



GOVERNING BODY

MINUTES

of the meeting held on Tuesday 6 July 2016 at 5.30pm

PRESENT

Sister P Ainsworth
Mr P Banks
Mr P Brown
Mrs C Chrystie
Mrs A Fox (Chair)
Mr D Frost
Sr. V Hagen
Mrs M Holmes
Mr L Jones
Mrs M Jones
Mrs H Leyden
Mr A Lilley
Mr A Noblet
Mrs H Stainton
Mr M Stout

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Director Finance & Funding)
Mrs C McGuire (Deputy Principal)
Mr P Woods (Vice Principal Resources)

1928 APOLOGIES FOR ABSENCE Apologies for absence were received from Ms A Bather, Mr M Bentley, Mr P Campbell, and Mrs S Smith

1929 DISCLOSURE OF INTERESTS No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1930 MINUTES OF MEETING HELD ON 11 MAY 2016

The minutes of the meeting held on 11 May 2016, having been circulated previously, were approved and signed by the Chair.

1931 MATTERS ARISING FROM THE MINUTES

There were no matters arising

1932 PRINCIPAL'S REPORT

The Principal's report included:

- **Mission and Ethos** – The Report referred to the enrichment activities currently taking place in the College, and the recent successful Staff Retreat. He reported that the Lay Chaplain's appointment has been extended for another year.
- **Area Based Review (ABR):** outcomes discussed later on the Agenda;
- **Academisation:** discussed later on Agenda

1932 PRINCIPAL'S REPORT continued

- **Staffing Plan:** the Principal updated Governors on aspects of the Staffing Plan; and the need to achieve the original financial savings. Elements of the Plan are beginning to be implemented, or planned to be introduced this coming year
 - move to 3 subject programme for Lower VI
 - developments in Support Staff staffing
 - developments in Curriculum staffing

Further changes are required the following year at the latest, to achieve our financial forecast targets, and will be the subject of planning and proposals this year

- developments in the timetable pattern
- developments in Pastoral/RE staffing
- developments in management staffing

RESOLVED to receive the Principal's Report with thanks

1933 AREA REVIEW AND ACADEMISATION UPDATE

The Principal introduced the item and updated governors on the outcomes of the Area Based Review (ABR). He referred to the letter that the Chair forwarded to the ABR confirming the College's preferred option i.e.

- a) continuing to serve our Community as an incorporated Sixth Form College, with a continuing University Centre
- b) keeping open the possibility of academisation at some future date.
- c) supporting future strategies by working even more closely with other Catholic Colleges within Greater Manchester and adjacent areas through the GM Catholic Collegiate.

In essence this means that the Area Review has resulted in no substantial structural change. However there will be future meetings to discuss the curriculum offer across Greater Manchester and locally. The Governors welcomed the assurances given by the Greater Manchester Combined Authority (GMCA) that they will seek to bring provision offered by schools and private providers into the curriculum round of discussions.

The Governing Body recognises that the College will also need to be robust in defending its significant Higher Education provision; particularly as the University of Bolton will be merging with Bury College and Bolton College.

Academisation: Whilst the possibility of academisation has been kept open through the ABR process, no formal steps have been taken systematically to explore the detailed implications should the College decide to move in this direction, if approval is eventually given for Catholic Colleges to do so.. Governors agree that it should actively monitor progress of other Colleges, investigate the potential financial, collaborative, quality and other benefits and risks to the College, GM priorities and local schools, and the outcome of discussion between the Catholic Education Service (CES) and the Department for Education (DfE) etc. It was agreed that this monitoring role should be delegated to the Chairs' of Committees Group advised by the Principal, and the Chairs of Committees Group would report back to Governing Body on their findings in due course.

RESOLVED to approve the Report.

1934 FINANCIAL FORECAST 2016/18– 2016/17 COLLEGE BUDGET

The Director of Finance and Funding (DFF) introduced the Report which had been discussed at Property and Finance Committee at its 21 June 2016 meeting (minute 614 refers). She referred to the longer term funding issues, and outlined the assumptions that had been made in compiling the forecast, including a notional sum for capital projects. She referred to two documents included with the Report:

1934 FINANCIAL FORECAST 2016/18– 2016/17 COLLEGE BUDGET continued

1. Four Individual Staff Examples to illustrate the impact on pay costs of:
 - a Pay award
 - b Removal of Employers National Insurance discount
 - c Increased Employers Pension costs
2. Checklist for Governors to use when considering the Financial Plan Commentary

The Governing Body discussed the Financial Forecast Commentary which highlighted factors that will have an impact on the College during the period of the forecast:

- **Financial Objectives** (para 2.4) - Committee agreed the Financial Indicators for 2016/2017, including a new measure EBITDA (Earnings before Interest, Taxation, Depreciation and Amortisation) as a % of Income (Education specific).
- **Pay and Non Pay** (3.1/3.2)
 - New funding methodology was introduced in the autumn 2015, and the Comprehensive Spending Review extended the period over which transition funding will be removed. This means that Holy Cross has a further two years of step down to the base rate of £4000 per student.
 - Committee recognised that the College has only managed to stabilise the level of funding by growing student numbers; and it is vital that the growth targets for 2016/17 through to 2017/18 are met.
 - College strategy is to maintain and, where possible, grow Higher Education provision.
 - Forecast includes the effect of the new teachers' pay scales and incremental drift in 216/17. The ongoing impact of the new scheme is fully accounted for in 2017/18 pay costs
 - Substantial Increases in employers' pension, and National Insurance costs were noted
 - In general there is a zero per cent inflation assumption for increasing teaching non-pay expenditure.
- **Learner numbers**; (para 4) both 16-18 years, and Higher Education numbers noted
- **Additional Learning Support** (para 6.2)
- **16 – 18 Bursary** (para 6.3)
- **University contracts** (para 6.4)
- **Balance Sheet** (para 7)
- **Self-Assessment of Financial Health and Financial practices** (10.0/10.1)
- **Financial viability** (11.0) - Committee noted the summary of the key financial data relating to future Financial viability
- **Key Risks and risk scenarios** (15.0) a number of key risks and risk scenarios were examined and noted
- **Risk Policy and reporting** (16 and Appendix 1)

Governing Body noted the Financial Objectives and Targets (para 2.4); and the College learner numbers (para 4). It was recognised that Management are moving forward with strategies to mitigate any adverse impact on the main risk areas. It was agreed that there needs to be further cost savings over time.

