



## **Board of Governors**

**Minutes of the Board of Governors held on Thursday 10<sup>th</sup> December 2015**

THE MEETING OPENED WITH A PRAYER

**Item 1- Members present:**

Mike Sedgwick [Chair]  
Mary Heaney  
Sr Bernadette Turtle IBVM  
Sr Patricia Goodstadt IBVM  
Ann Clynch  
John McNerney  
Denis Robson  
Niall Wright  
Sr Anne McEvoy IBVM  
John Gibbons (Parent)  
Tom McGee  
Brian McNulty  
Julian Skyrme  
John Gibbons  
Angela Ralph  
Sema Al-Attbi [Student Governor]

**Apologies were received from**

Arthur Culshaw  
Reshma Amin [Student Governor]

**Also in attendance:**

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

The Chair welcomed the new student governors and introduced the members of the governing body.

**Item 2- Declarations of Interest**

Niall Wright declared an interest – Director of AA Projects

**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 meeting of 5<sup>th</sup> October 2015**

- [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 5<sup>th</sup> October 2015**

There were no matters arising from the minutes of 5<sup>th</sup> October 2015

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

[a] (i) Minutes of the Finance & General Purposes Committee of October 5<sup>th</sup> 2015 were noted

(ii) Minutes of the Audit Committee of June 24<sup>th</sup> 2015 were noted.

(iii) Minutes of the Standards Committee of June 11<sup>th</sup> 2015 were noted.

(iv) Minutes of the Standards Committee of October 22<sup>nd</sup> 2015 (draft) 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 – Student Governor Report**

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

#### **Actions taken by the Student Council**

- Manchester Youth Council- Most recently the student council took a vote on whether or not to participate in the Manchester Youth Council this year. All votes in favour.
- Gave presentations to lower and upper sixth about the Student Council and what we do and the changes we have made.
- Students elected their Lower Sixth School Council Reps for their Halls
- Suggestion boxes at assemblies for Student Council to put forward issues/ideas.
- Explanation of different exits at assemblies in order to inform students so that there was not as much crowding at 4pm.

#### **Opportunities for Loreto Students**

- Subject Ambassadors- Each subject has a student representative that helps out on Open and Taster days. Students fill out an application form and then get selected by heads of departments
- Hall reps- Students apply to become Hall reps and are then selected by Heads of Hall for interviews. They organise events for each Hall (e.g Kzito Remembrance Service .)
- Surveys- Students fill in electronic surveys on loreto about the subject they are taking and if there are any concerns.
- New Attendance policy- Students are unable to authorise their own absences, only evidence such as a doctor's appointment card and parents calling in/parent portal will be accepted.

#### **Student Body Activities**

- Fresher's Fair- Runs every year to advertise extra-curriculum activities in Loreto from Science Club to Fitness
- Pathway cafe- Selling soup for £1 and homemade cakes/buns for 25p
- Cornerstones- Students and teachers collect tinned food for cornerstones (over 1000 items collected)

- Toilet Twinning- Students have been raising money by selling Christmas sweets and organising a badminton competition to buy toilets (£60 per toilet).
- Myloreto- Eloreto is being changed to Myloreto, some new features include the Student log where a teacher can give praise notes or concern notes.
- Careers- Can book one to one appointments to look over your personal statement. Been informing students about apprenticeships and how to apply for one.

The Chair thanked the student governor for the clear and informative presentation.

