



ST MARY'S COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE GOVERNING BODY HELD VIA VIDEOCONFERENCE ON THURSDAY 28TH JANUARY 2021

Present: Mrs S Beecroft (Resources Chair 20/21)
Mrs E. Best (Interim Principal)
Mr P. Case
Mr M Conboy (Chair 20/21)
Mrs A Francis (Vice Chair and Quality Chair 20/21)
Mr A Kheratkar
Mrs P. Lightbown
Mr P. Moore
Rev Fr N. Wynn SM (BMAC Chair 20/21)

Staff invited to be

In Attendance: Katrina Hollern
Laura Cain

External parties

invited by the Chair: Stephen Jones (ESFA),

Apologies: Mr C. Beesley
Mr M. Wright

ITEM 1 - OPEN AND WELCOME

The meeting was opened by Chair MC, welcoming members and attendees, thanking everyone for their time and inviting Fthr NW to open the meeting in prayer.

ITEM 2 - APOLOGIES FOR ABSENCE

The clerk provided the details of the apologies of MW and CB. Both were accepted.

Item 2 - Accepted: The Board accepted the apologies detailed above.

ITEM 3 - DECLARATION OF INTERESTS

SB and EB provided details of their standing interests.

Item 3 - Noted: The Board noted the interests declared.

ITEM 4 - APPROVAL OF THE MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON 10TH DECEMBER 2020

MC asked members to detail any corrections necessary to the minutes circulated and with none identified the minutes were approved as a true record.

Item 4 - Approved: The Minutes of the meeting of the 10th December were approved as a true and accurate record of the meeting held by video conference.

ITEM 5 - MATTERS ARISING AND ACTIONS FROM THE MEETING HELD ON 10TH DECEMBER 2020

The clerk was thanked for the summary and KH provided a verbal update in respect of the submission of the signed financial statements. KH confirmed that several emails had been sent to the auditors, requesting a signed copy, acknowledging they were under pressure to provide responses to all colleges ahead of the Friday deadline. KH stated that although the signed document was not yet available, she had been given assurance that she would have it in time to submit on Friday and would inform the LF once this had been done.

Item 5 - Noted: The Board noted the details of the report and verbal update.

Action: KH to notify LF once the statements are submitted. LF will circulate the information to the Board.

ITEM 6 - UPDATE OF THE RESOURCES COMMITTEE

SB confirmed Board members had been provided with copies of the reports reviewed in detail by the committee. SB asked the Board to note that there were no areas for concern following their review, and asked the Board to acknowledge the level of work undertaken by staff working towards the orderly closure, with particular recognition for the work undertaken by LC, undertaking the consultation process in trying circumstances. SB confirmed that they had been provided with details of the nursery closure, with the Park completed, SMC scheduled to close on 1.4.21 and Wensley Fold scheduled to close on 31.7.21 subject to the budget being unaffected by the extension. SB passed on the gratitude of TE to the Board for the support she had received throughout her time at SMC.

MC thanked SB for the update and acknowledged the commitment, quality and resilience of staff, evidenced through the professional handling of a difficult situation.

Item 6.1 - The IFMC

KH reminded the Board of the complexities and errors within the IFMC template, necessitating considerable workarounds ahead of submission the previous year, adding that additional issues had been identified with the new version. KH summarised the information to be uploaded, advising the Board that although the IFMC was not yet completed to be presented to the Board for approval, the information that would be included had been reviewed and approved by the Board. KH advised the Board that approval for this submission was a recommendation of the PMO although not a requirement. KH informed the Board that MC had agreed to review the document ahead of submission. KH agreed to confirm submission with the Board.

Item 6.2 - Management Accounts

KH provided a detailed summary of the Management Accounts highlighting variances including:

- a deficit of £64, 316 against a budgeted deficit of £70, 960
- £15,197 lower than anticipated staff costs, with cover provided internally and teachers delivering lessons from home when isolating reducing cover costs
- £2,375 overspend on general education costs, with higher than budgeted IT costs, considered essential to support remote lesson delivery
- Lower than budgeted teaching costs attributed to remote lesson delivery
- Lower financial costs of £4,332 with legal and consultancy costs less than anticipated
- Higher than budgeted post and telephone costs as a result of remote working and the implementation of the closure communication plan
- The cumulative costs of redundancies were £50,910
- Higher than budgeted gas usage is to be reviewed
- Budgets to be revised quarterly
- Nursery monthly and projected final positions outlined
- Revised budget detailed as having a small variance of £20,000 against the budget originally approved

SB confirmed that all other reports reviewed by the committee were well received and available in the folder distributed by the Clerk. With no further comments or questions, the Board noted the update.

