



## **Board of Governors**

Minutes of the Board of Governors Meeting held 5<sup>th</sup> July 2016

### **Item 1- Members present:**

Michael Sedgwick [Chair]  
Sr Patricia Goodstadt IBVM  
Sr Bernadette Turtle IBVM  
Sr Anne McEvoy IBVM  
Tom McGee  
Niall Wright  
Ann Clynch  
John Gibbons  
Brian McNulty  
Julian Skyrme  
Angela Ralph

### **Apologies were received from**

Denis Robson  
Arthur Culshaw  
Mary Heaney  
Brian McNulty  
John McNerney  
John Gibbons [Parent Governor]

### **Also in attendance:**

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

### **Item 2- Declarations of Interest**

Niall Wright – Item 7, as a Director of AA Projects  
Sr. Anne McEvoy – Item 7 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. There were no such items.

### **Item 4 - Minutes of the Governing Body meetings of 23<sup>rd</sup> March and 11<sup>th</sup> May 2016**

- [i] The minutes were approved as a correct record
- [ii] The minutes were authorised for publication in accordance with the Articles and Instruments of Government.

## **Item 5 - Matters arising from the minutes of the 23<sup>rd</sup> March and 11<sup>th</sup> May 2016**

23<sup>rd</sup> March

Item 7 – Update - 35 successful applications for Medicine

Item 7 – Inspection of Catholic Ethos and Protocol – it was reported that in the light of the decision to no longer have Ofsted involvement in this, ACVIC should charge Principals to set up a working group to produce a National Ethos Framework to take to the Bishop

## **Item 6 – Minutes of Committees and matters arising**

- [a] (i) Minutes of the Audit Committee of 23<sup>rd</sup> March 2016 were noted.  
(ii) Minutes of the Finance & General Purposes Committee of 21<sup>st</sup> March 2016 were noted.  
(iii) Minutes of the Finance & General Purposes Committee of 18<sup>th</sup> May 2016 were noted.  
(iv) Minutes of the Standards Committee of 29<sup>th</sup> February 2015 were noted
- [b] The publication of the minutes was authorised in accordance with the College's Articles and Instruments of Government
- [c] Matters arising: there were no matters arising.

## **Item 7 – Accommodation Update**

### **(i) Summer Works:**

- Replacing the cladding with Trespa on Ball and Ward buildings
- Installation of air conditioning in Ball and Ward Buildings
- Installation of a new bell system to replace the limited existing system.

All these works have been previously approved by the FGP committee.

### **(ii) Institute Building**

Sean Gaughan reported that the purchase of the Institute building was proceeding slowly due to the complex situation with the titles to the land and the existing leases. It was highly unlikely that the building would be available for the start of the academic year and the timetable has now been arranged without the use of the building.

## **Item 8 – Repayment of Bank Loan**

The Finance Manager reported that the breakage costs for the repayment of the loan had fluctuated of late from £400K to £579K because of the low interest rate projection. Following discussion around the volatility of the situation and the interest paid per annum it was decided to wait for a more favourable charge. In the event of a favourable charge becoming available, action would have to be taken immediately so it was also decided to give authority to Sean Gaughan to agree a deal as he saw fit up to a maximum of £525K.

## **Item 9 – Financial Report – to note the Management Accounts to 31.05.2016**

The Finance Manager outlined the main points. These had been discussed at length by the F&GP at their last meeting. The expected surplus is based on the assumption the loan is to be repaid. The Balance Sheet continues to indicate a healthy situation, with sound cash reserves.

Retention rate is 96.5% compared with the record rate of 97.1% last May. This compares with a reported 25% dropout rate in schools sixth forms.

The management accounts to the 31.05.16 were approved.

## **Item 10**

### **[a] Financial Plan 2016/17 – 2018/19 including Draft Budget for 2016/17**

There were two budgets and Financial Plans to be considered, one in the event of the loan being repaid and the other in the event of the loan not being repaid.

The Finance Manager presented the proposed budgets for 2016/17, which were the 1<sup>st</sup> year of the Financial Plans. The F&GP had received and considered the draft budgets at their last two meetings. The proposed budgets had been recommended for approval by the Governing Body.

The Finance Manager took the meeting through the proposed Financial Plans. He highlighted the key points underlying the forecast. Surpluses are forecast to be healthy for both through to 2017 with Financial Status 'Outstanding' through to 2018. Staffing as a percentage of income is forecast to remain below 68% until 2018.

The proposed plans had been recommended for approval by the F&GP at its meeting of the 22<sup>nd</sup> June 2016 subject to the decision on repayment of the loan.

After much discussion, it was agreed that early repayment of the loan was unlikely and so the budget and plan based on that assumption was approved.

