



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 17 October 2007 at 5.30pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr A Barmby
Mr M Bentley
Mr P Campbell
Mrs A Fox (Chair)
Sister V Hagen
Mr L Jones
Sister M B Kelly
Mr A Lilley
Mr T Noblet
Mr M J O'Hare
Mrs S Smith
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)

1198 APOLOGIES FOR ABSENCE Apologies for absence were received from Sister M McMullan Mrs C Moss, Mr N Woods. The Clerk informed the meeting that Mr N Woods term of office as Parent governor ends on 31 October 2007, and he had sent his best wishes to governors, and wished the College well for the future. The Governing Body asked that their thanks for Mr Woods positive contribution to the work of the Governing Body be recorded.

1199 DISCLOSURE OF INTERESTS

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

1200 ELECTION OF CHAIR

The Clerk to Governors invited nominations for appointment to the position of Chair of Governors with effect from 18 October 2007. It was

RESOLVED: that Mrs A Fox be appointed as Chair of Governors for the period 18 October 2007 to the date of the first ordinary meeting of the Governing Body during the Autumn term of the 2008/2009 Academic Year.

1201 ELECTION OF VICE-CHAIR

The Governing Body discussed the possibility of using the Vice-Chair position as a development opportunity to give a governor more experience of the work of the College.

RESOLVED: that the election of a Vice Chair be deferred to the next meeting, and that Sister M B Kelly remain as acting Vice Chair until a successor is appointed

1202 MINUTES OF MEETINGS HELD ON 4 JULY 2007

The minutes of the meeting held on 4 July 2007 having been circulated previously, were approved and signed by the Chair.

1203 MATTERS ARISING FROM THE MINUTES

Minute 1187 The Chair updated governors on her attempts to identify a person for the Foundation Governor vacancy.

1204 PRINCIPAL'S REPORT

The Principal introduced his report which included:

- Press Articles - the Principal highlighted a recent letter in the Press which reported the positive action of Holy Cross students to assist a person whose car had broken-down. The letter praised the 4 students involved, one of which was the Student Governor.
- OfSTED Inspection Data
- Exam Results and Student Numbers
- Higher Education Exam Results
- Breakdown of Student Numbers by School
- FE Presumption - The Principal outlined the Governments policy on 'Presumption' and the advantages to schools and colleges in terms of future expansion. He also informed the meeting of discussions that have been held with St. Monica's High School

RESOLVED: To accept the Report with thanks, and congratulate students involved in the incident involving a member of the public

1205 HEALTH & SAFETY REPORT

The Principal introduced the Report, which included:

- Health and Safety Training
- Accident and Incident summary
- Progress of safety related activities
- Draft Internal Audit Report on Health & Safety
- Environmental issues.

RESOLVED To receive the Health & Safety Report

1206 VICE PRINCIPAL/ FINANCE DIRECTOR'S REPORT

The Vice Principal/ Finance Director reported on the position that occurred during the Summer whereby the College has a casual vacancy in terms of external auditors following the merger of Robson Rhodes with Grant Thornton. The Governing Body noted that the audit operations of RSM Robson merged with those of Grant Thornton UK LLP on 2 July and that the merged firm is Grant Thornton UKLLP. The Governing Body also noted the resignation of RSM Robson Rhodes LLP as auditors of the College dated 13 July 2007 and thus the creation of a casual vacancy. In order to facilitate continuity and meet the external requirements pertaining to a signed Teachers Pension Return audit opinion, the Chair of Governing Body and the Chair of Audit Committee agreed that the Principal in his role of Chief Accounting Officer could sign the letter of engagement with Grant Thornton, with the appointment to be ratified at the next scheduled Governing Body meeting.

RESOLVED The Governing Body approves the Chairs' action to fill the casual vacancy of auditor through the appointment of Grant Thornton LLP

1207 TEACHING STAFF: NATIONAL SALARY AGREEMENT

The Principal presented the Report, and emphasised the College's previous policy of implementing National recommendations, which is an increase of 2.5% on all salary levels within the structure.

RESOLVED: to approve the recommended pay settlement for teaching staff on all points within the Holy Cross Teaching Staff salary spine from 1 September 2007.

1208 SUPPORT STAFF: NATIONAL SALARY AGREEMENT

The Principal presented the Report, and emphasised the College's previous policy of implementing National recommendations, which is an increase of 2.5% on all salary levels within the structure.

RESOLVED: to approve the recommended pay settlement for teaching staff on all points within the Holy Cross Support Staff salary spine from 1 September 2007, excepting that point 8 will be inflated to £ 11,577..

1209 SELF ASSESSMENT REPORT - GOVERNANCE

The Clerk to Governors introduced the Report, which included a draft Governance Self Assessment Report, Development Plan, and Risk Assessment.

RESOLVED: That the Governance Self Assessment Report (SAR), and Risk Assessment be approved, and SAR should be graded at level 1.

1210 ANY OTHER BUSINESS

- (a) **International Visits:** The Clerk reported that Departments in the College had planned international visits to: New York (Jan 2008); Barcelona (Feb 2008); Munich (Feb 2008); Nice (March 2008)
- (b) Principal issued an invite to governors to attend the Open Evenings on 25 October 2007 and 6 November 2007; and/ or Assemblies that have been arranged to celebrate One World Week.
- (c) **Student Governors** The Student Governor asked about membership of the Governing Body and the possibility of a 2nd student representative. The Clerk explained that no changes in membership were expected before the new Education Bill has passed through Parliament, but it would be possible for another student to attend as an observer, subject to Governing Body approval. It was agreed that the Clerk should speak with the Student Council to clarify the situation, and the possibility of students attending as an 'observer'.

Mr Paul Campbell joined the meeting

1211 REPORT FROM JOINT GOVERNORS/ COLLEGE MANAGEMENT TEAM MEETING (CMT)

The Chair of Governors, and the Principal gave a brief resume of the joint governors/CMT meeting held on 16 October 2007. The Clerk tabled a copy of the programme and notes of the discussion group outcomes, and the Principal circulated copies of the CMT presentation. The Principal explained that appointing a Deputy was his preferred option, but after three unsuccessful attempts at advertising the post the College management Team had examined the feasibility of adopting a revised management structure.

RESOLVED To implement the ideas suggested relating to joint governors/ CMT activities; and

To establish a working group of governors and CMT members to consider the two suggestions for dealing with the Deputy Principal vacancy i.e Head hunting; and adopting a revised management structure. The group should bring an interim report back to the November 2007 meeting of Governing Body with a view that final decisions can be at the December 2007 meeting. The governors for the working group are:
Anne Fox; Les Jones; Sister Mary Kelly; and Stella Smith.

Andrew Barmby, Paul Cambell, Ann-Maria Cassidy, Margaret Locke; Peter Woods left the meeting

1212 RESTRICTED ITEMS

- (a) Management Structure – Designated Senior Post Holders
- (b) Minute 1197: Interim Management arrangements September – December 2007
- (c) Governing Body – Complaint
- (d) Report from Governors' Committee Re: Deputy Appointment Process