



GOVERNING BODY

MINUTES

of the meeting held on Wednesday 30 November 2016 at 5.45pm

PRESENT

Sister P Ainsworth
Mr P Banks
Ms AA Bather
Mr P Brown
Mrs C Chrystie
Mrs A Fox (Chair)
Mr D Frost
Mr L Jones
Mrs M Jones
Mrs H Leyden
Mr A Noblet
Mrs H Stainton
Mr M Stout

IN ATTENDANCE

Mr J Barton (Clerk to the Governors)
Mrs AM Cassidy (Director Finance & Funding)
Mr J Hardman (Deputy Strategic Head of University Centre) (Item 3)
Mrs C McGuire (Deputy Principal)
Mrs A Murray (Operational Head of University Centre) (Item 3)
Mr P Woods (Vice Principal Resources)

1959 **APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr M Bentley, Mr P Campbell, Sr V Hagen, Mrs M Holmes, Mr A Lilley, and Mrs S Smith

1960 **DISCLOSURE OF INTERESTS** No member of the Governing Body declared a personal interest in relation to any item on the agenda.

1961 **HIGHER EDUCATION REPORT**

Mrs M Murray (Operational Head of University Centre) and Mr J Hardman (Deputy Strategic Head of University Centre) attended for this item.

The Principal introduced the Report which included a summary of the University Centre (UC) activities – 2016; and the Annual Quality Assessment Return (AQAR) which is submitted to the Higher Education Funding Council for England (HEFCE) to confirm that the Governing Body has assurance regarding the College's ongoing quality mechanisms.

Governing Body discussed various aspects of the report including:

- student recruitment
- student results/ achievement
- HE Student Progression
- External Examiner Reports

1961 HIGHER EDUCATION REPORT continued

Governors were particularly impressed with the excellent results achieved by students; and recognised the ongoing importance that the work of the UC makes to success of the College, both financially and in achieving its core mission of widening participation.

RESOLVED to receive the Annual Higher Education Report with thanks; and to approve the AQAR for submission to HEFCE. Governors congratulated students on achieving excellent results; and thanked all the UC staff involved in ensuring the UC's continuing success.

Mr J Hardman and Mrs Murray left the meeting

1962 MINUTES OF MEETING HELD ON 4 OCTOBER 2016

The minutes of the meeting held on 4 October 2016, having been circulated previously, were approved, and signed by the Chair; subject to item 1947 being amended to include that 'the Governing Body recorded its thanks to Mr L Jones for the valuable contribution he has made as Vice-Chair of the Governing Body'.

1963 MATTERS ARISING FROM THE MINUTES

Sr P. Ainsworth informed the Governing Body that the date for the proposed pilgrimage to Liege has been changed again to 29 April 2017

1964 GOVERNORS APPOINTMENTS

The Clerk tabled a paper which showed the list of Governors whose term of office ends during the 2016-17 academic year. The matter was discussed at the meeting of Committee Chairs, and they have recommended an initial course of action to cover the immediate issues. A further detailed report would be submitted to the March 2017 Governing Body meeting. The following actions were recommended to Governing Body for approval:

- Re-appointment of Andrew Lilley as Co-opted Governor for the period 6 February 2017 to 5 February 2021
- Notify Diocese to request extension of Peter Banks term of office as Foundation Governor until 31 December 2017
- Notify Diocese regarding re-appointment of Anthony Noblet as Foundation Governor for the period 1 April 2017 – 31 March 2021
- To recommend to Diocese that Mandy Jones be appointed as a Foundation Governor to replace the vacancy created by the resignation of Les Jones from 1st April 2017
- That the Chair of Governing Body discuss with the Clerk a date for his resignation, and report back to Governing Body at its meeting on 8 March 2017.

RESOLVED to approve recommendations from Chairs' Group as detailed above

1965 ANNUAL AUDIT REPORT 2015/16

The Chair of Audit Committee (Mr P Banks) presented the Annual Audit Report, which had been circulated previously. He highlighted various items, and expressed congratulations to all concerned in producing a strong balance sheet that reflects the ongoing success of the College. The Finance Manager (FM), and the Director of Finance & Funding (DFF) were thanked for the work they had done in achieving such strong audit results.

