



Full Corporation Meeting

8th July 2026

Time: 6.00 pm
Chair: Mr N Horsfall

Present:

Nick Horsfall	Carol Davies	Stephen Bamber
Mark Rigby	Glenys Hughes	Robert Coyle
Zahid Tapas	Stuart Merrills	Nannette Blackwood
Bashir Shama	Karen Hon	

In Attendance:

Lesley Hart Deputy Principal	Joanne Smith Vice Principal	Nicola Sodano Assistant Principal – Teaching and Learning and Assessment
Mark Goodwin Assistant Principal – Student Experience	Sarah Ball Assistant Principal - Pastoral	Tracy Tunstall Clerk

Ms Clare Wild was in attendance to observe the meeting.

1. Apologies for Absence

Apologies for absence were received and accepted by Governors from Sam Jackson, Susan Wright, Zebulnisa Butt, Dakota O'Hara and Andy Lythgoe.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 1st April 2026 were **approved** as a true and accurate record.

4. Matters Arising from the Minutes

(a) Minute 8(c) – Governance and Search Committee

The Vice Chair had completed the annual review meetings with Governors through which it had been highlighted that Governors would welcome the opportunity to meet outside of meetings in an informal manner as a team. Governors **unanimously agreed** that a team building event would be useful and that a suitable date and venue should be organised. The Governance and Search Committee will discuss this further at their next meeting.

5. Governor Resignations

The Clerk informed Governors that Anna-Marie Watters had resigned from her role as Governor due to her work commitments. She also informed Governors that Munaza Muneeb had also resigned from her role as Parent Governor and Safeguarding Link Governor for personal reasons.

6. Appointment of Safeguarding Link Governor

The role of Safeguarding Link Governor was currently vacant and details of this role had been circulated to all Governors. Mr Mark Rigby had expressed a willingness to undertake the role.

A vote was taken and Governors unanimously resolved that Mr Mark Rigby be appointed as Safeguarding Link Governor with immediate effect.

7. Minutes of the Sub-Committees

(a) Student Affairs

The minutes of the Student Affairs Committee held on 20th May 2026 were **noted**.

The Chair of the Committee informed Governors that the new Parent App had now been rolled out to all parents. Following feedback from students, the PGP Programme has been revised and is now a Skills Programme, which will be launched again in the new year.

A Governor asked if the Duke of Edinburgh Award scheme could be considered but **noted** that this would be too costly to introduce and would require staffing.

(b) Risk and Audit Committee

The minutes of the Risk and Audit Committee held on 20th May 2026 were **noted**.

The Chair of the Committee reported that the Committee had been given assurance that health and safety, risk management and governance arrangements remain effective, with all audit actions either complete or within target timescales. He reported that the Committee had adopted a new Internal Assurance Framework to strengthen oversight in the absence of a formal internal audit function.

The Risk Management Policy for 2026/27 had been reviewed, with no changes being necessary, and this was presented for formal approval.

Governors unanimously resolved to approve the Risk Management Policy for 2026/27.

The Health and Safety Policy for 2026/27 had been reviewed and was presented for formal approval.

Governors unanimously resolved to approve the Health and Safety Policy for 2026/27.

(c) Governance and Search Committee

The minutes of the Governance and Search Committee held on 3rd June 2026 were **noted**.

The Chair of the Committee highlighted that there are currently four Governor vacancies and reported that the process for the vacancy of a Parent Governor would commence in the new academic year. If anyone knew of someone who would be interested in joining the Corporation as an External Governor they should let the Clerk or himself know.

The Chair of the Committee drew attention to the Student Affairs Committee and highlighted that all Governors are invited to attend this meeting. He reported that the students have made significant changes to the Learner Voice and Governors should make every effort to attend this important Committee as it is an opportunity to meet with the students.

The Chair of the Committee informed Governors that the Terms of Reference had been reviewed and were presented for formal approval.

Governors resolved to approve the Terms of Reference for the Governance and Search Committee for 2026/27.

