

Minutes of the meeting of the special Governing Body meeting held on Thursday 14 January 2021 via Microsoft Teams Remote Technology

Present:

Dr Rupert Evenett	Chair and Foundation Governor
Mrs Shireen Razey	Executive Principal (Principal)
Mrs Tricia Gilpin	Vice Chair and Foundation Governor
Mr Ciaran Burns	Foundation Governor
Ms Marlene Burt	Foundation Governor
Ms Sally Mellish	Foundation Governor
Mrs Nana Reynier	Foundation Governor
Monsignor Nicholas Rothon	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 Mike Smith	Support Staff Governor

In attendance:

Mrs Camilla Crampton	Deputy Principal, Pastoral
Mrs Holly Power	Deputy Principal, Academic
Mr Simon Spearman	Deputy Principal, Vocational and Quality
Mr Stephen Wagstaff	Interim Finance Director
Miss Rosie Newbould	Foundation Governor (Elect)
Mrs Debbie Baldwin	Clerk

The Governing Body meeting began at 5.00 pm with the Governors' Prayer

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

Apologies of absence were received from Mr Sam Armah, Teaching Staff Governor.
There were no declarations of Interest.
There were no changes to membership.
The meeting was quorate.

The Chair thanked Governors for attending the special meeting, called to approve the report and financial statements for the year ended 31 July 2020. The Chair asked that it was noted that the Interim Finance Director had done an excellent job in the preparation of the report and financial statements and that his thorough work has provided assurance over the finances of CTK. The accounts indicate that CTK is financially strong, crucial for future success. Reserves have been built up over a number of years as a result of prudent finance management and have enabled CTK to embark on an ambitious investment project in specialist facilities. Phase one is complete and the second phase is set to start in May 2021 with a further £1.4m committed to the works.

2. Minutes of the Previous Meeting held on 01 December 2020

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

3. Matters arising from the minutes of the previous meeting on 01 December 2020

The Chair highlighted the strategic and ethical priority of developing the diversity of Governing Body and the target of recruiting three Associate Governors from CTK Alumni to deliver diversity and to provide for governor succession-planning. Governors were given a brief resume of Mr Trevor Gomes, CTK Alumni,

who has been nominated to become an Associate Governor.

Mr Trevor Gomes, CTK Alumni, was elected nem.con as Associate Governor for a two year period.

The Clerk will take forward the recruitment of a Parent Governor and Associate Governors.

4. **ESFA Regularity Self-Assessment**

The Interim Finance Director presented the Regularity Self-Assessment Questionnaire 2019-20 and the Supplementary Bulletin to the College Accounts Direction 2019-20, the latter being an additional requirement this year to aid the Governing Body in their assessment of regularity relating to COVID-19 issues.

The Regularity Self-Assessment Questionnaire links to the Post-16 Audit Code of Practice setting out the ESFA's assurance and accountability requirements. It is aimed at making sure there is no impropriety. A response to the various questions is provided and information as to where this can be evidenced. The questionnaire is completed by CTK and is passed to the auditors who, as part of their audit, check that what has been said is correct.

The shorter Supplementary Bulletin to the College Accounts Direction asked questions about Procurement Policy Notice (PPN) 02/20 which is that publicly funded bodies should continue to pay suppliers during the pandemic. It was confirmed that services provided have been paid at the contractual rate despite any limitations due to the current circumstances. The supplementary bulletin also seeks assurance that the coronavirus job retention scheme has been appropriately applied and that internal control procedures have continued uninterrupted.

A copy of the completed Annex is to be signed by the Accounting Officer and Chair of Governors and provided to the reporting accountant, alongside the standard Regularity Self-Assessment Questionnaire.

Rupert Evenett in his capacity of Chair of Finance, Resources & Business (FR&B) Committee confirmed that the two documents had been reviewed carefully at FR&B Committee meetings and at the Joint Meeting of Audit & Risk (A&R) Committee with FR&B Committee on 12 January 2021. The Co-opted Chair of A&R confirmed Joint Meeting recommendation and said that the questionnaires provided good evidence, were consistent with evidence seen throughout the year and with information in the financial statements.

The Governing Body resolved to **APPROVE**:

- (i) The Regularity Self-Assessment Questionnaire 2019-20
- (ii) The Supplementary Bulletin to the College Accounts Direction 2019-20

5. **Report by the Joint Finance, Resources & Business (FR&B) Committee and Audit & Risk (A&R) Committee meeting held 12 January 2021**

The Chair of FR&B Committee set out the documents for approval following recommendations made at the Joint Meeting:

- (i) Financial Statements Audit Findings on the 2019/20 accounts
- (ii) The Report and Financial Statements for the year ended 31 July 2020
- (iii) Letter of Representations to the Auditors
- (iv) Audit & Risk Committee Annual Report to the Governing Body 2019/20

Rupert Evenett in his capacity as Chair of FR&B Committee reported that the FR&B Committee had reviewed the report and accounts carefully and that they are consistent with the management accounts and strategic priorities. The letter of Representations is standard with the additional consideration of the implications of the effect of COVID-19 on operations.

The Co-opted Chair of A&R Committee explained that the Interim Finance Director had produced a useful

high level reconciliation to explain the difference between the outturn figures in the financial statements and the effect of the Local Government Pension Scheme. It is a good set of financial statements especially given the difficulty of preparing them remotely and the Co-opted Chair of A&R Committee thanked the Interim Finance Director and Finance Team for their work in such challenging circumstances. He confirmed that the accounts had been reviewed by the Senior Leadership Team, F&R Committee and at the Joint Meeting and noted that there is much more detail in the financial statements report on the underlying story of CTK and in particular the actions taken by SLT during the year and a positive forward story in terms of investment, educational outcomes and the estate over the three sites. The Co-opted Chair of A&R Committee commended the Letter of Representations for approval.

