

AQUINAS COLLEGE GOVERNING BODY

Meeting: 28 June 2016

Time: 4.30pm

Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Miss M Braithwaite, Ms C Calverley, Mr P Carter, Ms H Delahan, Miss C Eaton, Mrs R Hewitt, Mr J Horan, Mr A Martin, Cllr T P McGee, Mrs J Miller, Mr C Millington, Fr P Munroe, Mr D Pearson (Principal), Mrs R Phillipson and Dr A Smith.

IN ATTENDANCE

Mr E Moore	Vice Principal
Ms C Vitti	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 Mr L Byrne and Mr B Hickey.

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. However, Governors were reminded of the fact that there would be a confidential item on admission arrangements.

3. FOUNDATION GOVERNOR

The Chairperson advised Governors that Mrs E Rice had resigned as a Foundation Governor. A letter of thanks and flowers would be sent to Mrs Rice thanking her for her services to the college.

4. EDDIE MOORE

The Chairperson advised Governors that this would be the last Governing Body meeting that Mr Moore would attend. There would be a Mass in the theatre of the college on Wednesday 6 July 2016 at 4.30pm to which Governors were invited to celebrate Mr Moore's 35 years service to the college. He had joined the college two terms after the college was formed and was the longest serving Vice Principal in the country.

5. (i) GOVERNING BODY MINUTES

RESOLVED - That the minutes of the meetings held on 9 March and 18 May 2016, 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.

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

There were no matters arising that were not covered by the Agenda.

5. (i) COMMITTEE MINUTES

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

(i) Remuneration Committee	7 June 2016
(ii) Audit Committee	6 June 2016
(iii) Resources Committee	7 June 2016
(iv) Teaching and Learning Committee	14 June 2016

(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.

5. (ii) MATTERS ARISING FROM THE COMMITTEE MINUTES

a) Audit Committee – 6 June 2016

i) Strategy for Internal Audit 2016/2017 – 2018/2019 – Minute 7

RSM had submitted a Strategy for the provision of an Internal Audit Service for 2016/2017. The Audit Plan for 2016/2017 would consist of 18 days with the addition of contingency days as necessary. The fee for 2016/2017 would be £8,532 which is inclusive of expenses but exclusive of VAT.

RESOLVED: i) RSM be appointed as Internal Auditors for 2016/2017 and ii) that the Strategy for the provision of an Internal Audit Service for 2016/2017 be agreed.

ii) Appointment of External Auditors – Minute 9

RESOLVED: i) That Mazars be appointed as External Auditors for 2016/2017 and ii) That the fees for 2016 be agreed.

iii) Audit Review – Minute 12

Governors noted that the auditors had been very complimentary about the work of Debbie Blackburn, Assistant Principal (Finance).

iv) Statement of Recommended Practice (SORP) – Minute 10

The SORP will detail how the accounts will be presented. The new framework will apply from July 2016 and will affect the 2015/2016 accounts. The balances need to be re-stated using the SORP which means that balances will flow through to the July 2016 accounts and both years will be presented as if the SORP has always been valid.

b) Remuneration Committee – 7 June 2016

Governors noted that due to the financial constraints on the college budget at the moment the Committee felt that it would be inappropriate at this moment in time to increase the pay of the Principal and Vice Principal. The Committee had recorded their thanks and

appreciation to Mr Pearson and Mr Moore for their hard work and commitment to the college with particular reference to the work involved with the Area Review.

c) Resources Committee – 7 June 2016

i) Charging Policy for Adult and Continuing Education Courses – Minute 5

RESOLVED: That the recommendation made by the Resources Committee in relation to the fees to be charged for Adult and Continuing Education Courses for 2016/2017 be approved.

ii) Statement of Recommended Practice (SORP) – Minute 9

The implications of the Statement of Recommended Practice (SORP) had also been considered by the Resources Committee.

iii) The budget for 2016/2017 and Authorisation of Two Year Financial Plan were separate items on the Agenda for this meeting.

d) Teaching and Learning Committee - 14 June 2016

i) Update on A level Reforms – Minute 5 Governors noted the latest position

ii) New Approaches to Quality Assurance – Minute 6

Governors noted that the changes to the system for assuring quality were being reviewed and that it was an on going process.

