



Minutes of the meeting of the Governing Board of St Ambrose College, held at the College on 15 November 2016 at 5.00 p.m.

**PRESENT:** Dr P Goodwin (Chair)  
Mr J Keulemans (Head)  
Mr C Dunn  
Br G Gordon  
Mr R Haig  
Mr P Hatchman  
Mr D Kavanagh  
Mrs M Kerr  
Mr M Lalley  
Mr A Lewis  
Mrs H Norwood  
Mrs P Ridgeway  
Cllr B Sharp

**IN ATTENDANCE:** Mrs A Steadman (Clerk)  
Mr M Arthur (Vice Principal)

**1. OPENING PRAYER**

The Principal led an opening prayer.

**2. APOLOGIES & ATTENDANCE**

An apology for absence was received and accepted for Mr S Parkinson.

**3. DECLARATIONS OF INTEREST**

There were no declarations of conflict of interest, direct or indirect pecuniary interest by members of the Board in respect of any item on the agenda.

**4. APPROVAL OF MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2016**

**Resolved:** *That the minutes of the meeting held on 22 September 2016 be approved as a correct record subject to the following amendments:*

- i) Page 5, Item v) Drug and Alcohol Policy  
Some boys had been given fixed term exclusions last as it was...*

ii) **Page 5, Item iii) Educational Visits  
Blanville Blainville**

iii) **Page 6, Item 11, vi) Admissions  
A Governor suggested that the progress of the pupils who were admitted following an appeal could be reported to the Curriculum and General Purposes Committee Admissions Committee.**

## 5. MATTERS ARISING FROM THE PREVIOUS MINUTES

### i) Summer Term Minutes

The minutes of the meeting held on 16 June 2016 have not yet been approved.

**Resolved: That the minutes of the meeting held on 16 June 2016 be placed as an agenda item at the next meeting.**

### ii) Finance Committee Membership

**Resolved: That the Chair be agreed at the next meeting of the Finance Committee.**

### iii) Appeals Committee Membership

**Resolved: That all Governors be listed as members of the Appeals committee and be called upon as necessary**

### iv) Cllr Sharp

The Chairman explained that Cllr Sharp's term of office had ended last term and it was proposed that he be co-opted onto the Board of Governors.

Cllr Sharp left the meeting.

Governors voted to appoint Cllr Sharp as a Co-opted Governor.

**Resolved: That Cllr Sharp be appointed a co-opted governor.**

Cllr Sharp returned to the meeting and expressed his thanks to the Board.

## 6. PRINCIPAL'S REPORT

**Resolved: That the Principal's Report be received and noted**

## 7. MATTERS ARISING FROM THE HEAD'S REPORT

### i) Staffing

The Principal reviewed the new appointments listed in his report.

**Q A Governor queried the cost implications of the appointment to the key Stage 3 Director of Learning post.** The Principal confirmed that as the two staff were sharing the additional responsibilities of the post, the TLR is split.

### ii) Admissions

The Principal advised that the College needs to consider what to do regarding numbers on roll. The principal confirmed that an intake of 1,100 would put the college on a stronger financial footing. A meeting with trustees will be held in December to discuss the matter further.

**Q A governor queried the number on roll and why there are different numbers in each year group?** The Principal advised that there had been a conscious decision to expand to 6 form entry. 179 pupils had been expected in September 2016, however a few pupils had accepted offers at other schools and the current number of pupils was 173.

**Q A governor asked when numbers in future years would be known.** The Principal advised that Trafford match up first choices and national offer day is 1<sup>st</sup> March.

**Q A governor asked how many pupils stayed on in the Sixth Form.** The Principal confirmed that he is pleased with the level of retention of pupils. 10 pupils have gone onto other colleges and sixth forms and four pupils had come to the College from other Schools and Colleges.

### iii) Examination Summary

The principal advised that there had been a change in the denominator used and the Progress 8 score had reduced from 0.42 to 0.36. The Principal confirmed that further information regarding Progress 8 had been sent out to Governors. The principal confirmed that true figures will only be known when the Government release them. The 2016 figures do not yet include re-sits both within school and nationally. Figures will be confirmed when the January RAISE online is issued.

