

AQUINAS COLLEGE GOVERNING BODY

Meeting: 23 June 2009

Time: 4.30pm

Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Mrs M Bentley, Mr J Braithwaite, Mrs C Calverley, Mr P Carpenter, Mrs C H Dove, Mr D Fowell, Mrs H Kelly, Mrs P Lynch, Cllr T P McGee, Mr A Moss, Mrs E Rice, Prof A Trinci, Dr A Smith (Principal) and Fr V Whelan

IN ATTENDANCE

Mr G Hill	Assistant Principal
Mrs D Blackburn	Assistant Principal
Mr D Pearson	Assistant Principal
Mr T Conlon	Clerk to the Governing Body

Cllr T P McGee in the Chair.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Beckitt, Miss M Braithwaite, Mr L Byrne and Mr P Feehily. Mr P Carpenter also submitted an apology for his late arrival

The Chairperson advised the Governors that Paul Feehily's term of office as a parent governor ceases on 3 August 2009 and that Paul would not be seeking re-election due to the fact that he was now working in Carlisle. The Governors recorded their thanks to Paul and wished him all the best in his new post.

2. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest, which they may have in any of the items on the Agenda for this meeting. No interests were declared.

3. (i) GOVERNING BODY MINUTES

RESOLVED - That the minutes of the meetings held on 3 March and 6 May 2009, copies of which had been circulated previously, (a) be approved and signed by the Chairperson as a correct record and (b) be authorised for publication in accordance with the College Instrument and Articles.

The Governors recorded their thanks to Phillipa Ollerhead and Ed Lack for the presentation on 6 May 2009.

3. (ii) MATTERS ARISING FROM THE GOVERNING BODY MINUTES

There were no matters arising that were not included on the Agenda.

4. (i) COMMITTEE MINUTES

RESOLVED - That the minutes of the following Committee meetings, copies circulated previously,

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| (i) Audit Committee | 8 June 2009 |
| (ii) Finance and Building Committee | 9 June 2009 |

(a) be approved and signed by the Chairperson as a correct record and (b) be authorised for publication in accordance with the College Instrument and Articles.

4. (ii) MATTERS ARISING FROM THE COMMITTEE MINUTES

a) Audit Committee – 8 June 2009

i) Governance – Instrument and Articles

A review had demonstrated that the college had implemented the required changes to the Instrument and Articles, therefore, no recommendations to enhance the control environment in this area were made.

ii) Strategy for Internal Audit 2009/2010 – 2012/2013

The revised Audit plan for 2009/2010 had been approved along with the updated Strategy for Internal Audit for 2009/2010 – 2012/2013. The auditors had been very complimentary about the work of Debbie Blackburn, Assistant Principal (Finance).

b) Finance and Buildings Committee – 9 June 2009

i) Charging Policy for Adult and Continuing Education Courses

RESOLVED: That the recommendation made by the Finance and Buildings Committee in relation to the fees to be charged for Adult and Continuing Education Courses for 2009/2010 be approved.

ii) Health and Safety

Governors noted that a report covering a) Issues as a result of the building work and b) Plans for when the new building is occupied had been considered and approved.

iii) Authorisation of the Three Year Financial Plan

RESOLVED: That the Chair of Governors be authorised to sign the Three Year Financial Plan on behalf of the Governing Body.

iv) The Budget for 2009/2010 was a separate item on the Agenda for this meeting.

c) Remuneration Committee – 23 June 2009

RESOLVED: That the recommendation made by the Remuneration Committee in relation to the salary increases for the Principal and Vice Principal be approved.

5. BUDGET 2009/2010

The Finance and Buildings Committee had considered the Draft Budget for 2009/2010 on 9 June 2009. The Finance and Building Committee had recommended the budget for acceptance to the Governing Body.

Mrs Blackburn and Dr Smith drew Governors' attention to the papers that had been circulated to Governors in relation to the proposed budget for 2009/2010. The papers contained a) a spreadsheet of cash income and expenditure b) the same converted into accounting format and c) a text summary.

The LSC has confirmed that the income from them for 2009/2010 will be £8,949,820 compared with £8,719,579 for 2008/2009 and is an increase of £230,241 or 2.6% from 2008/2009. The draft budget shows a contingency reserve of £335,793. This is consistent with 2007/2008 and this level of surplus is required to allow the college to cover the increased charges for interest and other costs when it moves into the new building.

Dr Smith advised the Governors that the teaching staff budget was likely to increase by a further £40,000 in part due to the number of staff who are on or will be taking maternity leave. In addition there are a number of staff on long term sickness. The support staff budget is likely to reduce by about £40,000 which will counter the increase in teaching staff costs.

Governors were reminded that the capital project has a major impact on the balance sheet. The budget reflects the new capital project as far as is possible and all figures are based on the capital project submitted for final approval. There could still be timing differences as the year goes by between the budgeted and actual cash flow. As the year progresses, these figures will be revised on a regular basis.

RESOLVED: That the budget as presented be approved.

Mr P Carpenter arrived at this point in the meeting.

6. (i) PRINCIPAL'S TERMLY REPORT

The report of the Principal, copies of which had been circulated, was presented and discussed.

RESOLVED - That the Principal's report be received.

