



## **Board of Governors**

**Minutes of the Board of Governors Meeting held on Wednesday 14<sup>th</sup> December 2016**

THE MEETING OPENED WITH A PRAYER

**Item 1- Members present:**

John McNerney [Acting Chair]  
Mike Sedgwick  
Sr Bernadette Turtle IBVM  
Sr Patricia Goodstadt IBVM  
Ann Clynch  
Arthur Culshaw  
Denis Robson  
Niall Wright  
John Gibbons (Parent)  
Tom McGee  
Julian Skyrme  
John Gibbons  
Angela Ralph  
Nathan Meades [Student Governor]  
Lola Obadare [Student Governor]

**Apologies were received from**

Mary Heaney  
Sr Anne McEvoy IBVM

**Also in attendance:**

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

**Appointment of Vice Chair**

Following the election of Mary Heaney as Chair at the last meeting, John McNerney was proposed and seconded as Vice Chair at the beginning of the meeting

John McNerney chaired the meeting in the absence of the Chair. He 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 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 5<sup>th</sup> October 2016**

Item 8 – Enrolment: The Principal took the meeting through the report on Enrolment 2016 and the conclusions and recommendations.

Item 13 – Governors queried the progress of the ACVIC working party and its status and effect discussed. A report on the meeting that had taken place on 29<sup>th</sup> November with Philip Robinson, Chief RE Adviser for CES was tabled and discussed.

Item 17 – Annual Staff Report – the Principal reported on:

- Staff Attendance
- Equality Monitoring
- Succession Planning
- Management Training Programme

Item 21 – College Trips – following a request for clarification from the governors, the Principal reported on:

- Guidance & Checklist to be followed
- Guidance & Training for Staff
- Risk Assessment Process
- Schedule of Trips for 2016/17

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

- [a] (i) Minutes of the Finance & General Purposes Committee of October 5<sup>th</sup> 2016 were noted
- (ii) Minutes of the Audit Committee of June 22<sup>nd</sup> 2016 were noted.
- (iii) Minutes of the Standards Committee of June 30<sup>th</sup> 2016 were noted.
- (iv) Minutes of the Standards Committee of November 3<sup>rd</sup> 2016 (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 governors gave a detailed presentation to the other members of the governing body which covered:

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

- New Student representatives elected
- Make your Mark Campaign
- Meeting with Librarian to increase book borrowing limits
- Raised student awareness of travel options
- Chair of Governors shadowed the student governors for the day and met with the Student Council
- Booked Hilton and began preparations for the Student Ball in June 2017
- Agreed that minutes from meetings should be published on student shared areas
- Negotiated exam leave for Dec/Jan exams
- Negotiated late night opening of the Library for revision
- Shared email addresses with Student Body to encourage Student Voice

## **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 / Theme reps
- Student Surveys- Students fill in electronic surveys on eloreto about the subject they are taking and if there are any concerns.
- Wide range of clubs and societies
- Loreto Volunteers / Webster Project / Maths Partnership / Sports Teams

## **Student Body Activities**

- Freshers' Fair- Runs every year to advertise extra-curricular activities in Loreto from Science Club to Fitness.
- Debating Team / Charities Week / Justice & Peace Group / DoE
- 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)
- Careers- Can book one to one appointments to look over your personal statement. Been informing students about apprenticeships and how to apply for one.
- Mary Ward Day
- Christmas Party for Mary & Joseph House
- College Production – ELF
- Annual Talent Show

The governors thanked the Student Governors for their excellent presentation. They expressed their concerns regarding the continuity of student representation on the governing body and suggested that the timing of the election of the Student Governors could be altered to facilitate this. It was agreed that all suggestions for changes for the next academic year would be discussed with Mrs Scholes.

