



Minutes of the Full Governing Body Meeting held on Tuesday 25 March 2025 at 6pm in the College Conference Room

Present:	Patrick Alcantara	Foundation Governor
	Sarah Carroll	Foundation Governor
	Kevin Crooks	Staff Governor
	Brother Ben	Foundation Governor
	Janet Gater	Principal
	Sue Jarvis	Co-opted Governor
	Andrew Jones	Co-opted Governor
	Andrew Rannard	Foundation Governor
	Graeme Slater	Foundation Governor
	Alyssa Snowden Leak	Student Governor
	Amelia Southward	Co-opted Governor
	Helen Stevenson (<i>Chair</i>)	Foundation Governor

In attendance: Michelle Williams (*Vice Principal, Finance, Resources & Systems*)
Laura Forsyth (*Acting Vice Principal, Curriculum, Quality & Pastoral*)
Ruth Potter (*Clerk to Governors*)

PART 1

The Chair of Governors welcomed all attendees and opened the meeting 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 already recorded on the College register of interests.

1.2 Apologies for absence

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

- Mick Martin – Foundation Governor
- John Fogarty – Foundation Governor

The meeting was declared quorate.

1.3 Items to be included under urgent business

One item of additional business was accepted by the Chair:

- St Helens Borough Council Governors' Forum – update

1.4 Minutes of the Governing Body meeting held on 9 December 2024 (*previously circulated*)

The minutes of the Full Governing Body (FGB) meeting held on 9 December 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. PRINCIPAL & SLT REPORTS

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

The Principal presented her report and highlighted the following key points:

Leadership and management

- Leadership coaching opportunities.
- National Professional Qualification (NPQ) opportunities for staff.
- Update on staff pay award and communications with staff and sector bodies.

Student progress and outcomes

- Department for Education (DfE) performance data published across a range of key metrics – College in top 10% for A Levels, top 5% for Applied General Qualifications (AGQs).
- Performance benchmarked very favourably against other colleges in the region and across the Catholic colleges within the Association of Catholic Sixth-Form Colleges (ACVIC).
- Performance of disadvantaged students particularly strong.
- Destinations data compared favourably against local authority and national averages.
- Progress data for Y12 and Y13 Common Assessment Points (CAP), Foundation Learning, and Higher Education (HE) provision considered in detail by Quality and Standards Committee at its meeting on 4 March 2025.

Quality improvement

- Areas for continuous improvement remain as outlined in the Quality Improvement Plan (QIP) – a full progress report was considered in detail by the Quality and Standards Committee at its meeting on 4 March 2025.

Student recruitment, finance and resources update

- Finance KPIs and headline performance for February 2025.
- Number of applications submitted for 2025 enrolment reported alongside number of applicants who had already attended a guidance interview. Planned recruitment numbers were predicted to be achieved.
- Room utilisation survey underway and feasibility study to be undertaken of Stoker Building to assess potential for additional floor.

College mission and ethos in action

- Lent activities underway
- Launch of Catholic Jubilee Year, 'Pilgrims of Hope'

Student update

- Full programme of student enrichment activities and guest speakers.
- BBC Radio 1 'Life Hacks in Merseyside' – Carmel students had been involved in initial student focus groups with the BBC and the College would be hosting one of the workshops in the Dalton Theatre.

Future look

- Level 3 reform
- T Level viability
- Academisation – Archdiocese of Liverpool to review and re-launch its academisation strategy in June. Principal and Chair to attend the Catholic Education Service's conference in April at which academisation would be discussed.
- Opportunity to run PGCE teacher training course in association with the Catholic Teaching Alliance. Plans outlined for September 2025 and 2026 enrolment.
- AI Strategy under development and aim to share with governors at next meeting.

Discussion ensued on the content of the Principal's Report, with specific focus on the areas highlighted under 'future look'. Governors' questions were invited.

Q – Intend to tap into College's alumni network to market new PGCE opportunity?

A – Yes. Would target former students in their final year at university.

Resolved:

That the Principal's Termly Report be received and noted.