### **[b] Risk Management Register for 2016/17**

The Risk Management Register for 2016/17 was presented to the Governing Body. The changes were highlighted and the rationale for the risks and proposed action discussed at length. The key risks are constantly being identified, addressed and managed. The criteria are also constantly changing and management and staff have to work increasingly harder to manage the risks. The Principal outlined to Governors the ways in which this was done and the Governors expressed their recognition of the hard work being done by staff to maintain the inclusive nature of the College.

The Register had been discussed by both the Audit and FGP committees and recommended for approval by the Governing Body.

The Risk Management Register was approved by the Governing Body.

### **[c] Internal Audit Plan 2016/17**

Sean Gaughan took the meeting through the proposed Assurance Assignments for 2016/17. These had been discussed and agreed with Management.

- Student Records - 16-18 Classroom Based Provision
- Human Resources – Recruitment & Selection
- Health & Safety – Extended Follow Up
- IT Security Controls

The Audit Committee had considered the following and was satisfied that:

- There were no areas of College activity/risk that assurance was required for that were not contained in the Plan
- The level of resource set out in the plan was appropriate for the level of assurance required.
- The detailed Assurance Assignment Plan for the coming financial year reflected the areas that the Audit Committee believed should be covered as a priority.

The proposed plan for 2016/17 had been discussed and recommended for approval by the Audit Committee at their meeting of the 22<sup>nd</sup> June 2016. The increase in fees was noted and agreed.

The plan was formally approved.

The appointment of internal auditors for the period 2016/17 had been discussed by the Audit Committee at their meeting of 22<sup>nd</sup> June 2016 and it was agreed to recommend to the Governing Body that RSM's contract (formerly Baker Tilly) be renewed for a further year.

This was formally approved by the Governing Body.

#### **[d] External Audit Plan for 2016/17**

The proposed plan had been discussed and recommended for approval by the Audit Committee at their meeting of the 22<sup>nd</sup> June 2016. The plan had been developed in the normal way after looking at the key risks facing the College.

It also gave an indication of the proposed fees which were agreed.

The plan was formally approved.

The appointment of external auditors for the period 2016/17 had been discussed by the Audit Committee at their meeting of 22<sup>nd</sup> June 2016 and it was agreed to recommend to the Governing Body that RSM's contract (formerly Baker Tilly) be renewed for a further year.

This was formally approved by the Governing Body.

#### **[e] Review of Financial Regulations**

This had been discussed at the F&GP meeting of the 22<sup>nd</sup> June 2016. It was agreed that the only change would be an increase on the upper limit on the credit card to £10K to enable a more effective way for the payment of school trips.

This was approved

#### **Item 11 – Principal's Report against targets set in the Strategic Plan**

The Principal took the meeting through the report highlighting the salient points, in particular:

- 1.3 – Pathways Students
  - External qualifications in Numeracy, Literacy and Life Skills
  - Work Placements – Gold Standard Award
  - Independent Travel
  - Attendance at Leavers' Ball
- RM Issues – the impact of Brexit on financial structures, funding streams, morale and relationships within and across the many diverse communities Loreto serves and to Core and Gospel values. The Principal welcomed the invitation for Julian Skyrme to share the strategies used by the University. Governors were saddened to hear of the recent abuse suffered by an Asian member of staff outside the college.
- 2.1 – Linearity
- 2.2 – UCAS: student destinations, the most popular universities remain local universities
- 2.3 – GMHAP: The Principal is currently meeting with head teachers to promote the relaunch of this programme with a more curriculum focused approach.
- 2.4 – Oxbridge Applications
- 2.5 – Public Speaking
- 2.10 – Ogden Trust Activities
- 2.13 – Chaplaincy Activities
- 2.14 – Chemistry Olympiad
- 2.17 – Dick Camplin Awards

- 2.19 – Holy Name RC Primary School Graduation Ceremony hosted by Loreto
- 2.21 – College Trips
- 2.22 – Student Academic Ambassadors
- 3.1 – Working with MANCEP
- 3.3 – Working with LEEN: Governor’s Conference 2<sup>nd</sup> July 2016
- 3.6 – Working with MMU
- 3.9 – Manchester Maths Core Group

The Governors expressed their thanks to the Principal for the very detailed and informative report and to the students and members of staff for their endeavours and congratulated them all on the amazing achievements captured in the report.

### **Item 12 – Area Review – Update**

Tom McGee gave an update and an overview of the outcomes of the review. He highlighted:

- This review had been the first involving a combined authority and, as a result, had been more complex and lengthy than anticipated.
- It is anticipated that there would be strategic meetings every six months on the curriculum delivery
- Catholic 6FCs had opted for standalone but a decision on Academisation was on hold due to the talks between the CES and the Government stalling.
- There would be a six month window for a decision on Academisation if and when the problems were resolved.
- There was a loose amalgamation of Catholic SFCs to share good practice.

