

# Confirmed Minutes of the Full Governing Body Meeting held on Monday 24<sup>th</sup> June 2019 at 6.30pm at the College



**Present:** Mr John Fogarty  
Mr Mark Harvey  
Mr Mike Hill (*Principal*)  
Mr Andrew Jones  
Mr Oliver Maddock  
Mr Michael Martin

Ms Tracy Mawson  
Miss Samantha McQuiggan  
Mr Thomas Mitchell  
Mrs Rebecca Papaspyridis  
Mr Andrew Rannard  
Mr Paul Rooney (*Vice Chair of Governors*)

**In attendance:** Mrs Kathryn Edmond (*Lay Chaplain*)  
Mr Edward Hodgson (*Student Council President 2018/2019*)  
Mr David Lawson (*Observer and Prospective Governor*)  
Mr Conal Neafcy (*Associate Member*)  
Miss Caroline Nencini (*Former Governor*)  
Mr Karl Smith (*Vice Principal, Curriculum & Quality*)  
Mrs Michelle Williams (*Vice Principal, Strategy & Resources*)  
Mrs Catherine Shaw (*Clerk to Governors*)

At 6pm prior to the meeting a presentation on the 'Ofsted Education Inspection Framework – September 2019' was delivered by Mr Karl Smith (Vice Principal, Curriculum and Quality). 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 his informative presentation; the slides are appended to the minutes.

***The meeting was opened in prayer by the Vice Chair of Governors and Acting Chair.***

On behalf of the Board, the Vice Chair of Governors paid tribute to Miss Nencini. A presentation took place in appreciation of her years of service as a Foundation Governor. In response Miss Nencini praised the students, staff and Governors. She offered her congratulations to all following the recent outstanding Ofsted inspection.

*Miss Nencini left the meeting.*

## **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:

- Oliver Maddock – Agenda Items 7.1 and 13.
- Paul Rooney in respect of any potential discussion involving Liverpool Hope University.

The Board **noted** the declared interests.

## 2. APOLOGIES FOR ABSENCE

2.1 No apologies for absence had been received. The meeting was declared quorate.

## 3. ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS

None.

## 4. STUDENT VOICE

### 4.1 Termly Report *(previously circulated)*

Miss McQuiggan presented this report and highlighted the following aspects in relation to the Student Council (SC):

- Successful fundraising initiatives had taken place supporting numerous organisations which included Willowbrook Hospice, the Gambia Water Project, Children in Need, Comic Relief and Alzheimers UK and many more.
- Raising the SC profile via various means, such as social media, Carmel Radio and the SC representatives' presence around the campus.
- Areas for Development – road safety directly outside of the College remained an area of concern.
- Transition – effective communication had taken place with the incoming SC for 2019/2020.

In conclusion, Miss McQuiggan thanked all Board Members and College staff for the work undertaken to ensure the best outcomes for students. A discussion ensued, with several questions being raised and responded to by the Student Governor.

The Board **noted** the report and thanked Miss McQuiggan.

## 5. ANNUAL REPORTS

### 5.1 Student Council (SC) *(previously circulated)*

Mr Hodgson presented a comprehensive report and presented the following highlights:

- A SWOT analysis illustrating the strengths, weaknesses, opportunities and threats throughout the year.
- Confidence in that the SC had been wholly successful in all activities undertaken and had served in accordance with the College's Mission Statement. The Board was furnished with examples to substantiate this.
- Carmel Radio – the social media handle had been streamlined to incorporate the main voice of the SC.
- Sustainability on campus and in the vicinity – which included highlighting the damaging effects of smoking, responsible use of water and road safety directly outside College on Prescott Road.
- Fundraising initiatives – the SC had helped numerous charitable causes which had been a hugely rewarding experience.

In conclusion, the Student Council President assured the Board that the incumbent SC had worked with the SC Elect to ensure a smooth transition, as far as reasonably practicable. Numerous questions were raised and responded to by the SC President.

Members also considered the report which had been submitted by Mr Mike McLoughlin in his capacity as the Student Council Tutor who facilitated the meetings.

The Board **approved** the Student Council Annual Reports and thanked Mr Hodgson for his comprehensive reporting.