### **Item 8 – Principal’s Report on Performance against Targets set in the Strategic Plan.**

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

- 1.1 – College Enrolments: the figure of 3326 has exceeded targets
- 1.3 - Open Days: both days very successful with estimated 8000 visitors to the college.
- 1.4 - Taster Days: very busy with over 1100 students attending.
- 1.6 – Pathways: Diploma of Life Skills course started in September for L6 students.
- 2.1 – Examination Results: these had been fully scrutinised by the Standards Committee
- 2.3 – History: the Principal took the Governing Body through the events and measures put in place following the AS paper in June. She also reported on the poor marking and the upgrade of results on the AS paper following the remarks.
- 2.6 – Prevent Training: development of college protocols and procedures
- 2.7 – Leaning Walks – very positive feedback and much good practice to celebrate
- 2.9 – Chaplaincy Update
- 2.10 – Music Activities
- 2.11 – MANCEP: Shakespeare Festival –this was again very well received
- 2.12 – DofE: The Principal and DofE coordinator have been invited to Buckingham Palace in recognition of Loreto’s success and significant numbers doing the DofE award.
- 2.15 – Sporting Achievements
- 2.16 – Fresher’s Fair
- 2.17 – Careers: new initiatives and events
- 2.18 – Mary Ward Day
- 2.19 – Ogden Trust Activities
- 2.10 – Maths Revision Weekend Away: 39 students took part in activities to improve confidence and performance
- 2.21 - Oxbridge Applications: slight adaptation to the programme this year. The Extended Project Qualification will be introduced next year with MGS.
- 3.8 - Good Practice visit to Cardinal Newman College by Principal, Charles McCann and Andrea Pritchard
- 3.10 – York Induction: evaluations of the conference were positive
- 3.13 – Visit of the local MP Lucy Powell and meeting with Principal and politics students
- 3.15- Manchester Teaching School Alliance: SCITT status and the appointment of a leader for Teach Manchester
- 3.16 - School to School Support
- 3.19 – Teaching and Learning Ambassador Team: Update

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, as well as the threats facing the college and the actions being taken to deal with them.

## **Item 9 – Finance**

### **[a] Management accounts for October 2015**

The Finance Manager presented the management accounts for October 2015. He reported a surplus for the period to date ahead of the budgeted surplus. The accounts for the first three months had been to FGP on the 30<sup>th</sup> November 2015 and had been approved.

The Management accounts were noted.

### **[b] Report & Financial Statements 2014/15**

These reports had been discussed at length by the Finance & General Purposes Committee on the 30<sup>th</sup> November 2015.

It was reported :

- A surplus of £1.5m had been generated boosted by the monies received for the extra students
- The Balance Sheet cash position was healthy.
- Accounts had been fully audited with no problems. These had been to both the FGP and Audit Committees and the suggested changes by Denis Robson agreed.

It was noted that there had been no management points to record in the External Auditor's Management Letter.

It was agreed that 2014/15 had seen another strong financial performance.

The Governing Body formally approved the Report & Financial Statements for 2014/15 for signing by the Chair and Principal and for submission to the EFA.

### **[c] Regularity Audit Statement**

This report is included in the Statement of Accounts (page 43) and had been discussed by the Audit Committee on the 2<sup>nd</sup> December 2015. The Opinion was favourable in all respects and there had been no problems with the audit. The conclusion was that during the course of the work, nothing has come to the auditor's attention which suggests that in all material respects the expenditure disbursed and income received during the period from 1<sup>st</sup> August 2014 to 31<sup>st</sup> July 2015 has not been applied to purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

### **[d] FMCE**

The recently completed FMCE was considered and noted. This was a summary of various elements of the Financial Management document that goes to the External Auditors and had been presented to the Audit Committee on the 2<sup>nd</sup> December 2015. This was unchanged from the last two years and validated as Outstanding.

### **[e] Performance against Financial Objectives for 2014/15**

The Finance Manager took the meeting through the report highlighting that all targets had been met.

The College had performed well and was in a healthy situation. The EFA had confirmed the "Outstanding" category from the July 2015 Financial Plan.

### **[e] Update on Funding**

The Finance Manager reported that as a result of the Government's November Spending Review there would be no change to the basic level of funding of £4k per student for the life of this parliament. The protection of the funding formula would also remain in place-but be reduced. There would be some limited cuts but not the 10% that had been forecasted.

### **Item 10 – Audit Committee Report**

The report of the Audit Committee, summarising their activities in 2014/15 on behalf of the Governing Body, was presented to the Governing Body by Tom McGee in the absence of Arthur Culshaw (Chair of the Audit Committee) and noted.

It was also reported that it was suggested during validation that there should be more Internal Audit on Health & Safety. It was agreed that this should be added to the Internal Audit Plan.