Item 6 - Noted: The Board noted the update from the Resources Committee.

Action: KH to confirm that the IFMC was uploaded ahead of the deadline.

ITEM 7 - PRINCIPALS REPORT PART A

EB confirmed that there were no items to discuss in Part A.

Item 7: The Board noted the verbal update from EB.

ITEM 8 - FINANCE

8.1 - The Audit Completion Report

KH confirmed that she had received the ACR earlier that day and there were no changes to the version distributed in December, with the changes anticipated in December no longer deemed necessary. The clerk agreed to check for differences and only circulate if any were identified.

Item 8.1 - Noted: The Board noted the verbal update.

Action - LF to check the final ACR against the draft and notify the Board of any changes.

ITEM 8.2 - FINANCIAL NOTICE TO IMPROVE

MC confirmed that the letter circulated was an update on the position, confirming that the College remains under the FNTI which will continue as such until closure. MC recognised the benefits of the additional support available, including having SJ from the ESFA available to attend meetings along with the other supportive measures, inclusive of the NLG, NLFE and FEC teams which had been a

valuable source of advice and information throughout the SPA process and subsequent recommendation for closure.

MC summarised the requirements and conditions including detailing how those conditions were currently being met.

Item 8.2 - Noted: The Board noted the details of the FNTI and associated conditions.

ITEM 9 - POLICY REVIEWS FOR APPROVAL

Item 9.1 - New policies for approval. Nothing to report.

Item 9.2 - Policies scheduled for review. Nothing to report.

Item 9.3 - Policies revised in line with updated legislation.

The clerk as DPO summarised the changes made to update the data protection policy following the UK's withdrawal from the EU, with UK GDPR regulations replacing the EU directive, along with updates to remove references to the former Catholic status. The Board offered unanimous approval for the changes.

Item 9.4 - Faith Status Amendments to Policies

EB advised the Board that a thorough review of College policies had been undertaken to ensure that the mission statement was amended and references to the former catholic status were also removed. EB added that as part of this process, grammatical errors, along with changes to job roles and any references to the Federation of Hope and Cheadle and Marple College were also removed, with all amendments for approval summarised in the paper within the pack of Board papers.

EB advised the Board that in addition to a summary of the changes, they had also received copies of the policies in the information pack, asking for the amended policies to be approved. This was provided unanimously.

EB added that her PA continued to work on reviewing and revising all College policies, with a full schedule of policies with updated revision dates to be sent to the clerk.

Item 9 - Approved: The Board approved the amendments to:

- 9.3 - Data Protection Policy
- 9.4 - Policy updates

Actions

- Clerk to upload the Data protection policy to the website
- Clerk to advise SH (PA to the Interim Principal) that all other amendments have been approved

ANY OTHER BUSINSS PART A

A governor asked if the change in faith status had attracted media attention with EB confirming that there had not been any renewed interest following the change. **A governor asked if** there was a statement prepared for distribution should there be any interest, with EB informing the Board that a collaborative approach had been taken with the Trustees, Diocese and ESFA to ensure interest received by any of the parties involved would result in a standardised response.

SJ from the ESFA added that the publication of the FNTI, expected in mid-February may also generate press interest, with EB reassuring the Board that the College had prepared a statement to be used should there be any interest from the press.

With no further questions or comments in Part A, staff governor PL was thanked for her time and attendance, leaving the meeting at this point.

Actions and Matters Arising

Item 5 - MA

KH to notify LF once the statements are submitted. LF will circulate the information to the Board.

Item 6: - Resources update:

KH to confirm that the IFMC was uploaded ahead of the deadline.

Item 8 - Finance:

ACR - LF to check the final ACR against the draft and notify the Board of any changes.

Item 9: - Policies:

- Clerk to upload the Data protection policy to the website
- Clerk to advise SH (PA to the Interim Principal) that all other amendments have been approved