#### 5.2 **Student Council Constitution** (*previously circulated*)

The Board accepted the representations made by the Student Governor and **approved** the Student Council Constitution; unchanged since its last approval in 2018.

#### 5.3 **Chaplaincy** (*previously circulated*)

The College Chaplain presented this report. Mrs Edmond highlighted the following aspects:

- Outreach – the importance of the Chaplain being a missionary, seeking out both students and staff who may require support. This included the bereaved and suffering, LGBTQ+ group, vulnerable students and those struggling with mental health issues.
- Liverpool Archdiocese Synod 2020 – listening, protected time for prayer, reflection and discernment for staff, students and governors.
- Collective Worship – this included Mass every Thursday and Morning Prayers every Friday, which Board Members would be very welcome to attend.
- Liverpool Archdiocese Chaplains' Network – October Retreat, Advent planning, and collaboration with Animate.
- ACVIC Chaplains Conference and Retreat June 2019 – a summary provided by David Wells, Conference Facilitator.
- Typologies – Venn diagram illustrated the inter relationship of young people's engagement in prayer, attendance at Mass and their involvement in social justice.
- Preparation for the College's Denominational Inspection.

In closing her report, Mrs Edmond referred to the Liverpool Archdiocese Synod 2020 and offered her support to Board Members in their own discernment, should it be required.

Numerous questions were raised and responded to by the College Chaplain. The Student Council President commended the Chaplain on the positive impact she had within the College community.

The Board **approved** the Chaplaincy Annual Report and thanked Ms Edmond for the impressive work which she had undertaken.

*Both Mr Hodgson and Mrs Edmond were thanked for presenting their respective reports and they left the meeting.*

#### 5.4 **Safeguarding** (*previously circulated*)

As Chair of the Quality and Standards Committee, Mr Martin provided an overview of this report. He commended the Vice Principal (Strategy and Resources) and the Safeguarding Manager for the seamless transition into their new roles.

The Board accepted the recommendation made by the Quality and Standards Committee and **approved** the Safeguarding Annual Report.

#### 5.5 **Work Experience** (*previously circulated*)

As Chair of the Quality and Standards Committee, Mr Martin also provided an overview of this report.

The Board approved the recommendation made by the Quality and Standards Committee and **approved** the Work Experience Annual Report.

Thanks were expressed to Mr Charlie Burton (Assistant Principal, Curriculum) and Ms Vicky Moran (Work Experience Co-ordinator) for the compilation of this report and work undertaken.

## 6. **GOVERNING BODY MINUTES** *(previously circulated)*

- 6.1 The minutes of the Full Governing Body meeting held on 27<sup>th</sup> March 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.

## 7. **MATTERS ARISING FROM THE GOVERNING BODY MINUTES**

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

Following due consideration of the report, the Board:

- **Approved** that the Governing Body Self-Assessment Working Group be established in Autumn Term 2019.
- **Noted** the confirmation received by the Clerk that Fr Michael O'Dowd had consented to Mr Mark Harvey's appointment as a Foundation Governor.
- **Noted** the contents of the report and associated action log.

**Action: Clerk – GB SAR Working Group**

### 7.2 **Minute 9.2 – Governing Body Strategy Day Action Plan** *(previously circulated)*

Members reviewed the progress made against the action plan provided by the Clerk.

The Board:

- **Accepted the recommendation** made by the Search Committee for the Board **not** to introduce the use of 360-degree questionnaires.
- **Noted** the contents of the report and its substantial completion.

## 8. **CHAIR'S ACTION**

### 8.1 **Support Staff Pay Award** *(previously circulated)*

The Board considered the national annual pay settlement which had taken place in April 2019 and Mr Rooney's decision to approve the pay award.

The Board fully endorsed the Chair's Action and **approval was granted.**

### 8.2 **Teaching Staff Pay Award** *(previously circulated)*

The Board considered the national annual pay settlement which had taken place in May 2019 and Mr Rooney's decision to approve the pay award.

