

Confirmed Minutes of the Full Governing Body Meeting held on Wednesday 27th March 2019 at 6.30pm at the College



Present: Mrs Kay Arrowsmith
Mr John Fogarty
Mr Mike Hill (*Principal*)
Mr Andrew Jones
Mr Michael Martin
Mrs Tracy Mawson
Mr Donal McCormack (*Chair*)
Mr Paul Rooney

In attendance: Mr Oliver Maddock (*Associate Member*)
Mr Conal Neafcy (*Associate Member*)
Mrs Rebecca Papaspyridis (*Prospective Parent Governor*)
Mr Karl Smith (*Vice Principal, Curriculum & Quality*)
Mrs Michelle Williams (*Vice Principal, Strategy & Resources*)

Mrs Catherine Shaw (*Clerk to Governors*)

Prior to the meeting at 6pm a presentation on the 'Financial Analysis of Management Accounts' was delivered by Mrs Michelle Williams (Vice Principal, Strategy and Resources). A question and answer session took place at the close of the session. On behalf of the Board, the Chair thanked the Vice Principal for her informative presentation; the slides are appended to the minutes.

The meeting was opened in prayer by the Clerk to Governors.

The Chair welcomed all attendees to the meeting and Mrs Papaspyridis was introduced to the Board.

1. **DECLARATIONS OF INTEREST**

Governors were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at the meeting.

Interests were declared as follows:

- Agenda Items 5.2 and 7.1 – Ollie Maddock; reference to Student Destinations in 2018.
- Agenda Item 5.3 – all staff.
- Agenda Item 7.1 – Paul Rooney; reference to Liverpool Hope University.
- Agenda Item 7.1 – Mike Hill; reference to De La Salle School in his capacity as school governor and also as a member of the Archdiocese School Improvement Trust Board.
- Agenda Item 8.1 – all teaching staff.
- Agenda Item 9.1 – Tracy Mawson; reference to St Helens Chamber.
- Agenda Item 14.1 – Mrs Rebecca Papaspyridis.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were **received and accepted** from Mark Harvey, John Fogarty, Samantha McQuiggan and Andrew Rannard. The meeting was declared quorate.

3. ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS

The following agenda item was submitted by a Governor and **accepted** by the Board:

- Catholic Synod 2020 Liverpool

4. GOVERNING BODY MINUTES *(previously circulated)*

4.1 The minutes of the Full Governing Body meeting held on 1st February 2019 were (a) approved and signed in accordance with Clause 12 (3) of the Articles of Government and (b) publication was authorised in accordance with Clause 13.

5. MATTERS ARISING FROM THE GOVERNING BODY MINUTES

5.1 To consider any matters arising from the minutes *(previously circulated)*

Following due consideration of the report, the Board:

- **Approved** the recommendation for the Governing Body (GB) Self-Assessment Working Group to be established once GB membership had increased.
- **Noted** the unanimous decision to dismiss a student appeal which had taken place at a meeting on 21st March 2019.
- **Noted** the contents of the report and associated action log.

Action: Clerk – GB Working Group

5.2 Student Destinations 2018 *(previously circulated)*

The Vice Principal (Strategy and Resources) presented this report which included progression data for all students, disseminated into the following learner cohorts:

- A Level
- Art Foundation
- Foundation Learning

It was reported that 75.6% of students had progressed to Higher Education (HE). The percentage of students progressing to North West and Russell Group universities had risen slightly compared to the previous year. The continued rise in progression via apprenticeships was also addressed in the report.

An update was also provided regarding the current number of applications that had been submitted to the Universities and Colleges Admissions Service (UCAS).

A discussion ensued with the Principal clarifying that there was no College policy stating that students must submit UCAS applications, though students were encouraged to do so. Mr Hill emphasised the importance of all students having an individual progression plan, The Principal assured the Board that Management closely monitored the situation where student destinations were categorised as being 'not in education, employment or training' (NEET), as a high percentage would cause significant concern. Currently, NEET data was not a concern at Carmel.

The Board **noted** the contents of the report.

5.3 Staffing and Curriculum Review 2019/2020 *(previously circulated)*

The Principal provided an update to the Board and a discussion ensued. This agenda item was considered confidential for the purposes of the minutes.

