

AQUINAS COLLEGE GOVERNING BODY

Meeting: 18 November 2014

Time: 4.30pm

Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Miss M Braithwaite, Mr L Byrne, Mr P Carter, Mrs C H Dove, Mr B Hickey, Mr J Horan, Mr A Martin, Cllr T P McGee, Mrs J Miller, Fr P Munroe, Mr D Pearson and Dr A Smith.

Before the meeting started Cllr McGee presented Mrs P Lynch with bouquet of flowers and thanked her for the many years of service that she had given to the college as a Governor.

IN ATTENDANCE

Mr E Moore	Vice Principal
Mrs D Blackburn	Assistant Principal (Finance)
Mr T Conlon	Clerk to the Governing Body

Mr T Conlon in the Chair

1. ELECTION OF CHAIRPERSON

It was proposed, seconded and unanimously

RESOLVED: That Cllr T P McGee be elected Chairperson for the ensuing academic year.

Cllr T P McGee in the Chair.

2. ELECTION OF VICE CHAIRPERSON

It was proposed, seconded and unanimously

RESOLVED: That Mr L Byrne be elected Vice Chairperson for the ensuing academic year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr A Bircher, Ms C Calverley, Ms H Delahan, Mrs R Hewitt, Mrs E Rice and Mr L Thomas. Mrs J Miller apologised for her late arrival.

4. GOVERNING BODY MEMBERSHIP

The Chairperson welcomed Dr A Smith as a new Foundation Governor.

5. ELIGIBILITY AND REGISTER OF PECUNARY INTERESTS

Governors were asked to complete the Declaration of Eligibility and Register of Pecuniary Interest Forms that had been circulated and to return them to the Clerk at the end of the meeting.

6. 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.

There were no interests declared.

7. OPEN GOVERNMENT

RESOLVED: That the Governing Body would continue to adopt the Open Government policy. Governing Body meetings and its committees would be open to the public, subject to the exclusion of observers for confidential items.

8. COMMITTEE MEMBERSHIP

The Governors had been asked to consider which Committee they would be interested in being members of for 2014/2015.

RESOLVED:

i) That the membership of the committees as detailed on the paper circulated to Governors prior to the meeting be approved. (Copy attached with the minutes)

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

	<u>Chair</u>	<u>Vice Chair</u>
a) Audit Committee	Mr A Martin	Mr L Byrne
b) Resources 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
e) Teaching and Learning	Cllr T McGee	Dr P Beatty

iii) There was a vacancy on the Audit Committee for a Foundation Governor and Governors were asked to let the Chairperson or Clerk to the Governors know if they were interested in the vacancy.

9. GOVERNING BODY MINUTES

RESOLVED: That the minutes of the meetings held on 24 June 2014, copies of which had been circulated previously be, (a) approved and signed by the Chairperson as a correct record and (b) authorised for publication in accordance with the College Instrument and Articles.

10. MATTERS ARISING FROM THE GOVERNING BODY MINUTES

There were no matters arising that were not included on the Agenda for the meeting.

11. COMMITTEE MINUTES

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

(i) Audit Committee	10 November 2014
(ii) General Purposes and Employment Committee	7 July and 7 October 2014
(iii) Resources Committee	11 November 2014
(iv) Teaching and Learning Committee	14 October 2014

(a) be approved and signed by the Chairperson as a correct record and (b) authorised for publication in accordance with the College Instrument and Articles.

12. MATTERS ARISING FROM THE COMMITTEE MINUTES

a) Audit Committee – 10 November 2014

i) Financial Statements Audit and Management Letter

Governors noted that the draft Management Letter from Mazars LLP indicated that subject to carrying out a post balance sheet events review there will be an unqualified opinion on both the Financial Statements and Regularity Audit for the year ended 31 July 2014.

Governors noted that there was the possibility of unused monies being clawed back by the SFA and EFA where specific funding had not applied to sixth form colleges. The sum involved was approximately £150,000 and this would be released into the accounts over the next three years. Both Internal and External Auditors had commented on how well the college is run.