The Board fully endorsed the Chair's Action and **approval was granted.**

### 8.3 **College Holiday Pattern 2018/2019** *(previously circulated)*

The Board considered the slight adjustment to the holiday pattern at the end of summer term and the reasons provided. It was confirmed that the adjustment remained within the contracted working requirements.

The Board fully endorsed the Chair's Action and **approval was granted.**

## 9. OFSTED

### 9.1 **Inspection Report** (*previously circulated*)

The Principal referred to the Ofsted Inspection Report published on 10<sup>th</sup> June 2019. Mr Hill provided an overview of the rigorous process which took place over four days. The overall outcome was 'outstanding,' a grading which had been sustained since the College was previously inspected in 2007.

A discussion ensued, with various questions being raised by Members and responded to by the Corporate Management Team (CMT). Part of this agenda item was deemed confidential for the purposes of the minutes.

The Board:

- **Noted** the contents of this outstanding report.
- **Highly commended** the staff and students for their sheer hard work and dedication.
- **Re-affirmed** its commitment to ensure excellence was sustained moving forward.

## 10. PRINCIPAL'S REPORT

### 10.1 **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:

- Review of the College priorities for 2018/2019.
- Updates on student progress across the College.
- Student Recruitment – forecast for September 2019.
- Teaching, learning and assessment – outcome of lesson observations and comparative data from 2017/2018.
- Subject areas under support – progress updates on areas that were subject to one of the following interventions: (a) formal subject reviews, (b) support and challenge, and (c) maintain and sustain.
- Partnership Work – this included a joint bid for a Super Teaching Hub, 16-19 School Improvement Reviews and work within the Archdiocese School Improvement Trust.
- Pastoral Updates - included a £22k bid to support the College's work as a Shaping Futures Hub.
- College Ethos – included student trips, various fundraising activities, numerous Art exhibitions, Upper 6<sup>th</sup> Leavers' Service and Pride Week celebrations.
- Tanzania Fundraising – video clip from children thanking the College for supporting them in improving their educational experience in Tanzania.

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

**Q.** Are there any subject areas where performance is predicted to dip from last year?

**A.** No, though unforeseen situations can occur.

**Q.** Do you anticipate a longer-term partnership with the school in Tanzania?

**A.** Hopefully yes, as there is no state funded education there.

The Board **noted** the contents of the Principal's Termly Report.

## 11. CURRICULUM

### 11.1 **Review of the 10:10 Programme** (*previously circulated*)

Significant attention was paid to the mandatory requirements laid down in the Instrument and Articles of Government relating to collective worship and the provision of general Religious Education. A lengthy discussion ensued.

The Board:

- **accepted** the recommendations made by the Quality and Standards Committee and approved the report, as recorded in the draft minutes from the Committee meeting held on 11<sup>th</sup> June 2019.
- **agreed** for the Quality and Standards Committee to review this agenda item at its meeting on 24<sup>th</sup> September 2019.

**Action: Clerk – Q & S Agenda Item**

## **12. FINANCIAL MANAGEMENT**

### **12.1 Correspondence from the FE Commissioner** *(previously circulated)*

The correspondence dated 7<sup>th</sup> May 2019 was considered by the Board and clarity was sought as to the definition relating to the requirement to have two ‘financially qualified’ members on all Further Education and Sixth Form College Governing Bodies.

The Board **noted** the contents of the report, which included the ESFA’s assessment of Carmel’s financial health being graded as ‘good’ in 2018/2019.

### **12.2 Financial Forecast and Commentary 2019 to 2019/2020** *(previously circulated)*

The Chair advised that regrettably the scheduled Finance and Resources Committee scheduled for 14<sup>th</sup> June 2019 had not taken place due to being inquorate. Notwithstanding this, Mr Fogarty and Mr Rannard had met with the Vice Principal (Strategy and Resources) to scrutinise the report ahead of the full Governing Body meeting, together with the report contained within agenda item 12.3.

