

AQUINAS COLLEGE
GENERAL PURPOSES AND EMPLOYMENT COMMITTEES

Date: 6 July 2009
Time: 4.30pm
Venue: The College

GOVERNORS PRESENT

Mrs M Bentley, Mr D Fowell and Prof A Trinci

Prof A Trinci in the Chair

IN ATTENDANCE

Dr A Smith	Principal
Mr E Moore	Vice Principal
Mrs H Sturley	Admissions Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr P Beatty, Mr L Byrne, Mrs H Kelly and Mrs E Rice and Dr Smith for his late arrival.

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. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 3 February 2009 were agreed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes other than those already on the Agenda for the meeting.

5. ADMISSIONS 2009/2010

After the induction days Mrs Sturley had produced a paper that showed an analysis of the applications received and this was circulated for information.

The paper showed the following:

	2009	2008	2007	2006	2005
Attended induction	869	944	888	821	900
Extra induction	53	48	90	58	58
Late category 1- 4	41	55	48	34	30

Students whose parents attended induction	502	559	545	473	532
No. of offers made	1245	1252	1251	1036	
New students predicted	913	1014	1029	942	

A comparison with previous years shows that the number who attended induction this year was slightly lower. The predicted new student admission figure for September 2009 had fallen from 953 to 913.

If there are 913 new entrants and an expected 50 recycled L6 students, this would give a total L6 of 963 against a planned target of 1001.

The U6 numbers are likely to be around 850.

Governors noted that 41 late category 1-4 students had been invited to the extra induction afternoon along with four category 5 students. In addition there were two students with health problems and two students with particular curriculum needs that cannot be accommodated elsewhere who would also be admitted to the college.

A discussion took place on the possibility that more students from Bramhall High School were going to Wilmslow High School and that students who live in the north of borough were going to Parrswood High School.

RESOLVED: That the above strategies be recommended to the Governing Body for approval.

6. ADMISSIONS 2010/2011

It was felt that there was a need to review the 2009/2010 admissions outcome before making any decisions for 2010/2011.

It was noted that there had been a drop in applications for admission to the college for 2009/2010 although much more modest than the demographic trends and this may result in fewer students being admitted in September 2010 (there are about 400 fewer Stockport 16+ students). There is, however, the unknown impact of what the new building will have on applications. By 2010/2011 the new building will be open and this could lead to an increase in applications.

The closing date for applications for 2010/2011 is 30 November 2009 with the telephone applications being on Saturday 5 December 2009

Mrs Sturley left the meeting at this point.

7. ANALYSIS OF STUDENT WITHDRAWALS

Mr Moore circulated a paper that gave details of the number students who had withdrawn from Aquinas after starting their course of study in September 2008. The analysis showed that 82 students had left during their 1st year and that 35 had left during their 2nd year. In general the students had gone to other colleges on a

mix of vocational courses, apprenticeships programmes and employment although there were 60 students where the reason for their leaving was unknown and this was felt to be too high a number and the college was asked to follow these up. In addition the college was asked to ensure that in the future the reasons for students withdrawing from Aquinas are identified.

The normal practice is for the Senior Tutor to meet the students to find out the reason(s) why they are leaving the college. Early leavers had been better supported as a result of closer cooperation between the Careers Team and MIS.

The college has a student retention rate of 94%, which is high for the sector.

8. PUBLICITY

Mr Moore reported that a new prospectus would be available for September 2010 and it would be A5 size. In addition there would be a short DVD produced similar to previous years and it would be placed on the college website, which would also be updated to include pictures of the new building.

It was felt that there was a need for the college to look at what its competitors were doing and for it to adopt a more vigorous admissions policy. The positive aspects need to be promoted i.e. its Beacon College status, its excellent, Ofsted Inspection results (with Aquinas' average "A" level points score per student for 2008 being higher than Stockport Grammar School or Cheadle Hulme School), the excellent new building and the enhanced sports facilities

It was suggested that for the Open Evenings there could be a display of the new building.

9. ANY OTHER BUSINESS

There was no any other business.

10. DATES FOR FUTURE MEETINGS

The Audit Committee and Finance and Buildings Committee had requested that their meetings in the Autumn Term be put back a week. It was, therefore, agreed that this Committee would meet a week earlier than planned on 13 October 2009 at 4.30pm.

The meeting in the Summer Term would be held a week later than planned on 12 July 2010. This would be after the induction days had taken place.

Signed _____
Chairperson

Date _____

AQUINAS COLLEGE
EMPLOYMENT COMMITTEE

Date: 6 July 2009
Time: 4.30 pm
Venue: The College

GOVERNORS PRESENT

Mrs M Bentley, Mr D Fowell and Prof A Trinci
Prof A Trinci in the Chair

IN ATTENDANCE

Dr A Smith (Principal) and Mr E Moore (Vice Principal)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr P Beatty, Mrs H Kelly and Mrs E Rice.

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. POLICY REVIEWS

The following policies had been circulated to Governors prior to the meeting:

Career Break Policy and Procedure
Stress Policy
Recording of Students Attendance Policy
Grievance Policy and Procedure
Disciplinary Policy and Procedure including Staff Code of Conduct

In advance of the meeting, some governors had submitted comments on the draft documents to the college.

A full discussion took place on all of the above policies and the following decisions were agreed:

Career Break Policy and Procedure - Approved
Stress Policy – The Vice Principal and Personnel Manager to review
Recording of Students Attendance Policy – Approved

Grievance Policy and Procedure
Disciplinary Policy and Procedure including Staff Code of Conduct

A number of amendments were made to these policies and it was agreed that the college would submit revised documents to the next Employment Committee meeting taking account of the written comments made by governors.

4. DATES OF NEXT MEETING

13 October 2009 at 4.30pm.

Signed ----- Chairperson

Date -----