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

The Principal took the meeting through her Executive Report highlighting the following:

- 1.1 – College Enrolments: report given to governors
- 1.8 - GMHAP – Launch Evening 5<sup>th</sup> Oct - new re-launched programme.  
Year 11 Masterclass – 280 students attended classes in 7 subjects
- 2.1 – Examination Results – Pleasing improvement in A2 results. Encouraging results for AS but with the first of the new specifications for AS being examined in 17 subjects it limits the validity of comparison with benchmarks. Also many SFCs did not enter students for AS in summer 2016. There were very good results for the vocational subjects but issues remain with retention.
- 2.4 – Staff on Support Programme – introduced in 2015-16
- 2.5 – Internal Monitoring: identification of students at risk of underperforming to allow intervention and support
- 2.10 – Chaplaincy Report : David Nalikata appointed as part-time Assistant Chaplain. Chaplain has now taken on responsibility as staff Well-Being Co-ordinator

- 2.13 – DoE – Loreto is the largest SFC for DoE. 39 students received their Gold Award from HRH Prince Edward.
- 2.16 – 3300 students were involved in many activities on and off Site on Mary Ward Day 20<sup>th</sup> October 2016.
- 2.17 – Ogden Trust: several events have taken place, some involving pupils from local high schools. Two Ogden Fellows are on the staff.
- 2.21 – Debating Society: Loreto won the qualifying round of the Institute of Ideas ‘Debating Matters’ competition. Loreto students have been to John Rigby to train their newly established debating team. Success at MUN.
- 2.23 – India Trip: Students raised £4k to take with them. Feedback at assemblies described their visit to Kolkata as a ‘life changing experience’
- 2.25 – Remembrance Activities: Staff and students were very moved by these and all agreed to do them every year.
- 3.3 - Working with MANCEP: Principal mentoring staff
- 3.5 – Working with LEEN: events taken place to date
- 3.10 – Working with MMU: Funding / Apprenticeships / First Generation Project
- 3.11 – Working with MCC: visit of John BercowMP
- 3.12 – Area Review: Implementation Group has not yet met, however Gemma Marsh CEO of the New Economy has ‘selected’ Loreto for a GMCA Curriculum Review meeting.
- 3.13 - Working with Manchester Teaching School Alliance: Loreto makes significant efforts to address and support Manchester’s shortage of teachers in key subject areas.

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. It was an honest and critical awareness of what is going on in the college.

## **Item 9 – Finance**

### **[a] Management accounts for October 2016**

The Finance Manager presented the management accounts for October 2016. 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 2016 and had been approved.

The Management accounts were noted.

### **[b] Report & Financial Statements 2015/16**

These reports had been discussed at length by the Finance & General Purposes Committee on the 30<sup>th</sup> November 2016.

It was reported :

- A surplus of £898K
- The Balance Sheet cash position was healthy.
- Accounts had been fully audited with no issues. The new FRS 102 reporting system had been used for these accounts and they 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 2015/16 had seen another strong financial performance.

The Governing Body formally approved the Report & Financial Statements for 2015/16 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 49) and had been discussed by the Audit Committee on the 30<sup>th</sup> November 2016. 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 2015 to 31<sup>st</sup> July 2016 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 30<sup>th</sup> November 2016. This was unchanged from the last two years and validated as Outstanding.

### **[e] Performance against Financial Objectives for 2015/16**

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 2016 Financial Plan.

### **[f] Update on Funding**

The Finance Manager reported that as a result of the reduction in numbers there would be a corresponding reduction in funding but that this would not affect the "Outstanding" category for the college.

### **Item 10 – Institute Building**

A draft lease has been received by the college solicitors which is specific to that part of the site. It is a similar lease used for academies and there are concerns about the length of the lease and other issues which are more relevant to academies. Solutions have been suggested and these are now with the Institute solicitors. It is hoped that progress will be made before Christmas. Concerns were expressed about keeping the building safe in the winter months and it was agreed that discussions on this would be held as a matter of urgency.

### **Item 11**

#### **[a] Internal Audit Update**

Arthur Culshaw took the governors through the IA report on work done in 2015/16. The 7 medium recommendations in the H&S Audit were scrutinised at the validation of the SAR. The H&S report has gone to the FGP with the Action Plan and this will be monitored.

#### **[b] Audit Committee Report**

The report of the Audit Committee, summarising their activities in 2015/16 on behalf of the Governing Body, was presented to the Governing Body by Arthur Culshaw (Chair of the Audit Committee) and noted.

### **Item 12 – Risk Register**

Sean Gaughan took the committee through the updated Risk Register and the committee noted the updated commentary.

It was agreed that the key risks were recorded correctly and that Management's response to them was appropriate.

### **Item 13 - Area Review**

As reported earlier the Implementation Group has not yet met, however Gemma Marsh the CEO of the New Economy has 'selected' Loreto for a GMCA Curriculum Review meeting. The principal reported that this has not yet taken place.