**Q A Governor asked if the Principal agreed with the figure being cohort based?** The Principal agreed with the cohort base but explained that it makes predicting results very difficult.

The Principal reported that the L3 Value Added Scores had been affected by the previous results of students who had transferred to another school, the original results attained remained with the College.

A Governor reported that parents of pupils at the Preparatory school who have passed the entrance exam for St Ambrose College are considering other schools due to the disappointing results when compared to other schools. The Principal stated that the college had achieved the best GCSE results.

A discussion followed regarding the Ebacc Qualification. The Principal expressed concern that parents would judge the college on the Ebacc scores. It was noted that in order to achieve an “outstanding” OFSTED rating the college would need to increase the percentage of pupils taking the Ebacc. A Governor noted that the Religious Education Qualification taken at Catholic Schools is not included in Ebacc and this can put schools at a disadvantage.

The Principal confirmed that he is happy to speak to any parents concerned about results at the school. The Principal agreed to circulate a Results paper to Governors. It was suggested that the effect of the Ebacc scores could be mentioned at the open day events.

v) **Similar Schools 2016: Based on prior attainment and % disadvantaged plus ER Schools**

**Q A Governor queried what the final column of the “Similar Schools 2016: Based on prior attainment and % disadvantaged plus ER Schools” referred to?** The Principal confirmed that the column reported destination measures.

vi) **Pupil Discipline**

A Governor reported that parents had commented that a fight had taken place in the school yard where a boy had been kicked in the Head. The Principal reported that two boys had been excluded following an incident. The Principal advised that a good behaviour system is in place and any issues are dealt with. Boys are brought before Governors if they receive a high number of “pink” slips. Four boys are on pastoral support plans which includes parental involvement and six weekly reviews

vi) **Key Priorities**

The Head reviewed the Key Priorities for Development 2016/17 and brought the following to the attention of Governors:-

a) **Quality and Standards, item 5:-**

Improve standards of achievement in targeted areas particularly French, Sciences (GCSE), Maths (Disadvantaged / GCSE) RS/Politics/PE (A Level)

b) **Teaching Learning and Assessment, item 3:-**

A Level’s continuing to evolve. GCSE Maths and English on number grades, next year all subjects on number grades, more detailed curriculum specifications. The Government have agreed the % level 7,

8 and 9 will be the same as A and A\* last year other grades may fluctuate

c) **Personal Development**

**Q A governor asked if all pupils are mentored or is it those pupils on the SEN register.** The Principal confirmed that both mentors deal with both SEN and Non SEN pupils. One Mentor has a focus on academic achievement and success. The second mentor will focus on Year 11 support and focus. Success is judged if pupils can meet standards following 5 weeks of additional support (outside class time)

**Q A Governor asked if any of the pupils receiving additional support were admitted via appeals.** The Vice Principal confirmed that the data relating to those pupils will be made available to the admissions meeting in December.

The Principal confirmed that the College are using the Diocesan Catholic leadership Programme.

d) **Scorecard**

The Principal brought the following to the attention of Governors:-

e) **Absence**

The Principal noted that the persistent absence figure had increased since the Government lost a legal case relating to school holidays in term time. The LA will not support fines for absence. The Principal confirmed that he had received an increased number of requests for holidays in term time, these are classed as unauthorised.

**Q A Governor asked if requests for holidays in term time are as a result of different school holidays.** The Principal confirmed that Trafford have a different February half term break to other AGMA Authorities. The Principal did not feel that a clear pattern had established as yet and agreed to obtain the holiday dates of other local catholic schools including Blessed Thomas Holford.

f) **Staff Attendance**

Staff attendance was currently 96%. 45 supply days had been purchased to cover RE Retreats, sports fixtures and training courses. The College are considering using internal school staff to cover the first day of an unknown staff absence.

viii) **School Self Evaluation**

The Principal asked that Governors direct queries to him and highlighted the following points:-

Current Year 11, interventions in place but more work to be done. Data tracking devices will assist in targeting support for pupils and involve staff with tracking and ownership of the data.

