



## **GOVERNING BODY**

### **MINUTES**

of the meeting held on Tuesday 9 March 2016 at 5.35pm

#### **PRESENT**

Sister P Ainsworth  
Mr P Banks  
Ms AA Bather  
Mr M Bentley  
Mr P Brown  
Mr P Campbell  
Mrs C Chrystie  
Mrs A Fox (Chair)  
Mr D Frost  
Sr. V Hagen  
Mr L Jones  
Mrs M Jones  
Mrs H Leyden  
Mr A Noblet  
Mrs S Smith  
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)

**1900 APOLOGIES FOR ABSENCE** Apologies for absence were received from Mrs M Holmes and Mr A. Lilley.

**1901 DISCLOSURE OF INTERESTS** No member of the Governing Body declared a personal interest in relation to any item on the agenda.

**1902 MINUTES OF MEETING HELD ON 2 DECEMBER 2015**

The minutes of the meeting held on 2 December 2015, having been circulated previously, were approved and signed by the Chair.

**1903 MATTERS ARISING FROM THE MINUTES**

None

**1904 GOVERNORS APPOINTMENTS**

The Clerk to Governors reported that Ms Agatha Annie Bather has been elected as Sixth Form Student Governor initially for a period ending on 31 December 2016. He also reported that Mrs Catherine Chrystie has been elected as Support Staff Governor for a period ending on 31 October 2017

**RESOLVED:** to approve the appointment of Ms Agatha Annie Bather as Sixth Form Student Governor for the period 2 March 2016 to 31 December 2016; and Mrs Catherine Chrystie as Support Staff Governor for the period 2 March 2016 to 31 October 2017

**1905 PRINCIPAL'S REPORT**

The Principal's report, included:

- **Mission and Ethos** – Principal commented on celebrations to commemorate Marie Therese Day; repairs to the Chapel. The Principal acknowledged the huge success of the College's production 'Phantom of the Opera' and congratulated everyone involved. It was noted that the Bishop had recently addressed a meeting of Heads and Principals
- **Area Review & Academisation:** discussed later on the Agenda
- **Membership of Outside Agencies:** discussed later on the Agenda
- **Update on 5-Point Staffing Plan:** discussed later on the Agenda
- **League Tables:** The Principal confirmed that in the Government's League Tables Holy Cross College is one of the top ten colleges in England for A Level results – for the measure on A Level achievement (% Achieving 3 A Levels) where it remains 9<sup>th</sup>, and the top Catholic College. The Governing Body discussed the overall data which was published in January 2016 by the Department for Education and was based on achievement in August 2015. Governors' noted:
  - 94% of Holy Cross students achieved 3 or more A levels at grades A\*-E (last year also 94% ). 99% achieved at least two A Levels at those grades (again, the same as last year).  
Average point score per entry was 204.6 (up from last year's 202.5, but still down on the previous year's 207.3).
  - 10% of A Level students achieved AAB or higher including at least 2 facilitating subjects (last year 9%, the year before 11%). This is still weak and needs to be addressed
  - Average point score per academic student was 730.6, under review

The Principal also drew attention to measures such as Value Added, Average Points Score per entry, and AAB (including 2 facilitating Subjects) where the College does less well. He emphasised that there was no room for complacency' and these would be important focuses in the continuing drive for improvement.

- **Oxbridge Offers** It was noted that 2 students have received Oxbridge offers for 2016 entry.

**RESOLVED:** To receive the Report with thanks, and note its contents.

#### **1906 UPDATE ON 5 POINT STAFFING PLAN – MARCH 2016**

The Principal introduced an update on the College's 5-Point Staffing Plan, which was originally approved by the Governing Body on 1 July 2015. He informed the Committee that in light of the Comprehensive Spending Review (CSR) it unlikely that the College would have to make further large scale cuts in the immediate future. Governing Body noted that funding per student is expected to 'flatline' at £4,000 per annum. The CSR also opened the possibility of Sixth Form Colleges (SFC's) to academise if they so wished; and announced a further phasing of the reduction in Formula Protection. However, it was recognised that there will probably be the need for further economies in the future.

