



DRAFT Minutes of the Board of Governors

DATE: 4 July 2017 at 6pm

VENUE: Conference Room B, Loreto Sixth Form College, Chichester Road South, Manchester, M15 5PB

ATTENDANCE:

Governors		30 March 2017	4 July 2017
Foundation Governor	Mary Heaney (CHAIR)	✓	✓
Foundation Governor	John McNerney (VICE CHAIR)	✓	✓
Principal	Ann Clynych	✓	✓
Foundation Governor	Arthur Culshaw	✓	✓
Foundation Governor	John Gibbons	✓	✓
Parent Governor	Dr John Gibbons	Apologies	✓
Foundation Governor	Sr Patricia Goodstadt IBVM	✓	✓ from 6.35pm
Student Governor (shared)	Nathan Meades	✓	✓
Foundation Governor	Tom McGee	Apologies	✓
Co-opted Governor	Eula Miller	✓	Apologies
Student Governor (shared)	Olodade Obadare	✓	Apologies
Staff Governor	Angela Ralph	✓	✓
Foundation Governor	Dennis Robson	✓	✓
Foundation Governor	Mike Sedgwick	✓	✓
Co-opted Governor	Dr Julian Skyrme	✓	Apologies
Foundation Governor	Sr Bernadette Turtle IBVM	✓	✓
Foundation Governor	Niall Wright	✓	✓
Foundation Governor	<i>Vacancy</i>		
Co-opted Governor	<i>Vacancy</i>		
Co-opted Governor	<i>Vacancy</i>		
In Attendance:			
Clerk to the Board of Governors	Celia Wallace	✓	✓
Clerk Designate	Helen Ashley Taylor		✓
Assistant Principal, Finance & Resources (APFR)	Sean Gaughan	✓	✓
Deputy Principal, Head of Student Services (DPHSS)	Andrea Pritchard		✓
Student Governor designate (shared)	Gabrielle Gvozdaite Kamille Kansci		✓ Apologies

The Meeting opened for business at 6.05pm.

The Clerk confirmed that the meeting was quorate in accordance with the Articles of Government.

THE MEETING OPENED WITH A PRAYER AND A MINUTE OF SILENCE FOLLOWING RECENT TERRORIST EVENTS IN MANCHESTER AND LONDON.

1. Members present and apologies

All Governors and attendees introduced themselves. Apologies were **received** and **accepted** from Dr Julian Skyrme and Dr Eula Miller. Sr Patricia Goodstadt had previously notified the Clerk and Chair that she will arrive shortly after 6.30pm after arriving from London by train.

2. Declarations of Interest

No declarations of interest in any agenda item were given by Governors and staff present.

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.

4. Minutes of the meeting of the Board of Governors held on 30th March 2017

The Chair went through the minutes page by page inviting Governors to advise of any inaccuracies.

4.1 Resolved: The minutes of the meeting of the Board of Governors held on 30th March 2017 were **approved** as an accurate record and signed by the Chair.

4.2 Resolved: The minutes were authorised for publication in accordance with the Instrument and Articles of Government.

5. Matters Arising from the minutes of the meeting held on 30th March 2017

i) Student Governors' Update: (minute 9, 30 March 2017 refers)

The Principal updated Governors on the enquiries made about obtaining analytics for the use of Myloredo by the different demographics of the student body. There were 2103 uses of Myloredo last week. Systems need to be improved before any meaningful analytics can be obtained. There are plans to factor this in next year.

ii) Update on Funding for 2017/18: (minute 10(b), 30 March 2017 refers)

The Assistant Principal, Finance & Resources (APFR) and the Principal reported that they are working on producing a strategy to address the financial pressures expected for Loreto following the reduced funding allocation for 2017/18. This will be taken to the meeting of the Finance and General Purposes Committee before the end of the year.

iii) Anti-Bullying Policy: (minute 15 (e), 30 March 2017 refers)

It was reported that the Chair of the Student Council intends to take the Anti-Bullying Policy to the Student Council next time the policy is up for review.

6. Minutes of Committees and matters arising

(a) (i) The previously circulated minutes of the meeting of the Audit Committee held on 22 March 2017 were **noted**.

(ii) The previously circulated minutes of the meeting of the Finance and General Purposes Committee held on 22 March 2017 were **noted**.

(iii) The previously circulated minutes of the meeting of the Finance and General Purposes Committee held on 17 May 2017 were **noted**.