RESOLVED To approve the recommendations included in the Report:

- (a) to approve the Annual Report of Audit Committee
to approve the Annual Report of the Internal Audit Service (Appendix 1), and the Internal Audit Strategy 2015/16 (Appendix 2)
- (b) to approve the Audit Findings Report 2015 – 2016, and to note the comments of the External Auditors (Appendix 3)
- (c) to approve the Financial Statements and Report for 2015 – 2016 (Appendix 4)
- (d) to approve the appointment of auditors for 2016 - 2017
- (e) to note the self-assessment checklist (Appendix 5)
- (f) to approve Annual Risk Management Report and Risk Register (Appendix 6)
- (g) to approve the signing of the letters of representation in respect of the financial statements, and the regularity audit

1966 DIRECTOR OF FINANCE AND FUNDING REPORT

The DFF presented her report which included an Annual Review of College activities. She reminded Governors that they have a responsibility to ensure that all College activities are within the principle powers set out in s18 and s19 of the Further and Higher Education Act 1992 as modified by the Education Act 2011. The College is also an exempt charity under part 3 of the Charities Act 2011 and is regulated by the Secretary of State for Education. In setting and reviewing the College's strategic objectives the Governing Body must demonstrate it has due regard for public benefit and particularly the advancement of education. The Report outlined the statutory powers, and lists the main College activities for 2015/16.

RESOLVED: that the Governing Body approve the undertaking and continuance of the main College activities listed in the Report, considering the statutory powers conferred upon it as a Sixth Form Corporation; and to confirm that they comply with the principle legislative powers, as well as having due regard for the Charities Act 2011 in terms of public benefit.

1967 MANAGEMENT ACCOUNTS TO 31 OCTOBER 2016

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

- Enrolment - numbers at the ILR submission date 2111 students
- Exam costs
- HE provision
- Pay Expenditure
- Financial Performance Indicators
- Statement of Comprehensive Income

RESOLVED: to approve the Management Accounts, for the period ending 31 October 2016

1968 RESERVES POLICY

The DFF introduced the Report and informed governors that the Charity Commission is advising that all charities should have a Reserve Policy to assist them to secure their viability beyond the immediate future, and provide reliable resources over the longer term. In addition, the new SORP FRS102 requires a statement from the College on its Revenue Policy to be included in the Financial Statements.

The DFF explained the purpose for creating a Reserves Policy, and detailed the current position at Holy Cross. The College holds reserves for improvement of facilities, and has earmarked a building reserve of £1.7m for a new entrance building to the Manchester Road façade of the College. In addition, the College has identified a further £800k contingency fund, the level being appropriate to manage the College through further rounds of funding cuts should they occur within a 12-month period.

RESOLVED to approve the Reserves Policy commended by P&F Committee, and detailed in the Report.

1969 FINANCIAL REGULATIONS UPDATE

The DFF tabled a paper outlining proposed changes to paragraph 3.11.5 of the College's Financial Regulations relating to Supply of Goods or Services to the College by Employees. Governing Body discussed the proposals and agreed the changes commended by Property and Finance Committee

RESOLVED to approve the changes to para 3.11.5 of the Financial Regulations detailed in the Report

1970 PRINCIPAL'S REPORT

The Principal's report, included:

- **Mission and Ethos** – the Principal thanked the RE and Chaplaincy staff for the creative way they communicate the true message of Christmas during the recent Advent Assemblies. He also encouraged governors to attend the Christmas Opera 'Hansel and Gretel'.
- **Deputy Principal** – the Principal reported that the current Deputy Principal, Mrs Claire McGuire has been appointed as the new Principal at St Mary's College, Blackburn. He commented on the very positive contribution she has made to the success of the College, and she will be greatly missed. Discussions are taking place which will determine her leaving date; and how her role will be covered in the future.

RESOLVED to congratulate the Deputy Principal on her new appointment, and record the Governing Body's thanks for the valuable contribution she has made to the development of Holy Cross College. It was agreed to delegate to the Chairs' of Committees Group the responsibility for determining the detail of a post that covers the responsibilities currently undertaken by the Deputy Principal. This Group should also determine the membership of the Selection Panel as outlined in the College's Articles of Government (para 19).

- **Sixth Form College Association Impact Survey** - the Principal introduced the latest Funding Impact Survey from SFCA. He referred to the SFCA press campaign that was launched to draw attention to various aspects of the Report
- **Enrolment** -- the Principal informed the Governing Body that the total of enrolled students was 2111 according to the parameters of the ILR at the time of submission (formerly called the 'census date')
- **Sporting Success** - the Principal highlighted the exceptional sporting success detailed in the news bulletin compiled by the Head of PE (Mr C Shepherd). He commented on the many team and individual successes. The Governing Body asked that their congratulations be passed on to the students and staff in achieving such positive results

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

1971 QUALITY AND STANDARDS COMMITTEE REPORT

The Deputy Principal outlined the contents of the Report which included items discussed at the meeting of Quality and Standards Committee held on 18 October 2016 i.e.

