

AQUINAS COLLEGE
GENERAL PURPOSES COMMITTEE

_Date: 20 October 2015
Time: 4.30pm
Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Mr L Byrne, Ms C Calverley and Mr B Hickey.

Mr L Byrne in the Chair

IN ATTENDANCE

Mr D Pearson	Principal
Mr E Moore	Vice Principal

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J Horan, Miss F Insoll, Mrs E Rice and Dr A Smith

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 6 July 2015 were agreed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

Student Destinations – Minute 4

Dr Beatty raised the issue of unconditional offers being made by some universities was higher than anticipated. Mr Pearson advised Governors that at Aquinas it accounted for approximately 18%. Mr Hickey asked how that compared with previous years and were universities trying to get students to accept to fill up their numbers. Mr Pearson replied that the offer was only conditional if the student accepted it as a first preference. He also added that whilst it was difficult to compare with previous years it was something that needed to be watched.

5. ADMISSIONS 2015/2016

Mr Pearson advised Governors that at the start of the term it was anticipated that the number of students on roll would be 2140, the actual number was 2135. On the census date of 14 October 2015 there were 2103 students. This meant that a net of 37 students either did not arrive or have already left to go elsewhere. The final number of 2103 was 27 above target. All of this at a time when there is a demographic downturn and serious competition from other colleges and schools with sixth forms.

Mr Pearson advised Governors that the college is funded for 2076 students in the current financial year. The funding census date for 2016/2017 is in the second week in October 2015 and the number of students on roll was 2103.

Mr Pearson circulated a paper that showed a breakdown of the number of students enrolled in the college for the years 2013/2014, 2014/2015 and 2015/2016. The information also showed the key performance indicators for the same period including retention, achievement, success, attendance and unauthorised absence, early leavers, average qualifications per student, average class size, FSM and FSM take up.

6. ADMISSIONS 2016/2017

An Open Evening had been held on Wednesday 7 October 2015 and had been very busy, another Open Evening had been held on Thursday 15 October 2015. The closing date for applications (which are online) for 2016/2017 is 29 November 2015. Applications from category 5 students who have submitted their application forms by 29 November 2015 will then be considered taking into account their school reference. Applicants who are to receive further consideration will receive a letter by 19 December 2015 inviting them to attend an interview in January/February 2016.

Mr Moore advised Governors that he felt that the first Open Evening had been busier than last year. Further information on the number of applications would be available at the Governing Body meeting on 24 November 2015 and a further report would be given to the next General Purposes Committee.

Mr Pearson advised Governors that discussions had taken place with Stockport Academy since they had announced that they were suspending recruitment to their sixth form. The Principal of Stockport Academy and Mr Pearson agreed that their year 11 students could be guaranteed an interview at Aquinas for 2016 entry. A similar request had been made by Stockport Academy to Cheadle and Marple College and Stockport College. Mr Hickey asked if Cheadle Hulme High School took many students from Stockport Academy. Mr Pearson replied that the majority went to Stockport College and that Aquinas had taken 10 students last year. As a result of Stockport Academy suspending recruitment to their sixth form it meant that there were 50 fewer sixth form places available compensating for the demographic down turn of 30 students

Mr Pearson reminded Governors of the current classification of the different categories for admission to the college:

Category 1	Catholic applicants from the college's Catholic partner schools
Category 2	Catholic applicants from other schools
Category 3	Non Catholic applicants from other Catholic schools
Category 4	Brothers and sisters of present and former students of the college and children of current staff and governors of the college
Category 5	Other applicants

Mr Pearson advised Governors that he would like to revise the categories to just two, with category 1 being sub divided into four.

Category 1 to be come Category 1 (a)

Category 2 to be come Category 1 (b)
Category 3 to be come Category 1 (c)
Category 4 to be come Category 1 (d)
Category 5 to be come Category 2

Mr Hickey asked what was the funding per student. Mr Pearson advised Governors that the flat rate since 2012 had been £4,000 per student for a 540 hours study programme. The average with further uplifts worked out at £4,400.

Mr Pearson advised Governors that next year's budget would see at least a £400,000 reduction and it could be more depending on the outcome of the Comprehensive Spending Review. Possible ways to manage these cuts could result in students taking fewer subjects, increased class sizes and a restructure within the college that could lead to redundancies. Mr Hickey asked if staff were aware of the difficulties facing the college. Mr Pearson replied by saying that he had been open with staff about the possible consequences of budget cuts.

