

## AQUINAS COLLEGE GOVERNING BODY

Meeting: 29 June 2010

Time: 4.30pm

Venue: The College

### GOVERNORS PRESENT

Dr P Beatty, Mrs M Bentley, Mrs L Bernola, Miss M Braithwaite, Mr L Byrne, Mrs C Calverley, Mr P Carpenter, Mrs C H Dove, Mrs P Lynch, Cllr T P McGee, Mrs E Rice, Prof A Trinci, Dr A Smith (Principal) and Fr V Whelan

### IN ATTENDANCE

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

Cllr T P McGee in the Chair.

Before the meeting started Cllr McGee informed Governors that John Beckitt had recently passed away after a short illness. The funeral would take place on Tuesday 6 July 2010 at St Peter's Church, Hazel Grove at midday.

As a mark of respect members stood in silence for a few moments and prayed for the repose of his soul.

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D Fowell, Miss T Hunt, Mrs H Kelly and Mr A Moss.

#### 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 2 March and 9 June 2010, 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,

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|--------------------------------------|--------------|
| (i) Remuneration Committee           | 14 June 2010 |
| (ii) Audit Committee                 | 14 June 2010 |
| (iii) Finance and Building Committee | 15 June 2010 |
- (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 – 14 June 2010

Both the Principal and Vice Principal had clearly indicated that they did not wish to receive any pay rise this year in light of the very difficult financial position. Therefore, the salaries of both the Principal and Vice Principal remain at their existing level. The Governors recorded their thanks to Dr Smith and Mr Moore.

b) Audit Committee – 14 June 2010

i) Governance – Instrument and Articles

The review was to consider the organisation's performance management framework in the context of understanding the high level arrangements and reporting lines. The work was undertaken in three stages:

- i) Completion of a questionnaire by members of the Board and senior management
- ii) Meetings and interviews with those individuals to discuss their responses and the performance management framework of the college and
- iii) Observation at a Governing Body meeting

The conclusions in terms of the four performance areas reviewed were as follows:

- a) Mandate – The College has clearly defined objectives that work towards a common future vision with regards to culture and standards.
- b) Monitor – An enhanced KPI framework would facilitate the enhanced monitoring of the college's performance, although systems are currently in place.
- c) Measure – There are various outcomes that can be used to measure the college's performance, although, as stated above, further measures could be included to provide a more comprehensive framework.
- d) Manage – There is a process to highlight and challenge areas of weakness. This involves governor input where appropriate and included action planning to stabilise performance across college areas and across academic years.

An Action Plan has also been prepared.

ii) Strategy for Internal Audit 2009/2011 – 2012/2013

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

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

c) Finance and Buildings Committee – 15 June 2010

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 2010/2011 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) The Budget for 2010/2011 was a separate item on the Agenda for this meeting.

## 5. BUDGET 2010/2011

The Finance and Buildings Committee had considered the Draft Budget for 2010/2011 on 15 June 2010. The Finance and Building Committee had recommended the budget for acceptance to the Governing Body.

The YPLA and SFA have confirmed that the income from them for 2010/2011 will be £8,869,190 compared with £8,949,820 for 2009/2010 and is a decrease of £80,630 or almost 1% from 2009/2010. The draft budget shows a contingency reserve of £301,273, whilst the trading surplus is £210,443.

Dr Smith advised the Governors that the teaching staff budget was likely to increase by £138,000 due to incremental drift and a cost of living pay award modelled at 1%. The support staff budget is likely to reduce by £53,000 due to some reduction in staff which will counter the increase in teaching staff costs. The staffing budget accounts for 78.0% (76.3% last year) of the total budget.

Governors were reminded that the capital project has a major impact on the balance sheet. The new building is 50% bigger and will need more cleaning. At this stage the premises related costs are a best estimate. Loan repayments are presently interest only but next year there will be both capital and revenue repayments.

Dr Smith advised the Governors whilst school teachers have been awarded a 2.3% increase for 2010/2011, with a pay freeze in 2011/2012, sixth form colleges cannot afford this rate of increase. At the present time no pay increase

has been offered to teachers in sixth form colleges and the next meeting of the two sides is not scheduled until November 2010, which will be after the outcomes of the Government Spending Review has been announced in October 2010.

Details of the pay award for support staff are still awaited.

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 order to assist Governors he had highlighted key words in his report.

a) Introduction

i) Dr Smith outlined the main points in relation to the hand over and the move into the new building. Following their tour of the new building Governors commented on how light and spacious the building seemed and how pleased they were with the building. More detail is given in the item on the Capital Building Development.

ii) The complex arrangements that came into effect from 1 April 2010 concerning the funding arrangements for sixth colleges with the establishment of the Young People's Learning Agency (YPLA) will need time to develop. However, the future of the YPLA is uncertain with the advent of the new government.

iii) The proposed public expenditure cut-backs will have a fundamental impact on the work of the college over the coming years. There is the possibility of 3% cash reductions year on year.

iv) Colleges that have been judged as Outstanding by Ofsted will not be inspected again for the foreseeable future. In addition the requirement for colleges to run the national learner survey has been dropped. This should make things a little easier.

v) The Equality and Human Rights Commission is active gain in trying to claim that Catholic sixth form colleges should not be admitting students on the grounds of religion, unless they can prove that the ethos of the college depends on this. As Chair of the Catholic Principals, Dr Smith has been meeting with the Catholic Education Service for England and Wales, the Department for Children, Schools and Families and lawyers to try and progress the matter.

b) Admissions

The Induction Programme for new students will take place on 5 and 6 July 2010. The General Purposes Committee meets on 12 July 2010, 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 a number of colleagues had taken maternity leave this year and there has been significant amount of staff on paternity leave. He paid tribute to Linda Barlow (Personnel Manager) and Kerry Bruce who had to cope with a lot of extra work.