All staff have undertaken child protection training. The Principal requested that all governors complete the Level 1 safeguarding training available via the Diocese. The Principal agreed to forward the information to Governors. It was confirmed that Helen Norwood is the Safeguarding Governor. The Principal confirmed that the single central record is now complete.

ix) **News**

The Principal confirmed that the College website is being reviewed and made more user friendly. The Principal requested that Governors view the weekly newsletters available on the website to keep up to date with school news.

**Q. A Governor asked if the Board will be given the opportunity to review the webpage.** The Principal agreed that Governors will be given the opportunity to review and finalise the webpage before it goes live.

8. **COMMITTEE REMITS AND LEVELS OF DELEGATION**

**Resolved: That the following remits be approved:**

***Finance Remit***

***Audit Remit***

***Curriculum and General Purposes Committee Remit***

***Personnel Committee Remit***

9. **COMMITTEE REPORTS**

i) **Finance Committee**

The Chair of the committee provided a verbal update of the meeting held on 10 May 2016.

It was noted that the re-organised Trafford payroll service has improved and the College will continue to purchase the service from the LA

The Lease has not yet been approved but will be discussed further at the Trustees meeting on the 2<sup>nd</sup> December 2016. The existing lease is in the name of the old School prior to converting to academy status; the Land Registry will not put the new College name on until the old name is removed. Discussions are on-going. The process began in 2012. However it is a 155 year lease and therefore needs to be correct.

Audit Committee – A meeting has been arranged to sign the accounts at midday on 2<sup>nd</sup> December 2016.

The Committee Remit was agreed and recommended to the Board of Governors for approval.

Levels of Delegation were agreed with no changes

Up to £2,500 Budget holder

Up to £15,000 Senior Leadership Team

Up to £50,000 Finance Committee

Over £50,000 Finance Committee with tender process

Over £150,000 Full Board of Governors

Review of 15/16 figures – the reports provided to the committee included income but excluded pupil premium and bursaries.

An underspend on the teaching staff cost centre was matched with an overspend on the agency staff cost centre.

Staff travel was showing as an overspend due to an increased number of sports fixtures.

The security contract with “West Valley” at a cost of £1,000 per quarter was very effective.

Water charges had increased by £10,000 on last year.

All curriculum cost centre spending is under control

ICT costs have increased by £16,000

Professional fees include Service Level agreements with Trafford and the statutory audit fees.

Bank charges are £4,000 overspent

Management and Administration cost centre is £61,000 overspent.

The total spend is £4.7 million, with a deficit of £134k, with the addition of an extra bill for £9k the deficit will be £141k.

The Gift Aid Account has approximately £240k, less £50k for the minibus.

The Auditors have suggested that the cleaning contract should be subject to tender. The College are happy with the service currently being provided.

Catering income has increased in line with pupil numbers.

Internal Auditors have been appointed ‘H. Watts’ at a smaller fee.

Longer term financial stability and security was also discussed.

## ii) **Curriculum and General Purposes Committee**

The Chair of the committee provided a verbal update

A revised remit had been recommended to the Board of Governors.

A Homework review had been undertaken

The Committee requested an update and information on the use of planners and discussed the introduction of revision techniques which had been distributed via tutors in the PSHC.

Update on mentors

Pupil Panel had been included as part of the interview process

Improved internal communication with staff

Exam results

Retention of students  
OFSTED Framework update sheet  
Key Priorities for Development  
Safeguarding update

iii) **Personnel Committee**

The Chair provided a verbal update of the meeting held on 3 November 2016. The Remit had been recommended to the Board of Governors for approval with a minor amendment. The Quorum of 3 must include the Principal and one non-staff Governor.

The Personnel Committee will act as the pay committee  
The Personnel Committee will be the first contact for staff discipline matters.

Update on staffing and future staffing  
Middle Leadership schemes  
Director of Learning KS3  
Assistant on safeguarding matters  
A level subjects and curriculum requirements

The pay policy was recommended to the Board of Governors for approval. There were no safeguarding matters to report

The next meeting of the Personnel Committee will be held on 19 January 2017

A copy of the Pay Policy was distributed at the meeting. The Principal confirmed that the Pay Policy has been updated to include the Teaching Learning Responsibility (TLR) rates.