6. POLICIES

Mrs Blackburn advised Governors that individual members had been asked to review the following policies:

- a) Data Protection
- b) Freedom of Information
- c) Safeguarding

The feedback from Governors had resulted in a number of minor changes being made to the policies along with clarification in some cases.

RESOLVED: That subject to the changes that had been identified the above policies be approved.

7. TWO YEAR DEVELOPMENT PLAN

Mrs Blackburn advised Governors that the two year financial plan has to be submitted to the EFA by the end of July 2016. The plan includes the outturn for 2015/2016, the budget for 2016/2017 as presented to Governors and the budget for 2017/2018. The college's financial position is likely to change from outstanding to good.

Cllr McGee advised Governors that it is difficult to get money from the local authority for students with additional needs. He felt that the local authority should tell the college what they are going to fund. Mrs Blackburn advised Governors that she had a meeting with the local authority later in the week to discuss what the college needed.

RESOLVED: That the Chairperson be authorised to sign the Two Year Plan on behalf of the Governing Body.

Ms Calverley arrived whilst this item was being discussed.

8. BUDGET 2016/2017

The Resources Committee had considered the Draft Budget for 2016/2017 on 7 June 2016. The Resources 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 2016/2017. The papers contained a) a spreadsheet of cash income and expenditure b) the same converted into accounting format and c) a text summary.

The EFA and SFA have confirmed that the income from them for 2016/2017 will be £8,872,481 compared with £8,966,664 for 2015/2016 and is a decrease of £94,183. The funding is based on 2096 students compared with 2077 for last year with a larger proportion of these student being in the highest band of funding, which generate £121,000. Funding protection has fallen from £299k to £26k. This is mainly because they were basing the calculation on the money generated per student including formula protection. The factors in the formula increased the funding per student by £48 and this meant that the college fell into a category which saw the overall rate of formula protection fall significantly. This will reduce to nothing in 2016/2017. High needs funding remains unchanged at £252k; this element of funding provides the first £6,000 additional support funding per High Needs students who need one to one support. The total income for the college is £10,157,128 which is an increase of £3,782.

The college will run a franchised 14+ PGCE course in partnership with Bolton University starting in September 2016. The students are registered with Bolton University but have all their lectures and teacher placement at the college. The students pay £7,500 and this split 65% to the college and 35% to Bolton University. The budget assumes that there will be 8 students but it hoped that the number will increase to 12. If less than 6 students are recruited then the course will be delayed until September 2017.

From April 2017 there will be an Apprentice Levy introduced as part of the Government's aim to have 3 million apprentices by the end of the current Parliament. As a result there will be a levy of 0.5% of the payroll above £3m, this will amount to £7,591 for the college for the next financial year. In a full year it will amount to £23k.

The draft budget shows a contingency reserve of £89,394 compared to £108, 829 last year, whilst the trading surplus is £167,092.

Mrs Blackburn advised Governors that the increase in the employer's contributions for national insurance from 10.4% to 13.8% and teachers' pension 14.1% to 16.48%. The full year effect of these increases will amount £100k.

Mrs Blackburn advised Governors that whilst the position on a national pay award for staff was uncertain one per cent had been included in the budget.

RESOLVED: That the draft budget for 2016/2017 as presented be approved.

9 (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.