(iv) The previously circulated minutes of the meeting of the Standards Committee held on 6 March 2017 were **noted**.

b) There were no matters arising from any of these minutes.

c) Presentation to Retiring Governor, Arthur Culshaw

A booklet of recollections had been produced and was presented to retiring foundation governor, Arthur Culshaw, as a memento of his 23 years of association with the College. He first started as a College OFSTED Inspector in 1994. In 2001 Mr Culshaw became External Consultant to the Standards Committee, later becoming a Foundation Governor in 2003 and Chair of the Audit Committee in 2006. Several members of the board and senior college staff described Arthur as a role model for Governance and they paid tribute to this effect in the memento booklet presented to him.

Mr Culshaw gave a speech paying tribute to several members of staff, announcing that he is still going to be involved with the College as critical friend on the validation panel to the Standards Committee. Mr Culshaw described the College as a fabulous college with magnificent teachers, providing tremendous support for students.

The Chair and Principal both thanked Mr Culshaw for offering to act as a critical friend of the Standards Committee and enabling the College to continue to benefit from his guidance and strategic contribution.

7. Accommodation Update

The Assistant Principal, Finance and Resources (APFR) presented the following update:

- The purchase of the Institute building has now been completed and the building is being prepared for use.
- There are plans to remove 6 temporary classrooms on 17 July 2017 – and re-instate a lawned area.
- A further 8 temporary classrooms will be kept in place for the time being until a re-assessment of need is made in September.
- The installation of 2 canopies outside the Ball and Ellison Kennedy buildings are planned.
- There have been drainage issues outside the Ball building; work may be required over the summer.
- Cladding: a survey was sent to the ESFA today. The College has one 4-storey building and one 5-storey building with cladding (Ellison Kennedy Building). The cladding on the Ball Building is Trespa cladding – which is of a very high quality. The Terracotta cladding on the Ellison Kennedy building has a very high fire safety rating. There are smoke detectors in every room and several emergency stairs and fire doors.

It was confirmed the fire risk assessment is to be reviewed over the summer.

Governors **noted** the accommodation update.

8. Financial Report: Management Accounts to 31 May 2017

The APFR outlined the main points. These management accounts had been discussed and scrutinised at length at the meeting of the Finance and General Purposes committee held on 21 June 2017.

A surplus for the year to date of £69K is reported. The expected surplus at the year-end of £226K is predicted to be below budget due to an exceptional item of expenditure in relation to the early repayment of the loan.

The balance sheet continues to indicate a healthy position with sound cash reserves.

Governors **noted** the latest management accounts for the period ending 31 May 2017.

9 Finance, Audit and Risk

9.1 Financial Plan 2017/18 – 2019/20 including Draft Budget for 2017/18

The APFR presented the previously circulated financial plan that is submitted each year to the ESFA along with the proposed budget for 2017/18 (the first year of the financial plan). The F&GP committee has already considered these at their meetings held on 17 May 2017 and 21 June 2017. The F&GP committee has **recommended** the proposed budgets for approval by the Board of Governors.

The APFR highlighted the following points:

- The funding for 2017/18 is agreed with the EFSA.
- A surplus of £332K is forecast for 2017/18
- 69% of total expenditure relates to staffing costs.
- The Sixth form colleges' pool in the Local Government Pension scheme is in the process of being de-pooled. An Actuarial Valuation as at 31 July 2017 will be received in September 2017.
- Pay inflation rate of 1% has been applied each year of the plan.
- Inflation of 2.5% has been applied to non-pay areas of expenditure.
- The College has assumed there will be no funded growth from 2017/18
- Surpluses are predicted throughout the period of the financial plan.
- Cash reserves remain healthy throughout the period of the financial plan.
- Sensitivity analysis has been carried out on scenarios including a reduction in 16-18 funding annually during the period of the plan.
- The financial assessment model has generated an 'outstanding' financial health assessment right through until 2018/19.

Governors discussed the budgets and financial plan and raised the following challenge:

- Challenge: *Does the introduction of the National Funding Formula for schools also affect Loreto College?*



The APFR responded that College funding has suffered, but the College has succeeded in increasing student numbers (funded students). The funding per student will stay the same. A strategy for addressing the financial pressures from reduced funding is being prepared.

