



## **GOVERNING BODY**

### **MINUTES**

of the meeting held on Wednesday 8 March 2017 at 6.30pm

#### **PRESENT**

Sister P Ainsworth  
Mr P Campbell;  
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 Noblet  
Mrs S Smith

#### **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)

- 1978 APOLOGIES FOR ABSENCE** Apologies for absence were received from Mr P Banks; Mr M Bentley, Mr P Brown, Mr A Lilley, Mrs H Stainton, Mr M Stout
- 1979 DISCLOSURE OF INTERESTS** No member of the Governing Body declared a personal interest in relation to any item on the agenda.
- 1980 MINUTES OF MEETING HELD ON 30 NOVEMBER 2017**
- The minutes of the meeting held on 30 November 2017, having been circulated previously, were approved, and signed by the Chair.
- 1981 MATTERS ARISING FROM THE MINUTES**
- Minute 1963 Liege Pilgrimage** Sr Veronica Hagen informed the Governing Body that the Daughters of the Cross (English Province) have invited Mrs Anne Fox to join them on their trip to Liege for the Translation of the Body of Blessed Marie Therese to the Cathedral. Members of Governing Body were pleased that the Chair could accept the invitation, thus ensuring the College was represented at the event.
- 1982 GOVERNORS APPOINTMENTS**
- The Clerk introduced the Report which included the current position regarding appointments/resignations; and vacancies that will arise over the next three years (Appendix A). He commented that whilst there are a number of experienced people leaving it does provide an opportunity to recruit 'new blood' onto the Governing Body. Governors discussed how the process should be managed and it was agreed that the current membership of the Search Committee plus two other members be given the task of overseeing the process of identifying the skills that are needed; then making recommendations to the Governing Body.

## 1982 GOVERNORS APPOINTMENTS continued

Appendix B of the Report shows the current membership of Committees, and current vacancies. The Clerk also informed the Governing Body that the Support Staff Governor, Mrs C Chrystie, has tendered her resignation with effect from 31 March 2017. Governors thanked Mrs Catherine Chrystie for the valuable contribution she has made to the work of the Governing Body.

Governing Body discussed possible options and:

### **RESOLVED** to

1. appoint Mrs H Leyden to Personnel Committee
2. to appoint Mrs M Jones as Chair of Personnel Committee

## 1983 PRINCIPAL'S REPORT

The Principal tabled his Report which included:

- Mission and Ethos - Marie Therese Day celebrations. Governors invited to attend the annual College production "Miss Saigon".
- OFSTED Inspection - Discussed elsewhere on the Agenda
- Deputy Principal - Principal informed the Governing Body that the Deputy Principal will be remaining at Holy Cross, rather than taking up an appointment elsewhere.
- Destinations - Governing Body noted that the College is 6<sup>th</sup> in the Country amongst sixth form colleges for successful University entry (71% of students gaining places at UK Higher Education Institutions). Governors also noted the high level of students entering Russell Group Universities; and that the recent interview round has yielded 8 Oxbridge offers in 2017.

**RESOLVED** to receive the Principal's Report

## 1984 MANAGEMENT ACCOUNTS TO 31 JANUARY 2017

The DFF introduced the Management Accounts for the period ending 31 January 2017, and clarified matters raised. These included:

- Enrolment
- Exam costs
- Pension Fund
- HE provision
- Pay Expenditure - The Governing Body noted that the Annual Pay Award for Support Staff had been agreed. It involves an overall 1% increase, plus some adjustments to the Salary Pay Spine. The decision on the approval of the Agreement was delegated to the Chair of Governing Body.
- Financial Performance Indicators
- Statement of Comprehensive Income

**RESOLVED:** to approve the Management Accounts, for the period ending 31 January 2017; and to delegate the adoption of the Support Staff Salary Agreement to the Chair of Governing Body.

## 1985 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 five times to review the proposals. Various aspects of the Project will be phased, and the detail is set out in a tabular form:

**Phase 1** includes construction of a new entrance feature, including a walkway alongside college hall. Remodelling of Summerfield visitor reception area to form Finance Department, Adaptations to Drama Studio, Linking the new reception area to both Marie Therese and Summerfield buildings.