6. (ii) MATTERS ARISING FROM THE PRINCIPAL'S TERMLY REPORT

The Principal indicated that in order to assist Governors he had highlighted key words in his report.

a) Introduction

i) The Equality and Human Rights Commission has approached all 16 Catholic sixth form colleges questioning the legality of their admissions arrangements. Dr Smith as Chair of the Catholic Principals group (ACVIC) has been meeting with lawyers and the Catholic Education Service to produce a reply to the Equality and Human Rights Commission. The DCSF has clearly indicated that if there is a legal problem, legislation will be introduced to remove the difficulty and ministerial commitment to that seems to have been secured.

ii) The LSC has informally advised the college that it will be awarded Beacon Status. Confirmation is awaited from the Department of Business Innovation and Skills and the college should be presented with the award at a ceremony in London just before the end of term.

iii) The new building is progressing as planned and there is good news in respect of the loan repayments. With interest rates substantially lower than anticipated the annual repayments will be lower than what the college was paying a few years ago, therefore, the college will not have a crippling debt as a result of the new building.

b) Admissions

The Induction Programme for new students will take place on 29 and 30 June 2009. The General Purposes Committee meets on 6 July 2009, which is after the induction days. This will enable judgements to be made on the basis of the most up to date information.

c) Staffing

Dr Smith reported on the resignations and appointments that had been made to the college and indicated that several long standing members of staff would be retiring at the end of the current academic year. In addition other members of staff were moving on to new professional challenges. Dr Smith also reported that 18 colleagues had taken, or would be taking maternity leave this year and there has been significant amount of staff on paternity leave.

The Chair of Governors undertook to write to staff on behalf of the Governors thanking them for their dedication and hard work that they have given to the college.

d) Building Issues

i) Mobile Classrooms – In May 2009 a serious leak developed in one of the mobile classrooms. This happened after the L6 had started their exam leave, so classes were re-allocated. The repairs should be completed in time for the start of the new academic year.

ii) Multi Use Games Area (MUGA) – The acquisition of the new MUGA has brought with it problems associated with unofficial use. It has been necessary to introduce security patrols and CCTV cameras. The situation has improved in recent weeks and it will be monitored closely.

7. THREE YEAR DEVELOPMENT PLAN

It was noted that The Three Year Development Plan (non financial) was not yet complete and that it had to be submitted to the LSC by 31 July 2009.

RESOLVED: a) That the Chairperson be authorised to agree any amendments or adjustments on behalf of the Governing Body before it was submitted to the LSC.

8 BUILDING DEVELOPMENTS

Mr D Pearson, Assistant Principal gave an update on the developments since the Governors last meeting. Governors noted the following developments:

- a) Work is progressing on the aluminium cladding to the front of the building and brickwork to the rear.
- b) The work on the interior of the building was starting to take shape.
- c) The MUGA is now in use and landscaping will progress over the next few weeks.
- d) The site is clean and tidy and extremely well run.
- e) Staff are working on the planning of the interior of the building
- f) The target date for completion remains May/ June 2010.
- g) The college continues to keep local residents informed of developments. A meeting with the three local councillors and neighbours was held on 11 May 2009 and another meeting has been arranged for 23 September 2009 at 6.30pm at the college.
- h) The LSC is meeting its commitments in paying the bills as agreed, with approximately £2m being spent every month.

The Chairperson reiterated the need for students at the college in the next 12 months to have a good experience and that their studies should not to be disrupted by the building work that was going on around them.

The Student Governor reported that there had been instances where by female students had been harassed by some of the builders. Dr Smith confirmed that there had been an isolated case and that it had been dealt with.

A discussion took place on the energy costs of running the new building. Mr Pearson advised Governors that whilst the size of the new college would be bigger it is anticipated that due to efficiencies the energy costs would be about the same. However, there would be additional expenditure on cleaning costs due to the increase in the floor area.

9. CHAPLAINCY REPORT

RESOLVED: i) That the Chaplaincy Report that had been included in the Principal's Report be received and ii) that all the staff involved be thanked for their hard work. .

10. CALENDAR OF MEETINGS 2009/2010

A schedule of meetings for the Academic Year 2009/2010 had been circulated to all Governors for information. The schedule was approved subject to possible changes in the Autumn Term to allow audit reports to be prepared. The Clerk was asked to email a revised Calendar to Governors.

11. CHAIRPERSON'S ACTION

The Chairperson advised the Governors that there were no actions since the last meeting.

12. CORRESPONDENCE

No correspondence was brought forward for Governors consideration.

13. ANY OTHER BUSINESS

i) Dr Smith – The Governors noted that Dr Smith had completed 20 years as Principal of the college and recorded their appreciation of the work that he has done since his appointment.

ii) Governor Training – Dr Smith asked Governors if they were interested in joint training with the 5 local catholic sixth form colleges. Dr Smith was asked to pursue the matter with the other colleges.

iii) End of Term Celebrations – All Governors were invited to the end of term celebrations on 10 July 2009 which would be held in the Joseph Meyer Building at 12.30pm. There would be an opportunity to see the MUGA facilities.

14. DATE OF NEXT MEETING

Autumn Term meeting - 10 November 2009 at 4.30pm

Signed _____
Chairperson

Date _____

Terry Conlon
Clerk to the Governors