



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 10 October 2018 at 6.00pm

PRESENT

Mrs A Fox
Mr D Frost
Mrs K Hayhurst
Mrs R Hyndman
Mrs M Jones
Miss I Lewandowski
Mrs H Leyden
Mr A Lilley
Mrs J McCool
Mrs S Smith
Mrs H Stainton
Mr J Sweeney
Mrs P Walsh

IN ATTENDANCE

Mrs A M Cassidy (Director of Finance and Professional Services)
Ms A Hallworth (Vice-Principal - Pastoral)
Mrs R Szolkowska (Deputy Principal)
Mrs E Hoyle (Clerk to Governors)

The meeting was opened by a prayer led by the Principal. The Chair (AF) welcomed everyone to the meeting, and introduced Mrs R Hyndman, the newly elected Staff Governor.

2095 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Bentley, Mr P Brown, Mrs R Khan and Miss M Shah.

2096 DISCLOSURE OF INTEREST

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

2097 APPROVAL OF POLICIES

This item has been moved for discussion at the beginning of the meeting at the request of the Vice Principal, Pastoral (VPP). The VPP presented the policies on Careers Education, Information, Advice & Guidance Strategy 2018-2020 and the Policy Statement on Provider/Employer Access to governors for approval. The policies once approved will be on the website. The DP informed the meeting that there has been a tremendous amount of work involved in updating/producing these policies and thanked the VPP and all staff that have been involved in this work.

RESOLVED: Governors approved the above policies and thanked the VPP and the staff involved in producing the policies.

The VPP left the meeting after discussion of the above policies.

2098 **APPOINTMENTS TO GOVERNING BODY**

The Clerk presented the current position of the governing body, there are 2 Foundation Governor vacancies as of this meeting and another one at the end of October 2018 which will be due to the resignation of Mr P Brown. Notifications of the vacancies were sent to the local Parishes and a request was made for the vacancies to be advertised in the local Parish bulletins.

There are 2 new members of the governing body:

- Mrs Rebecca Hyndman has been nominated unopposed as Staff Governor (Teaching). Mrs Hyndman is the Head of Religious Education.
- Miss Madihah Shah is the new Student Governor (Sixth Form). Miss Shah is the current Student Council President, she sent her apologies because she had a theatre class compulsory trip.

RESOLVED: Governors noted the existing vacancies and the arrangements for filling these vacancies; and approved the appointments of Mrs R Hyndman as Staff Governor and Miss M Shah as Student Governor.

2099 **MINUTES OF THE MEETING HELD ON 4 JULY 2018**

The minutes of the meeting held on 4 July 2018 were approved and signed by the Chair.

2100 **MATTERS ARISING FROM THE MINUTES**

- Minute 2086 – The proposals for the Strategic Plan 2018-2021 were approved at the Strategic meeting held on 10 September 2018. The Strategic Aims are:
 1. To provide outstanding education and promote excellence in all aspects of college life.
 2. To develop each person as an individual within a community based on Gospel values.
 3. To support local, regional and national priorities.

The Strategic Plan showed the objectives of each Strategic Aims and how these objectives will be achieved. The Strategic Plan did not have the Key Performance Indicators (KPIs) and Targets at the time it was approved at the Strategic Evening. Copies of the KPIs were circulated and discussed and governors were asked that this is formally approved.

RESOLVED: Governors approved the Key Performance Indicators and Targets for 2018-2021.

- Minute 2087 – Finance – The Principal reported that payroll is still too high in proportion to Income. This issue is being looked at and proposals will be brought to the Governing Body early in the New Year, as enrolment, monitoring and driving forward quality in teaching and learning has been our priority in the first part of this term.

2101 **GOVERNANCE MATTERS**

The Clerk presented the report and reminded governors of some items relating to governance that are reviewed on an annual basis. The review includes membership of the governing body which was previously discussed; completion of the forms - Register of Interests, Skills Audit and Eligibility for membership of the governing body. The Attendance Report for 2017/18 was included in the report.