The Board **noted** the contents of the report.

6. STUDENT VOICE

6.1 Termly Report (*previously circulated*)

The Committee considered the report. A concern was raised in connection with the imminent review of the Student Council Constitution and the proposals moving forward.

The Board:

- **Noted** the contents of the report.
- **Agreed** for the Principal to liaise further with the Student Governor.

Action: Principal

7. PRINCIPAL'S REPORT

7.1 To receive the Principal's Termly Report (*previously circulated*)

In addition to the Principal's written report which had previously been circulated, Mr Hill delivered a PowerPoint presentation (slides appended). The following aspects were highlighted at the meeting:

- Student outcomes - Academic level 3 value added score (L3VA) of +0.17 for 2017/2018; L3VA score for disadvantaged students reported at +0.22.
- Overview of Student Progress in 2018/2019.
- Leadership and Management in relation to the College priorities in 2018/2019.
- Student recruitment and finance update, in conjunction with successful marketing activities.
- Partnership working with numerous educational institutions.
- Personal Development, Behaviour and Welfare – the Principal was undertaking well-being interviews with individual staff members; in excess of 70 had been completed to date.
- Student Destinations 2018 – alignment with meeting the growth sectors within the Liverpool City Region.
- College Mission and Ethos – BBC News coverage in February 2019.
- Chaplaincy highlights in Spring Term.

A discussion ensued. Governors sought clarification on several issues and these were responded to by the Principal. Questions included:

Q. Since the BBC news coverage has the Marketing Department reported any increased interest?

A. The analytical data is yet to be reviewed.

Q. What seems to be working well from a marketing perspective?

A. Use of various social media platforms and recently a new Liaison Officer has been appointed. Student transport has a significant impact and CMT continue to consider all options to overcome this being a barrier in respect of student recruitment.

Q. How is the level of staff morale measured?

A. Annual staff climate survey, staff forums, feedback from the Joint Union Forum (JUF), feedback from Achievement Board meetings and one-to-one meetings with the Principal.

Q. What are the quantifiable outcomes, particularly from the one-to-one interviews?

A. All staff briefings include an anonymised update on the Principal's one-to-one meetings.

Q. When providing an update on student progress, is this based on results or lesson observations?

A. Both.

Q. It is pleasing to note that the SFC funding issue has been debated in Parliament on several occasions, is there any lobbying taking place with the Metro Mayor?

A. Yes and we have a further meeting arranged with Steve Rotherham.

8. CURRICULUM 2019/2020

Recommended for approval by the Quality and Standards Committee:

8.1 Review *(previously circulated)*

The Board considered the report presented to the Quality and Standards Committee at its meeting on 5th March 2019. A discussion ensued. Governors acknowledged the significant funding issues within the SFC sector, though were reluctant to withdraw any courses that could not be easily re-introduced at a future date, should the financial climate improve. The Board also considered whether the curriculum offer was broad enough for those students less academic, in line with its Mission Statement and the LEP priorities regarding the 'digital and creative' growth areas.

The Board **accepted** the recommendations made in the report and approved the curriculum for 2019/2020.

9. GOVERNORS' STRATEGIC PLANNING DAY 1st FEBRUARY 2019

9.1 Report of the Day *(previously circulated)*

Governors considered the Report of the Day provided by the Clerk.

The Board:

- **approved** the document as a true and accurate record of the event.
- **agreed** for the annual event to be held at the Chamber in 2020, a date to be arranged.

Action: Clerk – Strategic Planning Day 2020

9.2 Draft Action Plan *(previously circulated)*

The Clerk referred the Board to the proposed action plan which had derived from the evaluation summaries completed at the Strategic Planning Day. Following due consideration, the Board **approved** the action plan.

Action: Clerk – Future Agenda Item

10. FINANCIAL MANAGEMENT

10.1 Insolvency Regime *(previously circulated)*

The Vice Principal (Strategy and Resources) advised that the Insolvency Regime for further education and sixth form colleges came into force on 31st January 2019. Mrs Williams' highlighted key aspects of the regime, which included:

- the reasons for its introduction and protection for students.
- overview of how it operated.
- the responsibility of Governing Bodies to ensure the solvency and viability of colleges.
- the role of the Education and Skills Funding Agency (ESFA).

