



# Minutes of the Special Meeting of the Full Governing Body held on Monday 30 January 2023 at 5pm via Microsoft Teams

<b>Present:</b>	Mark Dawson Susan Jarvis Andrew Jones Oliver Maddock Mick Martin Andrew Rannard Graeme Slater Joe Stead Helen Stevenson ( <i>Chair</i> )	Parent Governor Co-opted Governor Co-opted Governor Foundation Governor Foundation Governor Foundation Governor Foundation Governor Student Governor Foundation Governor
<b>In attendance:</b>	Leigh Rice ( <i>Associate Member</i> ) Angela Williams ( <i>Interim Co-Principal</i> ) Ruth Potter ( <i>Clerk</i> )	

## PART 1

*The meeting was opened in prayer with special intentions offered for Father Melly. The Chair welcomed all attendees to this special meeting and took the opportunity to extend the Governing Body's congratulations to the Student Governor on securing an offer to the University of Cambridge.*

### 1. DECLARATIONS OF INTEREST

Attendees were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed the subject of this meeting or was likely to be discussed at this meeting. It was noted that Angela Williams had an interest in item 4.

### 2. APOLGIES FOR ABSENCE

Apologies had been received and accepted from the following governors:

- Sarah Carroll – Foundation Governor
- John Fogarty – Foundation Governor
- Tracy Mawson – Co-opted Governor

The meeting was declared quorate.

### 3. ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS

This being a specially convened meeting, there were no other items of business.

### 4. APPOINTMENT OF INTERIM PRINCIPALS AS TEMPORARY EX OFFICIO MEMBERS OF THE GOVERNING BODY (*previously circulated*)

The Clerk referred governors to the paper that had been circulated outlining the background to this matter and confirmed the advice received. It was noted that if governors wished to appoint both interim co-principals as members of the Governing Body, an amendment would be required to the Instrument and

Articles of Government to facilitate this temporary change in composition, as existing membership was based on one ex officio member. Prior written consent to this amendment would be required from the Trustees and the Bishop.

Alternatively, one of the interim co-principals could be identified to act as the named Accounting Officer and this person could then be appointed as the ex officio member of the Governing Body. The other interim co-principal would still be able to attend board and committee meetings in an advisory capacity where appropriate, but only the ex officio member of the Governing Body would have voting rights.

Discussion ensued on the options provided and, given the temporary nature of the interim co-principalship arrangement, governors determined that it was disproportionate to proceed with an amendment to the Instrument of Government. Given Janet Nevin's line management responsibility for finance and resources, it was agreed that the role of Accounting Officer – and hence ex officio membership of the Governing Body – would sit most appropriately with her.

The Governing Body **approved** with immediate effect:

- the appointment of Janet Nevin as the College's named Accounting Officer
- the appointment of Janet Nevin as ex officio Principal member of the Governing Body for the duration of her temporary office as interim co-principal
- the allocation of Janet Nevin and Angela Williams to appropriate committees.

## **5. CORPORATE MANAGEMENT TEAM (CMT) STRUCTURE** (*previously circulated*)

Angela Williams presented the revised CMT structure diagram for information to governors. It was explained that since commencing in post the interim co-principals had reviewed the existing arrangements alongside the recent staff changes and had negotiated a slightly revised structure. This was felt to better serve the needs of the College and clarify lines of accountability. The two interim co-principals had been aligned to key areas of functional and line management responsibility, however it was explained that whenever in College they would deal with whatever issue presented in order to ensure full coverage. It was noted that as part of this restructure, pastoral oversight had been moved directly under one of the interim co-principals. This enabled the Vice Principal (Finance, Resources & Systems) to focus solely on financial and broader service areas.

It was reported that the new structure had been shared with all staff at the beginning of term and had now entered its fourth week of operation. Whilst the revised structure was regarded to be fit for purpose currently, future revisions may be proposed once a permanent Principal was in post.

Governors' comments and questions were invited.

**Q** – Where does oversight of Foundation Learning sit within the revised structure?

**A** – Acting Assistant Principal (Curriculum & Quality) has responsibility for Foundation Learning.

The Chair confirmed that she had been involved in early discussions around the revised structure and believed it to be an effective and sensible arrangement.

The Governing Body **noted** the revised CMT structure.

**6. PAYMENT POLICY** (*previously circulated*)

The Clerk referred governors to the amended Payment Policy which had been prepared by the College's Finance Manager for governor consideration and approval. The Clerk confirmed that this policy would normally be considered by Finance and Resources Committee for approval, however amendments were required to authorised signatories following changes in key personnel.

The Governing Body **approved** the revised Payment Policy.

**7. ANY OTHER BUSINESS**

None

The meeting closed at 5.20pm.

Signed by the Chair

A handwritten signature in black ink, appearing to read 'Alan Shaw', written over a horizontal line.

On this day \_\_\_\_\_ 28 March 2023 \_\_\_\_\_