

# ST DOMINIC'S SIXTH FORM COLLEGE

## Minutes of the Ninety-Ninth Meeting of the Governing Body of St. Dominic's Sixth Form College held at the College, Mount Park Avenue, Harrow-on-the-Hill, on Thursday 6<sup>th</sup> July 2017 at 6pm.

Foundation Governors	Tenure	Att	Other Governors	Category	Tenure	Att
Mr Anthony Aldridge	01.09.14-31.08.18	Y	Mr Andrew Parkin	Principal	01.01.13	Y
Mr Denis Argent	01.09.14-31.08.18	N	Mrs Susan Firth	Staff	01.01.14-31.12.17	Y
Mrs Rosemarie Beynon	01.09.14-31.08.18	N	Mrs Julie Duggan	Staff	02.09.15-31.12.17	Y
Mr Patrick Freely (Chair)	01.09.14-10.10.18	Y	Miss Deborah Perdoni	Student Governor	01.01.17-31.12.17	Y
Mr James O'Flynn	01.09.16-31.08.20	Y	Mr Ababil Tahir	Student Governor	01.01.17-31.12.17	N
Mr Neville Ransley	01.09.09-31.08.17	Y	Mrs Paula Eavis	Parent Governor	17.03.16-31.08.17	Y
Mr Ian Rogers	01.09.09-31.08.17	Y	Mr Ola Fajobi	Co-opted Governor	17.03.16-31.08.17	N
Mr Christopher Moseley	01.09.14-01.08.18	Y	Miss Katie O'Brien	Observer		Y
Ms Honor Beck	01.09.14-01.08.18	Y				
Ms Anne O'Shea	01.09.14-01.08.18	Y				
The Rev James Neal	01.09.15-01.08.18	Y				
Mrs Maura Coumbe	10.03.16-31.08.19	Y				
Mr David Martin	01.04.17-31.08.21	Y				

**In Attendance:** Mr Brian Frederick Clerk

The Rev Fr James Neal was thanked for taking Mass at 5pm.

### 1434 **Apologies and Welcome**

Apologies had been received from Mr Denis Argent, Mrs Rosemarie Beynon, Mr Ola Fajobi, Mr Ababil Tahir and Miss Nicola Walsh.

### 1435 **Budget 2017/18 and 3 Year Financial Plan**

Mr Tom Colgan Director of Administration and Finance presented Paper A – Giving summaries of income and expenditure, balance sheet, cash flow and capital expenditure for the periods 2017/18-2020/21.

A Budget Data Sheet was tabled.

Key points:

- The planned budgets remained positive despite the loss of protection based on the previous formula of the funding allocation.
- Student numbers are projected to increase to 1300 by 2020 but there are constraints on teaching accommodation at present
- Budget planning had only made provision for a 1% salary increase for staff. The lifting of the Government constraint on public salary increases would require additional funding for the College Budget to remain sustainable.
- The level of Government funding beyond 2019 remained an uncertainty.

Members of the Governing Body held the view that too many assumptions had to be made and required more clarity and explanation for the projected figures.

The Budget 2017/18 and 3 Year Financial Plan were approved on the recommendation of the Finance and General Purposes Committee subject to the circulation of the Financial Plan Commentary 2017-19 which had been prepared for submission to the Education Funding Agency.

A copy of this document was subsequently circulated.

**1436 Notification of Items of Other Urgent Business**

Part 2 Item concerning a grievance raised by a member of staff.

**1437 Minutes of the Previous Meeting**

The minutes of the meeting held on 16<sup>th</sup> March 2017 were agreed as a correct record.

**1438 Matters Arising From Those Minutes**

1. New Financial Planning Handbook (Agenda Item 1420.1)  
Ready for September 2017 meeting.
2. On-line Prevent Strategy Programme (Agenda Item 1430)  
James O'Flynn had completed the programme.
3. National Leadership of Governance Status (Agenda Item 1420.2)  
Patrick Freely as Chair had shelved this because of time constraints as participation would have involved secondments to far flung colleges.

