

Confirmed Minutes of the Full Governing Body Meeting held on Tuesday 10th December 2019 at 6.30pm at the College



Present:

Mrs Kay Arrowsmith	Mr Oliver Maddock
Mr John Fogarty	Mr Michael Martin
Mr Mark Harvey	Ms Tracy Mawson
Mr Mike Hill (<i>Principal</i>)	Mr Thomas Mitchell
Mrs Susan Jarvis	Ms Rebecca Papaspyridis
Mr Andrew Jones	Rev Paul Rooney (<i>Chair</i>)
Mr David Lawson	Mr Aiden Studdard

In attendance:

- Mr Karl Smith (*Vice Principal, Curriculum & Quality*)
- Mrs Michelle Williams (*Vice Principal, Strategy & Resources*)
- Mrs Catherine Shaw (*Clerk to Governors*)

A presentation on 'Safeguarding and the Prevent Duty' was delivered by Ms Emma Smith (College Pastoral Director and Safeguarding Manager). A question and answer session took place at the close of the session. On behalf of the Board, the Chair thanked the Safeguarding Manager for her informative presentation; the slides are appended to the minutes.

The Pastoral Director/Safeguarding Manager left the meeting.

The Chair welcomed all attendees to the meeting and it was opened in prayer.

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.

The register of interests was noted and the following declarations were made:

- Agenda item 14.1 – Liverpool City Region Consultation.
- Agenda items 13.3 and 20.1 – the Principal, Vice Principal (Strategy and Resources) and Clerk to Governors.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were **received** and accepted from Andrew Rannard and Conal Neafcy. It was noted that it may be necessary for Mr Mitchell to leave early.

3. ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS

There were no items submitted.

4. GOVERNING BODY MINUTES (*previously circulated*)

4.1 The minutes of the Full Governing Body meeting held on 15th October 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*)

The Board **noted** the Clerk's report and associated action log.

6. PRINCIPAL'S REPORT

6.1 Principal's Termly Report *(previously circulated)*

The Principal highlighted the following aspects from his written report:

- Update on the summer examination results following the release of national benchmarks and destination data – the exam reviews had no impact on the overall College achievement data. However, there had been favourable adjustments to subject ALPS grades for Film Studies and BTEC Business.
- Student Destinations 2019
- College priorities 2019/2020 – this document had been formulated upon completion of the whole College Self Assessment Report .
- Overview of student progress from September 2019 to date – MAPP 6 (Upper Sixth) results illustrated a slight increase in progress comparative to December 2018.
- Overview of student recruitment and impact on funding 2019/2020 – delivery of a revised liaison model indicated a positive impact on applications for 2020/2021. Two Liaison Officers were in post and every staff member supports five liaison events.
- Events that had taken place demonstrating the College's Mission and ethos in action, these included: the publication of their 'Creative Careers' guide by the creative arts curriculum area, Chaplaincy and November's month of remembrance, climate change presentation delivered to Marie Rimmer MP, student participation at various workshops and entry into external competitions.

A discussion ensued with numerous questions raised by Governors and responded to by the Principal. These included:

Q. Has the delivery of the new liaison model had any impact on staff workload?

A. No adverse impact has been reported via well-being interviews or trade unions.

Q. Has there been a decrease in the number of students who progressed to an Oxbridge University this year?

A. Yes, 2014/2015 was the optimum year. Whilst there will be a focus to improve in this area, Oxbridge is not always the right choice for the student. It has been known for a student to decline an offer for Oxbridge.

The Vice Principal (Curriculum and Quality) commended the Principal on the extensive work he had undertaken in respect of liaison activities, in order to improve student recruitment.

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

6.2 Whole College Self-Assessment (SAR) Report *(previously circulated)*

The Vice Principal (Curriculum and Quality) thanked those Governors who had participated in the SAR panels. The Chair of Governors commended the College Management Team (CMT) on the rigorous leadership and constructive debate. Rev Rooney stated that based upon his experience in attending the recent SAR meetings, he had a high degree of confidence in the process.

The Vice Principal (Curriculum and Quality) highlighted the following aspects from the SAR:

- Fifty-two individual SARs had fed into this final document.
- A robust process had been demonstrated with appropriate challenge, where required.

- A number of critical friends had participated; this included a senior HMI Ofsted Inspector and senior leaders from several schools and colleges.
- Overview – summary of grades awarded, key strengths, key areas for improvement/development, summary of improvements since the last SAR.
- Evidence had been provided to substantiate an outstanding SAR grade in all areas under the revised Educational Inspection Framework, namely: (i) overall effectiveness of provision, (ii) quality of education, (iii) behaviour and attitudes, (iv) personal development, (v) effectiveness of leadership and management, (vi) provision for learners with high needs and (vii) effective safeguarding at the College.
- Subject to the Board's approval, the validated SAR was to be uploaded to the OFSTED Gateway in January 2020.