ACTION – (a) Update on Archdiocese's academisation strategy at next FGB meeting

(b) AI Strategy update at next FGB meeting

3. STUDENT VOICE AND STAKEHOLDER ENGAGEMENT

3.1 Student Governor Update *(previously circulated)*

The Student Governor presented her report and highlighted the following key points:

- Upper sixth leavers' service and celebration arrangements
- Voice 21 oracy project – student meeting with Voice 21 advocate
- Charity fundraising activity
- Liaison meeting with College's Catering Manager
- Plans for new Student Council elections

The Chair thanked the Student Governor for her report and commended the outgoing Student Council on their efforts throughout the year. Governors' comments and questions were invited.

Resolved:

That the Student Governor Report be received and noted.

4. STRATEGIC ISSUES

4.1 Strategic planning session – report and action plan *(previously circulated)*

The Chair referred governors to the report and action plan from the January strategic planning session. It was noted that the main action to update the draft Strategic Plan and associated KPIs for 2025-28 was the next item on the agenda. The evaluation feedback summary report was also provided for reference.

Resolved:

That the report of the Strategic Planning Session held on 30 January 2025 be approved.

4.2 **Draft Strategic Plan and KPIs 2025-28** *(previously circulated)*

The Principal presented the draft Strategic Plan and KPIs and confirmed that these had been updated in accordance with governors' feedback at the strategic planning session. The following amendments were highlighted:

- Additional action under the 'Quality' section to develop an AI strategy
- Additional KPIs under the 'Ethos' section including:
 - student attendance at 10:10 Ethics and Values sessions
 - Catholic Schools Inspection grade
 - student positive view of College
 - parent/carer positive view of College
- Additional KPI under 'Sustainability' section for funded learner numbers (FE and HE)
- Additional KPI under 'Quality' section for Foundation Learning student destinations.

The Principal invited governors' feedback on the updated plan and KPIs and indicated that the next step would be to consult staff and students on the proposed plan before bringing the final version back to the July board meeting for approval.

Discussion ensued regarding the performance metrics for the KPIs and the potential for alignment with a RAG dashboard. It was agreed that for the purposes of the KPI dashboard, the following RAG definitions should apply:

- Green – at or above target
- Amber – below target but clear plan in place to achieve target within timeframe
- Red – below target and risk to achievement of target within timeframe

Resolved:

That the updated Strategic Plan 2025-28 and associated KPIs be noted and approved subject to final consultation with key stakeholders

ACTION – FGB agenda item Summer Term

4.4 **Accountability Agreement 2025-26 and Local Needs Duty** *(previously circulated)*

The Principal presented the College's draft Accountability Statement 2025-26. The document had been reviewed by the Quality and Standards Committee when it met on 4 March 2025 and recommended to the Governing Body for approval.

It was noted that the document must be approved by the Governing Body and submitted to the DfE by 30 June 2025, following which it must be published on the College website.

Resolved:

That the College's Accountability Statement 2025-26 be approved

**ACTION – (a) Submit Accountability Statement to DfE by 30 June 2025
(b) Publish statement on College website by 1 December 2025**

5. **FINANCE & ESTATES MANAGEMENT**

5.1 **Finance Update and Management Accounts – January 2025** *(previously circulated)*

The Vice Principal (Finance, Resources & Systems) referred governors to the finance update and management accounts as at the end of January 2025 and reported that

these had been considered in detail by the Finance and Resources Committee at its meeting on 13 March 2025.

Resolved:

That the finance update and management accounts be noted and approved.

6. RISK MANAGEMENT AND AUDIT

6.1 Risk Management Action Plan (*previously circulated*)

The Vice Principal (Finance, Resources & Systems) referred governors to the College's updated risk register and action plan and reported that this had been considered by the Audit Committee at its meeting on 11 March 2025. One significant risk had been identified associated with establishing a permanent senior leadership team structure. In addition, a number of contingent risks were highlighted and associated mitigations set out in the risk register.

