



MINUTES

of the meeting held on Wednesday 12 December 2007 at 5.35pm

PRESENT

Sister P Ainsworth
Mr P. Banks
Mr M Bentley
Mrs A Fox (Chair)
Sister V Hagen
Mr L Jones
Sister M B Kelly
Mr A Lilley
Mr A Noblet
Mr MJ O'Hare
Mrs H Stainton
Miss M Westwell

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Vice Principal/ Finance Director)
Mr P Woods (Vice - Principal (Resources))
Margaret Locke (Minute Secretary)

1228 **APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr A. Barmby, Mr P. Campbell; Sister M McMullan, Mrs C. Moss, and Mrs S Smith

1229 **DISCLOSURE OF INTERESTS**

No member of the Governing Body declared an interest in relation to any item on the agenda.

1230 **MINUTES OF MEETINGS HELD ON 21 NOVEMBER 2007**

The minutes of the meeting held on 21 November 2007 having been circulated previously, were approved and signed by the Chair.

1231 **MATTERS ARISING FROM THE MINUTES** There were no matters arising

1232 **APPOINTMENT OF VICE-CHAIR**

The Clerk to Governors informed the meeting that Sister Mary Kelly had resigned from the position of Vice-Chair of the Governing Body, but would continue as a Foundation governor. Mr L. Jones was nominated for the position, and it was

RESOLVED that Mr Les Jones be appointed as Vice Chair of Governors for the period 12 December 2007 to the date of the first ordinary meeting of the Governing Body during the Autumn term of the 2008/2009 Academic Year. The Governing Body asked that their thanks be recorded for the outstanding contribution made by Sister Mary Kelly during her time as Vice-Chair.

1233 **MEMBERSHIP AND CHAIRS OF COMMITTEES**

The Clerk to Governors introduced the Report and answered queries raised. The Report included recommendations on the membership and Chairs of Committees for 2007/ 2008. The Clerk also gave a verbal report on the recommendations made by Search Committee at its meeting held on 12 December 2007 (Minutes 53 & 54 refer)

1233 MEMBERSHIP AND CHAIRS OF COMMITTEES - Continued

RESOLVED: that the Governing Body accept the Report, and the recommendations made by the Search Committee (Minutes 53 and 54 of Search Committee meeting on 12 December 2007 refer).

- (a) the Chair should contact Salford Diocese to notify them of the Foundation governor vacancy, and ask if they could suggest any priests to add to the people already contacted by the Chair of Governors.
- (b) the prospective parent governor be interviewed by Chair of Governors and the Principal, and they make a recommendation re appointment to the January 2008 meeting of Governing Body.
- (c) that, in principle, the current members of Committees be invited to serve on the same Committee, and current Chairs of Committee remain.
- (d) the current vacancies should be considered at the January 2008 meeting of the Governing Body.
- (e) that arrangements for Governing Body representation on Health & Safety Committee be reviewed.

1234 ANNUAL AUDIT COMMITTEE REPORT 2006-2007

The Vice-Chair of Audit Committee presented the Audit Annual Report, which had been circulated previously. He highlighted various items, and expressed congratulations to the College Management Team in producing a strong balance sheet that reflects the ongoing success of the College. The Finance Director was thanked for the work she has done in achieving such strong audit results.

RESOLVED To approve the recommendations included in the Report:

- (a) to approve the Annual Report of Audit Committee
- (b) to approve the Annual Report of the Internal Audit Service, and note the comments on the 2007/2008 Operational Plan
- (c) to approve the Audit of Accounts Report 2006 – 2007, and to note the comments of the External Auditors
- (d) to approve the Financial Statements for 2006 – 2007
- (e) to approve the appointment of auditors for 2006 - 2007
- (f) to note the self-assessment checklist
- (g) to approve the Annual Risk Management Report and Risk Register

1235 FINANCE DIRECTOR'S REPORT

The Finance Director presented her report which outlined a review of College activities to ensure that they are within the principal powers set out in s18 and s19 of the Further and Higher Education Act 1992.

RESOLVED: To note the contents of the report, and in reference to the statutory powers outlined in the report approve the list of activities included

1236 PRINCIPAL'S REPORT

The Principal introduced his report which included 2005/ 2006 statistical data received from Learning Skills Council (LSC) on 16-18 years leavers. The Principal also reported that there had been a total of 1811 applications for the academic year 2008. These included 527 applications from Catholic young people.

RESOLVED: To receive the Report and congratulate all people involved in achieving the good results detailed in the LSC report.

**Mr A Lilley joined the meeting
Mr Peter Banks joined the meeting**

1237 ANY OTHER BUSINESS

- (a) **International Visits:** The Clerk reported that the PE Department are planning a visit to Spain during June/July 2008.

1238 DEPUTY PRINCIPAL VACANCY

The Clerk reminded governors of the discussions at the last Governing Body, and explained that it had not been possible to arrange a meeting with the two recruitment agencies, but he had obtained written information from them, and this was included with the Governing Body papers.

The Governing Body confirmed that they would continue with their endeavours to appoint a Deputy Principle, whilst keeping open the option to restructure if these were not successful.

It was suggested that a group consisting of Chair of Governing Body; Principal; Mr Les Jones; Mr A. Noblet; Human Resources Manager, and Vice-Principal (Finance Director) should meet with the two recruitment agencies.

RESOLVED To invite two of the recruitment agencies to talk to a group of governors and staff, and this group report back to Governing Body.

Mrs AC Cassidy, Mr P Woods, & Mrs M. Locke left the meeting

1239 RESTRICTED ITEMS

- (a) **Report back from meeting with Vice-Principals**
(b) **Appointment of Appeal Panel**