The Vice Principal (Strategy and Resources) highlighted the following aspects from the report:

- Overall financial health of the College was anticipated to be ‘good’ in 2018/2019.
- Proposed deficit budget for 2019/2020, with a return to a surplus position in 2020/21.
- Plan for 2020/21 was based upon educated assumptions, which included an increase in student funding by £250 per head.
- Key risks relating to (a) student numbers and (b) no funding rate increase and (c) HE recruitment.
- Costs – included staff pay awards estimated at 2% and pension fund costs.
- Cash balances remained high, thus protecting the financial solvency of the College in the short term.
- College financial performance was measured using education specific EBITDA %.

An in-depth discussion ensued with various questions being raised and responded to, which included:

**Q.** How confident is CMT that the student funding rate will increase?

**A.** There has been no increase since 2014/2015 and is therefore long overdue. There has been a strong indication from advisory bodies that an increase will be announced within the Government’s Comprehensive Spending Review in 2019.

**Q.** What is the worst-case scenario in the event there is no funding rate increase, as

predicted?

- A. This would have a significant adverse impact on the deficit budget. A staffing review would need to be undertaken.

A Governor commented that the demographics were set to rise again, which was likely to be favourable in respect of student recruitment. A suggestion was made for Board Members to write to their MP regarding serious concerns in relation to the current level of student funding within the SFC sector.

A vote took place which produced a unanimous outcome. Subsequently, the Board:

- **Approved** the Carmel College financial forecast 2019-2021, and
- **Approved** the 2019/2020 forecast as the operating budget for 2019/2020.

### 12.3 **Car Parking Facilities – West Park Rugby Club** *(previously circulated)*

A detailed discussion took place regarding the Principal's proposal. The advantages and disadvantages were fully explored, with consideration given to the Green Policy.

Part of this agenda item was deemed confidential for the purposes of the minutes.

A vote took place which produced a unanimous outcome. Subsequently, the Board **approved** that £55k of College funds derived from the Capital Budget heading was to be used to refurbish the Rugby Club car park; with the intention to provide free student car parking from September 2019 for a period of at least five years.

**Action: Contract**

## 13. **APPOINTMENT OF AUDITORS**

### 13.1 **Appointment of Murray Smith LLP as Financial Statements and Regularity Auditors from 1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2024** *(previously circulated)*

As Chair of the Audit Committee, Mr Jones provided an overview of the process. A discussion ensued.

The Board **approved** the recommendation made by the Audit Committee and appointed Murray Smith LLP as the College's Financial Statements and Regularity Auditors.

**Action: Clerk – Liaison with Murray Smith**

### 13.2 **Appointment of Wylie and Bisset as Internal Auditors from 1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2024** *(previously circulated)*

As Chair of the Audit Committee, Mr Jones provided an overview of the process. A discussion ensued. In response to a question raised, it was confirmed that cost and value for money had been one of the key considerations.

The Board **approved** the recommendation made by the Audit Committee and appointed Wylie and Bisset as the College's Internal Auditors.

**Action: Clerk – Liaison with Wylie and Bisset**

## 14. **GOVERNING BODY REVIEW**

### 14.1 **Proposed Calendar of Meetings for 2020** *(previously circulated)*

Following due consideration, the Board:

- **Approved** the calendar of meetings for 2020.
- **Noted** that an additional meeting may need to be convened in January 2020 to approve a financial report that required submission by 31<sup>st</sup> January 2020.

14.2 **Appointment of Aiden Studdard as Student Governor to serve from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020** *(previously circulated)*

The Board accepted the Search Committee's recommendation and **appointed** Aiden Studdard as the Student Governor from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020 and his assignment to the Quality and Standards Committee.

14.3 **Governors' Code of Conduct** *(previously circulated)*

The Board accepted the Search Committee's recommendation and **approved** the Governors' Code of Conduct.

14.4 **Annual Award to Staff** *(previously circulated)*

The Board considered the proposal which had previously been circulated and subsequently:

- **Approved** the introduction of an annual staff award, as outlined in the documentation.
- **Delegated authority** to the Principal, Chair of Governors and Clerk to finalise details of the staff award scheme.

**Action: Principal, Chair of Governors and Clerk**

**15. POLICIES**

15.1 **Student Fee Charging Policy** *(previously circulated)*

Following due consideration, the Board **approved** the Student Fee Charging Policy.

