



GOVERNING BODY

MINUTES

of the meeting held on Wednesday, 9 May 2018 at 6.00pm

PRESENT

Sister p Ainsworth
Mr M Bentley
Mrs A Fox (Chair)
Mr D Frost
Mrs K Hayhurst
Miss I Lewandowski
Mrs H Leyden
Mr T Noblet
Mrs H Stainton
Mr J Sweeney
Mrs P Walsh

IN ATTENDANCE

Mrs A M Cassidy (Director of Finance and Funding)
Mr C P Wood (Vice-Principal Resources)
Mrs R Szolkowska (Deputy Principal)
Mrs J O'Rourke (PA to the Principal)

The meeting began with a prayer said by Sister Pat Ainsworth and Jean McCool's husband, Barry, who passed away recently, was remembered in everyone's thought and prayers. This was followed by a brief introduction of all in attendance due to there being a number of new Governors attending.

2069 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr P Brown, Mr P Campbell, Mrs M Jones, Mrs R Khan, Mr A Lilly, Mrs J McCool, Mrs S Smith, Mrs E Hoyle.

2070 **DISCLOSURE OF INTEREST**

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

2071 **MINUTES OF THE MEETING HELD ON 21 MARCH 2018**

The minutes of the meeting held on 21 March 2018 were approved and signed by the Chair.

2072 **MATTERS ARISING FROM THE MINUTES**

Governor's appointments – Mr Jim Sweeney was welcomed and thanked for taking on the appointment as Foundation Governor. Mr Sweeney agreed to fill the vacancy on the Personnel Committee.

2073 **PRINCIPAL'S REPORT**

The Principal's report had been circulated and Mr Frost highlighted various aspects which included:

Mission and Ethos - the Mass for the 10th anniversary of the passing of Sister Mary Kelly was held on 30 May and a lot of staff (past and present) and a number of Governors were able to attend.

Heidelberg University – the link with them is continuing and their Director of Music, Dr Carol Dusdiecker, will be visiting from 15-17 May and giving a recital at 1.30 on Thursday, 17 May. All staff and Governors are welcome to attend.

Ofsted Support and Challenge - The Principal highlighted the main points from his report and stressed the need to drive improvement more quickly and more consistently. The newly appointed Deputy Principal will be focusing on this and she explained the work undertaken since her arrival. The pace of work and teaching and learning are a priority. The Principal would discuss with the Clerk to the Governors the protocols of sharing more widely the most recent letter from Suzanne Wainwright following her Support and Challenge visit. The Chair and Chair of Q&S have already received this and it is on the agenda of the forthcoming Q&S. The Vice Chair asked for wider dissemination.

University Centre – are being assessed by the Quality Assurance Agency for HE (which is equivalent to an Ofsted Inspection). This was being held on 9 and 10 May. We will be awarded one of three categories which are “confidence”, limited confidence” or “no confidence” in our academic standards and student academic experience. We should know the result in approximately two weeks. Stella Smith attended as the Governors’ representative. Liverpool Hope gave us high level support towards the process. The Principal paid tribute to our team led by Alison Murray for the wonderful work leading up to and during the Review.

RESOLVED: The Governors received the report and thanked the Principal.

2074

DIRECTOR OF FINANCE AND FUNDING REPORT

The Property and Finance Committee took place on 1 May and put forward various recommendations for Governing Body’s consideration and approval as follows. The Director of Finance highlighted and explained the specific KPIs looking at financial performance.

Income balance/income percentage - the Governing Body agreed with the recommendation as break even for the 2018/19 and 2019/20 budget.

Pay to income ratio – a discussion regarding the extensive efficiency measures in staffing and other areas took place and a further explanation of how funding has been withdrawn consistently over the last ten years. A proposal has previously been presented to Governors about how we will make savings with changes to management structure etc and wider staffing decisions. The Governing Body approved as KPIs a one year pay to income ratio of 75% and a three year pay to income ratio as 73%.

Student number targets – the Director of Finance explained how the census funding worked following which the student numbers of 2192 at the census point for the year 2018/19 and 2019/20 was approved by the Governing Body.

The management accounts for the eight months to 31 March were presented and approved by the Governing Body.

