

Board of Governors

Minutes of the Board of Governors Meeting held on 30th March 2017

THE MEETING OPENED WITH A PRAYER

Item 1- Members present:

Mary Heaney [Chair]	Angela Ralph
John McNerney	Julian Skyrme
Sr Patricia Goodstadt IBVM	Niall Wright
Sr Bernadette Turtle IBVM	Arthur Culshaw
Denis Robson	Eula Miller
Mike Sedgwick	Nathan Meades [Student]
John Gibbons	Lola Obadare [Student]
Ann Clynych	

Apologies were received from

Tom McGee
Dr John Gibbons

Also in attendance:

Sean Gaughan [Finance Manager]
Celia Wallace [Clerk to the Governors]

Item 2- Declarations of Interest

Sr Bernadette declared an interest in item 9 re: Institute Building

Item 3- Items of a confidential nature

It was agreed that any items of a confidential nature relating to staff, finances or the operation of the college would be taken in a confidential part of the meeting.

Item 4- Nomination of Dr Eula Miller

Mary Heaney nominated Dr Eula Miller as a co-opted member of the Governing Body. This was seconded by Sr Patricia. Dr Eula Miller was introduced to the other members and was warmly welcomed to the Board of Governors.

Resolved: Dr Eula Miller was appointed as a co-opted member of the Governing Body

Item 5 - Minutes of the Governing Body meeting of 14th December 2016.

[i] **Resolved:** The minutes of the Governing Body of 14th December 2016 were approved and signed by the Chair as a true record.

[ii] **Resolved:** The minutes were authorised for publication in accordance with the Instrument and Articles of Government.

Item 6 - Matters arising from the minutes of 14th December 2016.

There were no matters arising from the minutes of 14th December 2016.

Item 14 – the revised Mission Statement which included reference to the Trust Board was tabled and agreed

Item 7 – it was reported that discussions had taken place with Mrs Scholes regarding the timing of the election for the Student Governors to ensure continuity of student representation on the Governing Body. It had been agreed that elections would take place before the end of the academic year in order to allow the new student governors to work alongside the retiring student governors.

Item 7 – Minutes of Committees and matters arising

[a] (i) Minutes of the Finance & General Purposes Committee of 30th November 2016 were noted.

(ii) Minutes of the Finance & General Purposes Committee of 25th January 2017 were noted.

(iii) Minutes of the Audit Committee of 30th November 2016 were noted.

(iv) Minutes of the Standards Committee of 7th December 2016 were noted.

Item 8 – Principal's Report on Performance against Targets set in the Strategic Plan

The Principal took the meeting through the report which had been previously circulated highlighting the following points:

- 1.1 Interview Evenings: the Principal reported that there had been a dip in the number of students choosing English and Maths A level.
- 1.4 Pathways: New work placements, Parents Coffee Morning
- 1.6 GMHAP: Debate evening and Masterclasses
- 2.1 16-18 Performance Tables: new measures
- 2.4 Staff on Support Programme
- 2.5 Internal Monitoring: in year progress measure for students including target grades, reviews, working at grade.
- 2.8 Safeguarding Training for Staff, Students and Governors
- 2.9 LEEN: teaching for Learning and Living Group. Sr Bernadette explained this programme and the work that had been done to date.
- 2.10 Chaplaincy: Student Retreat, The Careers Fair, The Social Justice, Wellbeing, Flame Congress 2017, Staff Retreat
- 2.11 Music Activities: St Patricks Day, School and Community Liaison, Easter Concert
- 2.13 Duke of Edinburgh Award
- 2.16 Ogden Trust Activities
- 2.17 Oxbridge – of the 53 applicants to Oxford, 30 were interviewed, 13 gained an offer All 16 applicants to Cambridge were interviewed and 12 gained offers.
- 2.19 HE+ and Extension Classes
- 2.20 Debating Society
- 2.21 Hall Activities: Charities
- 2.24 Holocaust – activities remembering the holocaust
- 2.25 Politics visit by Dr Sherilyn MacGregor
- 2.34 Gender Equality Week
- 2.36 National Mock Trial Competition – won the Sheffield heat, 4th in the final

- 2.37 Social Responsibility Awards – new venture for 2017, set of awards for students, alumni and staff to acknowledge and reward good work in various activities that demonstrate social responsibility, exemplifying some of Loreto’s core values
- 3.1 Working with the Community
- 3.8 Catholic Leadership Programme
- 3.12 Area Reviews – Loreto was selected for follow up meeting on curriculum by the ‘New Economy’
- 3.13 Teach Manchester – Maths & Physics Conversion Courses, Physics and Maths Internships
- 3.17 Student Academic Ambassadors
- 4.1 Development in ILT/CCIT/MIS: safeguarding log, strengthening of the security Systems, creation of portal for ease of monitoring High Needs students and Retention

The Governors once again thanked the Principal for a very detailed and informative report, which highlighted very well all the achievements and activities of the college. They recognised that there was a great deal of work taking place and all targets were being reached.