A discussion ensued. Several Governors who had been involved in the SAR Panels commented on the outstanding practice. In response to a question raised, the Vice Principal (Curriculum and Quality) explained the ALPS band grading in connection with subject areas identified as under-performing. Mr Smith clarified that underperformance was minimal and this was supported by an ALPS Band 3.

The Board **approved** the whole College Self Assessment Review Report 2019.

The Chair thanked the Vice Principal (Curriculum and Quality) for presenting this report and Mr Smith left the meeting.

7. STUDENT VOICE

7.1 Termly Report *(previously circulated)*

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

- Fundraising activities that had taken place since the start of the academic year.
- Education and Student Participation – all eligible students had been encouraged to vote in the General Election on 12th December 2019. Additionally, a mock general election was to take place on Election Day at College, to provide an introduction to this democratic process for students who were too young to vote.
- Parliamentary Candidates College Visit – the SC has recently chaired a productive question and answer session with local politicians.
- Carmel Radio – the SC had invested in a Deezer music streaming service. This had improved the quality and range of contents the SC was able to offer.
- Road Safety – despite attempts made, to date it had not been possible for the SC to arrange a meeting with local councillors in order to progress the safety concerns on Prescott Road.

A discussion ensued, with several questions being asked and responded to by the Student Governor which included:

Q. Will you be publishing the results from the mock election?

A. Yes.

Q. Is Carmel Radio popular?

A. It's very popular and promotes a sense of community.

Q. How does the SC plan to promote sustainability?

A. At present, we are considering the introduction of branded re-usable water bottles.

The Board:

- **Noted** the contents of the report.

- **Commended** the SC in encouraging eligible students to register to vote in the forthcoming general election and also for arranging a mock election for students who are too young to vote.

The Board **noted** the report and thanked Mr Studdard.

8. FINANCIAL MANAGEMENT

8.1 Financial Statements for Year Ended 31st July 2019 *(previously circulated)*

As Chair of the Audit Committee, Mr Jones provided an overview of the headline data within the documentation that had previously been circulated. He advised that the Auditor had been present at the Audit Committee meeting at which time Governors were directed to key areas for consideration. Mr Jones commended CMT on the clarity of the Financial Statements.

As Chair of the Finance and Resources Committee, Mr Fogarty informed the Board that the Financial Statements had also been scrutinised by the Finance and Resources Committee. He provided additional assurance in reporting that the Financial Statements reconciled with the management accounts which had been presented to the Committee.

The Board accepted the recommendation made by the Audit Committee and **approved** the Financial Statements for the year ended 31st July 2019. The Financial Statements were signed accordingly by the Chair of Governors and College Principal.

8.2 Regularity Report *(previously circulated)*

As Chair of the Audit Committee, Mr Jones provided an overview of the Regularity Report which had been recommended for approval by the Audit Committee. This clear report was supported by Murray Smith LLP (External Auditors). The Board considered the Regularity Report and was satisfied that it provided the necessary assurance that public funds were being used in accordance with regulations.

The Board accepted the recommendation made by the Audit Committee and **approved** the Regularity Report.

8.3 Financial Plan 2019 – 2021 *(previously circulated)*

As Chair of the Finance and Resources Committee, Mr Fogarty referred to the letter that had been received from the Education and Skills Funding Agency (ESFA) and presented at the recent Committee meeting. After the ESFA's assessment of Carmel's Financial Plan, the financial health of the College was confirmed as being:

- Good for 2018/2019
- Good for 2019/2020

In response to a question, the Vice Principal advised that for assessment purposes there was an 'outstanding' category and historically Carmel had been assessed as being within the highest category. Mrs Williams referred to the financial plan approved by the Board in June 2019 and the predicted timescale to return to an outstanding position of financial health.

The Committee **approved** the Financial Plan 2019-2021.

9. RISK MANAGEMENT

9.1 Risk Management Register and Action Plan *(previously circulated)*

The Chair advised that these had been approved by the Audit Committee at its meeting on 22nd November 2019, as per the minutes draft minutes. At that meeting the Committee

was notified of possible amendments upon completion of the whole College SAR. In line with this, the Vice Principal (Strategy and Resources) advised the Board of an amendment to be made in connection with the Foundation Learning Department.

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

10. ANNUAL REPORTS

10.1 **Health and Safety 2018/2019** *(previously circulated)*

Mr Fogarty provided an overview of this report, as presented at the recent Finance and Resources Committee meeting.