### **Item 13 – Mary Ward Review**

The Principal took the governors through the review which was discussed together with the action plan and it was suggested that the following should be added:

- Careers Guidance:
  - Values in Careers – challenge students – Why?
  - Use of GAP Year – Why?
  - Students need to challenge choices in order to make the best decisions
- Typo on P36 – ‘Ignition’ approach should read ‘Ignatian’

### **Item 14 – Complaints Report**

The Principal reported that the following complaints were received for the academic year 2015/16:

#### **Litter**

Local residents complained at the start of the academic year regarding the level of litter dropped by students at lunchtime. All students through assemblies and tutorial were asked to respect their environment both within the college grounds and outside. Helen Green has attended a number of meetings with local residents’ boards so that members of the local community can voice concerns and has also been working with the local MP and MMU to encourage MCC to provide litter wardens. At present MCC has declined to provide this support. The Head of Student Services planned a number of lunchtime rolling rotas involving all of CMT, SMT and Lead Tutor staff to have a presence in the local area, where issues of littering were most acute. This intervention by staff was effective in dramatically reducing the level of littering and local residents were pleased with the support given by the college.

Environmental Hall Reps held a litter pick during the year to raise awareness with students of the need to respect the local environment and to help clear litter from the streets. This was a great success with many students volunteering and was well received by local residents.

## **Traffic**

The college has received a number of complaints regarding students' lack of care when crossing the road outside of college (Chichester Road South). The situation is particularly acute at the start and end of the college day.

Heads of Hall have been involved in bus/road duties at the end of the college day – reminding students about road safety. Messages regarding road safety and consideration of all road users have been given out regularly in assembly and tutorial. Traffic calming measures/road safety systems for Chichester Road South (zebra crossing, pedestrian lights, sleeping policeman etc) have been requested but at present MCC do not want to introduce these outside the college. However it was declared a 20mph zone during the year.

The report was noted.

## **Item 15 – Safeguarding & Child Protection Report**

The Principal took the meeting through the annual Safeguarding and Child Protection Report which contained details of all related training.

It was noted that the number of serious safeguarding cases had increased dramatically this year. The college has kept up-to-date with emerging national safeguarding themes, in particular those of radicalisation.

The report was noted

## **Item 16 - Health & Safety Policy**

Following the recent audit, a revised Health and Safety Policy was presented for approval. The changes were highlighted and discussed and the policy was approved. It was agreed that John McNerney should continue to act as lead Governor for all Health and Safety issues.

## **Item 17 – Annual Staff Report**

The Principal took the meeting through the report highlighting the following:

- Teaching and non-teaching appointments made to commence 1<sup>st</sup> September 2016.
- Post for second in Biology and Pathways teacher are currently advertised internally
- Leavers were noted
- Disciplinary & Grievance cases
- Personal Injury Claim – the decision was handed down on 25<sup>th</sup> April 2015 and the judge concluded that there was no breach of duty on the part of the college and the claim was dismissed in its entirety. Following this decision, meetings have taken place and the college has received the signed agreement and are in the process of completing the final documentation showing the leaving date as 31<sup>st</sup> May 2016.
- Staff Attendance – overall absence levels throughout the college have increased slightly for the year. Although teaching staff absence has increased the increase is mainly attributed to the long-term absence of 5 members of the enabling departments.

Governors requested statistics on:

- staff numbers
  - number of days off work
  - Number of return to work interviews
- Equality Monitoring – governors requested bar charts in Appendix B

- Succession Planning
  - list of internal promotions
  - Management training programme

**Item 18– Governors’ Calendar for 2016/17**

The draft calendar was discussed and amended and the final version would be sent to Governors before the start of the year.

**Item 19 – Membership of Committees Review**

The membership of the committees for 2016/17 was agreed.

**Item 20 – College Trips & Visits**

The Governors were notified of the proposed trips and a report of trips that had taken place.

- There were two new proposed trips to Vietnam (Science) and New Orleans (Music)
- Sean Gaughan informed governors of the insurance check he had carried out. The insurance would cover the costs of cancellation of a trip if advised by the Foreign Office but not if cancelled due to our concerns.
- Governors requested a report of the purpose and learning outcomes for the students and the training undertaken by members of staff taking the trips.
- These were approved in principle subject to the usual conditions being met.

The Governors expressed their appreciation to the staff for their hard work with these trips.

**Item 21 – Re-appointment of the Chair and Vice-Chair**

In the absence of the Vice- Chair it was proposed and agreed that this item should be held over until the next meeting.

THE MEETING ENDED WITH A PRAYER