



**ST MARY'S COLLEGE
BOARD OF GOVERNORS**

**MINUTES OF THE MEETING OF THE
BOARD MANAGEMENT ADVISORY COMMITTEE
HELD ON THURSDAY 13TH FEBRUARY 2020**

Present: Rev Fr N Wynn SM (Committee Chair 19/20)
Mr M. Conboy (Board Chair 19/20)
Mrs E. Best (Interim Principal)

In attendance: Mrs L Farnhill (Clerk to the Board)

Apologies: Mr F. Dowling (Co-Opted Member)

ITEM 1 - APOLOGIES

The apologies of FD were provided given and accepted.

Item 1 – Resolved: Apologies were noted and accepted.

ITEM 1 - DECLARATION OF INTEREST

EB and LF declared an interest in item 8, the SPH appraisal process.

Item 2 – Resolved: Interests were noted.

ITEM 3 - MINUTES OF MEETING HELD ON 25TH SEPTEMBER 2019 (FOR APPROVAL)

The Chair expressed his thanks to LF for the minutes. These had been previously circulated and no amendments were requested. These were approved as an accurate record and signed by the Chair.

Item 3 – Approved: The minutes were approved and signed

ITEM 4 - MATTERS ARISING AND ACTIONS OF THE MEETING OF THE 25TH SEPTEMBER 2019

The Chair invited questions or comments on the detailed summary provided by the clerk. None were received.

Item 4 – Resolved: Details of the actions were noted.

ITEM 5 – TERMS OF OFFICE

The clerk confirmed that the only term of office due to end ahead of the next meeting was that of the Student Governor. LF went through the details of the process used for the previous two years, with eligible students being those already screened for suitability by becoming a member of the student council, with any subsequent vote opened to the whole if the year group. EB advised LF that the student council was the responsibility of KS under the new staff structure. LF confirmed that she had previously presented directly to the students, given information about the role, time to reflect and ask questions before opening the applications. The members approved the continuing use of the existing process.

Action: LF to speak to KS to discuss the process and gain access to a council meeting.

Item 5 – Resolved: Details of the forthcoming term of office were noted with process for reappointment approved.

ITEM 6 - VACANCIES

The Clerk confirmed that the application for co-opted membership to the audit committee was included information as this was to be an appointment to the committee only and not to the Board, therefore it was within the remit of the Committee to confirm the suitability. In the absence of the meeting, the Board would be asked to approve this decision. MC confirmed that he had made the decision to postpone the meeting in light of shifting membership including the absence of a Chair of the Committee, noting the difficulty in appointing a chair to that committee due to the level of responsibility and commitment required. MC added that it was unreasonable to expect someone to start and immediately

take on that additional responsibility, noting that as a former Board Chair, JH may be well placed to take this on. The Committee agreed that in the absence of a Chair of the Audit Committee, Fthr NW would act as Chair until the next meeting where a formal Chair can be appointed with MC and NW to discuss this further and speak directly with members to gauge their interest. MC confirmed that the committee were in agreement that until the next meeting all audit items would go to Board until June, noting that the Board needs to be aware of the cash position and budgets. MC added that as a result of the SPA SG meeting, he had been made aware that there would be additional costs incurred, which would have huge implications. It was agreed that additional student governors would not be recruited at this time.

Actions:

- NW to approve Audit agendas and facilitate the next meeting
- MC and NW to discuss the position of Chair with audit members
- Board to review audit items until June

Item 6 – Resolved: The Board would be asked to consider the application of the co-opted member and all other audit items until June.

ITEM 7 – RESERVE LIST

The Clerk confirmed that there were no applications in the pipeline, with the reserve list empty at present. The members commented that proactive recruitment was unnecessary at this time, but that the Board should continue to be aware of and manage essential vacancies, referring nominations to the Committee.

Item 7 – Resolved: The Committee noted the lack of reserve list applicants.

ITEM 8 - SENIOR POST HOLDERS APPRAISAL PROCESS. (FOR APPROVAL)

NW confirmed that there was only 1 SPH asking where the other VP and deputy roles had been disbanded to with EB confirming that this had been scaled down, with a slimmed down executive team after being advised that the structure was too top heavy with 2 AP, there is now 3 directors, for Teaching and Learning, Students and Curriculum. In response to a question. **In response to a question** regarding the structure of other Colleges and SPH numbers, EB advised that SMC was the smallest SFC and the SLT needed to reflect that. **Regarding concerns** relating to continuity and succession planning EB confirmed that in the event of short term planned absence, it would be the be AP for Quality and this was written into their job description. Discussion regarding communication of this was held, with the agreement that whilst the Interim Principal and AP were aware of the remit of control, this needed to be cascaded to staff. EB confirmed that this was done during planned absences but members confirmed that this needed to be detailed as a clear succession strategy to prevent the need for temporary circumstantial arrangements, demonstrating clear foresight in the event of any further emergency or interim arrangements.

Action – EB to cascade information to all staff to ensure all staff are aware of interim and succession arrangements.

NW asked members to now agree the process for the appraisals of EB and LF. MC confirmed that he had spoken to both about doing it and confirmed that in his capacity as Chair he was happy to do it. **A Governor suggested** that for transparency and support around the educational aspects there should be two governors present for the Principal's appraisal. The second appraiser could either be a Governor or NLG, with MC agreeing to ask other members with a view to diarising this ahead of an SG meeting. The Chair **commented** that the process should monitor all aspects of business, not just quality of education, with EB agreeing that the structural solution would feature heavily within the targets set, adding that this was a new appraisal for a new role, therefore only looking at an action plan, unable to review the previous year for which EB was not in post.

The two processes were discussed with members approving the process adopted from CMC the previous year with EB confirming the timings for the staff which fitted into the Principal's, working from top to bottom.

Actions:

- EB to cascade information in relation to succession planning and interim arrangements for planned and unplanned absence
- MC to conduct appraisals for LF and EB
- MC to ask AMF or CB to support him with the appraisal of EB

Item 8 – Resolved: The Committee would recommend to the Board the approval of the top down appraisal process and associated paperwork.

ITEM 9 GOVERNANCE DEVELOPMENT PLAN (FOR APPROVAL)

MC confirmed that he had reviewed the plan drawn up by LF, noting the need to focus on the SPA with this designed to take the board through 2020 and into the structural solution. MC invited questions and comments, none were received and members agreed to recommend the GDP to the Board for approval.

Item 9 – Resolved: The Committee would recommend to the Board the approval of the Governance Development Plan.

ITEM 10 ANY OTHER BUSINESS

No items were raised under AOB

The meeting concluded at 6pm