

AQUINAS COLLEGE GOVERNING BODY

Meeting: 28 June 2011
Time: 4.30pm
Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Mrs M Bentley, Miss M Braithwaite, Mr L Byrne, Ms C Calverley, Mrs C H Dove, Mr D Fowell, Cllr T P McGee, Mr A Moss, Mr D Pearson and Mrs E Rice.

IN ATTENDANCE

Mr E Moore Vice Principal
Mrs D Blackburn 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 Mrs L Bernola, Miss H Donelon, Mrs P Lynch, Prof A Trinci and Fr V Whelan.

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 8 March and 16 June 2011, 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.

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,

(i) Remuneration Committee	13 June 2011
(ii) Audit Committee	13 June 2011
(iii) Finance and Building Committee	14 June 2011

(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) Remuneration Committee – 13 June 2011

i) The salary of the Vice Principal had been increased by 0.75% in line with other college teaching staff. The Governors recorded their thanks to Dr Smith and Mr Moore for their understanding of the very difficult financial position the college had been faced with in recent years.

ii) The Committee's Terms of Reference had been reviewed and these had been circulated prior to the meeting.

RESOLVED: That the Remuneration Committee's Terms of Reference as circulated be agreed.

b) Audit Committee – 13 June 2011

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

The revised Audit plan for 2011/2012 had been approved along with the updated Strategy for Internal Audit for 2009/2010 – 2012/2013.

ii) Signage

Mrs Blackburn advised Governors that the legislation had been changed by the European Union and that the current signage was not in line with the new legislation. However, the college had 3 years to make the necessary changes.

iii) Audit Review - The auditors had been very complimentary about the work of Debbie Blackburn, Assistant Principal (Finance).

c) Finance and Buildings Committee – 14 June 2011

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 2011/2012 be approved.

ii) Health and Safety

Governors noted that a report had been considered by the Finance and Buildings Committee that covered a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and b) the need for a full assessment of health and safety, fire risk assessment and the revision of procedures needs to be undertaken now that the new building has been handed over to the college. This will take some time and new policies and procedures will be drawn up for Governors to consider.

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) Joseph Mayer Building

Demolition of the Sunday School has been provisionally scheduled for the summer holiday period so as not to interfere with either the college or the Sunday School operations. The insurers have now agreed to settle on the damage caused by the water ingress that occurred over the Christmas holiday period last year.

v) The Budget for 2011/2012 was a separate item on the Agenda for this meeting.

5. BUDGET 2011/2012

The Finance and Buildings Committee had considered the Draft Budget for 2011/2012 on 14 June 2011. The Finance and Building Committee had recommended the budget for acceptance to the Governing Body.

Mrs Blackburn drew Governors' attention to the papers that had been circulated prior to the meeting in relation to the proposed budget for 2011/2012. The papers contained a) a spreadsheet of cash income and expenditure b) the same converted into accounting format and c) a text summary.

The YPLA and SFA have confirmed that the income from them for 2011/2012 will be £8,860,826 compared with £8,869,190 for 2010/2011 and is a decrease of £8,364. The funding is based on 1913 students compared with 1883 for last year. The draft budget shows a contingency reserve of £121,826, whilst the trading surplus is £143,472.

Mrs Blackburn advised the Governors that the teaching staff budget was likely to increase by £172,000 due to incremental drift. The cost of living pay award modelled 0%. The support staff budget is likely to reduce by £17,000 due to some reduction in staff which will counter the increase in teaching staff costs. The staffing budget accounts for 75.8% (78.0% last year) of the total YPLA/SFA grant income.

Governors were advised that there has been a reduction in the funding for the core curriculum and the effect of this is that it would have meant a drop in funding of 10% or a loss of approximately £700,000 over the next 3 years. There is transitional relief which reduces this fall in 2011/2012 by £575,000. It is not clear if the transition relief will continue after 2011/2012.

RESOLVED: That the budget as presented be approved.