The membership to the Committees was discussed and some vacancies have been filled including Chairs of Committees. In addition to the current Committee membership, the following changes were made:

- Mr J Sweeney and Mrs R Hyndman joined the Quality & Standards Committee;
- The Self-Assessment Report (SAR) Committee was formed: members are Mrs H Stainton, Mrs S Smith and Mrs R Hyndman. The main duty of the SAR Committee is to identify and monitor relevant actions for continuous improvement, aligned to the

Common Inspection Framework.

- Mrs S Smith is the new Chair of Quality & Standards.
- Mrs M Jones is the new Chair of Remuneration.

RESOLVED: Governors approved the changes to the Committee membership including the formation of the new SAR Committee; noted the 2017/18 Attendance Report; and agreed to submit the required completed forms to the Clerk.

2102

PRINCIPAL'S REPORT INCLUDING UNIVERSITY CENTRE REPORT

The report was previously circulated to governors and the Principal highlighted the following:

Mission and Ethos – The Diocesan Pilgrimage to Lourdes in the summer was again a very wonderful occasion. The Principal thanked Mrs H Stainton alongside staff members Gregg Beckett and Lisa Pagliuca for their leadership. Kelly, the Lay Chaplain was not able to join the group because of her pregnancy; she has now given birth to a baby boy called Everett.

There has been some staff changes: Mark Silcock is acting Lay Chaplain; Neil Howarth is Acting Assistant Principal Curriculum to cover for June Fenton until she recovers from illness; Laura Watt will take on Neil's role as Acting Head of Art & Design.

One World Week will be revived this year with the usual Incarnation assemblies and Christmas Party for children from local special schools. The Christmas production this year is Ravel's opera 'L'Enfant et les Sortilèges'.

The new Head of the Prep, Brian Morton from South Africa, is keen to develop links between Holy Cross College, St Joseph's (Donaghmore), St Philomena's (Carshalton), Regina Mundi (Genk) and other 'FC International' schools, on the model of the Marist and Loreto worldwide families that he has already experienced.

Student Achievement – The Principal informed the meeting of the substantial improvement on Student Progress (value added), with ALPS going from a low 5 in 2016, to a much higher 5 in 2017 and to a 3 in 2018. The report showed a useful summary following results day which was already shared to all governors at the Strategic Evening. The overall pass rate of 99% has been the best for several years. All of the 6 students holding offers for Oxford and Cambridge met their offer criteria, 3 going to Oxford and 3 going to Cambridge. The BTEC results were also impressive which showed further improvement from previous years. The result showed an excellent and improving picture but the Principal reiterated that there is no room for complacency, although the important thing, in the light of Ofsted's report in 2017 is Student Progress which has considerably improved. The Principal paid tribute to all the staff for their hard work in raising standards in teaching and learning, and to the governors for their increased monitoring, robust encouragement and challenge, and greater focus on consistency.

Student Enrolment & Funding – The student enrolment figure is lower this year, as of this time enrolment is at 2045 which is about 100 down on last year's October census figure. The lower enrolment number will definitely have an impact on next year's funding and we have to look very closely at areas with staffing surpluses as a result. CLT will focus on Finance after the expected Ofsted inspection and bring prudent, wider financial and staffing planning forward to governors for consideration. The planning will also seek to achieve improved learning days for students, as a result of more rooming flexibility. The Principal is confident that with appropriate plans in place, we can enter next year in a strong financial and educational position. It remains vital to press the Government for an increase in sixth form funding. The SFCA campaign for increase in funding, joint with AoC and the schools, is gaining pace as the November comprehensive spending review discussion is approaching. The Deputy Chief Executive of SFCA, James Kewin spoke to the all-party Education Committee at Parliament regarding student funding and the political mistake to protect funding up to the age of 16 years old. The Principal is not optimistic that the government will have a big plan to combat the issues.

Mrs S Smith thanked the Principal for reporting to governors and giving the true picture of what is happening whether good or bad. Mrs I Lewandowski asked a question about voluntary severance arrangements and the Principal responded that the former scheme was quite a generous scheme and the College is no longer able to offer it, but individual, more limited arrangements might be considered for specific areas of staffing surpluses.

Performance Review & Self-Assessment – The Performance Review (PR) and departmental

Self-Assessment (SAR) is now underway and involves Heads of Department supporting and challenging each other at Internal Validation stage. Newly introduced Heads of Subject meetings are driving consistency, as will the more consistent Performance Review process from the Principal right through the organisation. Cross-divisional panels at this level will help debate and decide provisional grades. Departmental and Governance SAR will be presented for External validation. Governance SAR will be produced by governors as their contribution to the Self-Assessment of Leadership & Management.