The Plan has five headline areas; and the Principal outlined progress made in each:

- Move to a 3 subject study programme - adapt Curriculum staffing arrangements where voluntary severance (VS) has been agreed, and continue to move towards more students on a 3 subject programme (rather than 4) in their first year
- Make changes to the timetable pattern for teachers – continue to explore and consult over possible benefits of timetable improvement
- Make changes to the support staffing model –adapt Support staffing arrangements where VS has been agreed
- Make changes to the RE/Pastoral model – adapt Pastoral staffing arrangements where VS has been agreed
- Make changes to leadership and management (and temporary posts) – Adapt Management staffing arrangements.

#### **1906 UPDATE ON 5 POINT STAFFING PLAN – MARCH 2016 continued**

Governing Body welcomed the progress made; and noted the projected savings from the recent implementation of a Voluntary Severance Scheme (VSS).

The Principal referred to two structure /responsibility diagrams which outlined possible adjustments to the Core Leadership Team (CLT)/ Assistant Senior Managers (ASM). The Principal invited comments on the draft outline, and Governors were satisfied that it represented an acceptable way forward. He informed the Governing Body that the Assistant Principal (Quality) Ms Carina Vitti, had gained a Senior Post at Aquinas College. Governors wished her well in her new post, and recorded their thanks for the valuable contribution she has made to the success of Holy Cross College.

**RESOLVED** to receive the Principal's Report and note the draft Management Staffing Structure.

## **1907 AREA REVIEW AND ACADEMISATION UPDATE**

The Principal introduced the Report and updated governors on the progress of the Area Based Review (ABR). He commented on how the Catholic Colleges can work together, as well as supporting their local High Schools. The timetable for completing the Review involves the following key dates:

- 23 March - full-day Workshop all 21 GM Colleges Chairs/ Principals
- 21 April – ABR Steering Group 4 - Principals/ Chairs. Possible options available by this date, or even earlier.
- **May - Holy Cross Strategic Event (date to be fixed)**
- 25 May – ABR Steering Group 5 – Chairs/ Principals – formal recommendations made. Colleges will decide which, if any, to accept. Implementation within one or two years.

The Principal explained that discussions between the Catholic Colleges in the proposed Greater Manchester Authority had suggested the formation of a 'Greater Manchester Catholic Collegiate (GMCC) as an inter-diocesan partnership. Such a body could help regularise the existing collaborative activities, and seek strategies to build upon these. The Governing Body approved in principle the establishment of a GMCC, and looked forward to receiving more detailed proposals on its roles/responsibilities/functions.

GB acknowledged that the CSR has provided the opportunity for Sixth Form Colleges to apply to become Academies. However the process is tied to the ABR recommendations, and its timetable for completion. The meeting discussed the strengths and weaknesses of academisation; and recognised the developments within the Salford Diocese which is actively developing a strategy to support schools wishing to apply for academy status.

Governors felt that whilst Holy Cross is not in a position to formally apply for academisation it would be worthwhile to express an interest in a least exploring the opportunity.

The ABR has provided a template for Colleges to complete to outline their current position. Governors discussed a draft response, and made some minor changes for inclusion before forwarding to the ARB.

The Governing Body

### **RESOLVED**

- to agree in principle to the establishment of the Greater Manchester Catholic Collegiate
- to note the Salford Diocese Paper on Academy Status;
- to approve the paper outlining Holy Cross Review Plans to be forwarded to Area Review Board (including a statement on Academisation that 'Holy Cross remains interested in a least exploring the opportunity of academisation in accordance with Salford Diocesan strategy')

## **1908 DIRECTOR OF FINANCE AND FUNDING REPORT**

**(a) Management Accounts to 31 January 2016,**

The DFF presented her report which included:

- Recruitment/ Enrolment
- Pay Costs - noted that Chair of Governors had approved the implementation of Nationally Agreed Pay Awards for Teachers; and Support Staff.
- EFA Funding update – ‘safety net funding’ – College not expecting a deficit for 2015/16
- Higher Education Recruitment/ funding
- Financial Performance Indicators

**RESOLVED:** to approve the Management Accounts, for the period ending 31 January 2015; and note the Approval of the Pay Awards through Chair’s Action

**(b) New SORP - FRS 102**

The DFF introduced the Report which outlined the timescale and implications of the transition to present financial statements under International Financial Reporting Standards (IFRS) for financial statements ended 2015-16.