#### d) Building Issues

The skills needed to manage the new building are very different from those needed for the old building. As a result there is a need for a fundamental re-organisation of the estates team. The estates team have been made aware of this and there has already been one voluntary severance and two offers to reduce hours. The review of the estates team is ongoing.

The estates team are managing the day time security of the new building with an external security company being employed to provide 24 hour cover. There is a transition programme in place to enable the move into the new building to take place at the end of June 2010. This will be supervised by an appointed removal contractor.

#### e) India Trip

Thirty two students and four staff had been to Mumbai in February 2010. This was the sixth visit that the college had made to the Prem Dan schools in Mumbai. There was also the opportunity to see just what a difference the money raised in Stockport had had in Mumbai, Kharghar and Khandala.

The visit had been a great success and enjoyed by everyone.

### 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 Local Authority and YPLA by 31 July 2010.

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 Local Authority and YPLA.

### 8. CAPITAL BUILDING DEVELOPMENT

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

- a) The new building had been handed over to the college on 28 May 2010 and there are a number of snagging problems but they were all at a low level.
- b) The building still has to be kitted out with some furniture, the move into the new building will take place week commencing 28 June 2010.
- c) Operational training for the estates team is in hand.

- d) Work is still ongoing to the building management system which will use computers to control the internal conditions.
- e) The alarm system is active and the CCTV system is installed but awaiting the ITC infrastructure before becoming fully operational.
- f) The induction days for the new students on 5 and 6 July 2010 will be held in the new building along with a Careers Fair. It is also planned for next year's U6 to move for the last week of the term.
- g) The college continues to keep local residents informed of developments. A meeting with the three local councillors and neighbours was held on 24 March 2010 and another meeting has been arranged for 21 July 2010 at 6.30pm at the college.

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.

Mrs Calverley arrived at this point in the meeting.

10. COMMMITTEE MEMBERSHIP 2010/2011

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 noted that the Diocese would be approached for a new Foundation Governor to replace John Beckitt. It was:

RESOLVED:

i) That until a new Foundation Governor is appointed the membership of the committees would remain unchanged.

ii) That the Chairperson will be as follows:

- |  |                    |
|--|--------------------|
| a) Audit Committee                         | Mr P Carpenter     |
| b) Finance and Buildings Committee         | Miss M Braithwaite |
| c) General Purposes & Employment Committee | Prof A Trinci      |
| d) Remuneration Committee                  | Mrs H Dove         |

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

11. E SAFETY POLICY

Mrs E Rice agreed to undertake a review of the college's E Safety Policy and report back to the General Purposes Committee at its meeting on 12 July 2010.

It was agreed that the General Purposes Committee on behalf of the Governing Body would agree or suggest changes to the E Safety Policy.

12. CALENDAR OF MEETINGS 2010/2011

A schedule of meetings for the Academic Year 2010/2011 had been circulated to all Governors for information. The schedule was approved subject to a change in the date for

the Governor Training session that would take place on 8 June 2011. It was noted that Autumn Term dates for the Audit and Finance and Buildings Committees were later than normal to allow audit reports to be prepared.

13. CHAIRPERSON'S ACTION

The Chairperson advised the Governors that since the last meeting there had been a Special meeting on 13 April 2010 to review the college's Redundancy Policy and Procedure in light of changes to the national agreement. A copy of the minutes had been circulated to all Governors prior to the meeting.

RESOLVED - That the minutes of the meetings held on 13 April 2010, 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.

14. CORRESPONDENCE

No correspondence was brought forward for Governors consideration.

15. ANY OTHER BUSINESS

i) Safeguarding Training

Mrs Dove reported that she had recently undertaken Safeguarding training for Governors. The training had 5 modules and 17 units in the first 4 modules and had taken 4 hours to complete. Cllr McGee and Dr Beatty indicated that they had already completed the training.

Mr Moore undertook to prepare a précis for Governors and it was agreed that a tutorial for Governors would be held on 16 November at 4.30pm in the college. The Governing Body meeting would follow the training at 5.15pm.

16. DATE OF NEXT MEETING

The meeting in the Autumn Term would be held on 16 November 2010 at 5.15pm. This was later than normal but it would allow the Audit Committee time to receive reports from the Internal and External Auditors.

Signed \_\_\_\_\_  
Chairperson

Date \_\_\_\_\_

Terry Conlon  
Clerk to the Governors