*Mr Paul Rooney withdrew from the meeting for agenda item 16.1*

**16. ELECTION**

16.1 **Chair of Governors** *(previously circulated)*

The Clerk conducted the election process in accordance with the approved procedure.

A vote took place with a unanimous outcome in favour of Mr Rooney being elected as the Chair of the Governing Body.

The Board **elected** Mr Paul Rooney to serve as Chair of Governors with immediate effect until 31<sup>st</sup> July 2021.

*Mr Rooney returned to the meeting and was congratulated upon his appointment.*

16.2 **Vice Chair of Governors** *(previously circulated)*

In accordance with procedure, Mr Michael Martin was nominated and seconded to become Vice Chair of the Governing Body.

*Mr Michael Martin withdrew from the meeting.*

A vote took place with a unanimous outcome in favour of Mr Martin being elected as the Vice Chair of Governors.

The Board **elected** Mr Michael Martin to serve as Vice Chair of Governors with immediate effect until 31<sup>st</sup> July 2020.

*Mr Martin returned to the meeting and was congratulated upon his appointment.*

**17. COMMITTEE MEETINGS**

**To receive the following confirmed minutes:**

17.1 **Audit Committee Meeting held on 4<sup>th</sup> April 2019** *(previously circulated)*

The Board **received** the approved minutes from the Audit Committee Meeting held on 4<sup>th</sup> April 2019.

17.2 **Quality and Standards Committee Meeting held on 11<sup>th</sup> June 2019** *(previously circulated)*

As Committee Chair, Mr Martin advised that key elements at the meeting had required recommendations to be made to the Board for approval; as such critical business had been addressed earlier within the Board agenda. Mr Martin welcomed any questions from Board Members.

The Board **received** the draft minutes from Quality and Standards Committee Meeting held on 11<sup>th</sup> June 2019.

17.3 **Audit Committee Meeting held on 11<sup>th</sup> June 2019** *(previously circulated)*

As Committee Chair, Mr Jones provided an overview of the key aspects discussed at the meeting. Mr Jones welcomed any questions from Board Members.

The Board **received** the draft minutes from the Audit Committee Meeting held on 11<sup>th</sup> June 2019.

**To receive the following verbal report:**

17.4 **Search Committee Meeting held on 24<sup>th</sup> June 2019**

In light of Mr Rooney's appointment as Chair of Governors, the Board **approved** the recommendation that Mr Rooney be assigned as a Member of the Quality and Assurance Committee as opposed to being an Audit Committee Member; this was to ensure objectivity and independence.

As Chair of the Search Committee Mr Martin advised that the following matters had been discussed:

- Membership and Succession Planning – there was currently one vacancy for a Foundation Governor.
- Annual Analysis of the Governing Body Skills Set – this demonstrated that Carmel had a highly skilled Governing Body. To further enhance this position, it was recommended that a prospective Governor with HR and legal skills would complement the Board composition.
- Minor amendments to the Committee Terms of Reference – the Board **approved** that the Student Governor was to be assigned to the Quality and Standards Committee.
- Remuneration and Search Committee Membership – at least one additional Governor was required to join the respective Committees. Any interested Governors was requested to liaise with the Clerk.

The Committee **noted** the report.

**Training Plan**

The Board **accepted** the following recommendation made by the Search Committee:

Date	Session
15 <sup>th</sup> October 2019	Equality and Diversity

10 <sup>th</sup> December 2019	Annual Safeguarding and Prevent Duty
31 <sup>st</sup> March 2020	Training Session / Quality Assurance Presentation to be confirmed
23 <sup>rd</sup> June 2020	Training Session / Quality Assurance Presentation to be confirmed

### **Annual Strategic Planning Day 2020**

The Board was advised that preparation had commenced for the Strategic Planning Day on 31<sup>st</sup> January 2020. Discussions had taken place with the Principal, Chair of Governors and Clerk. It had been recommended that a co-design twilight session take place with all Board Members later this year, as moving forward it was anticipated that this would yield a more productive discussion at the Strategic Planning Day.

The Board **noted** this report.

**Action: Chair of Governors, Principal and Clerk**

### **Appointment of Mrs Susan Jarvis as a Co-Opted Governor**

As Chair of the Search Committee, Mr Martin provided an overview of Mrs Jarvis' professional background and skills set.