A 1 % inflationary pay rise for teaching staff has been awarded and backdated to September 2016. The additional cost of £28k had been included in the budget monitoring reports.

***Resolved: That the Pay Policy be approved and adopted.***

iv) **Admissions Committee**

It was noted that a meeting had not taken place. The next meeting will be held on 14<sup>th</sup> December 2016.

The Principal confirmed that a meeting had taken place with the adjudicator regarding a complaint that had been received. The initial complaint had been rejected; however pastoral areas will no longer be acceptable in the admissions criteria. The suggested postcodes to be included are:-

WA14 – Altrincham  
WA15 – Altrincham / Timperley  
M16 - Old Trafford  
M21 – Chorlton  
M31 – Partington

M32 – Sale  
M33 – Sale  
M41 – Flixton

A new policy will be drafted for consultation

10. **SAFEGUARDING UPDATE**

There had been no safeguarding issues.

11. **APPROVAL OF CODE OF CONDUCT**

**Resolved:** *That the principal forward copies to all Governors for the next meeting.*

12. **APPROVAL OF PGL EDUCATIONAL VISIT**

The PGL Educational visit had been approved at the last meeting.

13. **GREECE SAILING TRIP**

i) **Greece Sailing Trip**

The Principal confirmed that the trip will take place on 8 – 16 April 2017. 32 pupils will fly to Athens and sail on 4 sailing yachts. Six staff will accompany the pupils.

**Q A Governor asked if attending mass had been included in the arrangements for the trip.** The Principal confirmed that the full itinerary had yet to be completed but celebrating a mass will be included.

**Resolved:** *That the Greece Sailing Trip be approved.*

ii) **Battlefield Trip**

The principal outlined arrangements for a 2<sup>nd</sup> world war Normandy trip. The trip will take place on 1 to 4 April 2017, prior to Holy Week. The Principal agreed to confirm the pupil teacher ratio and number of boys that will be attending the trip.

iii) **Rome Trip**

The Principal provided details of a trip to Rome to take place on 3 to 8 April 2017, which will include a trip to the Vatican. The Principal agreed to obtain further details of the trip.

The Principal agreed to email further details of the trips to Governors. It was noted that the School trip template will include a section to confirm the arrangements that have been made for staff and pupils to attend a mass.

14. **PLANNERS**

The Principal confirmed that the planners had proved to be a success and are proving to be a useful tool for communication.

15. **EXAM RESULTS**

The exam results had been discussed during the review of the Principal's Report

16. **WEBSITE CONTENT**

The Principal advised that the current website is being updated. Copies of the updated pages including the Governors page will be circulated to Governors.

17. **CORRESPONDENCE**

The Principal confirmed that Fr Cogliolo had resigned from the Board of Governors. The Board of Governors expressed their thanks to Fr. Cogliolo for his commitment and contribution to the Board.

The Principal will write to Fr Cogliolo to express thanks on behalf of the Board of Governors.

The Principal advised that Fr. Martin is celebrating mass on Thursday morning,

18. **ANY OTHER BUSINESS**

i) **Mr Kavanagh's last meeting**

The Board of Governors expressed their thanks to Mr Kavanagh who was attending his last meeting. Mr Kavanagh expressed thanks to the Board for their support.

ii) **Link Governors**

The Principal encouraged the Governors to express an interest in a curriculum area. The principal agreed to invite staff to chat to Governors for half an hour prior to next meeting of the Board.

19. **ADDITIONAL AGENDA ITEMS**

**Resolved:** *That the following items be placed on the agenda for the next meeting:*

- i) Minutes of the meeting held on 16 June 2016*
- ii) Approval and Adoption of Code of Conduct*
- iii) School Trips – Normandy and Rome*

20. **DATE OF NEXT MEETING**

***Resolved: That the next meeting of the Board be held at the College on Tuesday 7 March 2017 at 4.30pm.***

The meeting closed at 7.25 p.m.

Chair of Governors .....

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