- the intervention by the FE Commissioner, in the event a College has been given formal notice to improve.

The Board **noted** the contents of the report.

Recommended for approval by the Finance and Resources Committee:

- 10.2 **Financial Regulations 2019** (*previously circulated*)
Governors considered the Financial Regulations 2019.

The Board accepted the recommendation made by the Finance and Resources Committee and **approved** the Financial Regulations 2019.

11. RISK MANAGEMENT

- 11.1 **Review of the Risk Management Action Plan** (*previously circulated*)

The Vice Principal (Strategy and Resources) provided an overview of each risk contained within the action plan.

The Board **approved** the Risk Management Action Plan.

12. COLLEGE MISSION STATEMENT

- 12.1 **Annual Review** (*previously circulated*)

Following discussion of the report, the Board:

- **re-affirmed** the current Mission Statement.
- **approved** the recommendation that the Mission Statement be reviewed every three years. This would be in line with the timing of consultation and subsequent approval of the College's Strategic Plan.

13. ELECTION

- 13.1 **Chair of Governors to serve from 1st April 2019 to 31st March 2021** (*previously circulated*)

The Clerk advised that she had not formally received any written nominations for this position. Consequently, she had sought advice from Tim Warren (Director of Education) and Ian Beck (Schools' Diocesan Officer) at the Archdiocese of Liverpool. Mrs Shaw read the response she had received from Mr Beck on 27th March 2019.

As the incumbent Chair was not eligible to partake in the election of his successor, the meeting would become inquorate. Therefore, the Clerk advised that this agenda item ought to be deferred to the next scheduled Full Governing Body meeting, or alternatively a Special Full Governing Body meeting could be convened sooner.

A discussion ensued.

The Board **agreed** to defer this agenda item to the next scheduled Full Governing Body meeting on 25th June 2019.

- 13.2 **Vice Chair of Governors to serve from 1st April 2019 to 31st March 2021** (*previously circulated*)

In accordance with procedure, Mr Paul Rooney was nominated and seconded to become Vice Chair of the Governing Body. Mr Rooney accepted the nomination on an interim basis up until the end of the current academic year. A vote took place with a unanimous outcome in favour of Mr Rooney being elected as the Vice Chair of Governors.

The Board **elected** Mr Paul Rooney to serve as Vice Chair of Governors on an interim basis from 1st April 2019 to 31st July 2019.

14. GOVERNING BODY REVIEW

To consider the reports and recommendations to be made by the Search Committee:

At the Chair's request, Mrs Papaspyridis left the meeting

14.1 **Appointment of Rebecca Papaspyridis as Parent Governor**

The Chair advised that a Parent Governor election procedure had recently taken place. Mrs Papaspyridis had been the sole candidate and Mr McCormack provided a brief overview of Mrs Papaspyridis' professional background.

The Board **approved** the recommendation made by the Search Committee and:

- appointed Mrs Rebecca Papaspyridis as the Parent Governor for a four-year term of office, subject to the usual clearances.
- appointed Mrs Papaspyridis to the Quality and Standards Committee.

14.2 **Membership and Succession Planning** (*previously circulated*)

The Chair advised that the Clerk had received four expressions of interest from persons wishing to become governors; the applications were progressing in line with the Governor Recruitment Policy.

Mr Oliver Maddock (Associate Member and former Student Governor) had also expressed an interest in becoming a Foundation Governor.

Mr Maddock declared an interest in this agenda item and he left the meeting.

The Board **accepted** the recommendation made by the Search Committee and approved Mr Maddock's appointment as a Foundation Governor, subject to the Archbishop's consent and DBS clearance.

Mr Maddock returned to the meeting and was congratulated upon his appointment, subject to the usual clearances.

The Chair thanked Mr Andrew Jones for his expression of interest in becoming an Equality and Diversity Link Governor. This had been discussed at the Search Committee meeting. Following the decision in June 2018 to disband with the Link Governor Scheme, the Principal had suggested an annual report be presented by the Equality and Diversity Co-ordinator to the Board.

