



GOVERNING BODY

MINUTES

of the meeting held on Wednesday 10 May 2017 at 5.45pm

PRESENT

Mrs A Fox (Chair)
Mr D Frost
Mrs M Holmes
Mrs M Jones
Mrs H Leyden
Mr A Noblet
Mr M Renshaw
Mrs S Smith
Mrs H Stainton

IN ATTENDANCE

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

1993 APOLOGIES FOR ABSENCE Apologies for absence were received from Sr P Ainsworth, Mr P Banks; Mr M Bentley, Mr P Brown, Mr P Campbell, Mr A Lilley, Mr M Stout

1994 DISCLOSURE OF INTERESTS No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1995 MINUTES OF MEETING HELD ON 8 MARCH 2017

The minutes of the meeting held on 8 March 2017, having been circulated previously, were approved, and signed by the Chair.

1995 MATTERS ARISING FROM THE MINUTES

Minute 1981 (1963) Liege Pilgrimage Mrs A Fox, Chair of Governing Body gave a brief report on her recent trip to Liege with the Daughters of the Cross (English Province) for the Translation of the Body of Blessed Marie Therese to the Cathedral. She thanked the Daughters for their hospitality and has assured them that the link with Daughters will continue and strengthen over future years.

1996 GOVERNORS APPOINTMENTS

The Clerk introduced the Report which included the current position regarding appointments/resignations; and vacancies. Elections to fill the Staff Governor; HE Student Governor; and Parent Governor are underway. The Clerk also reported that Mr Marcus James Renshaw has been elected as Sixth Form Student Governor initially for a period ending on 31 December 2017. The Chair welcomed Mr Renshaw to the meeting.

RESOLVED: to approve the appointment of Mr Marcus James Renshaw as Sixth Form Student Governor for the period 10 May 2017 to 31 December 2017.

1996 GOVERNORS APPOINTMENTS continued

The Clerk commented that the Governing Body needed to appoint two more members of Search Committee to monitor and oversee the appointment processes. In addition, there are vacancies on the Personnel Committee, Property and Finance Committee, and the Audit Committee.

RESOLVED to: appoint Mrs H Leyden, and Mrs H Stainton to the Search Committee; and ask the Search Committee to review the appointment process for the appointment of the Clerk to Governors post.

1997 PRINCIPAL'S REPORT

The Principal tabled his Report which included:

- Mission and Ethos - 'Translation of the Body of the Body of Blessed Marie Therese Haze' celebrations. (discussed elsewhere on the agenda). The success of the College production "Miss Saigon". Governors congratulated everyone involved. Hope and support Refugee project.
- OFSTED Inspection - Discussed elsewhere on the Agenda.
- New data dashboard system introduced online; but is undergoing refinement.
- Staff News - Principal informed the Governing Body of recent circumstances relating to several staff. Governors expressed their condolences to those who have lost loved ones; and congratulate those who are celebrating other family events e.g. weddings; births etc.
- ITN News at Holy Cross - Governing Body congratulated two students who appeared on the ITN News recording relating to young peoples' use of their votes.
- Sports Champions: Governors congratulated students for the sporting success in Swimming; Netball; Girls Basketball; Tennis; Cross Country; Rugby. These successes are at local/ Regional/ and National events. The Principal reported that earlier in the day the College Netball Team had won the NW Colleges League Final.
- Astronomy Centre: the building of the new astronomy centre is underway and will provide a valuable asset for both students and members of the Community

RESOLVED to receive the Principal's Report

1998 REVIEW OF POST INSPECTION ACTION PLAN

The Deputy Principal reminded Governors that a Post –Inspection Action Plan (P-IAP) was approved by Governing Body at a Special Meeting held on 20 March 2017. The Plan included a process for Monitoring developments and targets which regular monitoring meetings by CLT; and additional meetings of Quality and Standards Committee; and interim reports at each meeting of Governing Body. Senior leaders from other Colleges are involved in leadership development and support with improvement actions

Mrs S Smith joined the meeting

Governing Body acknowledged the work that has been done in compiling and implementing the P- IAP; and recognised that this document included the April 2017 update. Quality and Standards Committee had met on the 8 May 2017, and the Chair compiled a summary of the Committees discussions. Governors recognised that progress is being made in all areas, but there is still a good deal to do.

RESOLVED to receive the Review Report with thanks

1999 MINUTES OF COMMITTEE MEETINGS:

The Chair of asked the Governing Body to formally receive the minutes of the following Committee meetings, which had been circulated. She invited Chairs of the Committee to comment on any items they felt Governors may wish to note.

- Quality & Standards 01 March 2017
- Quality and Standards 20 March 2017
- Property & Finance 14 March 2017
- Audit Committee 29 March 2017

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

2000 RISK REGISTER

The DFF introduced the Report which included an updated Governing Body Section of the Risk Register. Governors discussed various items, including:

- G3 **To set College's strategic direction:** add Indicative Risk - Poor OFSTED inspection. Change in score takes this issue to **Red – Significant Risk Area**
- G5 **Ensure rigour in College strategic plan, College financial plan; and academic performance:** Add additional action – 'Additional Q&S meetings arranged with focus on ALPS at all levels.
- G7 **Ensure the quality of senior leadership at the College:** Add Actions – Ensure measurable targets (including financial indicators) are included and monitored in Senior Leaders Appraisal/ PDR.

'Senior Leaders appraisals to be carried out in September each year.

RESOLVED to approve the proposed amendments, and ask the DFF to amend the Risk Register accordingly.

2001 ANY OTHER BUSINESS

- (a) **CAPITAL PROJECT:** The DFF summarised the current position regarding the 'New Entrance and Reception Project'. At its 8 March 2017 meeting Governing Body approved (minute 1985 refers):

- the revised overall budget costs
- the tender process and timetable
- to delegate the appointment of the contractor to Project Monitoring Group, and report their decision to Governing Body meeting scheduled for 6 July 2017.

Since then our professional advisers/quantity surveyors have been bringing together the measured cost estimations as the project design and specification has been evolving. This is being done so that we go out to tender with a realistic cost basis to compare with.

The DFF tabled a paper which shows the revised position as at end of April 2017, which shows an increase from the last reported cost to Governing Body on 31 March. The overall increase in cost estimation is £40k (1.85% of the total).

RESOLVED to approve the overall budget costs of the Project by £45K

- (b) **DATES OF MEETINGS** Governing Body approved the following list of meetings:

Audit Committee	Monday 5 June 2017 at 4.00pm
Quality & Standards	Monday 19 June 2017 at 11.30am (replacing 12 June)
Property & Finance	Tuesday 20 June 2017 at 1.00p
Personnel Committee	Thursday 22 June 2017 at 4.15pm (replacing 14 June)
Strategic Planning Event	Tuesday 4 July am/pm
Governing Body	Wednesday 5 July 2017 at 5.00pm

Meeting ended at 7.30pm