### **Item 14 - 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. It was agreed that Sr Patricia would meet with the Principal to consider the inclusion of a reference to the Trust Board into the Mission Statement and that a revised version would be brought to the March meeting.

### **Item 15 – Approval of Articles and Instruments**

All the suggested revisions have now been completed and agreed.

These were approved.

### **Item 16 – 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 and the work of the enabling departments. John Gibbons, Mary Heaney, Arthur Culshaw and Dr John Gibbons (Parent Governor) had also been involved with the process as well as Critical Friends from other colleges 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.
  - Staff were challenged and checked by governors, but there was a culture whereby all departments seek excellence and look at issues and seek to make improvements.

It is proposed that there should be an additional meeting in late January to consider the issues, documentation, process and plans for the time allocation to be increased from 30 to 45 minutes. Governors challenged the Principal regarding the areas that were not good or outstanding. She confirmed that management had been aware of the issues in the departments concerned and actions were already in place to address them.

- 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 Governors also commented on the totally professional work carried out by Tracy Livesey on her first round of SAR validations. She commanded huge respect from the

staff and also the Critical Friends who have used the good practice to improve their own processes. Tracy, Danny Price and Andrea Pritchard are joining other SFC's panels

- Governors' SAR - this had been validated and it was noted that it is intended that policies will be referred to relevant committees to be agreed before coming to the governing body for approval. This will hopefully reduce the length of the meetings as requested by governors.

The grades were approved.

#### **Item 14 – Review of Policies**

##### **[a] Staff Development Policy**

This had already been to Governors at the last meeting and to the FGP and Standards committees. This policy was approved

##### **[b] e-Safety Policy**

John McNerney raised a number of issues regarding this policy and how it would be promoted within the college. It was agreed that he would liaise with Andrea Pritchard and James Atkiss and this would be brought to the Board via the relevant committee.

##### **[c] Safeguarding Children and Vulnerable Adults Policy**

This policy had been updated as required and was agreed.

It was reported that the appointment of the Safeguarding Co-ordinator has been very successful and fruitful.

##### **[d] Prevent Policy Oct 2016**

This policy had been updated as required and was approved.

##### **[e] Absence Policy - LOA**

This policy will be submitted to the next FGP meeting for agreement and recommendation for approval.

##### **[f] Absence Policy - Sickness**

This policy will be submitted to the next FGP meeting for agreement and recommendation for approval.

##### **[g] DBS Policy**

This policy will be submitted to the next FGP meeting for agreement and recommendation for approval.

##### **[h] Disciplinary – Misconduct**

This policy will be submitted to the next FGP meeting for agreement and recommendation for approval.

##### **[i] Grievance Procedure**

This policy will be submitted to the next FGP meeting for agreement and recommendation for approval.

**Item 18 – LEEN Values**

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

**Item 19 – Appointment of Principal / Clerk**

It was reported that the shortlisting panel met on 5 December. The panel concluded that they were unable to form a shortlist. The new programme for recruitment was outlined and Sr. Patricia explained how the Board would be involved in the process.

**Retirement of the Clerk to the Governing Body.**

The Clerk has advised the Chair of the Board of her intention to retire at the same time as the Principal. She was thanked for her sterling service to the Board and wished health and happiness in this new stage of her life. A draft job description has been drawn up and will be finalised in the New Year to enable the Board to recruit her successor. The aim is to make this appointment early so as to allow the new Clerk to shadow Celia over a substantial period to ensure that there is continuity in this key role. Following discussion with Sr Patricia, it is the intention to combine the role with responsibility as Clerk to the Loreto Trust Board.

**Item 20 – AOB****UK Fast**

The Principal outlined the recent activities that the College had been involved in with UK Fast and the possible future collaborations:

- Worked with the college with software
- Placements for Pathways students
- Placements for IT students
- The proposed Memorandum of Understanding will be considered at the next FGP meeting.

Sr Patricia thanked Mike Sedgwick for all the hard work he had done as Chair and made a presentation to him on behalf of the Governing Body. Mike expressed his thanks and replied that it had been a privilege and a great pleasure to have been part of the progress that had been made by the college under the Principal's leadership.

THE MEETING ENDED WITH A PRAYER