The Vice Principal confirmed that in response to a recommendation arising out of the external governance review, committees were provided with an extract of the risk register to facilitate closer monitoring of risks within their remit.

Resolved:

That the risk register and action plan be received and noted.

7. GOVERNANCE

7.1 Membership and succession planning (*previously circulated*)

The Clerk updated the Governing Body on the latest developments with regard to its membership and succession planning.

Chair's Action – Appointment of Staff Governor

The Chair of Governors had applied the Chair's Action protocol to appoint Kevin Crooks as Staff Governor on 21 January 2025. The appointment was made with a four-year term of office and the Staff Governor had been assigned to sit on the Quality and Standards Committee in line with the Committee's terms of reference.

Re-appointment of Andrew Jones as Co-opted Governor

Search Committee had considered the existing skills and experience profile of the Governing Body, alongside the leadership succession planning for the role of Audit Committee Chair, and had recommended the re-appointment of Andrew Jones as Co-opted Governor for a further term of office (1 April 2025 to 31 March 2029).

Re-appointment of Helen Stevenson as Foundation Governor

The Governing Body was invited to consider and approve the re-appointment of Helen Stevenson as Foundation Governor for a second term of office (30 June 2025 to 29 June 2029). It was noted that any re-appointment decision would be subject to the ultimate approval of the Archdiocese of Liverpool as the appointing authority for all Foundation Governors, and this authority would be sought should the Governing Body approve this re-appointment.

Resolved:

- **That the appointment of the Staff Governor by Chair's Action be noted**
- **That the re-appointment of Andrew Jones as Co-opted Governor be approved**
- **That the re-appointment of Helen Stevenson as Foundation Governor be approved subject to Archdiocesan final approval**

ACTION – Clerk to arrange standard checks and documentation with regard to governor re-appointments

- 7.2 **Quality & Standards Committee Terms of Reference** *(previously circulated)*
The Chair referred governors to the Committee Terms of Reference document and highlighted the proposed amendment to the quorum provision. This had been considered by the Search Committee at its meeting on 3 March 2025 and recommended to the Governing Body for approval.

Resolved:

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

ACTION – Update Governing Body Handbook Key Appendices

8. COMMITTEE AND LINK GOVERNOR REPORTS

Committee Chairs were invited to highlight key points of interest arising from the recent round of Committee meetings.

- 8.1 **Search Committee draft minutes from 3 March 2025** *(previously circulated)*
8.2 **Quality and Standards Committee draft minutes from 4 March 2025** *(previously circulated)*
8.3 **Audit Committee draft minutes from 11 March 2025** *(previously circulated)*
8.4 **Finance and Resources Committee draft minutes from 13 March 2025** *(previously circulated)*

8.5 **Link Governor updates** *(previously circulated)*

Link governor visit reports were received and noted as follows:

- Safeguarding and Prevent link governor (visit date 6 February 2025)
- Skills and Careers link governor (visit date 6 February 2025)
- Catholic Ethos link governor (visit date 11 February 2025)
- SEND link governor (visit date 26 February 2025).

Additional verbal feedback on these Spring Term visits were provided by those link governors in attendance.

Resolved:

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

9. 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)*

- 9.1 **Equality, Diversity & Inclusion Annual Report and Strategy**
9.2 **Anti-Sexual Harassment Policy**
9.3 **Use of Reasonable Force Policy**
9.4 **Sustainability Policy**
9.5 **Reserves Policy**
9.6 **Financial Regulations 2025**
9.7 **Safeguarding College Assets Annual Report**

9.8 Business Continuity Annual Report

Resolved:

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

10. OTHER MATTERS

10.1 Urgent business

St Helens Governors' Forum

A governor provided an update on the issues discussed at the recent Governors' Forum meeting. Of particular note was:

- SEND student attendance
- Ketamine use and associated health risks
- Support for young carers

10.2 Date of next meeting

Tuesday 1 July 2025 at 6pm

There being no further Part 1 business to discuss the meeting concluded at 7pm.

Signed by the Chair: _____



On this day: _____ 1 July 2025 _____