The Board accepted the recommendation made by the Finance and Resources Committee and **approved** the Health and Safety 2018-2019 Annual Report.

The Vice Principal (Strategy and Resources) left the meeting with the Chair thanking Mrs Williams for her attendance and presentation of reports.

11. GOVERNING BODY REVIEW

11.1 **Governor Visits** *(previously circulated)*

The Chair invited Board Members to provide verbal reports relating to any College visits that may have taken place since the last meeting. Numerous Governors reported positively on their experiences as SAR Panel Members.

Mr Maddock provided an overview of a College tour he made on 3rd December 2019 accompanied by the Clerk and reported positively of his experience.

As Safeguarding Link Governor, Mr Martin advised of Safeguarding Committee meetings he had attended. He stated he was very impressed with the work being undertaken to safeguard students.

Rev Rooney advised that the Governors' Annual Award was to be presented at the Staff Advent Service on Thursday 19th December 2019. All Governors who were available to attend would be very welcome to do so.

A discussion ensued.

The Board:

- **noted** the contents of the report
- **noted** and that details of College events 2019/20 had been circulated to all Board Members and requested that this be updated to include key sporting fixtures.

Action: Principal to liaise with Clerk

12. COLLEGE HOLIDAY PATTERN 2020-2021

12.1 **To approve the holiday pattern** *(previously circulated)*

Following consultation with staff the Principal presented the holiday pattern for approval.

In response to a question raised, the Principal confirmed that 'marking' days had been classified within teaching days.

The Board **approved** the College Holiday Pattern 2020-2021.

13. POLICIES

13.1 **Fairtrade Policy** *(previously circulated)*

The Board considered this policy and received advice from the Principal. A discussion ensued.

The Board **agreed to defer** the approval of the Fairtrade Policy to the next Full Governing Body meeting.

Action: Principal and Clerk

13.2 Foundation Learning Local Offer *(previously circulated)*

The Board considered the Foundation Learning Department Local Offer for inclusion in the Additional Learning Support policy.

The Board:

- **approved** this Local Offer for inclusion in the Additional Learning Support Policy.
- **authorised** its publication on the College's website.

13.3 Remuneration of Designated Senior Post Holders and the Clerk to Governors *(previously circulated)*

The Board accepted the recommendation made by the Remuneration Committee and **approved** the Remuneration Policy for Designated Senior Post Holders and the Clerk to Governors.

13.4 Health and Safety Policy *(previously circulated)*

The Board accepted the recommendation made by the Finance and Resources Committee and **approved** the Health and Safety Policy.

14. CORRESPONDENCE

14.1 Liverpool City Region (LCR) Consultation *(previously circulated)*

The Chair referred to the Clerk's report notifying the Board of the intention of the LCR Combined Authority to create a strategic plan called a 'Spatial Development Strategy.' The key themes within the consultation were considered by the Board. The Clerk advised that she had forwarded the email to the Student Council for consideration and potential engagement with the consultation. A discussion ensued.

The Board:

- **noted** the contents of the report
- **requested** that the Principal circulate details of the consultation to appropriate departments and curriculum areas to encourage stakeholder engagement.

15. COMMITTEE MEETINGS

To receive the following draft minutes:

15.1 Quality and Standards Committee Meeting held on 12th November 2019 *(previously circulated)*

As Chair of the Quality and Standards Committee, Mr Martin presented an overview of this meeting. Several matters had been addressed earlier in the Board meeting. He drew attention to the remaining areas:

- Staff Climate Survey and the formatting of future reports.
- The provisional date for the denominational faith inspection was 26th February 2020.

In relation to the Denominational Faith Inspection the Principal advised of a recent development. Mr Hill reported that the inspection may be postponed until the implementation of the National Framework which was expected in September 2020. A discussion ensued with the Chair welcoming questions from Board Members.

The Board:

- **Received** the draft minutes from the Quality and Standards Committee Meeting.
- **Noted** the Principal's update regarding the Denominational Faith Inspection.

15.2 **Confidential section from the Quality and Standards Committee Meeting held on 12th November 2019** *(previously circulated)*

The Board **received** the draft confidential section of the minutes from the Quality and Standards Committee Meeting on 12th November 2019.

15.3 **Finance and Resources Committee Meeting held on 20th November 2019** *(previously circulated)*

As Chair of Finance and Resources, Mr Fogarty presented an overview of this meeting. He drew the Board's attention to the costs/benefits analyses undertaken by CMT in connection with (i) Student Transport and (ii) the Marketing and Liaison Model. Mr Fogarty referred to the Principal's report presented earlier in the meeting (agenda item 6.1), where it related to student recruitment and the very pleasing number of applications that had been received to date for 2020/2021.