RESOLVED to approve the College Budget for 2016/ 2017; and to approve the financial forecast 2016/17 - 2017/18, including the Financial Objectives and Targets. It was noted that a 2 year financial forecast be sent to Education Funding Agency in accordance with their requirements.

The Governing Body recorded its thanks to the DFF and her staff for producing such a comprehensive and valuable document

1935 MANAGEMENT ACCOUNTS TO 31 MAY 2016

The DFF introduced the Management Accounts for the period ending 31 May 2016, and clarified matters raised. These included:

- Latest information on 16-19 Funding
- Higher Education Recruitment/ funding
- Pay Expenditure/ Income %
- Pay Expenditure – additional Pension costs
- Non-pay expenditure costs
- Financial Performance Indicators
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RESOLVED: to approve the Management Accounts, for the period ending 31 May 2016

1936 PROPERTY STRATEGY UPDATE

The VPR presented the Report and referred to recommendations made by Property and Finance Committee at its 20 May 2016 meeting (minute 606 refers).

Property and Finance Committee recommended:

- To go ahead with redevelopment of the college hall infrastructure and implement these proposals from September 2016 to March 2017. Budget cost £210,000.
- To investigate further the creation of a new entrance feature and reception area between Marie-Therese and Summerfield buildings. At this stage the proposal is in three parts:
 - To tender for and appoint a consultant Architect and other necessary disciplines to work with the college on this project.
 - To instruct the consultant Architect to produce a detailed design for the scheme to bring it to construction tender stage. Budget cost £104,000.
 - To seek planning and building regulations permissions from Bury MBC. Budget cost £6,000.

To investigate the redevelopment of offsite parking for the future, as outlined in the Report

- To note proposals for the redevelopment of the college quad and other external areas with a view to improving the appearance and facilities available to students. Further design work to be considered at a later stage and if this proposed project is subsequently implemented it would be after the other three priorities listed above had been completed.

In addition to the approval of the Property and Finance Committee recommendations detailed above, the Governing Body agreed that the construction work for the Control Centre in the Main Hall should be considered as a single tender action due to the limited time frame to complete the project, and the necessity of the Control Centre work being complete before other works can progress. The VPR informed Governing Body of the budget costs for this aspect of the construction work (max of £40,000), and Governors approved the contractor to be used if their tender comes within the budget cost. Governors agreed the following meetings: Tender Board (10am on 12 August 2016); and Property and Finance Committee (10am on 13 September 2016)

RESOLVED to approve the recommendations of the Property and Finance Committee as detailed in minute 606 of the P&F meeting held on 20 May 2016.

1937 QUALITY & STANDARDS COMMITTEE

The Deputy Principal introduced four reports which had been discussed at Quality and Standards Committee (3 May 2016) meeting:

- Student Attendance (minute 489) - Committee noted that the attendance figure was lower than the College would want; and welcomed the strategies that have been introduced to support improvement in student attendance.
- College complaints, Compliments & Suggestions (minute 490) The Governors noted the Appeals (4)/ Suggestions (5)/ Complaints (1) made during 1 May 2015 – 1May 2016. All had been satisfactorily dealt with.
- Self-Assessment Monitoring Report (minute 486)
- Monitoring of Strategic Plan (minute 487)

RESOLVED to receive the Report, with thanks

1938 STAFF ATTENDANCE

Governing Body discussed the Staff Attendance data over the past 5 years. Whilst there appeared to be a slight downward trend in 2015/16, this was largely due to very specific accidents, bereavements and health issues with a small number of otherwise very conscientious staff. Governors recognised that attendance levels were still relatively high compared with other Colleges and

RESOLVED To receive the Report with thanks.

1939 HEALTH AND SAFETY REPORT/ SAFEGUARDING REPORT

The VPR presented the Report which included:

Health and Safety Report

- Accident Incident Summary Report
- Health and Safety Training
- Progress on Safety related activities

Update on activities relating to Safeguarding

- New on-line training module - for staff and governors
- Human Resources arranged training programme for relevant staff
- Re-naming of Child and Adolescent Mental Health Services (CAMHS). To Healthy Young Minds
- Student ID Badges renewed
- Supporting Vulnerable Students

RESOLVED To receive the Report with thanks.

1940 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:

Quality and Standards	3 May 2016
Audit	18 May 2016
Property & Finance	20 May 2016
Property & Finance	21 June 2016

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

1941 CALENDAR OF MEETINGS

The Governing Body discussed the Annual Calendar of Meetings for 2016/17.

RESOLVED: to approve the 2016/ 17Calendar of Meetings

1942 ANY OTHER BUSINESS

GOVERNORS APPOINTMENTS

The Clerk to Governors reported that he has notified the Salford Diocese that the term of office of 3 Foundation Governors end in August 2016. He commented that the appointment process for Foundation Governors has still to be clarified

RESOLVED: to note the Clerk's comments