## 1985 PROPERTY STRATEGY UPDATE continued

**Phase 2** includes Construction of walkways alongside Summerfield and Maureen Haverty buildings together with external landscaping and remodelling of Quad

The revised estimated shown costs for Phase 1 is £39,600 higher than previously reported. Governing Body agreed the additional budget costs

Costs for Phase 2 are included for information. It is proposed that the construction tender is sought for both Phases. The contract would be set up to commit to Phase 1 with an option to go ahead with Phase 2 when resources are available. The plan is that Phase 1 can be completed in 40 weeks – finishing at the end of April 2018. This would give an option to go ahead with Phase 2 starting in July 2018. Any decision to proceed with Phase 2 would be made by Governing Body depending on resources available etc.

Key timetable dates for the Project includes:

- 9 June Open Tenders
- 23 June Appoint Contractor

It was **RESOLVED** that Governing Body:

1. Received the Report with thanks
2. Approve the revised overall budget costs
3. approved the tender process and timetable
4. delegate the appointment of the contractor to the Project Monitoring Group; and report their decision to Governing Body meeting scheduled for 5 July 2017

## 1986 PERSONNEL COMMITTEE

This Report deals with new statutory regulations relating to occupational pension schemes, and proposed discretions relating to the Local Government Pension Scheme (LGPS). The Chair of Personnel committee informed Governors that Pension regulations have awarded greater flexibility to both employers and workers within a secure statutory-based pension environment. New regulations, which came into effect from 1 April 2014, introduced further discretions to achieve greater flexibility within the statutory scheme.

The College has a responsibility to formulate, publish and keep under review a policy statement on the College's approach to dealing with the pension discretions available under the LGPS and related regulations. The Personnel Committee considered a draft 'Local Government Pension Scheme Employers Discretions – Statement of Policy (LGPSED Statement of Policy) at its meeting held on 15 February 2017 (minute 667 refers). The Committee felt that the draft was adequate as a working document but needed further revision aimed at making it more relevant, efficient, and effective.

Committee felt that it would not be appropriate to try to amend the document at this stage, but rather delegate the task to a group consisting of the HRM/ DFF, and a governor from Personnel Committee. In the meantime, it was agreed that the LGPSED Statement of Policy should be recommended to Governing Body (at Governing Body Meeting on 8 March 2017) as an interim policy; and the Working Group detailed above be asked to review the Policy and submit an amended document to the Governing Body Meeting scheduled for 10 May 2017.

**RESOLVED** Governing Body accepted the recommendation of Personnel Committee to adopt the LGPSED Statement of Policy should be adopted as an interim Policy Statement

## 1987 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.

- Audit Committee 16 November 2016
- Personnel Committee 15 February 2017
- Remuneration 15 February 2017

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

**1988** **OFSTED INSPECTION OUTCOMES** The Principal / Deputy Principal tabled two documents:

1. Inspection 2017 – Findings and the Way Forward
2. Post-Inspection Action Plan – draft

The Principal informed Governing Body that the OFSTED Inspection Report 2017 Report has not yet been released and the data included in the tabled documents is the best estimate of outcomes, and is shared in confidence to guide discussions.

**Document 1** Includes the presentation made to staff highlighting

- Outline of possible Key Judgements
- Background to the Outcomes judgement
- Key strengths and weaknesses
- Plan of Improvement Actions

It is acknowledged that this document may need amendment once the final Inspection Report is received

**Document 2** is aimed at addressing the outcomes of the Inspection Report. This Plan will need to be amended in light of the final Report findings. However, it provides a working document to enable some issues to be addressed immediately.

**RESOLVED** to arrange a Special meeting of Governing Body to discuss in detail the outcomes of the OFSTED Inspection Report on Monday 20 March 2017 at 2.00pm

**1989** **ANY OTHER BUSINESS**

The Chair asked that the Governing Body recorded its thanks to Sr Veronica Hagen, and Mr Les Jones who were leaving the Governing Body after many years' valuable service.

**Principal; Deputy Principal; Director of Finance and Funding; Vice Principle (Resources) and Clerk to Governors left the meeting**

**1990** **RESTRICTED ITEM - Remuneration Committee**

Meeting ended 8.45pm