



**GOVERNING BODY**

**MINUTES**

of the meeting held on Wednesday 21 November 2007 at 5.30pm

**PRESENT**

Sister P Ainsworth  
Mr P. Banks  
Mr A. Barmby  
Mr P Campbell  
Mrs A Fox (Chair)  
Mr L Jones  
Sister M B Kelly  
Mr A Lilley  
Mr A Noblet  
Sister M McMullan  
Mrs C Moss  
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)

**1213 APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr M Bentley, Sister V Hagen, and Mrs S Smith

**1214 DISCLOSURE OF INTERESTS**

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

**1215 MINUTES OF MEETINGS HELD ON 17 OCTOBER 2007**

The minutes of the meeting held on 17 October 2007 having been circulated previously, were approved and signed by the Chair, subject to Miss M Westwell's name being added to the Governors/ CMT working group

**1216 MATTERS ARISING FROM THE MINUTES** There were no matters arising

**1217 APPOINTMENT OF GOVERNORS**

The Clerk informed the meeting that Support Staff have nominated Catherine Moss as Staff Governor. He also updated governors on progress being made to recruit a Parent Governor.

The Clerk explained that a report on the Chairs and membership of Committees would be presented to the December 2007 meeting of the Governing Body. He suggested that all current appointments, including the Vice Chair position, should remain until that report is approved by Governing Body.

**RESOLVED:** that the Governing Body agrees the appointment of Catherine Moss as Support Staff Governor until 31 October 2009, and ask Clerk to contact any parent who has indicated an interest in the vacant Parent governor position.

**1217 APPOINTMENT OF GOVERNORS cont.**

**RESOLVED** to approve that current appointments, including the Vice Chair position, should remain the same until the Governing Body considers a report on Chairs and membership of Committees.

**1218 GOVERNANCE REPORT**

The Clerk to Governors introduced the Report which dealt with general governance issues and work of the Governing Body; including eligibility of governors and Register of Interests (current copy circulated with papers). The Clerk reminded Governors of their obligations relating to eligibility and register of interests.

**RESOLVED:** That the Report be approved, and that governors note their obligations to notify the Clerk of any change in their circumstances

**1219 PRINCIPAL'S REPORT**

The Principal introduced his report which included:

- Press Reports
- SAR Validation Panels
- Christmas Evening
- Parents Evenings
- Visit to Krakow
- One World Week

**RESOLVED:** To receive the Report.

**Mr A Lilley joined the meeting**

**1220 HEALTH & SAFETY REPORT**

The Principal introduced the Report, which included:

- Health and Safety Training
- Accident and Incident summary
- Progress of safety related activities

**RESOLVED** To receive the Health & Safety Report

**1221 PROPERTY STRATEGY UPDATE**

The Vice Principal (Resources) presented the Report, which included information on replacement of boilers, and the installation of an electronic sign board.

**RESOLVED:** To receive the Report

**1222 MANAGEMENT ACCOUNTS**

The Finance Director presented the Management Accounts to 30 September 2007 and answered queries raised

**RESOLVED:** To approve the Management Accounts for the period ending 30 September 2007

**1223 RECOMMENDATIONS FROM PERSONNEL COMMITTEE**

The Chair of Personnel Committee introduced the Report, which contained recommendations from Personnel Committee on changes in Human Resource Policies and procedures.

**RESOLVED:** to approve the recommendations of Personnel Committee on changes to the following Policies (minute 460 of Personnel Committee 24 October 2007 refers)

- Conditions of Service Handbooks/ Contracts – changes follow nationally recommended proposals.
- PDR Process for Designated Senior Post Holders - no proposed changes
- Procedures for reducing the staffing establishment – no proposed changes
- Whole College Pay Policy – deferred for consideration at next meeting of Committee

**1224 MINUTES OF COMMITTEE MEETINGS:**

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

Quality & Standards	23 October 2007
Personnel	24 October 2007
Remuneration	24 October 2007
Property & Finance	6 November 2007
Audit	7 November 2007

**RESOLVED:** that the minutes of the Committees be formally received and accepted by the Governing Body.

**1225 ANY OTHER BUSINESS**

- (a) **International Visits:** The Clerk reported that the History Department has planned a visit to Dublin on 14 – 17 April 2008

**Mr A Barmby left the meeting**

**1226 REPORT FROM GOVERNORS/ CMT WORKING PARTY**

The Clerk outlined the context of the Report, and indicated that there had been no formal recommendations arising from the Working Party meeting. The report was a record of the discussions and the input by CMT was highlighted in the report.

The Governing Body considered the two options contained in the report and possible strengths and weaknesses of both. Governors felt that they did not have sufficient understanding of work of recruitment agencies, and needed more information.

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

**Members of staff and Staff Governors left the meeting**

**1227 RESTRICTED ITEMS**

- (a) **Minute 1212: Interim Management arrangements September – December 2007**  
 (b) **Recommendations of Remuneration Committee**