critical objective.

It was **RESOLVED** to receive the Report

**5 The Chaplaincy Report**

The Chaplaincy report was presented by Ben Nazareth, Chaplain at Christ the King: Emmanuel. Work of the three Chaplaincies was highlighted including the 10:10 programme for students, L6 guided meditation and the new initiative for 2018/19 of the student chaplaincy representatives. The distinction between the work of the Chaplaincy Team and the Spirituality Director was discussed, the latter being primarily delivered through the curriculum. The presence of RE and Philosophy students at the Spirituality Conference taking place on 7<sup>th</sup> February was confirmed.

The Chair asked if a rise had been seen in the number of students with mental health issues prompting a discussion on the support processes in place and the importance of ensuring that staff look out for signs of mental health issues in students so that the appropriate support can be put in place. The role of mental health Champions and their place in college was raised, focussing on their work on raising awareness of mental health problems and challenging the way people think act about mental health.

The Chair thanked the Chaplain, Emmanuel, for the chaplaincy services provided, core to the mission of the college.

It was **RESOLVED** to receive the Report

**6 The Student Councils' Reports**

The reports were presented by the Student Governors at Emmanuel, St Mary's and Aquinas. Highlights of the Spring Term were presented and future plans for fund raising activities were shared. Inter hall competitions were suggested to help raise awareness of the various college charities. Recent GCSE exam success was discussed and the suggestion made to focus on motivation for those students who did not pass their exam in this series.

The student governors were thanked for their work on the student councils and for the practical level of support that the student councils offer to other students.

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

Confirmed

## **7 Unconfirmed minutes of the Finance & Resources Committee meeting held on 21 January 2019.**

The minutes were taken as read.

The Governing Body resolved to **RECEIVE** the minutes

## **8 Initial Funding Allocation 2019/20**

The Principal informed the committee that communication had not yet been received from the SFCA on the funding for the college for 2019/20. However, modelling is in progress by the EDFE based on generic funding principles indicating a funding reduction in 2019/20 due to lagged funding and lower student numbers in 2018/19.

It was **RESOLVED** to receive and note the report

## **9 Building Project Progress**

The EDFE presented the paper informing Governors that the result of CIF bid for boiler replacement at two of the sites was expected in March. Governors were informed that the £15,000 plus VAT to replace one of the boilers at Aquinas ahead of the result of the bid was approved at the F&R committee meeting of 21 February 2019. If the bid is not approved there will be a second opportunity to bid though an additional fund.

A question was asked about the use of the security lodge. The Vice Principal said that ideas will be brought to the next meeting. Prioritisation of refurbishment projects was discussed with the staff toilet area at St Mary's and the main entrance at Aquinas receiving top priority. The projects are within the spending limit for the year and will be taken forward.

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

## **9 Marketing, Reputation and Recruitment Update**

Marketing and reputation is one of the key strategic items for the governing body. The Principal set out ways in which this is being taken forward including visits to Partner Schools to discuss curriculum links and ways to work in partnership, forging new partner school relationships, setting up and embedding a careers adviser network, keep warm marketing activities for prospective students, better use of social media and a new website launch scheduled for Easter. However, student applications are lower than at this time last year across all three sites. A change in the pattern of applications has been seen including changes in the number of applications from partner schools (from some a higher number of applications has been seen but in others lower). The Principal also pointed out that applications must convert to enrolments.

Discussions included how to incentivise students to apply early and other marketing strategies. It was suggested that prospective students will wait until they see an improvement on their mock exam grades so that they can try to secure a more attractive curriculum offer. The current student experience is valuable and in this respect the teaching staff governor suggested teaching a lesson at another institution accompanied by current students.

It was agreed that any activity that will give confidence in the decision made by a prospective student is good. More overt messages are also required to ensure the AGP/SGP offer is communicated effectively. Whilst there are external factors which are difficult to counter, there is a need for the college to experiment with new strategies running alongside current strategies.

The Student Governors and Lay Chaplain left the meeting.

## **10 Development Plan 2019/20**

The report was received from the Principal. The Development Plan sets out key areas to be taken forward as an institution, informed by national and local priorities and the Diocese. Questioning prompted a discussion on the gender balance of students and whether there is a need to consider the effect on courses

Confirmed

offered. Other discussion centred on the marketing company engaged by the college and how they are accountable if marketing is about attracting students but also raising awareness. Should KPIs be characterised by a high level of granularity? A further point was the use of conversion rates when considering applicants to enrolments - perhaps a conversion rate for students attending interview should be calculated. One governor asked about the link between the Development Plan and the 5 year vision and whether the Development Plan could be made more specific to the current year or focus less on work we do well and more on areas for development. The Principal said that all areas should have a focus even when good to ensure standards remain high, but that it is also important to improve areas where change is needed.

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

#### **11 Annual Review of Confidential Governance Documents and Freedom of Information Requests.**

It was agreed that the confidential items of business brought before the Governing Body or its committees during the year 2018 should remain confidential indefinitely as they contain personal information that can be traced back to individuals and/or procurement information that can be traced back to named organisations. The Clerk confirmed that during 2018, there were no requests made to the College under the Freedom of Information Act for response by the Personnel Department.

It was **RESOLVED** to note the Report

#### **16 Any Other Business**

The Chair concluded the meeting by reminding Governors of the strategic priorities for the year. Work and focus should continue on value added and the issues of competition and ensuring the college continues to attract high numbers of students must be addressed.

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

The next meeting will be on 14 May 2019 at 6.30 pm in the College Conference Room, Emmanuel, preceded by a Governors' Briefing at 6.00 pm.

The meeting was concluded at 8.20 pm.

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

1. Take forward marketing and reputation strategies and to consider the introduction of KPIs for the agency engaged by the college.

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