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 his first report to Governors he had broadly followed the format of Dr Smith and that he would welcome feedback from Governors on what they would like to see included in his report.

a) Introduction - Mr Pearson drew Governors attention to the email that they had received which highlighted the many varied activities that are taking place at the college.

b) Funding Challenges – These had been highlighted in the recent Governor Training session.

c) Staffing

i) Mr Pearson reported on the changes to the management structure at the college with particular reference to the role of the Quality Team.

ii) Mr Pearson reported on the resignations and appointments that had been made to the college. Particular reference was made to the resignations of Mr Spencer (Assistant Principal) Mrs P Byrne and Mrs De Vere who had given many years service to the college.

d) Industrial Action – Mr Pearson advised Governors that it anticipated that the college would be open on 30 June despite industrial action by two of the teaching unions.

e) Finance Issues – This had been dealt with under the budget for 2011/2012. However, the demise of the EMA scheme and its replacement by the Bursary scheme will have an impact on the college and its students. The new scheme will be managed by the college and information will need to be gathered from students to enable the money to be distributed.

In response to a question of “how can Governors help move the college forward”, Mr Pearson indicated that additional training sessions and newsletters to Governors would help this process.

7 CHANGES TO THE INSTRUMENTS AND ARTICLES OF GOVERNMENT

Details of the proposed changes to the college’s Instruments and Articles of Government by the YPLA had been circulated prior to the meeting. The Catholic Education Service had confirmed that due to the nature of the Diocesan relationship with the college it was necessary for the college to agree to the changes with the Diocese.

In the main the changes to the Instruments and Articles of Government reflect the fact that

i) The Learning and Skills Council has been disbanded and its functions transferred to the YPLA and the local education authorities.

ii) Both the local education authority and the YPLA have powers to appoint no more than two members of a sixth form college governing body following consultation with the governing body under sections 56F and 56I of the Further and Higher Education Act 1992.

iii) In the Articles of Government the references to the LSC have been replaced by a reference to the YPLA.

RESOLVED: That the college’s Instruments and Articles of Government be modified accordingly and that the Diocese be advised of the changes.

8. 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 Local Authority and YPLA by 31 July 2011.

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

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. GOVERNING BODY MEMBERSHIP

The Chairperson reported that Prof A Trinci had resigned from the Governing Body with effect from 31 July 2011. He had indicated that he was retiring from all his community activities. Prof A Trinci has been a Governor at the college for over 22 years.

The resignation of Prof A Trinci meant that there was a vacancy for a Community Governor. The Chairperson proposed that Mr Paul Carter, a Governor at St James RC High School and a former councillor be appointed as a Community Governor.

After a full discussion it was RESOLVED:

i) That Prof A Trinci be thanked for his services to the college and that the Governors wish him and his family all the best for the future.

ii) That Mr P Carter be appointed as a Community Governor for the period 1 September 2011 to 31 August 2012.

It was noted that Mrs H Kelly would be retiring from her post as Headteacher at St Anne's RC High School on 31 August 2011. A discussion took place on the fact that the college usually has a headteacher from one of its feeder schools as a Foundation Governor and that there is still a vacancy for a Foundation Governor to replace John Beckitt. The Chairperson and the Principal suggested that Mr Brendan Hickey, Headteacher at St Thomas More School in Buxton be recommended to the Diocese as a replacement for Mrs Kelly. The Chairperson also recommended that Mr Jim Horan a former governor at St Simon's Primary School and Harytown School be recommended to the Diocese as a Foundation Governor. Miss Braithwaite also indicated that a Governor at St Christopher's Primary School in Romiley may be interested in becoming a governor.

