



## **MINUTES**

of the meeting held on Wednesday 28 January 2009 at 5.40pm

### **PRESENT**

Sister P Ainsworth  
Mr P Brown  
Mr P Campbell  
Mrs A Fox (Chair)  
Mr D Frost  
Sister V Hagen  
Mrs M Holmes  
Mr L Jones  
Mr A Lilley  
Ms E McKelvey  
Sister M McMullan  
Mr U Mukhtar  
Mr A Noblet  
Mrs S Smith  
Mrs H Stainton  
Miss M Westwell

### **IN ATTENDANCE**

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

**1340** **APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr P Banks, Mr M Bentley, and Mr L Goodlet

**1341** **DISCLOSURE OF INTERESTS**

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

**1342** **MINUTES OF MEETINGS HELD ON 3 DECEMBER 2008**

The minutes of the meetings held on 3 December 2008, having been circulated previously were agreed as a true record and signed by the Chair.

**1343** **MATTERS ARISING FROM THE MINUTES** There were no matters arising from the minutes

**1344** **APPOINTMENT OF GOVERNORS**

The Clerk to Governors informed the Governing Body that the term of office of Andrew Lilley as a Co-opted Governor ends on 6 February 2009, and that the Search Committee had recommended that he should be appointed for a further term of office.

**RESOLVED:** to appoint Mr Andrew Lilley as a Co-opted Governor for the period 7 February 2009 to 6 February 2013

**1345 SELF- ASSESSMENT REPORT 2007 – 2008; AND PERFORMANCE INDICATORS AND CORPORATE TARGETS**

The Principal presented the Reports, which had been discussed at Quality and Standards Committee on 16 December 2008 (Minutes 244/ 245/246 refer). Discussion at Governing Body included:

- effectiveness of links with other organisations to promote student wellbeing, particularly in health related matters.
- the involvement of students in focus groups covering various areas of College activities
- the responsibilities of the Trustees relating to Catholic faith matters.

**RESOLVED:** that the Governing Body approve the recommendations of the Quality and Standards Committee, that is:

- approval of the Self-Assessment Report 2007 – 2008, and record that governors are favourably impressed with overall results/ developments. (minute 244)
- approval of the Three Year Strategic Development Plan 2008 – 2011. (Minute 245)
- approval of the Performance Indicators and Corporate Targets update

**1346 MANAGEMENT ACCOUNTS TO 30 NOVEMBER 2008**

The Vice Principal/ Finance Director introduced the Management Accounts for the period ending 30 November 2008, and outlined the new format that was being developed.

**RESOLVED:** to approve the Management Accounts for the period ending 30 November 2008

**1347 PRINCIPALS REPORT**

The Principal presented his Report which included:

- Mission & Ethos
- Results - GCSE November resits
- League Tables – College 8<sup>th</sup> position in National League Table
- Admissions Policy – highlighted need for Governors to review Admissions policy
- Mission Statement - highlighted need to review Mission Statement
- Destination Data - information tabled
- Communication - suggestion that Newsletter on governance activities could be initiated
- Awards – The following suggestions were agreed:
  - To establish the Mike O’Hare Award for presentation at Awards Evening
  - Picture Gallery of former Principals and Heads within College
  - To include pictures and background of Sisters in the buildings named after them
- Partnerships - to agree that it is appropriate for the Principal to make contributions to the marketing/ development initiatives suggested by the Local Authority. A small budget was established for this activity.
- Presentation Evening – governors reported back on the planning meeting.

**RESOLVED:** to receive the Principal’s Report and approve the suggestions made in relation to the Mike O’Hare Award; and the budget amount for marketing/development initiatives suggested by the Local Authority.

Mr U Mukhtar left the meeting

**1348 HEALTH & SAFETY REPORT**

The Principal presented the Report and clarified queries raised.

**RESOLVED:** to receive the Health and Safety Report

**1349 HEALTH & SAFETY POLICY**

The Vice Principal (Resources) presented the Report which had been discussed at Property and Finance Committee

**RESOLVED:** to receive the Health and Safety Report, and record thanks to all involved in compiling a valuable and comprehensive Policy document

**1350 PROPERTY STRATEGY UPDATE**

The Vice Principal (Resources) introduced the Report and tabled two documents detailing the latest position of the College's Planning application. He outlined the implications of the comments made by the Planning Department, and suggested a possible timetable to complete the application by 20 March 2009. Governing Body also noted the timetable proposed by Property and Finance Committee for the appointment of a Project consultant.

Governors also noted that the appointment of the consultant and moving forward with the Project would be subject to approval of a revised Financial Plan.

**RESOLVED:** that Governing Body receives the Report and approves the proposed timetables.

**1351 MINUTES OF COMMITTEE MEETING:**

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

Quality & Standards      16 December 2008

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

**1352 ANY OTHER BUSINESS    There was no other business**

Mrs M Locke, Mr J Barton, Ms E McKelvey, Mrs AM Cassidy, and Mr P Woods left the meeting

**1353 RESTRICTED ITEM: Interim Management Arrangements**