1. Surveys Review
2. College Performance Indicators and Corporate Targets
3. Exam Results and Value Added 2015/16 (the DP was able to update Governing Body from the latest ALPS report since the Q&S meeting, which confirmed that we have moved from 5 to 4 level at AS, and 6 to 5 at A level).
4. Teaching and Learning – Lesson Observation Reports

1. SURVEYS REVIEW 2015 – 2016

This Report which summarised the outcomes of the surveys undertaken during the Academic Year 2015 – 16. These included

- Learner Voice Induction Survey - November 2015
- Learner Voice Subject Survey - April 2016
- Parent/Carers Survey - March 2016
- All Staff Cross - College - June 2016
- All Staff 'What Matters Most at Holy Cross College Project' from September (2015)

The Summary Report shows the most significant responses for each Survey. Where appropriate, areas for development have been identified. Governing Body emphasised the importance of receiving feedback from staff in order that any issues can be addressed. Committee noted the summary of Key Areas for Development in 2016-2017.

RESOLVED: To accept the Report, with thanks; and agree the list of Key Areas for Development arising from all surveys

2. COLLEGE PERFORMANCE INDICATORS & CORPORATE TARGETS (PICT) 2015 / 2016

The Deputy Principal introduced the report which included an update on the Performance Indicators and Corporate Targets (PICT) set by the Governing Body for 2015/16; plus, suggested targets for 2016/17. As agreed last year the number of PICT measures has been reviewed, and reduced.

Governors discussed the changes to PICT measures made in 2015/16, and those proposed for 2016/17. Governing Body noted the positive changes to the Value Added/ Progress Indicators (PICT no 17/18)

RESOLVED: to approve the revised College Performance Indicators and Corporate Targets 2016/17 report. The Governing Body recorded its thanks to staff for achieving such positive outcomes.

3. EXAM RESULTS AND VALUE ADDED 2015/16

The DP explained the format of the Report which included the following sections:

Results: The DP explained how 'achievement rate' has been calculated (used to be referred to as 'success').

This section includes a table showing headline results at AS level and A2 level over the past 3 years (2014/ 2015/ 2016) compared with the 2015 sixth-form college (SFC) and national averages. Governors noted the pleasing improvements to results in 2016

The Performance of Individual Subjects: Governors recognised that headline results mask a degree variability between different subjects, reflecting a range from excellent to a minority that are disappointing

Subjects identified as causing concern were involved in the "Support and Progress" reviews during 2015-16. Appendix 1 of the Report includes a summary of the results for all subjects involved in the process against previous performance. The provision of leadership support and the implementation of enhanced performance management strategies, in most cases resulted in improvements.

Governors congratulated the teams where interventions had led to major improvement. They also welcomed the improvements in those subjects where it was still nevertheless felt that there was room for further improvement. The Governing Body approved the subject areas for continuing or new support, and noted with approval changes of staffing in key areas.

Performance of other qualifications Governors noted that success for Level 3 Diploma qualifications and GCSE Maths and English are well above SFC, GFE, and national averages. The L3 Certificate is also slightly above the national average but the aim is to improve this further

Outcomes by Equality and Diversity Groups the Report outlined key points regarding outcomes by Equality and Diversity Groups. These included:

- The outcomes of white and Pakistani-heritage students
- Gap in achievement between males and females
- Outcomes of students from deprived backgrounds

Value-Added Performance The Deputy Principal explained that the final ALPS report is now available. Value added scores for AS, A2 and the Diploma Qualifications show improvement in 2016, and all above the scores for 2015.

Attendance and Punctuality College has high levels of attendance and punctuality, but there is room for improvement in some areas which could have an important bearing on success rates.

Destinations Progression of students to University is very high.

Management Actions: The DP outlined the significant actions taken by Management, and the change in leadership of some subject areas. Governors welcomed the student intervention strategy which identifies very clearly the process for following up any concerns about the progress of an individual student.

RESOLVED to approve the Report. Members of Governing Body felt that they continue to be in a better position to understand teaching, learning and assessment issues; and also, to regularly monitor progress throughout the year. They acknowledged the actions taken by Management, and look forward to a successful year in 2016/2017.

Governing Body asked that their congratulations to all staff and students for achieving often excellent results should be recorded, and encouragement be given to those working at strategies for improvement

4 TEACHING AND LEARNING - LESSON OBSERVATION SUMMARY REPORT 2015/16

The DP presented the report and explained the changes that have been made to the lesson observation process. The new approach scrutinises assessment, intervention, attendance, retention and contribution to personal development, behaviour, and welfare. A lesson observation remains at the centre of the process but this is now contextualised by the other data.

The DP commented on the strengths and weaknesses of the new system, and explained how it had worked in terms of it linking with other aspects of teaching and learning. She also outlined the changes in the Peer Observation Process (POP) has been changed. In 2016/17 teaching staff will choose between peer observation and collaborative action research. Those who opt for the former will be paired with a colleague from a broadly comparable subject area. Those who wish to undertake the latter will formulate and carry out a practice based investigation with at least one other colleague. A list of suggested research areas will be compiled from the audit of last year's Teaching & Learning Reviews.