**1439 Principal's Report**

Andrew Parkin Principal presented a written report (Paper C) together with the Quality Improvement Plan (2016/17).

The report included sections from members of the Senior Management Team.

Particular reference was made to:

- 2016/17 had been a very busy year with consistency in high quality leadership. Evidenced in Quality Improvement Plan.
- Wide variety of student support arrangements based on careful monitoring and enrichment with the aim of improving the value added score.
- 94% attendance rate sustained with 100% attendance for exams.
- Teaching and Learning Leaders have led on a number of projects including a focus on 'Creating the true independent learner in the linear world'.
- Mock examinations provided an excellent preparation for Ofsted Inspection and validation of work.
- A strength of the College has been a low staff turnover. 50%+ students are Catholic.
- Year ahead challenges include –
  - Ethos
  - Examination Results
  - Assessment
  - Retention and Progression
  - Phase 3 linear programme
  - Internal examinations with predictions
  - Ofsted
  - Buildings
  - Health and Safety (H&S Officer to be appointed).
- National Priorities

- Staff pay and conditions.
- Capital spend for sixth form colleges.
- Academisation for sixth form colleges.
- A success story of a former student was highlighted. An undergraduate in aeronautical engineering awarded a year long work placement at Lufthansa Technik working on the repair and maintenance of plane landing gear.
- The meeting raised the issue of student anxiety with the need for increased support. Counselling service funded through the College.

The report was received together with the updated Quality Improvement Plan.

#### **1440 Student Council Report**

Deborah Perdoni gave a powerpoint presentation on the work of the Student Council. The following highlights –

- Cultural Day
- International Women’s Day
- Talent Show
- Healthy Eating Day
- Tickets at £2 were charged for participation in the Talent Show which was a community based event.
- Healthy Eating Day organised over 2 evenings.

Future Action Plan:

- Implementation of Healthy Eating.
- Team Building Activities.
- Involvement in Charity Events.
- Formal Meeting – every fortnight.
- Selection of student members.
- £15k raised this year for charities.

Deborah was thanked for an excellent report.

#### **1441 Report of the Catholicity and Curriculum Committee**

Anne O’Shea as Chair reported on the meeting of the Committee held on 16<sup>th</sup> May 2017 (a copy of the unadopted minutes of the meeting was received). Paper D Particular reference was made to:

- Curriculum Presentation by the Head of Business, Economics and Computing. Girls’ only workshops have been introduced to address the Alps gap between boys and girls.
- Admissions Criteria and Procedures for Entry in August 2018 (Paper D1). The Admissions Criteria and Procedures were adopted. There had been 4 successful appeals for admission in 2017. There was the issue of the change to GCSE numerical grades in determining the criteria for admission. The Certificate of Catholic Practice needed to be changed to Baptismal Certificate.
- Software purchased for Prevent Strategy.
- Fr James Neal agreed to be the Governor Link to the Chaplaincy.

The report was received.

#### **1442 Report of the Finance and General Purposes Committee**

As Chair David Martin reported on the meetings of the Committee held on 24<sup>th</sup> April and 19<sup>th</sup> June 2017 (a copy of the minutes of 24<sup>th</sup> April and unadopted minutes of 19<sup>th</sup> June were received) Paper E. Particular reference was made to:

- Management Accounts with expenditure / income remained within budget with a predicted