The Financial Reporting Council (FRC) adopted Financial Reporting Standard (FRS) 102 ‘The Financial Reporting Standard Applicable in the UK and Republic of Ireland’ that set out the move from Generally Accepted Accounting Practice in the United Kingdom (UK GAAP) to international accounting standards. The majority of large private sector organisations have already moved to IFRS together with local authorities, health authorities and central government. Social housing providers (housing associations), charities, universities and colleges (the latter includes sixth form colleges but excludes academies) are set to move to IFRS financial reporting from this year 2015/16.

The DFF explained the need for change and outlined a proposed timescale for action. The main changes of the SORP are around presentation of various grants and other accounting adjustments.

The College review process will commence in January 2016. It will involve a dialogue and support from the College Financial statements auditor (Feb 2016), then a discussion document to Property and Finance, and Audit Committees at their March 2016 meetings. By May 2016 the Governing Body will be in a position to sign off the approach to the year-end financial statements to comply with the IFRS rules

**RESOLVED** to receive the Report and agree the process and timescale outlined

**1909 MEMBERSHIP OF OUTSIDE AGENCIES**

At the request of the Chairs of Committees’ Meeting the Principal had compiled a report on the advantages/ disadvantages/ costs of continuing membership of outside agencies.. These included

- Sixth Form College Association
- Association of Colleges
- Bury Secondary Learning Collaborative
- Five College Consortium
- Association of Catholic Sixth Form Colleges
- Maple Group
- Bury Wider Leadership Group

**RESOLVED** to receive the Report with thanks

**1910 QUALITY AND STANDARDS COMMITTEE REPORT**

The Chair of Quality and Standards Committee, and the Deputy Principal (DP) introduced the Report, which included:

**(1) EQUALITY ASSURANCE MONITORING REPORT 2014 – 2015 (LEARNER OUTCOMES)**

The DP presented the monitoring report for 2014/2015 (Learner Outcomes) which contained a detailed analysis of learner outcomes in 2015 by Equality groups. The Report included a Key Findings Summary, and identified issues to be addressed during the next twelve months, along with key actions

**(2) SELF-ASSESSMENT 2015 MONITORING REPORT**

The DP introduced the report and reminded governors that progress against strategic objectives is monitored through the Leadership and Management Quality Improvement Plan (L&M QIP). She summarised the content of the Report, and highlighted progress that has been made; including:

- Continually strengthened, disseminated leadership
- Continued support for staff CPD and development
- High quality and positive staff morale while addressing financial cuts
- 100% of staff have some knowledge of the Prevent Agenda, and promoting British values
- Successful introduction of new level 2 and vocational courses
- Enhanced monitoring of the quality outcomes
- Ensure there are plans for ensuring the continuity of the membership of Governing Body in terms of skills and experience
- To continue to promote resilience in students and to support their emotional needs
- Lesson observations to show skills-based teaching across the college

**RESOLVED:** to receive the monitoring report and note the progress that has been made to date

**1911 INFORMATION SECURITY MANAGEMENT POLICIES**

Members of Governing Body had been circulated an electric copy of the Information Security Management Policies (ISMP) document. It was noted that some changes to the policy/ procedures had been made following an Internal Audit Report. The ISMP had been discussed by Personnel Committee and recommended to Governing Body.

**RESOLVED** to approve the ISMP document.

**1912 MINUTES OF COMMITTEE MEETINGS:**

The Chair of Governing Body asked the Governing Body to formally receive the minutes of the Quality and Standards Committees held on 27 January 2016, and 10 February 2016; and the Property and Finance Committee held on 20 January 2016.

The Chair reported that at the last meeting of the Chairs' Committee it was agreed that the Governing Body be asked to approve the establishment of a 'Governance Group' that could meet on a regular basis to advise the Chair on action that may be need approval. It was suggested that the Clerk be asked to compile a paper for submission to Governing Body

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

The Governing Body approved the establishment of a 'Governance Group', and asked the Clerk to compile a paper to be considered at a future meeting.

**1913 ANY OTHER BUSINESS none**

The Chair informed the Committee that another item had been submitted for consideration as a 'Restricted Item'. As this involved discussion about specific 'Curriculum/ Staff' matters' she felt she had to ask Staff and Student Governors to withdraw from the meeting.

**Staff and Student Governors left the meeting**

- 1914    RESTRICTED ITEM   -   Staff/ Curriculum Matters**
- 1915    RESTRICTED ITEM   -   Remuneration Committee**