There were no management points that required to be drawn to the attention of Governors.

ii) Internal Audit Annual Report for 2013/2014

The report from Baker Tilly Business Services Ltd concluded that the College has adequate and effective risk management, control and governance processes to manage the achievement of the College's objectives.

iii) Draft Statutory Accounts

Clarification on the non teaching staff costs shown in item 8 on page 31 was sought because the figures for 2013/2014 were the same as 2012/2013. Mrs Blackburn had checked the figures and they were correct.

Governors noted that the College's Annual Report and Financial Statement for the year ended 31 July 2014 would be considered at this meeting.

iv) Audit Committee Annual Report

Governors noted that the Audit Committee Annual Report would be considered at this meeting.

v) Risk Management

Governors noted that the Annual Report on Risk Management would be considered at this meeting.

b) Resources Committee - 11 November 2014

i) Governors noted that the College's Annual Report and Financial Statement for the year ended 31 July 2014 would be considered at this meeting.

ii) Health and Safety Report

Governors noted that the main cause of absence was reported as stress related. The number of days lost had increased to 372 from 338 in the previous year and covered 6 staff. 330 days had been due to stress related illness compared to 11 in the previous year. This was mainly due to two staff who both had long term absence.

c) General Purposes and Employment Committee – 7 October 2014

i) Enrolments 2014/2015

It is widely believed that a significant number of Stockport students are being recruited by Manchester colleges. Mr Pearson had recently spoken to the principals of Loreto and Xaverian Colleges who played down their involvement with Stockport Schools. The Principal from Xaverian College had indicated that she had turned down invitations from Stockport schools to visit them. Governors noted that Loreto had been recruiting students and have grown significantly in the last few years.

Mr Pearson advised Governors that the number of students that were at the college on 7 October 2014 was 2086, although the actual number of students enrolled was 2110. This meant that a net of 24 students either did not arrive or have already left to go elsewhere.

The breakdown was 1047 in lower sixth with 994 new students; the minimum number that the college aimed to recruit was 963 new students. The number in the upper sixth is 1039. The total number of students in the college is, therefore, 2086.

Mr Pearson advised Governors that the college is funded for 2054 students in the current financial year. The funding census date for 2015/2016 is in the second week in October 2014 and it is anticipated that the number of students on roll will be around 2076. The target number was 2051. The extra students this year will mean that the financial future of the college is a little less bleak as the additional places will generate lagged funding.

Mr Pearson reminded Governors that if a student is doing a repeat year they will not be funded unless there were exceptional circumstances, however, if they were not doing the same subjects then funding would be received.

ii) Admissions 2015/2016

Mr Pearson advised Governors that the Open Evenings had been very busy. The closing date for applications (which are online) for 2015/2016 is 30 November 2014. Applications from category 5 students who have submitted their application forms by 30 November 2014 will then be considered taking into account their school reference. Applicants who are to receive further consideration will receive a letter by 20 December 2014 inviting them to attend an interview.

There have been 42 applications for 16 places on the Pathway provision at the college and the application process closed on 30 September 2014.

Mr Pearson advised Governors that Cheadle Hulme High School had 80 students in its lower sixth form and roughly 50 in upper sixth, whilst Hazel Grove High School had 50 in its lower sixth and roughly 20 in upper sixth. In addition Stockport Academy had recruited more in its lower sixth form than in previous years (60).

Mr Pearson advised Governors that there is demographic fall of about 250 students and that Cheadle and Marple College had reportedly recruited 400 less student than what it is currently

funded for. Stockport College was under by somewhere in the region of 700 students at age 16.

Governors agreed that the target number for 2015/2016 would be 2050 students.

Mrs J Miller arrived at this point in the meeting.

d) Teaching and Learning Committee -14 October 2014

Cllr McGee outlined why it had been necessary to establish a Teaching and Learning Committee. The main reasons had been i) the reorganisation of A levels and GCSE ii) the fact that many staff have never taught linear subjects and iii) the Governing Body has a duty to look at what the impact will have on outcomes.