Governors **noted** the commentary that accompanied the financial plan and **APPROVED** the Financial Plan and budgets for 2017/18 – 2019/20.

9.2 Risk Management Register for 2017/18

An updated and revised Risk Register was circulated. The Risk Register now focuses on the top ten risks. The Register had been discussed at the recent meetings of both the Audit committee and the F&GP committee and is **recommended** to the Governors for approval. The key risks are constantly being identified, addressed and managed.

Governors discussed the risks on the risk register and the measures being put in place to address risks such as the new linear A levels and matters around the de-pooling of the LGPS (the de-pooling of the pension scheme will have an impact on the College's surplus/deficit each year and the accounts will need to be re-stated).

Question *Does the pensions matter relate to non-teaching staff?*

The APFR confirmed that it does.

Governors **approved** the Risk Management Register and its new format.

9.3 Internal Audit Plan for 2017/18

The APFR summarised the proposed audit assurance assignments for 2017/18. This had already been presented at the Audit Committee on 21 June 2017 and discussed and **recommended** for approval. The assignments to be carried out will include:

- Student records – 16-18 classroom based provision (this is always audited)
- Contract Management Framework

The increase in fees was **noted** and **agreed**.

The Internal Audit Plan was formally **approved**.

9.4 External Audit Plan for 2017/18

The proposed plan had been discussed and **recommended** for approval by the Audit Committee on 21 June 2017. The plan has been developed after considering the key risks the College faces. The plan also sets out the audit and assurance fees for 2017/18. Governors **approved** the plan and the engagement of RSM to carry out the audit. Governors also **approved** the fee.

9.5 Review of Financial Regulations

This has been discussed at the F & GP meeting held on 21 June 2017. The summary of the discussion that had taken place at the F & GP meeting was noted and the document was **approved**.



10 Principal's Report against targets set in Strategic Plan

Governors **noted** the previously circulated report which was taken as read. The Principal highlighted the following in particular:

- The Senior Management Team has been significantly increased with the addition of 3 further Assistant Principals as part of the succession planning strategy.
- The Deputy Head of Loreto, Chorlton, has been appointed as a new external part-time Vice Principal.
- The newly appointed external Vice Principal will eventually take responsibility for Loreto's Teaching School (part of the Teach Manchester Alliance) from the Principal and will undertake training on this aspect of the college's work next term (see 3.9 of the report). There is an expectation this will generate income for the College.
- Pathways Students: (see 1.3 of the report)
 - The new curriculum has been successful and responsive to the needs of Pathways students.
 - Mr J Gibbons (governor) gave a summary of the Pathways Leavers' Assembly which celebrated student's success and achievements. Students took great pride in receiving their ASDAN employability certificates.
 - Quality work placements are being provided for Pathways students. Siemens has taken on one full time employee from the Pathways course for example.
- Linearity: (see 2.1 of the report). In response to the changing landscape the decision was taken not to enter students for AS examinations in linear subjects at the end of Lower 6th.
- UCAS Report 2016/17 (see 2.2 of the report): 42% of Loreto College students went to high tariff universities in 2016 compared to only 20% of competitor's students.
- Debating Matters (see 2.5 of the report): The College team won the National Final in London in July 2017 and will represent England against Germany next term at the International Competition.
- Loreto Social Responsibility Awards (see 2.15 of the report): inspired by Manchester University and Julian Skyrme (governor) the inaugural Social Responsibility Awards were held at the College in May 2017. More will be said about this on the Governor Away Day on 11 July 2017.
- Teaching for Learning and Living (see 2.25 of the report): the first 2 modules of the Teaching for Learning and Living Group Programme (historical context of Mary Ward and Mary Ward: Educator) were delivered to a pilot group of 7 teachers. All Loreto teaching staff will complete the first two modules before the end of September 2017.
- Manchester Maths Core Group (see 3.11 of the report): the core group have planned the focus for the maths conference which is taking place on 7th July 2017. A co-ordinated approach to maths is being established across all Catholic schools in Manchester. A consistent pedagogy will be highly beneficial.

Governors **noted** the report and expressed thanks for a very detailed and informative report. Thanks were also expressed to staff and students and congratulations given for all the incredible achievements captured in the report.

11 Mary Ward Review

The Principal gave an update and overview of the Mary Ward annual report and action plan. The Principal noted the cycle of a 4 year visit from representatives of the Trust Board/Heads which will take place in October 2017. This report will then go to the Board of the Loreto Education Trust and after that to all members of the Governing Body and staff of the College.