Governing Body discussed and agreed the Report's recommendations i.e.

- Clear and seamless links between Reviews of Teaching & Learning.
- Further lesson observation training for line managers and training for aspiring line managers.
- All judgements/comments to be accompanied by supporting evidence
- Reduction in the amount of paperwork.
- Review findings to generate action research.

These recommendations will be addressed through the self-assessment process and relevant actions identified in the Leadership and Management Quality Improvement Plan

RESOLVED to accept the report with thanks, and recognise the high standard of developmental activity being undertaken by staff

1972 PROPERTY STRATEGY UPDATE

The VPR presented the Report which covered progress made on the 'New Entrance and Reception' Project. Governing Body noted that regular meetings have been held with the Architects (Walker Simpson); and that the Project Monitoring Group (PMG) have met twice to review the proposals. Governors discussed proposals in the Architect's Interim Report (AIR) dated October 2016; and the Order of Cost Estimates (CE). It was agreed:

1. to approve the Manchester Road Elevations shown on page 10 of the AIR
2. to approve the floor plans shown on pages 5 and 6 of the AIR, subject to minor amendments of void spaces
3. to approve the budget costs detailed on pages CE5 – CE9 and page CE14 (summarised in Table 1 of the overall Property Report)
4. to approve the timeframes and stages as shown in Table 2 of the overall Property Report

1972 PROPERTY STRATEGY UPDATE continued

Governors noted that Phase 1 of the 'Quad Link' is included in the 'New Entrance and Reception Project'. Possible Phases 2 and 3 were discussed by Property & Finance Committee and they agreed that these should be included in the Planning Application; and to ask the architects to explore the cost of refurbishing the Courtyard.

RESOLVED to receive the Report with thanks, and approve the proposals outlined above

The VPR reported on a new project aimed at creating an astronomical observatory for the College located at the top of the Physics/ Science tower. Governing Body recorded their thanks to Stuart Rodgers, Head of Physics, for driving this idea, and obtaining a research grant to fund the venture

1973 GOVERNANCE SELF-ASSESSMENT REPORT

Governors discussed a Report which detailed some outcomes of the 2015/16 Governance Self - Assessment Review (SAR). They noted the approach adopted in compiling the SAR; and considered suggestions relating to areas of governance that perhaps need improvement.

Members of Governing Body also assessed the evidence provided in the Report, with a view to deciding what should be included in the overall College 2016/17 SAR (Leadership and Management Section) relating to Governance.

The Governing Body agreed the elements that should be included in the overall College SAR; with the following amendment:

RESOLVED to

- (a) approve the outcome of the 2015/ 16 Governance SAR – 'Leadership and Management'
- (b) approve the 2015/16 Governance SAR
- (c) approve the areas that should be included in the 'Leadership and Management' section of the overall College 2016/17 SAR

1974 HEALTH AND SAFETY/ SAFEGUARDING REPORTS

The VPR presented the Report which included:

Health & Safety Executive

- o College Health and Safety Policy
- o Accident Incident Summary Support
- o Health & Safety Training
- o Progress on Safety related activities – evacuation/ Health and Safety Committee meetings/ Departmental Safety Audits

Update on activities relating to Safeguarding/ Prevent

- o existing and new staff receiving training on safeguarding. Governors noted that new online training has been introduced for all, including Governors. The Clerk agreed to email the link to the online training package. Governors noted other Prevent related activities, including exploration of 'British Values' within the context of equality, diversity and inclusion.
- o Safeguarding Policy constantly reviewed and updated, and now embeds the Prevent Strategy;

Supporting Vulnerable Students

- o increase in number of students receiving support/ monitoring (296 Learning Support; 290 Pastoral Support)

RESOLVED: To accept the Report with thanks. Governing Body recorded their thanks to Mr P Murphy and other staff who have covered the responsibilities of the VP (Pastoral) during his absence.

1975 MINUTES OF COMMITTEE MEETINGS:

The Chair of Governing Body 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.

- Property and Finance 13 September 2016
- Personnel Committee 12 October 2016
- Quality and Standards 18 October 2016
- Property and Finance 8 November 2016

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

1976 ANY OTHER BUSINESS

1. International Visits

The Clerk tabled a paper detailing a proposed International Visit:

Lourdes Pilgrimage 28 July – 3 July 2017

RESOLVED to approve the Lourdes International visit

Staff and Student Governors left the meeting

1977 RESTRICTED ITEM - Teaching Staff Salary Agreement for 1 January 2017

Meeting ended 7.45pm