A copy of EFA financial key performance indicators (Dashboard) was circulated to all Governors. A general discussion took place on value added, Dashboard and Raise on Line. It was noted that this was the first year that the Dashboard had been provided for the college. The financial health of the college had dropped because of cuts in funding.

Cllr McGee advised Governors that there had been little capital expenditure since the new building was finished but in future years the college will need to begin to look to replacing IT equipment and infrastructure because most of the computers are at least four years old. It was noted that Andy Moss be invited to the next meeting of the Resources Committee to outline the long term strategy for the replace of IT equipment.

13. COMMITTEE TERMS OF REFERENCE

RESOLVED: That the Committee Terms of Reference for a) General Purposes and Employment Committee and b) Teaching and Learning Committee copies of which had been circulated to all Governors prior to the meeting be approved.

14. APPROVAL OF STATUTORY ACCOUNTS

A copy of the College's Report and Financial Statement for the year ended 31 July 2014 had been circulated to all Governors prior to the meeting. Both the Audit Committee and the Resources Committee had discussed these at their November 2014 meetings.

Members of the Audit Committee and Resources Committee had recommended that the Governing Body approve the Report and Financial Statement for the year ended 31 July 2014.

RESOLVED: That the College's Annual Report and Financial Statement for the year ended 31 July 2014 be approved.

15. BUDGET 2014/2015

A discussion took place on the paper that had been circulated prior to the meeting that detailed the movement between the original budget set in June 2014 and revised budget. Mrs Blackburn advised Governors there had been three changes i) the college had received the additional income of £169,912 relating to high needs students ii) have recruited additional staff to support these students £143,394 and iii) there had been a reduction in adult education salaries of £37,417.

There will be regular re-forecasts during the year to ensure that the surplus reflects the latest information and cash flow is accurate as possible.

RESOLVED: That the budget position be noted.

16. GOVERNORS ATTENDANCE RECORD 2013/2014

Details of the Governors attendance at both Governing Body meetings and Committee meetings during the academic year 2013/2014 had been circulated to all Governors prior to the meeting.

The Chairperson thanked all Governors for their support at the various Committee meetings and at the Governing Body meetings. The Chairperson undertook to speak to Mr Carpenter about his continuing membership of the Audit Committee.

RESOLVED: That the Annual Report on Governors attendance for the academic year 2013/2014 be approved.

17. PRINCIPAL'S TERMLY REPORT

The report of the Principal, copies of which were circulated, was presented and discussed. Mr Pearson apologised for the delay in getting his report to Governors.

RESOLVED: That the Principal's report be received.

18. MATTERS ARISING FROM THE PRINCIPAL'S TERMLY REPORT

Mr Pearson reported on the following:

a) Examination Results – Mr Pearson advised Governors that there had been another set of good results building on improved results from last year. This was a testament to the hard work and effort of both staff and students. The College has focussed on outcomes with departments working on targeted action plans throughout the year and a number of new initiatives about raising expectations. These improvements are despite the national picture that suggest that high grades have been suppressed and pass rates have slightly fallen. Some of the very highest performing colleges reported that their value added data has slipped whilst the College's is on the up

b) Student Enrolment – Mr Pearson advised Governors that enrolment for 2014/2015 was at the highest level that the College could cope with. Adjustments had been made to class sizes. The college's retention figures have fallen mainly due to the introduction of study programmes. There is uncertainty about how the curriculum reforms will be phased in over the next three years. The Teaching and Learning Committee will consider the various issues. In the meantime the college has to plan for the changes. Mr Pearson undertook to circulate to all Governors a copy of the paper he had sent to the members of the Teaching and Learning Committee. The Chairperson reiterated the need for the college to provide enough information for students so that they can make informed decisions.

c) Local Issues

i) A discussion took place on the fact that Cheadle Hulme High School and Hazel Grove High School had opened sixth forms in September 2013 and now had a lower and upper sixth forms. A number of other schools have declared an interest in having sixth form. Marple Hall's application has been refused by the Local Authority,