- positive cash balance (Paper E1).
- Site Security.  
The recommendation that the Governing Body agree in principle to install access control in the interest of student safeguarding was endorsed. Quotations were being obtained to determine the best value with the cost estimated to be in the region of £50/60k.
- Whistle Blowing Policy.  
A drafting amendment had been made where staff should make reference to the Chair of the Governors in the event of wrongdoing by the Principal. (Appendix to Financial Regulations).
- Strike Pay.  
A High Court decision that backdated the calculation of strike pay deductions to 2011 would have a marginal financial implication for the College. Employment contracts would need to be reviewed when the legal position was clarified.
- Recommendation to establish a new committee for Pay/HR/Staffing  
Andrew Parkin, Principal had recommended the establishment of an additional committee to focus on Pay/HR/Staffing.  
The Search Committee had supported the recommendation taking note of the emphasis now placed by Ofsted on staff performance management. Meetings to coincide with the existing calendar.  
The establishment of a new Committee for Pay HR/Staffing was approved. Membership would comprise the Chair of the Governors (Patrick Freely), Paula Eavis and Honor Beck. The Clerk would review the terms of reference taking into account that the terms would also need to be amended for the F&GP Committee.

#### **1443 Report of the Quality and Standards Committee**

As Chair, Neville Ransley reported on the meeting of the Committee held on 9<sup>th</sup> May 2017 (a copy of the unadopted minutes of 9<sup>th</sup> May 2017 was received) Paper F.

Particular reference was made to:

- The curriculum offer of 4 or 3 A Level subjects from 2018/19.
- College Charter no longer seen as a requirement by the Senior Management Team.
- CPD Joint Summer Conference with Woodhouse.
- BMAT preparation timetable change. Students will need to take the exam at a centre outside the College.
- The Academic Support Report to include more information on students not progressing to university.
- Governors' Strategic Planning Day on 23<sup>rd</sup> September 2017. Two sessions, Spiritual and GCSE/Linear changes.

The report was received.

#### **1444 Report of the Audit Committee**

In the absence of Denis Argent, Chair, James O'Flynn reported on the meeting held on 5<sup>th</sup> June 2017 (a copy of the unadopted minutes of 5<sup>th</sup> June 2017 was received) Paper G.

Particular reference was made to:

- Report on Risk Management (Paper G1) – A summary providing the top 9 risks for the awareness of the Governing Body.
- Specialist training on H&S for a member of staff was now in hand.
- Internal Audit Reports.
  - Review of Health and Safety Risk Assessment.
  - Review of Fire Risk Assessment.  
Actions plans had been tabled for H&S and Fire Risk by the Director of Finance and Administration as a follow up to the meeting.
  - Review of Financial Regulations – to be reviewed annually.
- The two lifts were not fit for purpose. Tom Colgan to review the company responsible for

maintenance.

- Site Security – the need for a 2 tone alarm system in the event of a lockdown.
- An internal audit service to be engaged in 2017/18.
- External Audit Plan had been approved.

The report was received.

**1445 Report of the Search Committee**

As Chair, Patrick Freely reported on the meeting held on 19<sup>th</sup> June 2017 (a copy of the unadopted minutes of the meeting of 19<sup>th</sup> June 2017 was received) Paper H.

Particular reference was made to:

- Establishment of a new committee for Pay/HR/Staffing – approved under Agenda Item 1442.
- Re-appointment of Paula Eavis and Ola Fajobi as governors (co-opted category) 1/9/17-31/8/19. Approved.

The report was received.

**1446 Health and Safety and Safeguarding - Checklist**

Maura Coumbe as a nominated governor for safeguarding had completed a Safeguarding Compliance Checklist for Governors – Paper I. The action list to be completed. For report.

**1447 Calendar of Meeting Dates 2017/18**

The Calendar was confirmed. Paper J.

**1448 Governor Attendance on Courses (for the record)**

Anne O'Shea – Governance Course – Barnet.  
Honor Beck – Statutory Policies –(Diocese).

**1449 Any Other Business**

1. Principal's Concert – Congratulations to Principal and Staff.
2. Diocesan Capitation Fee  
Annual Fee increased to £10,000 from £4500 with a lack of notice.

**1450 Date of Next Meeting**

Saturday 23<sup>rd</sup> September 2017 at 9am.  
Followed by Strategic Planning Day.