RESOLVED:

i) That Brendan Hickey and Mr Jim Horan be recommended to the Diocese as Foundation Governors

ii) That Miss Braithwaite be asked to ascertain if the person in question was interested in becoming a governor at the college

11. COMMITTEE MEMBERSHIP 2011/2012

The Governors were asked to consider which Committee they would be interested in being members of for 2011/2012. Particular reference was made to the Finance and Buildings Committee. It was:

RESOLVED:

i) That until the new Foundation Governors and Community Governor are appointed the membership of the committees would remain unchanged.

ii) That the Chairperson and Vice Chairpersons would be as follows:

	<u>Chair</u>	<u>Vice Chair</u>
a) Audit Committee	Mr P Carpenter	Fr V Whelan
b) Finance and Buildings Committee	Miss M Braithwaite	Cllr T McGee
c) General Purposes & Employment Committee	Mrs E Rice	Mr L Byrne
d) Remuneration Committee	Mrs H Dove	Mrs E Rice

iii) That Mr A Martin and Mr A McCarthy be co-opted on to the Audit Committee.

iv) That Ms Calverley be appointed as the Health and Safety Governor.

v) That Mrs H Dove be appointed as the SEN Governor.

vi) That Mrs M Bentley be appointed to serve on the JCC.

12. CALENDAR OF MEETINGS 2011/2012

A schedule of meetings for the Academic Year 2011/2012 had been circulated to all Governors for information.

RESOLVED: That the schedule as circulated be approved.

13. CHAIRPERSON'S ACTION

No correspondence was brought forward for Governors consideration.

14. CORRESPONDENCE

The Chairperson reported that he had received correspondence from Prof A Trinci (Governor) and Mrs De Vere (Teacher) and that he would reply accordingly.

15. ANY OTHER BUSINESS

Safe Guarding Policy

Mrs E Rice reported that members from the General Purposes Committee had reviewed the college's Safeguarding Policy and wished to recommend its acceptance to the Governing Body.

RESOLVED: That the amended Safeguarding Policy be approved.

16. DATE OF NEXT MEETING

The meeting in the Autumn Term would be held on 22 November 2011 at 4.30pm.

Signed _____
Chairperson

Date _____

Terry Conlon
Clerk to the Governors

AQUINAS COLLEGE GOVERNING BODY

Meeting: 28 June 2011

CONFIDENTIAL ITEM

POST 19 REVIEW

Mrs Blackburn introduced a paper that had been circulated prior to the meeting that gave details of the Review of Post 19 operations at the college. The paper summarised the changes to the funding for Post 19 education and the impact that this would have on the college.

An additional paper was circulated that outlined the impact on the provision at St Bernadette's in Brinnington. Mr Pearson advised the Governors of the various options that the college had looked at and he went on to explain them in more detail. The options were as follows:

- a) Close the provision at the end of the current academic year and don't recruit any students for September 2011.
- b) Undertake recruitment for September 2011 marketing the courses that are likely to be the most viable. Depending on how recruitment went the following action would be necessary:
 - i) Don't run any courses and close the centre
 - ii) Run only short courses until Christmas 2011 if they are viable
 - iii) For those students who have paid the fees element of the course offer them the equivalent course at the evening centre at the college
- c) Run for one more year at a significant loss (which may be a stay of execution, whilst taking time to consider any other sources of finance).

A detailed discussion took place of how best to proceed and it was:

RESOLVED: That the following course of action would be followed:

- i) There is a need to undertake a consultation exercise with staff.
- ii) The consultation would commence on 1 September 2011 and run for 28 days.
- iii) There was a need to agree the Terms of Reference for the consultation. The senior management team were asked to prepare the Terms of Reference by 28 August 2011. A group of Governors would meet to agree them on 30 August 2011 at 1.00pm at the college. The group would consist of Cllr T McGee, Mr P Beatty and Ms C Calverley.
- iv) In the intervening period the college would explore the possibility of other sources of finance.
- v) Information would be gathered to support the proposed course of action.
- vi) To run short courses only in the Autumn Term 2011.
- vii) Mr Pearson was asked to meet with the Personnel Manager to clarify the college's policy on staff redundancies and ensure that these proposals do not contravene these policies.
- viii) To contact the Diocese to see if they can help in any way. Cllr McGee undertook to pursue this with Fr Vin Whelan.
- ix) Staff to be advised of the position as soon as practical.