The Financial Statements Audit Findings were presented by the Co-opted Chair of A&R Committee. The Accounts Preparation Team at MacIntyre Hudson had finalised the accounts and so it is mentioned that there are adjustments between the first version and the final version which is expected. No findings are concerning or surprising and it is highlighted that the two recommendations made in respect of balance sheet reconciliations and conflicts of interest are graded as Grade C – not material to the accounts but are good practice recommendations that should be actioned. It was noted that a number of issues from 2018/19 have been resolved and process issues will be taken forward by the new Finance Director. The Co-opted Chair of A&R Committee said that ending with a small surplus once the pension scheme outturn has been taken into account is a good position to be in.

The Chair thanked the Co-opted Chair of A&R Committee for his judicious review and invited the Interim Finance Director to comment. The Interim Finance Director informed Governors that the audit recommendations, whilst both Grade C had been accepted and responded to. Of the two minor matters that were re-raised, progress has been made and they will be cleared in the new financial year. In terms of the Financial Statements themselves, the Interim Finance Director confirmed that minor amendments had been made to the circulated accounts, mainly in regard to the narrative and consistency in how to refer to Christ the King. One other particular item corrected since circulation is the number of staff reported in the accounts as being employed.

The Interim Finance Director led Governors through the reconciliation of accounts, explaining the position of the deficit in relation to categorisation by the ESFA of the Sixth Forms health status. The financial health has been maintained at outstanding. After excluding the non-educational factors and pension scheme liabilities, a surplus was made on operational activities. The three accounting ratios and figures for CTK were explained:

1. CTK has a high level of current assets, primarily cash funds, compared to its liabilities due within 1 year.
2. After excluding actuarial adjustments and non-educational items, CTK's draft financial statements produce an operating surplus,
3. CTK has zero borrowings.

The Interim Director of Finance explained that in the short term it is difficult to improve the earnings percentage. Income is received by CTK on a lagged basis, on student numbers from the previous year and over 90% of funding coming from the ESFA, therefore costs will need to be reduced until student numbers increase.

The Chair thanked the Interim Finance Director for his clarity in presenting the financial statements and highlight to Governors that the financial management of CTK is the responsibility of all Governors. Work on a comprehensive strategy of investment and use of reserves will continue.

The Governing Body resolved to **APPROVE**:

- (i) The Financial Statements Audit Findings on the 2019/20 accounts
- (ii) The Report and Financial Statements for the year ended 31 July 2020
- (iii) The Letter of Representations

The Co-opted Chair of A&R Committee was invited to comment on the Audit & Risk Committee Annual Report. The report covers the financial year to 31 July 2020. It is a standard report, commenting on key issues arising during the financial year, reporting on any significant issues arising up to the date of report and providing assurance to the Governing Body on the governance, risk management, controls and processes of the Sixth Forms. The report included reference to the impact of COVID and the work done by the Sixth Forms to mitigate risk and to support students throughout the period of the pandemic, and to the creation of an internal Risk, Audit and Compliance Committee supporting the work of the A&R Committee.

The Chair thanked the Co-opted Chair of A&R for the pro-active and educational approach of A&R Committee, contributing to the achievement of outcomes for CTK. The strong culture of CTK and the Leadership Team was commended for being pro-active and innovative in the way that it manages risk.

The Governing Body resolved to **APPROVE** the Audit & Risk Committee Annual Report to the Governing Body 2019/20 pending a minor amendment.

6. **COVID-19 Risk Register**

The Principal presented the phase 4 Risk Assessment, highlighting the change in lateral flow device (LFD) testing procedures. DfE guidance is that all schools and colleges should offer regular twice weekly testing to staff. The testing programme initially included offering those who came into close contact with a positive case in colleges the option of 7 days of daily contact testing as an alternative to self-isolation. However, this has been reviewed in light of the higher prevalence and rates of transmission of the new variant and as a result daily contact testing in place of self-isolation has been paused until further evaluation has taken place. Whilst LFD tests only have a certain level of accuracy, they provide another level of safety and protection for staff. It was confirmed that a separate risk assessment is in place for LFD testing.

The sites remain open with skeleton staffing to support the small number of students on site. There is a staffing rota in place and no interaction between staff who are on site. All other measures remain in place.

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

7. **Chair's Action**

The Clerk informed Governors that Chair's Action had been taken with respect to the appointment and pay of the new Executive Director of Finance. Five Governors were involved in different aspects of the two day selection/interview process. Nicola Simpson, Foundation Governor, said that there was a strong field and that the recruitment process was robust. Nicola, who sat on the final interview panel where each candidate delivered a presentation and answered questions over a 90-minute period, said that she supported the final decision.

The appointment and pay of the new Executive Director of Finance was ratified by Governors.

8. **Any Other Business**

There was no other business

9. **The next meeting of the Governing Body** will be held on 9 February 2021 at 6.00 pm via Microsoft Teams. The meeting will be preceded by Governors' Safeguarding Training and a presentation/discussion on academisation.

The meeting was concluded at 6.15 pm.

Summary of matters arising from the meeting:

1. The Clerk to action recruitment of Parent Governor and CTK Alumni as Associate Governors.



Signed: _____

Chair

Date: __9 February 2021__