



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 4 November 2009 at 5.35pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr P Brown
Mr P Campbell
Mrs A Fox (Chair)
Mr D Frost
Mr L Goodlet
Sister V Hagen
Mrs M Holmes
Mr L Jones
Mr A Lilley
Sister Margaret McMullan
Mr A Noblet
Mrs H Stainton
Miss M Westwell

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Director of Finance and Funding)
Mrs M Locke (Minuting Secretary)
Mr P Woods (Vice Principal Resources)

The Chair welcomed Mr R. Atkinson, a governor from Winstanley College who was attending the meeting as an observer.

1398 APOLOGIES FOR ABSENCE Apologies for absence were received from Mr M Bentley and Mrs S Smith.

1399 DISCLOSURE OF INTERESTS No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1400 GOVERNORS APPOINTMENTS

The Clerk informed the Governing Body that Mr Luke Goodlet had been nominated for a further term of office as Support Staff Governor. Also, Mrs Marie Holmes had been nominated for a further term of office as Parent Governor.

Governing Body noted that Student Council were actively seeking people to fill the 2 Student Governor vacancies, and had advertised the opportunity within the college.

RESOLVED: that the Governing Body agrees the appointment of Luke Goodlet as Support Staff Governor until 31 October 2011; and Mrs Marie Holmes as Parent Governor until 31 October 2011.

1401 MINUTES OF MEETING HELD ON 15 SEPTEMBER 2009

The minutes of the meeting held on 15 September 2009, having been circulated previously, were approved and signed by the Chair, subject to amendment of minute 1386 to read that Mr Les Jones be appointed as *Vice Chair*

1402 MATTERS ARISING FROM THE MINUTES

Minute 1390: The Principal updated governors on recent developments relating to a compensation claim received from the family of a former employee. He acknowledged the support he had received from individual governors in dealing with the matter.

RESOLVED: to note the legal and financial implications relating to the claim; and ask the Principal to keep the Governing Body informed of developments.

1403 GOVERNANCE REPORT

The Clerk to Governors introduced the Report which dealt with general governance issues, and the work of the Governing Body; including eligibility of governors and Register of Interests; membership; and Governing Body Performance Indicators. The Clerk reminded Governors of their obligations relating to eligibility and register of interests.

Governors discussed the governance performance indicators (PI) report for 2008 – 2009, and noted that targets had been met.

RESOLVED: That the Report be approved, and that governors note their obligations to notify the Clerk of any change in their circumstances. The Governing Body also approved the 2008 2009 Governing Body Performance Indicators report.

1404 MEMBERSHIP AND CHAIRS OF COMMITTEES

The Clerk to Governors introduced the Report which included recommendations on the membership and Chairs of Committees for 2009/ 2010. The Governing Body considered recommendations made by Search Committee at its meeting held on 15 September 2009 (Minutes 80 refers)

RESOLVED: that the Governing Body accept the Report, and the recommendations made by the Search Committee (Minute 80 of Search Committee meeting on 15 September 2009 refers), including the list of Chairs and membership of committees. The Governing Body acknowledged the valuable contribution that Ms Margaret Westwell had made in her role as Chair of Property and Finance Committee, and asked that their thanks be formally recorded.

1405 PRINCIPAL'S REPORT

The Principal presented his report, which included:

- Mission and ethos – Principal detailed links made with Daughters of the Cross, local Parish, and Diocese.
- Designation: this matter to be discussed in detail under Machinery of Government agenda item
- Students on Roll - Numbers carefully monitored this year to enable the college to meet its targets.
- Deputy Appointment: this matter to be discussed under separate agenda item.

RESOLVED: To receive the Report with thanks

1406 MACHINERY OF GOVERNMENT

The Principal updated the Governing Body on latest developments relating to the Machinery of Government. He referred to a letter recently received from the Department of Children, Schools, & Families (DCSF) inviting Colleges to decide if they wanted to 'designate' as a sixth form College should the The Apprenticeships, Skills, Children and Learning Bill be approved by Parliament. The proposed timescale for Colleges to decide is 21 December 2009, and therefore this matter will be a priority item of the 16 December 2009 meeting of the Governing Body.

RESOLVED: to receive the Report, and ask the Clerk to circulate hard copies of the DCSF letter to governors.