The Chair of the Committee reported that three tenders had been received to carry out the next External Governance Review. Governors had discussed the previous process and how it was conducted and in view of this they had rejected Stone King. The Chair of the Committee informed Governors that he had contacted the remaining two companies, Rockborn and Beyond Governance, to discuss their proposals in more detail and reported that Beyond Governance would best meet the needs of the college and may be able to offer further support to the College going forward.

A vote was taken and Governors unanimously resolved that Beyond Governance are appointed to carry out the External Governance Review with a view to the process commencing in January 2027.

The Chair of the Committee drew attention to the 2026/5 Governance Self-Assessment Report which had been circulated with the and thanked Governors for completing the questionnaires used to compile the report. The Principal and Clerk had identified the key strengths and areas for improvement from the responses and produced a draft outline of a Board Quality Improvement Plan for 2026-27, the final version would be presented in the new academic year for governors approval, including objectives to be met during next year.

(d) Curriculum and Quality Committee

The minutes of the Curriculum and Quality Committee held on 11th June 2026 were **noted**.

The Chair of the Committee informed Governors that the Terms of Reference had been reviewed and were presented for formal approval.

Governors resolved to approve the Terms of Reference for the Curriculum and Quality Committee for 2026/27.

The Chair of the Committee highlighted that the College was awarded the AI Education Explorer Badge in April 2026 making us one of the first colleges in the country to achieve this certification. Apple Regional Training Centre status has also been awarded making us the first sixth form college in the country to achieve this award.

The Chair of the Committee reported that an overall ALPS score of 6 is predicted this summer although closer to 5 on the thermometer than last year with only 20 students needing to improve by one grade to reach ALPS 5.

A Governor reported that he had carried out his own research on ALPS scores and asked if the Principal would provide some training on this for all Governors. The Principal reported that he had recently delivered training to staff on this and would present this to Governors at the next meeting.

The Admissions Policy and Procedures 2027 had been reviewed and were now presented for formal approval.

Governors unanimously resolved to approve the Admissions Policy and Procedures for students applying for entry in August 2027.

(e) Finance and Personnel Committee

The minutes of the Finance and Personnel Committee held on 25th June 2026 were **noted**.

The Chair of the Committee highlighted the College's continued strong financial position and following on from the strategic discussion with Governors at the Strategy Event, Governors at the Committee had agreed that the strategic use of reserves should be considered further to maximise investment in future priorities. It was **agreed** that the current format for the Strategy Event did not allow sufficient time for detailed consideration such as this and the possibility of holding two evenings or a full day strategy event should be explored.

The Chair of the Committee informed Governors that the Terms of Reference had been reviewed and were presented for formal approval.

Governors resolved to approve the Terms of Reference for the Finance and Personnel Committee for 2026/27.

The Chair of the Committee informed Governors that a number of policies had been reviewed and were presented for formal approval.

(i) Annual Approval of Student Financial Support Policy and Guidance

Subject to a minor amendment relating to the decision for financial assistance being a collective decision rather than an individual one, Governors unanimously resolved to approve the Student Financial Support Policy and Guidance.

(ii) Investment, Treasury and Reserves Management Policy

No amendments had been made to this policy and it was proposed that this be reviewed every two years, unless changes in legislation impact the policy, in which case an earlier review will be undertaken.

Governors resolved to approve the Investment, Treasury and Reserves Management Policy and agreed that will be reviewed again in June 2028, subject to any changes in legislation which might the policy, when an earlier review would be undertaken.

(iii) The following HR Policies had been reviewed and were presented for formal approval:

- Grievance Policy
- Family Leave, Carers Leave and Flexible Working Policy
- Performance Management and Capability Policy
- Disciplinary, Conduct and Probation Policy
- Staff Attendance and Wellbeing Policy

Governors resolved to approve the above HR policies.

The Chair of the Committee reported that tenders had been received to carry out Phase 2 replacement flooring. Lorne Stewart had completed the work on Phase 1 which was carried out to a high standard with good quality workmanship. Lorne Stewart had submitted the most competitive tender and this was recommended for approval.

Governors resolved to approve that Lorne Stewart Facilities is appointed to carry out Phase 2 of the replacement flooring during Autumn at a total cost of £105,565.04 including VAT.