No objections were raised and the Board **noted** the report.

The Chair thanked Mr Jones for his offer.

15. COMMITTEE MEETINGS

To receive the following unconfirmed minutes:

15.1 **Quality and Standards Committee Meeting held on 5th March 2019** (*previously circulated*)

As Committee Chair, Mr Martin confirmed that the minutes represented an accurate record of the meeting. He detailed the key aspects of discussion and decision-making which had taken place at the meeting.

In response to a question raised by the Chair of Governors, Mr Martin and Mr Maddock clarified the position regarding agenda item 11.1 Review of the Ofsted Action Plan.

The Board **received** the draft minutes from Quality and Standards Committee Meeting held on 5th March 2019.

15.2 Finance and Resources Committee Meeting held on 14th March 2019 (previously circulated)

As Committee Chair, Mr Fogarty confirmed that the minutes represented an accurate record of the meeting. He detailed the key aspects of discussion and decision-making which had taken place at the meeting, with a focus on agenda item 6.4 relating to the bursary fund update.

The Board **received** the draft minutes from Finance and Resources Committee Meeting held on 14th March 2019.

To receive the following verbal report:

15.3 Search Committee Meeting held on 27th March 2019

The Chair advised all Members that the Clerk would be circulating the annual skills audit documentation for completion and return. Mr McCormack stated the importance of this exercise for governor recruitment and training purposes.

The Board **noted** the report.

16. VOTE OF THANKS

Being the final meeting for the Chair of Governors, Mr John Fogarty paid tribute to Mr Donal McCormack for his tireless work and dedication as a Governor at the College spanning 16 years; the past 6 years serving as Chair of the Governing Body. A presentation took place.

In response Mr McCormack stated it had been an honour and privilege to be a Governor at Carmel. The Chair praised fellow Governors, College staff and students for their hard work and commitment to ensure Carmel remained an outstanding sixth form college. Mr McCormack also placed on record his thanks to the Clerk for her valued support and advice.

17. ANY OTHER BUSINESS

17.1 Catholic Synod 2020 Liverpool

Mr Rooney advised that the Synod had been discussed within an agenda item at the earlier Search Committee meeting, upon a suggestion made by the Clerk. Mr Rooney provided an overview of the workings of the Synod and directed Board Members to the website link for more information: www.synod2020.co.uk

The Chair thanked Mr Rooney for bringing this to the attention of the Governing Body and the Board **noted** the report.

18. DATE OF NEXT MEETING

18.1 Full Governing Body Meeting – Tuesday 25th June 2019 at 6.00pm.

19. CONFIDENTIAL COMMITTEE MINUTES

19.1 To receive the draft confidential minutes from the Quality and Standards Committee meeting held on 5th March 2019 (previously circulated)

The Board **received** the draft confidential minutes from the Quality and Standards Committee meeting held on 5th March 2019, with an additional commentary provided by the Committee Chair.

19.2 To receive the draft confidential minutes from the Finance and Resources Committee meeting held on 14th March 2019 (previously circulated)

The Board **received** the draft confidential minutes from the Finance and Resources Committee meeting held on 14th March 2019, with an additional commentary provided by the Committee Chair.

Given the confidential nature of Agenda Items 20.1 and 21.1 the Principal, Vice Principal (Strategy and Resources), Vice Principal (Curriculum and Quality), the Staff Governor and Associate Members were thanked for their attendance and they left the meeting at this point.

20. CONFIDENTIAL GOVERNING BODY MINUTES

20.1 Approval of the confidential section of the minutes of the full Governing Body meeting held on 1st February 2019 (previously circulated)

The Board **approved** the confidential minutes of the Full Governing Body Meeting held on 1st February 2019.

20.2 To consider any matters arising from the minutes

This item was deemed confidential for the purposes of the minutes.

21. REMUNERATION

To receive the following verbal report:

21.1 Remuneration Committee Meeting held on 27th March 2019

This agenda item was confidential for the purposes of the minutes.

The Chair thanked Governors for their attendance and contribution at the meeting. There being no further business to discuss the meeting concluded at 9.00 pm.

Signed by the Chair: College file signed by Mr Paul Rooney

On this day: 24th June 2019