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

a) Greater Manchester Area Review – The outcome of the Greater Manchester Area Review has resulted in the college taking the “stand alone” option, which retains the option to become an academy once it becomes possible. The college will have six months to implement the decisions. This will depend on the Diocesan approach and they are currently consulting all schools on the options. An event has been arranged for Stockport schools but the outcomes will depend on the discussions taking place with the DfE and the CES on the legal position of catholic schools converting to academies. Cllr McGee advised Governors that the Diocese plans suggest that the academy process would be completed by 2022 and that the college are in discussions with Damian Cunningham, Director of Schools and that the college will be part of a broader plan. It may not make sense for the college to become part of a Multi Academy Trust. Mr Pearson indicated that different Diocese were taking a different view and there may be Multi Academy Trusts if it suits them. Mr Pearson undertook to circulate to Governors the outcomes of the meeting with Diocese. Dr Smith asked if the other Catholic Sixth Form Colleges were in the same position as the college. It was confirmed that Loreto would be a stand alone academy, the others were in a similar position as the college.

The Combined Authority has recommended that i) it be involved in curriculum planning, ii) determine the appropriateness of curriculum and iii) reserves the right to have an Institute of Technology.

Ms Delehan asked what would happen to staff contracts if we became an Academy. Cllr McGee replied that it will depend on the outcome of the discussions taking place with the DfE and the CES on the legal position of catholic school. However, we would not transfer to conditions that were less favourable than the ones the staff are currently on. Mr Pearson added there would be no material effect on students and staff as a result of the college becoming an academy.

b) Locally the other colleges in Stockport have plans following the Greater Manchester Area Review, which will see Stockport College merge with Oldham and Tameside colleges to form an East Manchester College. They will all deliver up to level 3 courses and share back office services. There will be specialism post level 3. Cheadle and Marple College will become an Academy and will lead a Trust with a school in Altrincham and possibly one in Stockport.

c) Adult Education – i) The Notice of Concern by the SFA is likely to be extended until January 2017 awaiting the outcome of the SFA course results for 2015/2016. ii) The Adult Education Art and Craft Exhibition had been a great success.

d) Mr Pearson advised Governors that the contribution by students to the life of the College has been exceptional. He drew particular attention to the India Trip, Leavers' Assembly and Leavers' Ball.

e) Staffing - Mr Pearson reported on the resignations and appointments that had been made to the college. Governors were invited to attend the end of term celebrations on Thursday 14 July 2016.

f) Finance Issues – This had been dealt with under the budget for 2016/2017.

g) Trips and exchanges – Governors noted the various trips and exchanges that had taken place. It was also noted that the Romanian exchange would not go ahead next year due to lack of people wanting to host students.

10. 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.

11. COMMITTEE MEMBERSHIP 2016/2017

The Governors were asked to consider which Committee they would be interested in being members of for 2016/2017. A copy of the Committee Membership for 2015/2016 had been circulated prior to the meeting for information. Cllr McGee advised Governors that Mr Byrne had indicated that he did wish to continue as a member of the Audit Committee.

RESOLVED:

i) That the Chairperson and Vice Chairperson of the Committees for the academic year 2016/2017 are as follows:

	<u>Chair</u>	<u>Vice Chair</u>
a) Audit Committee	Mr A Martin	Mrs J Miller
b) General Purposes and Employment	Mr J Horan	Ms C Calverley
c) Remuneration Committee	Mrs H Dove	Miss M Braithwaite
d) Resources Committee	Miss M Braithwaite	Mr P Carter
e) Teaching and Learning	Dr P Beatty	Dr A Smith

ii) A proforma to be sent to Governors asking them to indicate which committee(s) they would like to be members of.

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

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

v) That Ms C Calverley be appointed to serve on the JCC.

12. CALENDAR OF MEETINGS 2016/2017

A schedule of meetings for the Academic Year 2016/2017 had been circulated to all Governors for information.

RESOLVED: That the schedule as circulated be approved.

13. CHAIRPERSON'S ACTION

The Chairperson advised Governors that there had no action since the last meeting.

14. CORRESPONDENCE

No correspondence was brought forward for Governors' consideration.

15. ANY OTHER BUSINESS

The Chairperson thanked all Governors and staff for their service to the college.

16. DATE OF NEXT MEETINGS

22 November 2016 at 4.30pm.

Signed _____

Date _____