The Chair of the Committee informed Governors that the current electricity contract with Npower is due to expire on 31st October 2026. Governors had been presented with a range of quotations but did not feel that they had adequate information to make an informed decision. The Deputy Principal had provided further information on actual usage over the previous year and the current cost for the same usage is around £10k more. The Chair of the Committee reported that the committee had resolved in principle to recommend that the Electricity Contract is awarded to Smartest Energy through ITES Solutions brokerage with the best decision regarding price on the day.

There was a general discussion on energy prices and the current world events affecting fluctuating prices.

Governors resolved to give their approval for management to use ITES Solutions brokerage and in consultation with them to make the best decision on the day to formalise the contract.

8. Management Accounts to 31st May 2026

The Deputy Principal presented the management accounts based on actual income and expenditure up to 31st May 2026 and projected to 31st July 2026. She reported that these had been discussed in detail at the last Finance and Personnel Committee.

Governors **noted** the projected budget outturn position as at 31st July 2026 is £1,241,022 against a budget surplus of £832,473. There were no questions from Governors.

Governors resolved to approve the Management Accounts as at 31st May 2026.

9. Strategic Plan Update

(i) Review of Strategic Development Plan for KPIs for 2025/26

The Principal informed Governors that the Strategic Governor Dashboard had been noted at various committees and updated throughout the year. He highlighted that the current retention rate was slightly down against the target.

Governors **noted** the report.

(ii) Approval of Strategic Development Plan and KPIs for 2026/27

The Principal presented the Strategic Development Plan for 2026/27 and reported that the plan will be included on the college website.

Governors resolved to approve the Strategic Development Plan for 2026/27.

(iii) Key Performance Indicator Targets 2026/2029

The Principal informed Governors that the Key Performance Indicator Targets (KPIs) over a three year period had been presented at the strategy event. He highlighted that these sit alongside the sector benchmarks with a view to being able to measure over time.

There was a general discussion. A Governor asked if 100% pass rate in 2028/29 was achievable and **noted** that this reflected no U grades. The Governor also asked if the achievement of high grades was aspirational enough based on the sector benchmark and **noted** that these were aspirational increasing each year.

Following further discussion Governors **agreed** that the target for Value Added/Progress in 2026/27 is amended to 5 rather than the current 6, and that the outcomes for this year should be included once known.

Governors resolved that, subject to the adjustments above, the KPIs for 2026-2029 are approved.

(iv) Review of Risk Register for 2025/26

The Principal presented the Risk Register for 2025/26 and reported that there was no updated comment for Risk R04 – Inadequate Management of the College’s IT Networks, Infrastructure and Security, as an internal assurance framework has now been introduced with a rolling programme developed for monitoring purposes.

Governors **noted** the updated Risk Register for 2025/26.

(v) Approval of Risk Register for 2026/27

The Principal presented the Risk Register for 2026/27 and reported that Risk R008 – Inadequate Governance has been highlighted in ‘red’ due to the number of current vacancies on the Full Corporation. He informed Governors that a recruitment drive was required.

The Principal reported that it was recommended by the Risk and Audit Committee that the word ‘maximise’ should be replaced by ‘optimise’ on Risks R012 and R013.

Subject to these minor amendments, Governors resolved to approve the Risk Register for 2026/27.

(vi) Financial Forecasts:

Approval of Budget 2026/27 and Financial Forecast 2027/28

The Deputy Principal informed Governors that the Budget for 2026/27 and Financial Forecast for 2027/28 had been prepared in accordance with the assumptions as outlined and that this supports the strategic plan. She reported that she has provided a forecast for 2028/29, 2029/30 and 2030/31 to demonstrate the planned decrease in student numbers and the effect of this impact to indicate that the college will remain financially outstanding but informed Governors that for the purpose of Governor approval the requirement is to approve the Budget for 2026/27 and the Financial Forecast for 2027/28. She highlighted the staffing costs which include a reduction to staff numbers as student numbers decrease which will be achieved ‘organically’ where possible.

The Deputy Principal drew attention to the DfE Financial Ratios and the comparison against benchmarks. She also drew attention to the cash reserves and highlighted that future strategic discussions should include the purpose of these healthy reserves.