Bramhall High School's application is at an earlier stage but is unlikely to be approved.

ii) Mr Pearson advised Governors that Cheadle and Marple College had undergone some structural changes and are marketing themselves as separate colleges. The college has moved from requiring improvement to good. Stockport College received an inadequate judgement following inspection. Since then there have been many changes and a restructuring of their offer.

d) National Issues

i) A pay award of 1% had been agreed for both teaching and support staff backdated to 1 September 2014.

ii) The Sixth Form College Association (SFCA) is presenting proposals to change the SFC pay structure and progression routes. This will make progression much more linked to performance management targets and appraisal outcomes and will come with an increased cost to the college.

e) Finance

i) The budget for 2015/2016 will see an increase in income of £88,000 due to an increased student number this year. This will mitigate some of the reductions in income due to the latest funding cuts. All of this means that 2015/2016 will be another challenging year.

ii) From September 2015 there will be an increase in employer's contributions to the Teachers Pension Scheme from 14.1% to 16.48% an increase to the college of £120,000. In addition from April 2016 the rebate on National Insurance due to being in a final pension scheme will finish and add 3.4% which is estimated at £140,000.

f) Staffing – Mr Pearson reported on the resignations and appointments that had been made to the college from September 2014

g) Adult Education – Mr Pearson reported on the current education curriculum offered by the Adult Education section of the college. It covers a wide range of academic and leisure courses. The results for 2013/2014 show high levels of achievement.

h) Mission Day

The College held a Mission Day in July with David Wells as a guest speaker who gave talk on "Joy and Mercy – Catholic Schools in the Era of Pope Francis". This was followed two activities and a staff lunch. The other part of the day allowed staff to undertake a variety of activities organised by the College.

i) The report also covered the various sporting activities that take place within the College, Euroweek 2014 and Student Exchanges.

The Governors thanked Mr Pearson for his informative report.

19. RISK MANAGEMENT ANNUAL REPORT

Mrs Blackburn outlined the key elements of the report to Governors. It was noted that the risk management process was well established in the college with regular reports to the Senior Management Team. In addition Risk Management was a

standard item on the Audit Committee Agenda. Governors noted that the college has had clean audit reports from both Internal and External auditors.

RESOLVED: That Risk Management Annual Report for 2013/2014 and the amended Risk Management Policy be approved.

20. AUDIT COMMITTEE ANNUAL REPORT

Governors were advised that the Audit Committee had considered its Annual Report for the financial year 2013/2014, a copy of which had been circulated to all Governors prior to the meeting.

RESLOVED: That the Audit Committee's Annual Report be received.

21. CHAIRPERSON'S ACTION

The Chairperson reported that the Catholic Education Service has been trying to agree a standardised Instrument and Articles of Government. These changes mean that the number of Foundation Governors must be three more than the remaining number of Governors. At the moment there are 20 Governors with 11 Foundation Governors which means that there are only two more foundation Governors.

In order to achieve the requisite number of Foundation Governors is was proposed and seconded that Mrs J Miller be appointed as a Foundation Governor.

RESOLVED: That Mrs J Miller be appointed as a Foundation Governor.

The Chairperson undertook to liaise with the Catholic Education Service and the Diocese to arrange for Mrs Miller to be appointed as a Foundation Governor and for the new Instrument and Articles of Government for the college to be drawn up.

22. CORRESPONDENCE

No correspondence was brought forward for Governors consideration.

23. ANY OTHER BUSINESS

i) Governors were reminded that the Certificate Evening was on Tuesday 16 December 2014 at Stockport Town Hall at 7.30pm. The Chairperson encouraged Governors to attend.

ii) Mr Byrne asked Governors to give some consideration to becoming the Vice Chair of Governors in the near future.

24. DATE OF NEXT MEETING

4 March 2015

Signed _____
Chairperson

Date _____

Terry Conlon
(Clerk to the Governors)