RESOLVED: The Governors approved the KPIs and targets as above and approved the management accounts for the eight months to 31 March and thanked DFF for her report.

2075

PROPERTY STRATEGY REPORT

A property report produced by the Vice Principal (Resources) was circulated and summarised.

Potential purchase and redevelopment of 176-178 Manchester Road

Discussions took place on whether we progress to the point where we go back to the planning department to see if they will give us a favourable response; (a) do we continue work on a planning application and (b) do we put financial allowance for this development in the next financial forecast?

A full discussion took place and the Governors debated exploring the purchase of this property further and whether this would directly benefit students and quality improvement, or hinder it. A paper regarding the additional running costs of the building was shared and explained by the DFF. The Deputy Principal explained that she is exploring timetabling and use of the present facilities.

RESOLVED: (a) that the preparation for planning be continued and Mr Woods will report back at the next meeting, but (b) we do not include provision for undertaking the project at this stage, in the financial forecast.

New entrance reception and cafe

An up-date on progress was shared and the entrance and café should be open for business after half term. The Property and Finance Committee had met and approved further financial and construction matters that were shared for Governors approval:

- Additional external works involving significant improvements to the Manchester Road drive and access route – cost £26,450.
- Replacement of ground floor windows to drama studio, courtyard elevation – cost £8,000
- Works to gable end of Summerfield Building to stabilise the structure and improve appearance – cost £19,000.

RESOLVED: Governors approved the extra work and costs outlined above.

The revised programme for phase two of the work was shared:

Start refurbishment of the old Summerfield reception area on 11 June
Start refurbishment of the drama studio on 25 June
Start quad work on 16 July
Complete phase two by the end of August.

RESOLVED: Governors approved the revised programme as above.

Cleaning contract

The Property and Finance Committee discussed the possibility of a review of the cleaning contract and asked management to report back at the next P&F Committee on whether to go to tender or whether to take the provision in house.

RESOLVED: Governors supported the review of the cleaning contract.

2076

AUDIT COMMITTEE

The Audit Committee minutes from the meeting held on 14 March were presented which outlined the internal audit of the student bursaries review, which had been completed and received a positive assurance.

General Data Protection Regulations – a working group has been established to ensure all staff in college are compliant with GDPR. A draft GDPR policy was presented to the Governing Body for approval, which had previously been approved by the Personnel Committee. A discussion regarding the possible appointment of a Data Protection Officer took place.

RESOLVED: the draft policy was supported and approved by Governors. Training for Governors in this area will be arranged. CLT to make recommendations on the appointment of a Data Protection Officer in due course, keeping the Personnel Committee informed, which would be reported to the Governing Body.

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HEALTH AND SAFETY AND SAFEGUARDING REPORT

A health and safety report covering the period from November 2017 to May 2018 was circulated and summarised. An internal audit had recently been carried out in this area and they received excellent feedback to show that the systems, procedures and policies are working in that area.

A fire drill had recently taken place which was initiated by the building contractors. We did witness complacency during the evacuation, potentially due to the increased number of false alarms during building works, which will be addressed.

Alertus system – the Vice Principal (Resources) explained to Governors the new Alertus web based software system we have in place which will enable staff to communicate with staff and students in an effective way in an emergency.

RESOLVED: reports accepted and approved.

2078 **DIARY OF FUTURE MEETINGS INCLUDING THE STRATEGIC PLANNING DAY**

The Strategic Planning Day is arranged for 21 June at the Old Mill, Ramsbottom.

2079 **DATE AND TIME OF NEXT MEETING**

The next Governing Body meeting planned for 4 July at 5pm.

2080 **ANY OTHER BUSINESS**

As a newly appointed Governor, Miss Lewandowski asked if it would be possible to have a formal tour of the college. It was agreed that the Principal would ask his PA to arrange once the new facility was open at the end of May/beginning of June.

Chair of Governors – the Chair advised that she intended to retire as Chair of Governors in July. The Governors would need to discuss the appointment of a new Chair.

Sister Pat Ainsworth – The Governing Body thanked Sister Pat for her role on the Governing Body as it was possibly the last time she would be able to attend. The Principal would be delighted to invite her to future college events.

The meeting finished at 20.20 hours.