They particularly wished to thank Fran Tattersall for all her hard work with the Debating Society and its associated activities.

Item 9 – Student Governors’ Update

The student governors gave a detailed presentation to the other members of the governing body which covered:

Achievements of the Student Council

- Increased its visibility by circulating email addresses and putting pictures of student reps around the campus
- Looking into cheaper and healthier options in the canteen
- Reported concerns regarding traffic calming on Bold Street to the local council
- WiFi has been improved as a result of students raising this issue

The Chair reported that the FGP had received a report on the WIFI provision and that action was being taken to enhance the provision. The MMU IT team had been asked to provide advice and they kindly agreed to do so.

Ongoing Targets for the Student Council

- Address queuing issues in the cafeterias during lunch
- Extended late night opening for Library and Study Centres
- Increasing printer credits

Student Body Activities

- Reclaim, a youth organisation focussed on developing leadership skills visited the college
- Gender Equality Week
- Bar Mock Trial Team came fourth in the National Finals
- Student Council voted for the two nominees for the Manchester Youth Parliament
- Loreto sent delegates to the JCC Model United Nations event in Birmingham where students won the award for outstanding delegation as Senegal for the second year.
- Student Surveys on Myloreto

It was suggested by Julian Skyrme that the student satisfaction survey provided an ideal opportunity for students to work in partnership with the college and maybe the HE students surveys could be used to provide valuable data for the governors and management.

Action: Student governors and management to investigate the National Student Surveys and to report back to the Standards committee

CH: Governors asked the student governors about the frequency of the use of Myloredo. They asked management if there were any analytics for the use of Myloredo by the different demographics of the student body.

Action: The Principal will discuss this with James Atkiss.

The governors thanked the Student Governors for their excellent presentation which gave an informative insight into the activities of the Student Council.

Item 10 - Finance

(a) Management accounts for the period up to February 2017.

The Finance Manager took the meeting through the management accounts which had been previously circulated highlighting the salient points. These had been scrutinised by the F&GP committee at the meeting of the 22nd March 2017

- The performance was below budget only because of a large exceptional item of expenditure in relation to the early repayment of the loan. Without that exceptional item the projected annual surplus would exceed the budget forecast.
- Payroll costs as a percentage of income are in line with the budget.
- Retention figures are in line with last year's figures at this stage of the year.
- The financial situation remains healthy despite the funding cutbacks and the college is maintaining its Outstanding category.

These management accounts had been recommended to the Governing Body for approval by the F&GP.

Resolved: the Management Accounts for February 2017 were approved

The Finance Manager reported that an amendment was made to Item 8 of the minutes of the Governing Body minutes of the meeting held on the 5th July 2016 to further expand on the record of the discussions held on the early repayment of the loan. This amendment was required by the bank in order for the repayment of the loan to be progressed. This amendment was signed off by the Chair at the time of the meeting, the Clerk to the Governors and approved by the current Chair and required ratification at this meeting.

Resolved: the amendment to the minutes of 5th July 2016 was ratified by the Governing Body

(b) Mid-Year Financial Report – Performance against Financial Objectives for the year.

The Finance Manager took the meeting through the report which had been previously circulated highlighting the salient points. He reported that all objectives were being achieved except for Premises costs. The Estates Manager is consulting with AA Projects on potential areas of savings and in particular the packaging of maintenance contracts.

(c) Update on Funding for 2017/18

The Finance Manager reported the funding allocation for 2017/18 excluding the funding for bursaries and school meals. This showed a drop on the current year. He explained that, going forwards, as the allocation per student was set to remain fixed for the duration of the

Parliament whilst costs, payroll and inflation in particular, were set to rise there would inevitably be financial pressures on Loreto and indeed all colleges.

CH: The Chair reinforced the need for the review and action plan to deal with the situation as requested by the FGP.

(d) Institute Building – Update

The Estates Manager updated the Governing Body on the purchase of the Institute Building. The lease had now been agreed and was awaiting signatures. There is a further delay as the solicitors are now waiting for a letter from the Allied Irish Bank confirming no remaining interest in the site.

Item 11 – Area Review/Academisation

The informal notes from the Area Review Implementation meeting had been previously circulated and were noted. The Chair reported that there was no update on when the next meeting would take place.