The Clerk to the Board of Governors noted that Governors have been asked to complete forms to describe their contribution to the Mary Ward annual Value, Theme and Challenge. Any Governor who has not yet had the opportunity to complete a form is asked to do so at their earliest convenience and submit it to the Clerk to the Board of Governors. **ACTION: All Governors**

Sr Patricia Goodstadt added that all this information is considered by the Loreto Education Trust board – it will all be read and taken very seriously. The Mary Ward review is a very important document and the heart of what the Loreto schools are all about. Each year a couple of Head teachers attend a Loreto Education Trust Board meeting and talk through the Mary Ward review.

Governors **noted** the Mary Ward Review report and update.

12 Complaints Report

The Deputy Principal, Head of Student Services (DPHSS) gave a verbal summary of the previously circulated Complaints Report highlighting the following points in relation to a small number of issues raised:

- Litter: The vast majority of students are respectful of the College and the environment. To raise awareness of respecting the environment the college organised an environment week which included a litter pick in the local area. Governors **noted** this.
- Traffic: Messages regarding road safety and consideration of all road users are given out regularly in assembly and tutorial. This was **noted**.
- Exams: Governors **noted** the action taken by the College in response to one concern from a parent and the gratitude expressed for the College response.
- Careers: Governors **noted** the report and the fact that the College received feedback confirming that one matter had been handled appropriately.

The Chair gave credit to the College for the brevity of the report due to the small number of issues and complaints that the College receives.

13 Safeguarding and Child Protection

The DPHSS took the governors through the annual safeguarding and child protection report, which also contains details of all related training undertaken and planned. The Manchester Safeguarding Children Board's Levels of Need Framework (the framework used by the College) was explained to governors.



Body has to approve Senior Catholic appointments and the Remuneration Committee will make a recommendation on the appointments and pay.

The Chair confirmed that the position of Principal will be re-advertised externally in October 2017. The Principal added that the search will be broadened to look at Head teachers of Catholic Secondary schools (ages 11-18).

Governor Question: *Do these appointments have further revenue implications?*

It was confirmed that the appointments have already been budgeted for.

c) Responsibilities & Skills of the Loreto College Governing Body

This paper had previously been discussed at the meeting of the Board of Governors held on 30 March 2017. The Chair had taken on comments about the Catholic aspects of the role and had considered the new Loreto governance guide alongside the DfE's new Competency Framework for Governance to develop the role description for members of the College's governing body.

Sr Patricia Goodstadt stated to governors that the role description prepared by the Chair is a very valuable document. All Governing Bodies should be encouraged to take the DfE Governance publication and the Loreto governance guide and make these guides relevant at a local level.

Governor Challenge: *A query was raised about the eligibility section on page 3 of the document. Is bullet point 2 about bankruptcy consistent with the criteria stipulated in the Instrument and Articles of Government?*

It was **agreed** that the Clerk will look at the document alongside the Instrument and Articles of Government and check both documents are consistent on this point.

ACTION:

CLERK

Governors **agreed** that the document is going in the right direction and gave assent for its use subject to the Clerk checking on the point raised.

d) Summary of the DfE Competency Framework for Governors

Governors **noted** the 2 page summary of the DfE Governance Handbook 2017 and the new Competency Framework for Governors prepared by the Clerk Designate. The Chair confirmed that this will also be included in the pack for the Away Day on 1 July 2017.

e) Governors' Calendar for 2017/18

Governors **noted** the schedule of board and committee meetings for 2017/18 prepared by the Clerk Designate. Sr Patricia Goodstadt cannot do a board meeting in week beginning 16th October 2017; it was **agreed** that the meeting will be moved to a new date in the week beginning 9 October 2017. The Clerk will circulate an amended version to Governors before the start of the new academic year.

ACTION:

CLERK



f) Membership of Committees Review

The membership of committees for 2017/18 was **agreed**.

Governor Question: *Will the vacancy on the audit committee be filled?*

The Chair responded that she has emailed the Head of School Governance at Manchester City Council in the search for potential candidates.