Governors resolved to approve the Budget for 2026/27 and the Financial Forecast for 2027/28.

10. Accountability Statement

The Principal presented the updated Accountability Statement which has been produced by Mrs Errington, Skills Nominee. He reported that the College is making a significant contribution to

Greater Manchester's skills agenda and highlighted that Governors should be familiar with this document. He informed Governors that the report must be approved by the Full Corporation and lodged with the DfE.

Governors thanked Mrs Errington for her report and resolved to approve the Accountability Statement for 2026/27 and authorised that the Chair of Governors and the Principal sign the statement and forward this to the DfE.

11. Principal's Report

The Principal spoke to his report.

He invited all Governors to join staff and students at 9.00 am on A Level results day which is Thursday, 13th August. GCSE results are the following Thursday, 20th August which is also the start of enrolment for the 2026/27 cohort.

The Principal reported that the NJC has reached agreement on teacher workload and working time. The agreement takes effect from 1st September 2026 and introduces the concept of PPA (Planning, Preparation and Assessment) into the Red Book and amends cover arrangements.

The Principal informed Governors that retention has decreased by 1.16% in comparison to last year and is below DfE benchmark rates of 89.9%. Investigation into student leavers does not reveal any significant underlying patterns.

Governors **noted** that the projected target enrolment figure of 1750 should be achieved.

The Principal drew attention to the number of trips/visits that have taken place during this year and the number of guest speakers who have attended college to speak to the students. He also highlighted staff CPD activities and participation.

Governors **noted** the report.

12. External Validation Report

The Principal reminded Governors that staff had been challenged at the Full Corporation meeting held in December as to how effective judgements were on the College Self-Assessment Report (SAR) and as a result the Principal had asked Bolton Learning Alliance (BLA) for support in finding a suitable critical friend.

Two members of staff from Xaverian College had carried out a review over 2 days through structured meetings with leaders and staff at all levels, focussing on reviewing and validating the SAR 2025 and evaluating the strength of the Quality Improvement Plan (QUIP) to assess the accuracy of judgements.

Governors **noted** the key priorities in the report for both the SAR and QUIP and that the SAR is credible and validated. They also **noted** that good relationships with Xaverian College have now been established going forward.

13. Approval of Policies:

(i) Provider Access Legislation Policy 2026/27

The Assistant Principal – Student Experience informed Governors that the Provider Access Policy had been reviewed and updated and was now presented to Governors for approval.

Governors resolved to approve the Provider Access Legislation Policy for 2026/27.

(ii) Careers Education, Information, Advice and Guidance (CEIAG)

The Assistant Principal – Student Experience presented the CEIAG Policy for approval.

Governors resolved to approve the Careers Education, Information, Advice and Guidance Policy for 2026/27.

14. Link Governor Update

The Link Governor for Careers and Skills gave a detailed verbal report of this outstanding department. He highlighted the successful re-accreditation of the Quality in Careers Standard. Students have benefited from the launch of the new Live Brief Initiative which enables all first-year students to engage with real-world, work-related brief linked to one of their subject areas.

The department is working to align the Skills Builder Framework across all aspects of the PGP Programme, and by purchasing a license for the next academic year students will have a clear understanding of the specific skills they are developing through each activity and experience, and will have the ability to track this to support their progression beyond the sixth form.

15. Appointment of Chair and Vice Chair of Governors

The Chair informed Governors that the positions of Chair and Vice Chair are appointed on an annual basis. He reported that Governors can nominate themselves for either position and that nominations should be received by the Clerk by 1st September 2026.

16. Schedule of Meetings 2026/27

The final version of the Schedule of Governors' Meetings for 2026/27 was circulated for Governors' information.

17. Any Other Business

Governors **noted** that Tracy Tunstall was retiring from her role as Governance Professional on 31st July 2026. They wished her a long, happy and healthy retirement.

18. Date and Time of Next Meeting

The next meeting of the Full Corporation will be held on Tuesday, 22nd September 2026 at 6.00 pm.

There being no further business, the meeting closed at 8.00 pm.