Item 12 – Review of Risk Register

This had been an agenda item at the last meeting of the F&GP and the Audit committee on the 22nd March. The increased levels of risk & new risks have all been updated and highlighted. The Governors were satisfied that appropriate actions were being taken to mitigate the risks.

CH: Governors suggested that the number of risks be reduced to 20/25 with some amalgamated and the Risk Register scaled down to the top ten for the Governing Body.

Resolved: The updated Risk Register was approved

Action: The Risk Register be revised for the Academic Year 2017-18 in line with this proposal

Item 13- Key Performance Indicators – Dashboard Update

The latest version of the dashboard which had been circulated previously was presented to the governors. This presented the key items.

Action: After discussion it was agreed that Sean Gaughan would look to introduce more useful indicators as the measures had now changed

Item 14 - Strategic Objectives 2017/18

There was a lengthy and detailed discussion on the proposed changes to the strategic objectives for 2017-18.

Resolved: The changes to Objective 1 and Objective 2 were approved

Item 15 – Approval of Policies

[a] Absence Policy – LOA

This had been accepted by the FGP on the 22nd March 2017 and recommended for approval.

Resolved: The Absence Policy be approved

[b] Attendance Management Policy

This had been accepted by the FGP on the 22nd March 2017 and recommended for approval.

Resolved: The Attendance Management Policy be approved

[c] Disciplinary – Misconduct

This had been accepted by the FGP on the 25th January 2017 and recommended for approval.

CH: The governors requested that the process for conducting the Disciplinary Hearing be included in this policy before approval

[d] Grievance Procedure

This had been accepted by the FGP on the 25th January 2017 and recommended for approval.

Resolved: The Grievance Procedure be approved

[e] Anti-Bullying Policy

This had been accepted by the Standards Committee on the 6th March 2017 with the recommendation that Staff/Student and Student/Staff bullying be considered as an addition for the next review and recommended for approval.

CH: Governors asked about student involvement in this policy and suggested this for the next review.

Resolved: The Anti-Bullying Policy was approved

[f] Exams Policy

This had been accepted by the Standards Committee on the 6th March 2017 and recommended for approval.

Resolved: The Exams Policy was approved

[g] Privacy Policy

This had been accepted by the Standards Committee on the 6th March 2017 and recommended for approval.

Resolved: The Privacy Policy was approved

[h] Anti-Bribery Policy

This had been accepted by the FGP on the 22nd March 2017 and recommended for approval.

Resolved: The Anti-Bribery Policy was approved

[i] Data Protection Policy

This had been accepted by the FGP on the 22nd March 2017 and recommended for approval.

Resolved: The Data Protection Policy was approved. A fee of up to £40 for any request was agreed.

[j] Safeguarding Children and Vulnerable Adults Policy & Safeguarding Practice Guidance

This had been accepted by the Standards Committee on the 6th March 2017 and recommended for approval.

Resolved: The Safeguarding Children and Vulnerable Adults Policy was approved & Safeguarding Practice Guidance noted.

[k] DBS Policy

This had been accepted by the FGP on the 22nd March 2017 and recommended for approval.

Resolved: The DBS Policy was approved.

Item 16 – Governance Issues:

[a] Governor Role Description

The Chair took the meeting through the previously circulated draft paper detailing the role description for a member of Loreto Governing Body. This revision had arisen from the publication of the Competency Framework for Governors.

Action: The Chair will bring a revised version to the next meeting for approval. Governors were invited to email the Clerk regarding any issues or concerns.

[b] Governor Nomination Form

Resolved: The Governor Nomination Form was approved

[c] Governor Profiles

The Chair explained that it was proposed to enhance the information on the Governance section of the College's website by developing a Governor profile section.

Resolved: this was agreed

[d] Governors Away Day

A Governors Away Day to allow for a strategic review and a discussion of the challenges ahead was discussed.

Action: It was agreed to set up a sub-committee to look at priorities. A provisional weekday date in early July was proposed and three possible dates would be emailed out to Governors by the Clerk.

Item 17 - LEEN – Justice - ‘The Just Soul’

Sr Bernadette gave a very insightful presentation on Justice as understood by Mary Ward and through the eyes of Ignatian spirituality and the Gospel which was enjoyed by governors.

Item 18 – Recruitment to the posts of Principal and Clerk

The new programme for recruitment of the Principal was outlined by the Chair.

She also reported that three candidates had been shortlisted for the post of Clerk with interviews taking place after Easter. An appointment is expected in April and the new Clerk will shadow the present Clerk to allow for a smooth transition.

Item 19 – AOB

After the request by some governors to receive e-papers only, it was agreed that the Clerk will contact all governors to determine which governors would have a preference for hard copies of papers.

The meeting closed with a prayer.