



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 16 December 2009 at 5.35pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr P Campbell
Mrs A Fox (Chair)
Mr D Frost
Sister V Hagen
Mrs M Holmes
Mr L Jones
Mr A Lilley
Sister Margaret McMullan
Mr A Noblet
Mr L S Powers
Mrs S Smith
Mrs H Stainton
Ms A Suhail
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)

1415 **APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr M Bentley; Mr L Goodlet; and Mr P Brown.

1416 **DISCLOSURE OF INTERESTS** No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1417 **GOVERNORS APPOINTMENTS**

The Clerk informed the Governing Body that the Student Council had nominated Mr Lewis Scott Powers; and Ms Aleena Suhail to fill the two Student Governor positions.

RESOLVED: that the Governing Body agrees the appointment of Lewis Scott Powers as Student Governor until 30 April 2010; and Aleena Suhail as Student Governor until 31 October 2010.

1418 **MINUTES OF MEETING HELD ON 4 NOVEMBER 2009**

The minutes of the meeting held on 4 November 2009, having been circulated previously, were approved and signed by the Chair.

1419 **MATTERS ARISING FROM THE MINUTES**

None

1420 GOVERNORS APPOINTMENTS

The Governing Body agreed that Mrs Marie Holmes should be appointed as governor link for 'Safeguarding'.

1421 DIRECTOR OF FINANCE & FUNDING REPORT

The Finance Director presented her report which included the Annual 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 College Activities report; and with reference to the statutory powers outlined in the report approve the list of activities included

Mr P Banks; and Mrs S Smith joined the meeting

1422 ANNUAL REPORT OF THE AUDIT COMMITTEE 2008 - 2009

The Chair of Audit Committee presented the Audit Annual Report, which had been circulated previously. He highlighted various items, and expressed congratulations to all concerned in producing a strong balance sheet that reflects the ongoing success of the College. The Director of Finance & Funding and the Clerk to Governors were thanked for the work they and their staff have done in compiling the report; and 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, including the 2009/2011 Operational Plan, and note the comments of the Auditors
- (c) to approve the Key Issues Memorandum 2008 – 2009, and to note the comments of the External Auditors
- (d) to approve the Financial Statements and Report for 2008 – 2009
- (e) to approve the appointment of auditors for 2009 - 2010
- (f) to note the self-assessment checklist
- (g) to approve the Annual Risk Management Report and Risk Register
- (h) to approve the Financial Management and Control Evaluation

1423 PRINCIPAL'S REPORT

The Principal presented his report, which included:

- o Mission and ethos – Principal detailed activities relating to history and links with Daughters of the Cross; and events in College and the local Parish.
- o Designation: this matter to be discussed in detail under Machinery of Government agenda item
- o Students on Roll - Numbers carefully monitored this year to enable the college to meet its targets, and applications received higher than 2009/10
- o Deputy Appointment: this matter to be discussed under separate agenda item.
- o Pay Awards: noted that both Teachers and Support Staff pay awards had been ratified as outlined at the last meeting
- o Credit Crunch: the Principal referred to meetings he had attended regarding future funding provision. Whilst information was still incomplete it seems that over the next few years it is likely that funding available will be reduced.

RESOLVED: To receive the Report with thanks

1424 **MACHINERY OF GOVERNMENT**

The Principal updated the Governing Body on latest developments relating to the Machinery of Government. He referred to the received from the Department of Children, Schools, & Families (DCSF) inviting Colleges to decide if they wanted to 'designate' as a sixth form College under the provisions of the 'The Apprenticeships, Skills, Children and Learning Bill'. The proposed timescale for Colleges to decide is 21 December 2009, and therefore this matter is for consideration at this meeting. Whilst there are many positive arguments for designation there is a complication for Catholic Sixth Form Colleges. The Catholic Education Service (CES) are advising that the current legislation does not contain an assurance that the special designation of Catholic Sixth form Colleges will be protected. The general feeling amongst from the Association of Catholic Sixth Form Colleges (ACVIC) is that College should wait before choosing to 'designate as a Sixth Form College under the new legislation.

RESOLVED: That the Clerk contact the Trustees to ask if they are happy with the following response being sent to Department for children, schools, and families (DCSF) in relation to the invitation to 'designate' as a sixth Form College:

' The Governing Body of Holy Cross Catholic Sixth form College, having consulted with College's Trustees, is minded to designate as a Sixth form College. However, we are advised by the Catholic Education Service that there are issues regarding the legislation and the Catholic identity of the college. Accordingly the Governing Body is unable to formally respond to the invitation to designate until these issues have been resolved.'

1425 **HEALTH & SAFETY REPORT**

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

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

Student governors commented on general safeguarding matters; and it was agreed that 'Equality' and 'Safeguarding' should be a standing agenda item. Mr A Noblet (Liaison Governor for this area) expressed his thanks to the staff he had met during his recent visit to College. He was very favourably impressed with the work undertaken, and the enthusiasm of the staff.

RESOLVED: To accept the Report with thanks

1426 **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:

- | | |
|-----------------------|------------------|
| • Property & Finance | 19 November 2009 |
| • Audit | 25 November 2009 |
| • Quality & Standards | 7 December 2009 |

RESOLVED: that the minutes of the Committees be formally received and accepted by the Governing Body. The Governing Body also approve the recommendation of Property & Finance Committee to amend the Governors Travel and Subsistence Policy (minute 346 of Property & Finance meeting refers)

1427 **ANY OTHER BUSINESS**

- (a) **International visits:** Clerk reported that three international visits were planned:
- | | | |
|-------------|-------------------|------------------|
| Switzerland | CERN | 23 February 2010 |
| New York | Business Studies | 15 March 2010 |
| Lourdes | Annual Pilgrimage | 29 July 2010 |

1427 **ANY OTHER BUSINESS** cont.

- (b) **LSC Financial Plan 2009 – 2012**: The D F&F tabled correspondence from the Learning and Skills Council (LSC) commenting on the College's Financial Plan 2009 – 2012. The Governing Body was pleased to note that the LSC assessed grade of the Financial Health of the college is 'outstanding', and there were no material matters arising from the review of the College's forecast.

1428 **RESTRICTED ITEM** **Appointment of Deputy Principal
Matters Arising from Remuneration Committee**

Meeting ended 7.05pm