University Centre and the 'Office for Students' (OfS) – We are still rejoicing at our outstanding QAA report and our TEF Bronze award and a celebration will be held soon, with plenty of press photographs.

HEFCE has been replaced as the main HE monitoring and funding body by the 'Office for Students'. The Principal thanked governors for completing their personal details which is a requirement for the OfS registration.

RESOLVED: Governors received the report and thanked the Principal for his comprehensive report.

2103

OFFICE FOR STUDENTS REGISTRATION

The following documents were discussed:

- Self-Assessment – Consumer Protection Law
- Self-Assessment on management and governance: further education colleges and sixth form colleges
- Refund and Compensation Policy

The OfS registration application has been completed and ready to be sent this week. The OfS will charge the College £25,000 annually. It is quite expensive but we have no choice but register and pay or none of the students would get grants and our HE business model would no longer function.

Refund and Compensation Policy – The Director of Finance and Professional Services talked about the policy and informed governors that an agreement was sought with Hope University and St Mary's Catholic Sixth Form College. The purpose of the policy is to set out the arrangements of the refund of higher education tuition fees that apply to students or their employers. This policy also outlines the circumstances when the college may consider the payment of compensation to students or their employers. This Policy is not intended, in the first instance, to be used to resolve academic disputes relating to learner success. It aims to provide a clear and simple framework, so that learners can understand when they may be entitled to compensation or a refund of tuition fees or another type of remedy and how to make a claim. It was discussed that the money going to St Mary's is not ring fenced. The Principal mentioned that St Mary's do not consult Holy Cross College when making decisions and we have to insist that they do so. If St Mary's wish to operate under their own numbers, which they do have for their UCLan students, then that is acceptable to us.

RESOLVED: Governors considered the above documents and approved the OfS Registration and the Refund and Compensation Policy.

2104

DIRECTOR OF FINANCE & PROFESSIONAL SERVICES REPORT

The DFPS presented the Management Accounts for the 12 months to 31 July 2018. The Management Accounts show the activity for the full year together with the annual budget as agreed by Governors in the financial forecast.

- Funding for 2017/18 is based on lagged student numbers of 2112 students recruited in 2016/17. Formula protection funding for 2017/18 is reduced by £104K and will be fully removed next year.
- Student number allocation for 2018/19 is 2148 which is less than expected based on our initial recruitment in 2017/18. However, it will generate income of £79K more than in the previous financial forecast.
- A detailed breakdown of pay and non-pay costs against the original annual budget in the financial forecast is shown on appendices B & C of the report.
- The deficit of £156K includes an adjustment for the teaching holiday pay of £17K credit. The support staff holiday pay accrual and GMPF pension adjustments will be calculated

for the year end and therefore not include this management account.

The DFPS reported on the Insurance Claim on the water damage in the Maureen Haverty Building. The remedial cost is estimated at £60K. The Insurance money has been received and the excess is £1K.

RESOLVED: Governors approved the Management Accounts to 31 July 2018 and thanked the DFPS for her report.

2104 **PROPERTY STRATEGY REPORT**

The DFPS presented the report:

Phase 2 Works

A partial completion certificate was issued on 25 September 2018, with building control being satisfied with the works undertaken including: releasing all interior works including a new meeting room; refurbished Drama studio, the Business studies atrium; and the completion of walkways 2 and 3. A number of works were deferred until October half term due to health and safety reasons which include: drama studio floor to be sanded and surface sealed and finished; the cross of Daughter of the Cross to be fitted at high level in front of the main entrance; Annunciation Plaque to be fitted on Maureen Haverty building walkway wall; small items to be remedied including some furniture matters.

Financial Statement – Final

Financial Statement 10A (issued 3 August 2018) is a fairly accurate reflection of final costs with the anticipated final account of £1.707M against the agreed contract of £1.67M. Additional works were done as agreed by the Governing body to approximately £190,000. Other considerations and costings include: refurbishment of the Sacred Heart statue and relocation to the centre of the new courtyard; extending the court yard paving or re-using the old block paving.