### **Item 11 – Area Review**

#### **[a] Update on meetings**

Mary Heaney presented a paper to the meeting reviewing:

- The progress of AR since the last discussion by the Governing Body on 5<sup>th</sup> October 2015  
The complexity and scale of the review in GM has required the programme to be slowed and rescheduled.
- Comprehensive Spending Review outcome – the announcements on FE funding on the 25<sup>th</sup> November had had an impact on the AR.
- Individual follow-up college meeting for Loreto on 27<sup>th</sup> November.
- Meeting of SFC in advance of next Steering Group on the 9<sup>th</sup> December.  
Ann Clynych gave the meeting feedback on this meeting.
- Future schedule of meetings for the Steering Group.

#### **[b] CES**

Sr Patricia reported on the meeting of the CES and relevant dioceses with John Barber (DfE) and Peter Mucklow on the 8<sup>th</sup> October.

#### **[c] SFC Communication/SFCA Conference**

Ann Clynych updated the Governors on the SFCA Conference and the briefing prepared by SFCA providing information from the DfE on some of the key differences between SFCs and 16-19 academies/free schools

There was a detailed and lengthy discussion regarding the Governors' response to the changing circumstances of the review and the role of the Trustees.

To facilitate further discussion as matters progress, it was agreed that there would be two additional meetings of the Governing Body with the Area Review as the single agenda item on:

Wednesday 10<sup>th</sup> February 2016 at 6pm

Monday 29<sup>th</sup> February 2016 at 7pm

### **Item 12- Review of Mission Statement**

No change to the Mission Statement has been proposed and it was approved by the Governing Body and will form the basis of planning for the future.

### **Item 13 – Feedback on SAR Validation**

- John Gibbons [Chair of the Standards Committee] reported in full on the process and outcomes of the SAR Validation. This was the interface between Governors and teaching and learning in the classroom. John Gibbons, Mary Heaney, Arthur Culshaw and Dr John Gibbons (Parent Governor) had also been involved with the process and it was agreed that:
  - the exercise was one of great frankness and detail. Staff and Governors addressed the SAR and the explanation of issues.
  - Staff take real ownership
  - There were revealing insights and different levels of detail
  - Staff were challenged and checked by governors, but there was a culture whereby all departments seek excellence and look at failings and seek to make improvements.
- The Principal on behalf of SMT thanked the Governors for their participation in the process. The rigour of the systems in place and the trust of the staff in the Governors and management have led to the improvement in results.
- The presence of the Governors was very important to staff and all Governors were invited to drop into the sessions at any time.

The grades were approved.

### **Governance SAR:**

It was agreed that there should be changes in AfI3 & AfI4 to reflect the role of the Trustees. The amendments suggested by Sr Patricia were agreed.

### **Item 14 – Review of Policies**

#### **[a] Prevent Policy**

This was approved

#### **[b] Safeguarding Policy**

This was approved

#### **[c] Access to Information and Publication Scheme**

This was approved

#### **[d] Complaints Procedure**

This was approved

#### **[e] Environment Policy**

It was agreed to that this should be expanded to include a reference to the Pope's 'Laudato Si' encyclical. There should also be an annual report to governors on the implementation of the policy in addition to a report through the SARs.

#### **[f] Social Media Policy**

This was approved

#### **[g] Provision of Personal & Intimate Care Policy**

This was approved

**[h] Redundancy Policy** – there was a query regarding the number of days in section 3. This will be clarified.

### **Item 15 – LEEN Values**

The presentation due to be given by Sr Bernadette was postponed to the next meeting.

**Item 16 – Governor Inset Day**

It was reported that the date had now been finalised for Saturday 2<sup>nd</sup> July 2016 at Loreto Manchester.

**Item 17 – AOB**

The Principal reported on the situation at Loreto Chorlton. The Governors of the school fully appreciated the huge contribution to the school made by the previous Head and agreed he would be sadly missed.

Ann Clynch will be supporting the Acting Head.

THE MEETING ENDED WITH A PRAYER