



Minutes of the meeting of the Governing Board of St Ambrose Catholic College, held at the School on 21 June 2017 at 4 p.m.

PRESENT: Mr P Goodwin (Chair)
Mr J Keulemans (Principal)
Mr C Dunn
Dr P Goodwin
Br G Gordon
Mr R Haig
Mr P Hatchman
Mrs M Kerr
Mr M Lalley
Mr A Lewis (Vice Chair)
Mrs H Norwood
Mr S Parkinson
Mrs P Ridgeway
Cllr B Sharp

IN ATTENDANCE: Mrs J Lawson (Clerk)

The Principal referred Governors to information provided on proposed forthcoming school trip to Spain. The matter will be discussed in the autumn term.

1. OPENING PRAYER

The Principal led Governors in an Opening Prayer.

The Chair advised Governors that the Minute Clerk was in attendance until 5:30pm.

2. APOLOGIES & ATTENDANCE

There were no apologies for absence – all Governors were in attendance.

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 7 MARCH 2017

Resolved: *That the minutes of the meeting held on 7 March 2017 be approved as a correct record.*

5. **MATTERS ARISING**

i) **Minutes on Website**

The Principal advised Governors that this is work in progress and would be completed shortly.

ii) **Personnel Committee Minutes**

It was noted that the necessary amendments had been made.

iii) **Correspondence**

A Governor asked whether letters had been sent to Governors no longer on the Board. The Principal confirmed.

iv) **Skills Audit**

Governors were asked to complete and return the NGA Skills Audit template.

v) **Finance Committee Minutes**

It was noted that the Finance Committee minutes had been reconsidered by the Committee and amended accordingly.

vi) **Marketing Committee Remit**

The Chair reported this had been completed. It will be circulated and ratified at the Autumn term AGM.

vii) **Assurance and Compliance Committee**

It was noted that staff members had not yet been co-opted as Committee members but this matter will be considered and decided at the AGM.

viii) **Safeguarding**

It was noted that this will be a standing agenda item henceforth.

ix) **Lease**

A Governor explained legal advice received regarding the terms of the Lease Agreement which had caused a delay in signing the agreement. Governors were reminded that a rental amount had been agreed over 10 years which equated to an amount owed to the Trust. Solicitors recommended an appendix to the agreement to explain the amount. The Trust refused to accept this was necessary.

Governors discussed and gave consideration to the matter.

It was recommended that Mr Haig collate and submit any correspondence relating to the agreement to the Principal so it can be retained at the College.

Mr Haig added that signatories and Trustee positions would also need to be considered and agreed due to changing roles.

Br Gordon indicated that he understood the matter had been resolved by the Trust. This is to be clarified. Mr Haig will establish the final advice from the College's Solicitors.

6. PRINCIPAL'S REPORT

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

7. MATTERS ARISING FROM THE PRICIPAL'S REPORT

i) Staffing

The Principal updated Governors on staffing arrangements and changes, including appointments.

Q: A Governor asked whether exit interviews were being conducted with staff leaving. The Principal confirmed this would be done. The Chair offered Governor participation in exit interviews. The Principal agreed to consider this if it was possible to co-ordinate.

The Principal explained consideration being given to cover of lunch duties. The Principal explained staffing arrangements in Geography.

Q: A Governor asked whether 1 year contracts were the choice of teachers or the School. The Principal explained the benefit of 1 year contracts including performance assessment.

Q: A Governor asked whether performance deteriorated towards the end of contracts. The Principal assured Governors this was avoided and the College were able to retain good staff.

ii) Admissions

The Principal updated Governors on number of pupils on roll including applications for Year 7 which were down to 159

Q: A Governor asked how many appeals had been successful. The Principal reported there had been 24 appeals of which 12 had been successful.

Q: A Governor asked what the financial implications of reduced entries would be. The Principal advised that this had been a low numbers year in Trafford but numbers were expected to bulge next year. The Principal had attended a number of Parent meetings at feeder Primary

Schools and the numbers of attendees had significantly increased for applications next year. The Principal reported that increased numbers were predicted for 6th Form this year which would offset financial reductions for Yr7. Current numbers on roll 987, next year numbers will be 1019.

Q: A Governor asked whether information could be provided on how many boys had come from which Primary Schools. The Principal reported that there were 71 feeder schools and the full numbers could be provided.

iii) **Assessment**

The Principal reported expected outcomes at KS4. Improvement in Attainment 8 (68.78) but the Progress 8 is expected to be lower (0.08).

The Principal advised Governors of the challenge of year on year comparisons and the fact that no grade criteria is available for A'levels or GCSE's at present.

Q: A Governor asked how confident the School were in the projections given. The Principal advised that last years estimates were accurate however this year is difficult to estimate due to changes. DfE direction and information has not yet been given on gradings. The P8 measure could be different.

Q: A Governor asked when the College would have the P8 Score. The Principal explained that an estimate could be given based on 2016 when the results are received however an accurate figure will not be available until all grades have been assessed nationally.

Q: A Governor requested additional information on grading and assessment as a guide for Governors. The Principal agreed to distribute.

iv) **Attendance**

The Principal updated Governors on staff attendance figures.