The Chair invited questions from Board Members. In response to a question raised by a Governor, the Principal advised that available benchmarking data for marketing and liaison expenditure was limited. Mr Hill confirmed that the analysis presented at the Finance and Resources Committee estimated the cost to be £250 per student at Carmel.

The Board **received** the draft minutes from the Finance and Resources Committee meeting.

15.4 **Audit Committee Meeting held on 22nd November 2019** *(previously circulated)*

As Chair of the Audit Committee, Mr Jones presented an overview of this meeting. In addition to the Financial Statements and Regularity Report addressed earlier in the meeting at agenda items 8.1 and 8.2, Mr Jones highlighted the following:

- Safeguarding College Assets Report – this had fully demonstrated that assets were well controlled at the College.
- Annual Value for Money Report – a comprehensive report had been received and no concerns had been identified.
- Internal Auditor recommendations – the report confirmed that CMT had implemented recommendations in a timely manner.

The Chair invited questions from Board Members.

The Board **received** the draft minutes from the Audit Committee Meeting.

To receive the following unconfirmed minutes and consider any recommendations to be made for approval:

15.5 **Search Committee Meeting held on 22nd November 2019** *(previously circulated)*

As Chair of the Search Committee, Mr Martin referred the Board to the draft minutes that had previously been circulated. A discussion ensued. The Board accepted the recommendations made by the Search Committee and **approved** the following:

Committee Membership

- Mr Mark Harvey was to transfer to the Audit Committee from the Finance and Resources Committee with immediate effect.

- Ms Tracy Mawson was to transfer to the Finance and Resources Committee from the Audit Committee with immediate effect.

Review of the Link Governor Scheme

- Not to extend the current scheme at the College. Mr Martin remained the Safeguarding Link Governor. Rev Rooney remained the Chaplaincy Link Governor.

Succession Planning

- Development of a succession planning strategy.

College Website

- To enhance the governance webpage. Short biographies to be submitted to the Clerk where required and arrangements were to be made to update the Governing Body photographs.

The Board **noted** the following:

- Expressions of interest to join the Remuneration Committee and the Search Committee would be welcomed.
- The Chair of Governors and Principal were to finalise the agenda for the Governing Body's Strategic Planning Day which was scheduled for Friday 31st January 2020.

16. ANY OTHER BUSINESS

None.

17. DATE OF NEXT MEETING

17.1 Full Governing Body Meetings

It was noted that the next scheduled Full Governing Body meeting was to take place on Tuesday 31st March 2020. The Principal requested that in addition to this, a Special Full Governing Body meeting takes place on Tuesday 25th February 2020. The purpose of the Special Full Governing Body meeting was to approve the Integrated Financial Model for Colleges (IFMC) report.

17.2 CMT Away Day – Invitation to Governors

Monday 16th December 2019 at Liverpool Hope University.

17.3 Governing Body Annual Strategic Planning Day

Friday 31st January 2020 at St Helens Chamber.

In connection with agenda item 2.1 Mr Thomas Mitchell left the meeting.

Given the confidential nature of the remaining agenda items the Principal, Staff Governor and Student Governor were thanked for their attendance and they left the meeting at this point.

18. CONFIDENTIAL COMMITTEE MINUTES

18.1 To receive the draft confidential minutes from the Audit Committee Meeting held on 22nd November 2019 (previously circulated)

Mr Jones presented the draft confidential minutes from the Audit Committee meeting held on 22nd November 2019.

The Board **received** the draft confidential minutes.

19. CONFIDENTIAL GOVERNING BODY MINUTES

19.1 **Approval of the confidential minutes of the Full Governing Body meeting held on 15th October 2019** *(previously circulated)*

The Board **approved** the confidential minutes of the Full Governing Body Meeting held on 15th October 2019.

19.2 **To consider any matters arising from the confidential section of the minutes of the Governing Body Meeting held on 15th October 2019.**

Matters rising were linked to and addressed within agenda item 19.1. These were considered confidential for the purposes of the minutes.

20. REMUNERATION COMMITTEE

20.1 **To receive the draft minutes from the Remuneration Committee Meeting held on 22nd November 2019** *(previously circulated)*

The Board **received** the minutes from the Remuneration Committee Meeting held on 22nd November 2019. A lengthy discussion took place which was considered confidential for the purposes of the minutes.

A short time for pause and reflection took place to consider the outcomes from the meeting. The Chair thanked Governors for their attendance and contribution. There being no further business to discuss the meeting concluded at 9.30 pm.

Signed by the Chair:

On this day: