



Minutes of the Full Governing Body Meeting held on Monday 9 December 2024 at 6pm in the College Conference Room

Present:	Patrick Alcantara	Foundation Governor
	John Fogarty	Foundation Governor
	Paul Foy (Brother Ben)	Foundation Governor
	Janet Gater	Principal
	Susan Jarvis	Co-opted Governor
	Andrew Jones	Co-opted Governor
	Mick Martin	Foundation Governor
	Andrew Rannard	Foundation Governor
	Graeme Slater	Foundation Governor
	Helen Stevenson (<i>Chair</i>)	Foundation Governor
	Alyssa Snowden Leak	Student Governor
	Amelia Southward	Co-opted Governor

In attendance: Mike Benson (*Partner, Murray Smith LLP*) – up to item 2.2 (*via Teams*)
Michelle Williams (*Vice Principal, Finance, Resources & Systems*)
Laura Forsyth (*Vice Principal, Curriculum, Quality & Pastoral*)
Ruth Potter (*Clerk to Governors*)

PART 1

The Chair of Governors welcomed all attendees and the meeting was opened in prayer.

1. ROUTINE AND STANDING ITEMS

1.1 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. No interests were declared other than those that were already recorded on the College's register of interests.

1.2 Apologies for absence

Apologies had been received and accepted from the following board members:

- Sarah Carroll

The meeting was quorate.

1.3 Items to be included under urgent business

There were no items submitted for inclusion under urgent business.

1.4 Minutes of the Governing Body meeting held on 1 October 2024 (*previously circulated*)

The minutes of the Full Governing Body (FGB) meeting held on 1 October 2024 were (a) approved and the Chair authorised to sign them in accordance with Article 12(3) of the Articles of Government and (b) publication was authorised in accordance with Article 13.

- 1.5 **Matters arising from the minutes** (*previously circulated*)
The Governing Body noted the action log prepared by the Clerk.

2. FINANCE, RISK & AUDIT

2.1 Audit Completion Report (*previously circulated*)

Mike Benson (Murray Smith LLP) presented the Audit Completion Report for the year ended 31 July 2024 and reported back on a smooth audit which had resulted in a clean, unqualified opinion on both regularity and financial statements. An overview of each section of the report was provided and key findings highlighted for governors.

It was noted that the Audit Completion Report had been scrutinised by the Audit Committee at its meeting on 19 November 2024 and had been recommended for approval to the full Governing Body.

The Chair thanked the External Auditor for his comprehensive report and invited any comments or questions. None were raised.

Resolved:

- **That the Audit Completion Report for the year ended 31 July 2024 be received and approved.**
- **That the letter of representation to Murray Smith LLP in connection with the financial statements for the year ended 31 July 2024 be approved and issued.**

ACTION – Chair to sign letter of representation on behalf of Governing Body

Mike Benson left the meeting at this point.

2.2 Financial Statements for the year ended 31 July 2024 (*previously circulated*)

The Vice Principal (Finance, Resources & Systems) presented the College's financial statements for the year ended 31 July 2024 and referred governors to the key headline financial data.

It was reported that the financial statements had been scrutinised by the Finance and Resources Committee at its meeting on 21 November 2024. The Audit Committee had also considered the financial statements at its meeting on 19 November 2024 during which the External Auditor was present. The recommendation arising from this scrutiny was for the full Governing Body to approve the financial statements.

The Chair thanked the Vice Principal and wider Finance Team for their work throughout the year and invited any comments or questions.

Resolved:

- **That the Financial Statements for the year ended 31 July 2024 be approved.**
- **That the Financial Statements be signed by the Chair of Governors and College Accounting Officer prior to submission to the ESFA and publication on the College website.**

ACTION – (a) Chair and Accounting Officer to sign financial statements upon receipt from External Auditor (b) signed financial statements to be submitted to ESFA by 31 December 2024

**(c) signed financial statements to be published on College website
by 31 January 2025**

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

The Vice Principal (Finance, Resources & Systems) presented the College's updated Risk Register and associated action plan. It was reported that the Register had been considered in detail by the Audit Committee at its meeting on 19 November 2024 and had been recommended for approval. Significant and contingent risks were highlighted to governors and questions invited.

Resolved:

- **That the updated Risk Register and action plan be approved**

2.4 National Pay Agreements *(previously circulated)*

The Vice Principal (Finance, Resources & Systems) referred governors to her report and highlighted the background to the current situation with no collective National Joint Council (NJC) for Staff in Sixth Form Colleges pay agreements yet in place. It was noted that the Sixth Form College Association (SFCA) had applied for a judicial review of the Department for Education's approach to additional pay award funding for sixth form college corporations. As a result, collective pay agreements were only expected after the conclusion of these proceedings and an update would be provided to governors at the next meeting.

Resolved:

- **That the update report on national pay agreements be noted**

3. PRINCIPAL'S REPORTS

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

The Principal referred governors to her termly report and invited the Vice Principal (Curriculum, Quality & Pastoral) and Ofsted Nominee to provide a verbal update on the Ofsted inspection which had taken place the previous week.

The Vice Principal provided a summary of the inspection team's feedback. This feedback was confidential pending Ofsted's publication of the report which was expected within 30 working days. She confirmed that the overall effectiveness of provision grade was Outstanding. An overview of the feedback against each area of the enhanced skills inspection framework was provided. Key points included:

- Outstanding quality of education with an ambitious curriculum that was inclusive and aspirational.
- Students achieved exceptionally well and were well prepared for their next steps.
- Calm, purposeful learning environment in which students' behaviour and conduct was exemplary.
- Inclusive and diverse environment, with students well prepared for life in modern Britain.
- Culture of continuous improvement prevalent throughout College.
- Leaders and managers relentless in pursuit of the College mission and ethos.
- Safeguarding confirmed as effective.
- Sub-judgement on provision for high needs learners.
- Sub-judgement on skills inspection.

Discussion ensued and the Chair of Governors put on record the Governing Body's thanks to all the staff, students and stakeholders for their hard work and contributions

over the course of the inspection. Thanks were also extended to those members of the Governing Body who had attended formal meetings with the Ofsted inspectors.

Resolved:

- **That the verbal update on the Ofsted inspection be noted pending publication of the final report.**

ACTION – Letter of thanks from Governing Body to all stakeholders involved in inspection meetings

3.2 Whole College Self-Assessment Report (SAR) (previously circulated)

The Principal referred governors to the draft Whole College SAR and Quality Improvement Plan (QIP) which had been circulated. The SAR validation panel meeting scheduled for 3 December 2024 had been cancelled due to the Ofsted inspection. However, the draft SAR had been shared with the Ofsted team and the enhanced skills inspection had supplanted the usual validation process.

As a result of the inspection feedback, some minor amendments were required to the document to reflect the Ofsted sub-judgements on high needs provision and skills. Subject to these amendments, governors were asked to approve the Whole College SAR and QIP.

The Chair thanked all Senior Leadership Team (SLT) members and governors who had been involved in the SAR process since the beginning of November and, following final discussion, the Governing Body approved the College SAR and QIP 2024.

Resolved:

- **That the Whole College SAR and QIP 2024 be approved subject to agreed amendments.**

ACTION – Final approved version to be uploaded to GovernorHub

4. STUDENT VOICE AND STAKEHOLDER ENGAGEMENT

4.1 Student Governor Report (previously circulated)

The Student Governor referred governors to her written report and highlighted the following key points:

- Lower Sixth representatives elected to the Student Council
- Visit from Engagement Manager at Liverpool City Region Mayor's Office
- Student Council lunchtime drop-in for students to discuss any arising issues
- Christmas foodbank campaign.

The Chair thanked the Student Governor for her report and for the work of the Student Council. Governors' questions were invited.

Q – How was student feedback from the lunchtime drop-in sessions fed back to SLT?

A – Weekly Student Council meetings provided opportunity to raise emerging issues with Student Council Tutor. These would then be flagged to SLT as required.

Resolved:

- **That the Student Governor Report be received and noted.**

5. GOVERNANCE

5.1 Membership and succession planning *(previously circulated)*

The Chair referred governors to the Clerk's update report on Governing Body membership and succession planning.

Resolved:

- **That the membership and succession planning update report be received and noted.**

5.2 Governance SAR and QIP *(previously circulated)*

The Chair referred governors to the draft Governance SAR and QIP which had been considered by Search Committee on 23 October 2024 and recommended to the Governing Body for approval. The external governance review had formed the basis for a number of the actions identified within the QIP.

Resolved:

- **That the Governance SAR and QIP 2024-25 be approved.**

5.3 Committee Terms of Reference *(previously circulated)*

The Chair referred governors to the Committee Terms of Reference document and highlighted the proposed amendments. These had arisen as a result of the committees' annual review of their terms of reference as well as a direct recommendation from the external governance review.

Resolved:

- **That the amended Committee Terms of Reference be approved.**

ACTION – Update Governing Body Handbook Key Appendices

6. COMMITTEE AND LINK GOVERNOR REPORTS

6.1 Search Committee draft minutes from 23 October 2024 *(previously circulated)*

6.2 Audit Committee draft minutes from 19 November 2024 *(previously circulated)*

6.3 Quality & Standards Committee draft notes from 19 November 2024 *(previously circulated)*

6.4 Finance & Resources Committee draft minutes from 21 November 2024 *(previously circulated)*

6.5 Link Governor updates

The Safeguarding Link Governor visit reports were noted. No additional verbal updates were provided.

Resolved:

- **That all committee minutes and link governor reports be received and noted**

7. CONSENT AGENDA

It was noted that no questions had been raised in advance of the meeting with the Clerk regarding the papers listed under the consent agenda. The Chair advised the Governing Body that there remained an opportunity to raise any queries if required. None were raised.

Policies and other documents *(previously circulated)*

7.1 College Holiday Pattern 2025-26

7.2 Governance Meetings 2025-26

- 7.3 **Governing Body Visits Protocol**
- 7.4 **Procedure for Complaints Against the Governing Body, Board Members and the Clerk**
- 7.5 **Arrangements for obtaining the views of staff and students**
- 7.6 **Risk Management Policy**
- 7.7 **Health and Safety Policy**
- 7.8 **Health and Safety Annual Report**
- 7.9 **Value for Money Annual Report**

Resolved:

- **That all policy documents be approved**
- **That all annual reports be received and noted**

8. OTHER MATTERS

8.1 Urgent business

None

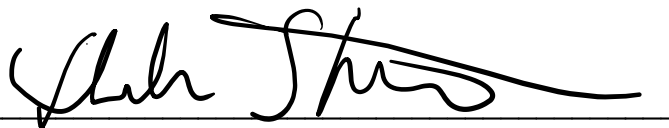
8.2 Date of next meeting

Strategic planning session – Thursday 30 January 2025, 12 noon to 5pm, at Shakespeare North Playhouse

Full Governing Body – Tuesday 25 March 2025 at 6pm

There being no further Part 1 business to discuss the meeting concluded at 6.40pm.

Signed by the Chair:



On this day: _____ 25 March 2025 _____