The Principal invited Governors to email any questions arising from his Report.

v) **Safeguarding**

The Principal advised that this would form a regular item in his Reports in future. Patrick Groves will attend Governor meetings in future to provide reports.

A number of issues had been reported and dealt with regarding social media and mental health issues.

Training will take place for all staff on 7 and 14 November on Mental Health issues. Governors were invited to attend between 4pm-5:30pm.

The Principal reiterated it was not appropriate to discuss individual cases however a number of issues had been dealt with regarding students use of social media and liaison with pupils from other schools. As a result of increase in mental health issues training is being provided for all staff and Heads of House 2 day training will take place.

vi) **Newsletter**

It was acknowledged that the Newsletter is also distributed to Governors and is also available via the website. The Principal advised that the Newsletter shows the curriculum is not narrow as a range of subjects and activities are detailed in the reports.

8. **COMMITTEE REPORTS**

i) **EG Meeting**

The Chair reported that an EGM had taken place 14 March 2017 and a Working Party and Marketing Committee had been set up as a result.

ii) **Working Group**

The Chair reported that a meeting had taken place 16 May 2017. It had been decided that members of SAOB's and SAPA would be invited to attend the Working Group and the Marketing Committee.

iii) **Marketing Committee**

The first meeting of the Marketing Committee had taken place 19 June 2017. A marketing plan is being developed. The Remit of the Committee had been agreed.

iv) **Curriculum and General Purposes Committee**

It was reported that there had been progress with regard to the website and the Principal hopes to launch Sept 2017.

Two departmental reviews had been presented to the Committee (Maths and English), closing the gap had been considered particularly in Maths. It was noted that positive increases had been achieved by HA's in English at KS4.

PE and a Sports College Plan is under consideration. EBACC is also being encouraged but not enforced (47% last year, this year 57%).

The Clerk (Mrs J Lawson) left the meeting, a Governor took minutes.

v) **Finance Committee**

The Committee had discussed reduction in College income. Auditors highlighted that 20% VAT had been paid on fuel payments instead of 5%, no irregularities had been found. The Skills Audit had been sent out for completion to all Governors.

Pensions had been discussed, two schemes were in operation. It was noted that some staff had opted out of the pension scheme but all obligations were satisfied.

Insurance cover – premium reduction. It was recommended to opt for a three-year deal. Service Level Agreement for grounds keeping. Proposal was made to undertake remedial work to the pitches.

Haynes Watts had been appointed as auditors.

Catering continued to be in profit. All expenditure was considered together with curriculum costs. It was noted that staffing costs were 85% which is comparable with the national average.

vi) **Personnel Committee 2 May 2017**

The Committee had received updates with regard to the appointments of members of staff for the next academic year.

Student phone use – the Principal confirmed that phones could be used outside their designated lessons.

9. **MARKETING COMMITTEE REMIT**

It was noted that the Remit had been sent to all Governors and would be considered and approved at the Autumn term AGM.

10. **SAFEGUARDING**

The Principal stated that three students had been referred to MARAT and three students to CAMS.

11. **APPROVAL SKI TRIP AND LONDON TRIP**

Resolved: *That the London and Ski Trip outlines for academic year 2017-18 be resent to Governors.*

12. **CORRESPONDENCE**

i) **Academies Conference**

The Chair of Governors announced an Academies Finance Conference on the 7 November 2017. Dr Goodwin would send the agenda to Governors.

ii) **Resignation**

The Chair stated that he had received the resignation letter from Mr D Krause stating the support received from the Principal. He said that the letter was very positive and heart-warming.

13. **APPROVAL OF THE SCHOOL'S BUDGET PLAN 2017/2018**

Resolved: That the School budget plan for the Financial Year 2017/2018, with total net expenditure of £4,787,469.00, be approved.

14. **GOVERNOR SERVICES 2017/18**

Resolved: That the Board retain Governors Services Full Service package for the academic year 2017/18.

15. **GOVERNORS' TERMS OF OFFICE**

Resolved: That the document be received and noted.

The Principal read a letter from Mrs R Maguire and issued a form to be completed regarding the appointment of Foundation Governors. Completed forms were to be returned to the Principal by the end of the term.

16. **GOVERNOR TRAINING**

A record of Governor training is to be kept and Governors were asked to consider the calendar of training events on offer.

17. **NOMINATIONS FOR CHAIR / VICE-CHAIR FOR THE ACADEMIC YEAR 2017/2018**

The Clerk invited nominations for the office of Chair and Vice-Chair and advised that Governor Services should receive any nominations at least two weeks before the first autumn term meeting.

18. **APPOINTMENT OF CO-OPTED GOVERNOR**

There is a vacancy for a co-opted governor – this was to be considered after the completion of the skills audit by the Governors.

19. **ANY OTHER BUSINESS**

There was no other business.

20. **ADDITIONAL AGENDA ITEMS**

There were no additional items requested for inclusion on the agenda for the next Board meeting.

21. **DATE OF NEXT MEETING**

Resolved: That the next meeting of the Board be held at the school on 21 September 2017 at 4.00 p.m.

The meeting closed at 6 p.m.

Chair of Governors