After a full discussion it was:

RESOLVED: i) That the Governing Body be recommended to agree to the change of categories and ii) That the target number for 2016/2017 would be 2125 students.

7. COMMITTEE TERMS OF REFERENCE

A copy of the revised General Purposes Committee Terms of Reference had been circulated to all members prior to the meeting. The revised Terms of Reference were agreed subject to the deletion of the words eight and four in paragraph 2 replaced with the words nine and five respectively.

RESOLVED: i) That the Governing Body be recommended to agree to the changes in the Committee's Terms of Reference.

8. PUBLICITY

Mr Moore circulated a pack of information that had been distributed at the Open Evenings and on visits to schools. The pack contained the prospectus for 2016 and a Welcome to Open Evening Brochure. Particular reference was made to the feedback postcard. All the information had been designed by the college now that it had its own graphic designer but had been printed externally.

Mr Moore advised Governors that the college website had been hacked into and was the subject of a "Denial of Service attack". As a result 16 other colleges suffered a break down in service. The college has since changed service provider. It had been decided not to update the website so close to the online applications process. The college suspect that a former student was responsible for the attack. The attack had been reported to the Police who had taken a statement from Andy Moss. However, the Police had decided that due to a lack of resources no further action would be taken. The college now has more protection against such attacks.

Mr Moore advised Governors that the School Liaison and Marketing group (SLAM) meets every week and are now visiting schools to speak to pupils as young as Year 9. The college had acknowledged that it had to improve its marketing as a result of competition from other colleges.

Ms Calverly advised Governors that Chafe's had issued a press release as a result of a former student Chris Reece qualifying as a solicitor. The company also feature former students in their literature on ways to enter the legal profession.

9. ANY OTHER BUSINESS

There was no any other business.

10. DATE OF NEXT MEETING

2 February 2016 at 4.30pm

Signed _____
Chairperson

Date _____

AQUINAS COLLEGE
EMPLOYMENT COMMITTEE

Date: 20 October 2015
Time: 4.30pm
Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Mr L Byrne, Ms C Calverley and Mr B Hickey.

Mr L Byrne in the Chair.

IN ATTENDANCE

Mr D Pearson

Principal

Mr E Moore

Vice Principal

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr J Horan, Mrs E Rice and Dr A Smith.

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 6 July 2015 were agreed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5. COMMITTEE TERMS OF REFERENCE

A copy of the revised Employment Committee Terms of Reference had been circulated to all members prior to the meeting.

The revised Terms of Reference were agreed subject to the deletion of the words seven and four in paragraph 2 replaced with the words eight and five respectively.

RESOLVED: i) That the Governing Body be recommended to agree to the changes in the Committee's Terms of Reference.

6. STAFF ABSENCES

Mr Pearson advised Governors that a number of staff have been absent due to illness.

i) One member of staff has been absent for six months and there was no sign of them returning to work.

ii) Another member of staff was also on long term sickness.

iii) A member of staff was absent due to a partner being seriously ill.

iv) Short term absences of up to a week have been covered internally.

7. APPOINTMENT OF VICE PRINCIPAL

Mr Pearson circulated a paper that outlined the process and the timescale for the appointment of a Vice Principal. The paper showed two possible start dates of Easter 2016 and September 2016, the preferred option was for an Easter 2016 start date.

Ms Calverley asked that in view of the difficulties with recruitment had the college considered other options. Mr Pearson replied that he felt that a replacement at Vice Principal level was best for the college. However, if an appointment cannot be made it would be necessary to look at other options. He added that there are some potentially good staff coming through the college.

After a full discussion it was agreed that:

- i) There will be a need to involve the Diocese in the appointment.
- ii) The Remuneration Committee will need to meet to agree a salary level. Mr Pearson to let the Clerk to the Governors have dates for a meeting.
- iii) The Governing Body needs to appoint an Appointments Panel.
- iv) Psychometric assessment is only appropriate if there are more than 2/3 applicants.

Ms Calverley indicated that she would not be able to attend the Governing Body meeting on 24 November 2015 but she would be happy to be involved in the appointment process for a new Vice Principal.

8. DATE OF NEXT MEETING

2 February 2016 at 4.30pm