The Board **accepted the recommendation** made by the Search Committee and appointed Mrs Susan Jarvis as a Co-Opted Governor and Member of the Audit Committee, subject to the required Disclosure and Barring Service (DBS) clearance.

*Mr Lawson withdrew from the meeting.*

### **Appointment of Mr David Lawson as a Foundation Governor**

The Chair of the Search Committee provided an overview of Mr Lawson's professional background and skills set.

The Board **accepted the recommendation** made by the Search Committee and appointed Mr David Lawson as Foundation Governor and Member of the Quality and Standards Committee. This appointment was subject to the Archbishop's consent and the required DBS clearance.

*Mr Lawson returned to the meeting and was congratulated upon his appointment.*

**Action: Clerk to liaise with Fr Michael O'Dowd, Episcopal Vicar**

### **Appointment of Mr Naheem Shafiq as an Associate Member**

Mr Martin provided an overview of Mr Shafiq's professional background and skills set.

The Board **accepted the recommendation** made by the Search Committee and appointed Mr Naheem Shafiq as an Associate Member, assigned to the Finance and Resources Committee. This was subject to the required DBS clearance.

*Mr Neafcy withdrew from the meeting.*

### **Appointment of Mr Conal Neafcy as a Foundation Governor**

Mr Martin advised that the expiration of Mr Neafcy's tenure as an Associate Member was imminent and that Mr Neafcy had expressed an interest in becoming a Foundation Governor.

The Board **accepted the recommendation** made by the Search Committee and appointed Mr Conal Neafcy as Foundation Governor and Member of Finance and Resources Committee. This appointment was subject to the Archbishop's consent and the required DBS clearance.

*Mr Neafcy returned to the meeting and was congratulated upon his appointment.*

**Action: Clerk to liaise with Fr Michael O'Dowd, Episcopal Vicar**

**18. ANY OTHER BUSINESS**

None.

**19. VOTE OF THANKS**

The Chair paid tribute to Miss Samantha McQuiggan for her service as the Student Governor during the course of the 2018/2019 academic year. Appreciation and best wishes were expressed. Miss McQuiggan responded and thanked the Board for being given the opportunity to serve as the Student Governor; an experience that she had found to be very rewarding.

**20. DATE OF NEXT MEETING**

20.1 Full Governing Body Meeting – Tuesday 15<sup>th</sup> October 2019 at 6.00pm.

*Mr Lawson left the meeting.*

**21. CONFIDENTIAL COMMITTEE MINUTES**

21.1 **To receive the draft confidential minutes from the Audit Committee meeting held on 11<sup>th</sup> June 2019 (previously circulated)**

The Chair of the Audit Committee welcomed any questions regarding the meeting.

The Board **received** the draft confidential minutes from the Audit Committee meeting held on 11<sup>th</sup> June 2019.

*Given the confidential nature of Agenda Items 22 and 23 the Principal, Vice Principal (Strategy and Resources), Vice Principal (Curriculum and Quality) and Student Governor were thanked for their attendance and they left the meeting at this point.*

**22. CONFIDENTIAL GOVERNING BODY MINUTES**

22.1 **Approval of the confidential section of the minutes of the full Governing Body meeting held on 27<sup>th</sup> March 2019 (previously circulated)**

The Board **approved** the confidential minutes of the Full Governing Body Meeting held on 27<sup>th</sup> March 2019.

22.2 **To consider any matters arising from the minutes**

This item was linked with agenda item 23 and deemed confidential for the purposes of the minutes.

**23. REMUNERATION**

**To receive the following verbal report from the Remuneration Committee Meeting held on 24<sup>th</sup> June 2019:**

23.1 **Principal**

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

23.2 **Vice Principal (Strategy and Resources)**

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

*The Clerk left the meeting whilst agenda item 23.3 was addressed.*

23.3 **Clerk to Governors**

This agenda item was deemed 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 9.45 pm.

Signed by the Chair: College File signed by Reverend Paul Rooney-----

On this day: 15<sup>th</sup> October 2019-----