1407 HEALTH & SAFETY REPORT

The Vice Principal (Resources) presented the Report which included:

- Accident Incident Summary Report
- Health & Safety Training
- Progress on Safety related activities.

RESOLVED: To accept the Report with thanks

1408 DIRECTOR FINANCE & FUNDING REPORT

The DF&F introduced the Management Accounts for the 12 month period ending 31 July 2009; and for the 2 months to 30 September 2009. She highlighted various sections of the accounts and clarified matters raised.

RESOLVED: to approve the Management Accounts, for the period ending 31 July 2009; and 30th September 2009

1409 COLLEGE PERFORMANCE INDICATORS & CORPORATE TARGETS 2006-2009

The Principal introduced the report which included updated information that had been discussed in detail by the Quality and Standards Committee at its meeting on 20 October 2009 (minute 252 refers)

RESOLVED: to approve the College Performance Indicators and Corporate Targets

1410 REVIEW OF PERSONNEL POLICIES AND PROCEDURES

The Chair outlined the background leading to the review of various Human Resources policies, which were amended by Personnel Committee following discussion with Trade Unions and Professional Associations (minute 504 of 23 October meeting of Personnel Committee refers)

The policies involved are:

- (a) Disciplinary Policy for Members of Staff (other than Designated Senior Post Holders)
- (b) Disciplinary Policy for Designated Senior Post Holders
- (c) Grievance Procedures for Members of Staff (other than Designated Senior Post Holders)
- (d) Grievance Procedures for Designated Senior Post Holders
- (e) Capability Policy for Members of Staff (other than Designated Senior Post Holders)
- (f) Capability Policy for Designated Senior Post Holders

RESOLVED to approve the amendments recommended by Personnel Committee

1411 STAFF PAY AWARDS

(a) TEACHING STAFF: NATIONAL SALARY AGREEMENT

The Principal presented the Report, which detailed the latest information relating to the recommendations made by the Committee for Teaching Staff (National Joint Council for Sixth form colleges). The proposed revised pay spine has still to be ratified by the staff side.

RESOLVED: that if the recommendations are ratified by all parties the Governing Body approve the recommended pay settlement for teaching staff comprising an increase of 1.5% pay award on all points at 1 September 2009, rising to 2.3% at 1 April 2010; and that these recommendations include Management Range F on Holy Cross salary spine and the unqualified teaching staff salary spine.

1411 STAFF PAY AWARDS continued

(b) SUPPORT STAFF: NATIONAL SALARY AGREEMENT

The Principal presented the Report, which detailed the latest information relating to the recommendations made by the Committee for Support Staff (National Joint Council for Sixth form colleges). The proposed revised recommendations have still to be ratified by the staff side.

RESOLVED: that if the recommendations are ratified by all parties the Governing Body approve the recommended pay settlement for support staff comprising an increase of 1.5% pay award on all points at 1 September 2009, rising to 2.3% at 1 April 2010. Other parts of the agreement include:

- The next agreed step in the harmonisation of support staff London and Fringe Area allowances with those for teaching staff in Sixth Form Colleges
- Joint discussion to agree short advice and guidance on the issues surrounding college Christmas closure
- Both sides to continue to pursue LSC/DCSF for a response to the case already submitted in relation to payment of ISA registration fees.

1412 MINUTES OF COMMITTEE MEETINGS:

The Clerk to Governors asked the Governing Body to formally receive the minutes of the following Committee meetings, which had been circulated:

- Search Committee 15 September 2009
- Quality & Standards 20 October 2009
- Personnel Committee 21 October 2009
- Remuneration Committee 21 October 2009
- Property & Finance 22 October 2009

RESOLVED: that the minutes of the Committees be formally received and accepted by the Governing Body.(see minute 1414 under restricted item)

1413 ANY OTHER BUSINESS

(a) **Liaison Governors:** The following governors reported back on the visits they had made to various sections/ events at the College:

Sr P. Ainsworth
Mrs A Fox
Mr L Jones
Sr M McMullan
Helen Stainton

All were complimentary of the staff and students they had met, and feel that the innovation is a very positive move.

Mr R Atkinson; Mr P Brown; Mrs AM Cassidy; Mr P Campbell; Mr L Goodlet; Mrs M Locke; Mr P Woods left the meeting

**1414 RESTRICTED ITEM Appointment of Deputy Principal
Matters Arising from Remuneration Committee**

Meeting ended 7.45pm