Update on the Potential Purchase and Redevelopment of 176-178 Manchester Road

At the Strategic Planning meeting, the governing body approved an option to purchase the above property and pay the option fee of £10,000 plus solicitors fees of £5,422. This takes the property temporarily off the market but does not commit us to purchase. In the meantime investigations are underway, through the seeking of planning permission, to see if the property would be suitable for development. The Architects have prepared the application pack for planning permission and has now been submitted to the Council. Professional fees, including various surveys to planning permission stage plus option and legal fees totalled to £110,384. A timeline for planning – project programme - was prepared by Walker Simpson. The end date for the option to purchase the property is 19 March 2019. Once the planning permission is received, the purchase needs to be considered by governors. The Consultants will have continued with drawing up detailed design from February 2019 to achieve a tender process during June and July. Governors need to consider whether they are prepared to commit the professional fees for detailed design before the full governing body on 20 March 2019.

Applying for Condition Improvement Grants for Phase 2

The College may be able to apply for capital funding through CIF, if the Ofsted grade changes. Applications for Condition Improvement Grant should be done between October to December, with grants awarded in the following fiscal year April to March. These timescales need to be factored into the planning of any phase 2 works. It was noted that the College does not have money for the phase 2 improvement without a grant.

RESOLVED governors accept the report and agreed to arrange another special governing body meeting in January to discuss the issues surrounding the potential purchase of 176-178 Manchester Road.

The Chair thanked the DFPS for her report.

2105 **INTERNATIONAL VISITS**

The following International Visits require Governors' approval:

- Visit 1 – Business Enrichment Visit to New York and Washington – 3 to 9 July 2019. 40 students and 4 staff – 3 females and 1 male (2 First Aid trained). The cost per student is £1,275 including all flights, accommodation, transfers, entrance to museums and

tickets to watch ice hockey or baseball.

- Visit 2 – German Exchange to Stuttgart – 10 to 14 February 2019. 10 students and 2 staff. Cost per students is £275 including all flights and visits in Germany.

RESOLVED: Governors approved the above International Visits.

2106 **RISK ASSESSMENT**

The Risk Assessment will be presented at the next governing body meeting.

2107 **APPOINTMENT OF CHAIR OF GOVERNORS**

The Chair informed the meeting that a nomination was received in writing from Mr J Sweeney. Another nomination from the floor was received, (Mrs H Stainton). Both candidates were given an opportunity to speak briefly about their skills and expertise. The candidates were asked to leave the room while governors held a ballot election. Mrs H Stainton received 7 votes and Mr J Sweeney 4 votes.

RESOLVED Mrs H Stainton was elected Chair of Governors until the first meeting of the governing body in Autumn 2019.

2108 **APPOINTMENT OF VICE-CHAIR OF GOVERNORS**

A nomination was received from Mrs H Leyden.

RESOLVED Mrs H Leyden was elected Vice-Chair of Governors until the first meeting of the governing body in Autumn 2019.

2109 **DATE OF NEXT MEETING**

The next governing body meeting will be held on 28 November 2018.

2110 **ANY OTHER BUSINESS**

The Principal thanked Mrs A Fox for her valuable time, support and service to the College; and informed the meeting he had plans/ideas which he will bring to the governing body, to celebrate the retirement of Mrs A Fox as a long serving Chair of Governors. Mrs A Fox will continue to be a Foundation Governor. The Principal thanked Mrs H Stainton, Mr J Sweeney and Mrs H Leyden for showing their interest to be of service to the governing body.

What have we done in this meeting to improve the effectiveness of our college for the benefit of our students?

- Approval of KPIs that challenge all Governors and staff to achieve performance goals
- Formation of SAR committee aimed at identifying and monitoring actions for continuous improvement
- Approved documents relating to the OfS registration ie in relation to our main HE monitoring and funding body
- Approved the management accounts to 31 July 2018, which show that resources have been used as effectively as possible to provide for students whilst at Holy Cross
- Agreement to hold a special meeting in January to discuss resourcing following the results of the planning application for 176-178 Manchester Road
- Approved international visits that enhance the learning opportunities of business and German students

Meeting finished at 8.10pm

Signed

Date