Governor Question: *Who is going to be appointed as Audit Chair?*

Sr Patricia Goodstadt stated that the committee chooses its own chair from the committee members. The Clerk Designate read out the relevant section from the Standing Orders and confirmed that the Chair should be chosen by the committee and then approved by the Board of Governors.

g) Governors' Accountability & Planning Away Day

The Chair gave a short summary of the agenda for the day confirming that there will be a session on governor development including an opportunity for governors to provide input on the competency framework introduced by the Department of Education (DfE). Governors **noted** this.

h) Student Governors' Update

Nathan Meades (current student governor) introduced and welcomed Gabrielle Gvozdaite, student governor elect, to the meeting. Governors **noted** the posters that had been put up on the walls around the meeting room in relation to student activities.

A detailed presentation was given to the governing body which covered:

Student Body Activities

- A Presentation evening in April 2017 on the Extended Project Qualification (EPQ)
- Carol Ann Duffy, poet laureate, visited Loreto College for a poetry reading and question and answer session. Students had noted the similarities with the poetry of Philip Larkin.
- A creative writing competition – poetry and prose.
- A creative arts exhibition
- Launch of the MMU maths project and subject ambassadors.
- Leavers ball on 30th June 2017
- Debating Matters National Champions 2017
- MUN volunteers helped run GMHAP MUN.
- A highly successful summer fair on 3 July 2017

Feedback from the Student Governors

- Meetings of the Student body will take place after College in future between 4 – 6pm (instead of at lunchtime)



- An examinations officer had attended a meeting of the Student Council along with staff – to address any particular concerns.
- It was noted that Invigilators were generally welcoming.
- A 'Student Voice' button is included on MyLoreto. There are now Student Voice representatives for each tutor group (rather than each Hall) – to increase awareness. These representatives will meet with the Student Council to address any student concerns. In addition to the Student Council, there is now a wider student group looking at the ways in which student governors can be elected in the future.

Feedback from the recent Student Council Meeting

- Much discussion had taken place around the teaching of linearity. The Principal added that some teachers had sat the new linear A level after the exam had taken place, to gain insight into the demands of the paper within the set timescales.
- There is an overall student preference not to be asked questions directly in class as it can create anxiety for some students. A debate had taken place about a 'no hands up' policy.

The governors **noted** the excellent presentation. The Chair welcomed new student governor Gabrielle Gvozdaite and also asked Nathan Meades to thank Lola who is currently in New York with the College.

17 College Trips and Visits

Governors **noted** the previously circulated schedule of planned trips and visits for 2017-18. These trips were **approved** in principle.

Mr T McGee left the meeting at 20.05pm

18 Review of Policies

I. Maternity Leave and Pay Policy

This had been **accepted** by the F&GP committee on 21 June 2017 and **recommended** for approval.

Governor Challenge: *Should the title of the policy be amended to be called 'Paternity and Parental Leave' – rather than 'Maternity Leave'?*

It was agreed that the policy title should be amended in this regard.

ACTION:

APFR

Resolved: The Maternity Leave and Pay Policy be **approved** subject to the amendment of the title agreed.

II. Staff Recruitment and Selection Policy

This had been **accepted** by the F & GP committee on 21 June 2017 and **recommended** for **approval**.

Resolved: The Staff Recruitment and Selection Policy be **approved**.



- III. Recruitment of Ex-offenders Policy
This had been **accepted** by the F & GP committee on 21 June 2017 and **recommended for approval**.

Resolved: The Recruitment of Ex-offenders Policy was **approved**.

- IV. Anti-Fraud and Corruption/Response Plan
This had been **accepted** by the F & GP committee on 21 June 2017 and **recommended for approval**.

The Governing body noted that Mr Culshaw was named as the nominated officer on the last page of the policy. As Mr Culshaw is retiring from the governing body, it was agreed that his name should be removed from the last page and a replacement governor identified. **ACTION: APFR**

Resolved: The Anti-Fraud and Corruption/Response Plan be **approved** subject to amending the final page as agreed.

- V. Whistle Blowing
This had been **accepted** by the F & GP committee on 21 June 2017 and **recommended for approval**.

Resolved: The Whistle Blowing policy was **approved**.

- VI. Fair Trade Policy
This had been **accepted** by the F & GP committee on 21 June 2017 and **recommended for approval**.

Resolved: The Fair Trade Policy was **approved**.

- VII. Admissions Policy

Resolved: The Admissions Policy was **approved**.

THE MEETING ENDED WITH A PRAYER.

The meeting closed at 20.10pm.

Signed: **Chair:**

Name:

Date:

