



**Board of Governors
MINUTES**

Meeting held on Monday 26th March 2018 at 6pm

Governor		14th Dec 2017	26th March 2018
Foundation Governor	Mary Heaney (Chair)	√	√
Foundation Governor	John McNerney (Vice Chair)	√	Apologies
Executive Principal	Ann Clynch	√	√
Parent Governor	Amanda Corcoran	√	√
Co-opted Governor	Stephen Gabriel	√	√
Foundation Governor	John Gibbons	√	√
Foundation Governor	Dr John Gibbons	√	√
Foundation Governor	Sr Patricia Goodstadt IBVM	√	Apologies
Student Governor	Gabrielle Gvozdaite	√	√
Student Governor	Kamille Kansci	√	√
Foundation Governor	Tom McGee	√	√
Co-opted Governor	Eula Miller	√	√
Staff Governor	Angela Ralph	√	√
Co-opted Governor	Jill Roberts	√	Apologies
Foundation Governor	Denis Robson	√	√
Foundation Governor	Stephen Gabriel	√	√
Co-opted Governor	Julian Skyrme	√	Apologies
Foundation Governor	Sr Bernadette Turtle IBVM	√	√
Foundation Governor	Niall Wright	√	√
In Attendance			
Clerk	Alison Gould (AG)		√
Snr Asst Principal	Sean Gaughan (SG)	√	√
Snr Asst Principal	Tracey Livesey TL	√	√
Deputy Principal	Andrea Pritchard (AP)	√	√

The meeting opened at 6:05pm and the Clerk confirmed that the meeting met its quorum.

Opening Prayer

The meeting opened with a prayer.

1. Welcome and Apologies

Apologies were received and accepted from Jill Roberts, Julian Skyrme, John McNerney and Sister Patricia Goodstadt.

2. Declarations of Interest in any agenda item by Governors and staff present

There were no additional declarations of interest or declarations of interest in any item on the agenda.

3. Matter of a confidential nature relating to the staff, finances or operation of the college be taken in a confidential part of the meeting.

Resolved: Item 16 on the agenda to be discussed as a confidential item.

4. Minutes of the meeting of 14th December 2018

[i] The minutes of the meeting (circulated in advance) were accepted as a correct record of the meeting.

[ii] Publication of the minutes

RESOLVED - The minutes were authorised for publication in accordance with the college's Articles & Instruments

5. Matters arising from the minutes of 14th December 2017

Item 8 Student Governors to discuss library extension hours

Student Governors reported that:

- Students felt that the opening hours were satisfactory but it was difficult to use the Library late as transport was less frequent and there were some safety concerns.
- Students had been made aware of other local and city libraries that could also be used.

All other matters arising were confirmed as being completed or for discussion on the agenda.

The Chair thanked Noreen Poole for all her efforts in supporting the Governors, alongside her roles in HR Management and as PA to the Principal.

6. Minutes of committees and matters arising

[a] the minutes of the following meetings were noted:

(i) Finance & General Purposes Committee held on 31st January 2018

NOTE: Item 4 – amend to Meeting of the F & GP committee (not Board)

RESOLVED – The minutes of the Finance and General Purposes Committee dated 31/1/2018 were adopted.

7. Principal's Report on: Performance against targets set in the Strategic Plan

The Principal's Report (which was circulated in advance) was noted.

AC highlighted the following points from the report:

16-18 Performance Tables

- Applications are increased on last year however offers made were similar to last year as it is the intention to maintain present numbers for the 2018/2019 intake.
- National performance data is now being presented in a different format, and additionally provides detail on performance of disadvantaged pupils.

- The College's inclusive mission offers courses at Entry Level, Level 1, 2, 3 and vocational BTEC programmes. The increased demand of Linear A Levels and BTEC New Era are however more challenging and could impact on achievement and headline data. It was however pleasing to note in the first phase of Linear A levels Loreto's high grades and Value Added improved from the previous year. However the BTEC New Era tests proved challenging and some students will be resitting this external assessment this academic year.
- Page 9 – 10 of the main report indicates that Loreto has a high proportion of disadvantaged students. The Standards Committee is closely monitoring progress and achievement of disadvantaged pupils, analysing the more detailed data available which allows improved tracking of individual disadvantaged students. This includes tracking measures such as of usage of library facilities, engagement in enrichment activities and attendance. This data informs intervention.

Performance Management

- AC/TL reported that a new PM system had been introduced in September 2017, which linked individual targets to departmental targets and college priorities. Staff feedback had suggested that mid-year reviews would be helpful; these reviews have now taken place.

Q: How is an individual's achievement of objectives measured?

This is done by the line manager. This system is initially for teaching staff but is also being trialled for administrative staff. Performance-related pay decisions are made based on achievement of clearly defined thresholds.

Q: How are staff being supported and monitored?

Staff have had training throughout INSET periods on this and the new lesson observation process. Further training will be provided as appropriate throughout the year. In response to staff requests mid-year appraisals will be conducted.

HMI visit

AC reported that a Senior HMI Officer for the North West had visited the College and discussed the significant growth in Unconditional Offers for University places (UCAS: 40% increase year on year and 70% of last year's cohort nationally had at least one unconditional offer). She was very supportive in our concern about this increase and advised us that she would be raising it in the appropriate forums.

AP circulated in advance of the meeting a detailed report on conditional offers. In the meeting during her presentation she outlined the impacts of this development:

- Universities are not taking a consistent approach
- Currently College students receive fewer unconditional offers than the national average
- There is a concern that an unconditional offer may not encourage students to continue to meet their expected outcomes at A level
- Early days in monitoring outcomes and the impact on individual students

Q: Is this related to Universities' difficulties in assessing applicants now that few applicants have post-GCSE external qualifications (such as AS levels)?

This is mostly related to the Universities' recruitment strategies, where caps on recruitment have been removed.

RESOLVED - AC to report to the next meeting on the work being undertaken with Loreto Chorlton and the exit strategy being implemented.

8. Student Governors Update

The Student Governors gave a short presentation to describe progress and activities since the last meeting and highlighted:

- Ash Wednesday celebrations
- Outdoor seating installed
- Community Tuesday bringing together students and teachers
- Pathway Enterprise events for Valentine's Day and Easter, raising money to fund trips
- RadEqual campaign to discuss different views
- Careers event which is allowing students to see a wide range of post 18 options
- Events to help students in budgeting
- Refugee exhibition encouraging students to understand refugee experience and issues.
- TED talks in Chaplaincy

Governors reported that they had attended the RadEqual launch in Central Library in Manchester and were impressed by the insight, quality and wisdom the students showed in discussing the project with themselves and members of the public.

9. Finance SG

a) Management accounts to Feb 2018

The detailed accounts report circulated in advance was noted. SG reported that:

- the accounts had been scrutinized at the Finance Committee held in March 2018.
- variances against budgeted income and expenditure were primarily related to timing of receipt of income and early payment of some invoices.

b) Mid-Year Financial Report – Performance against Financial Objectives

SG reported that:

- The objectives set in the July 2017 Financial Plan were being met.
- The letter from ESFA confirmed the College's "Outstanding" health grade both from the July 2017 Financial Plan and the audited financial statements for 2016/17.
- The latest Finance Dashboard from ESFA showed that the college's underlying financial health grade was outstanding (with only 29% of sixth from colleges achieving this grade in 2016/17). This judgement is based on measures of solvency, performance and borrowing.

c) Update on Funding for 2018/19

SG reported that there would be a slight increase in funding in 2018/19 because of the extra 58 students and the lagged funding principle being applied.

d) GDPR Update

The written report was noted. SG gave a short presentation and outlined:

- the key points of the legislation (which builds on the Data Protection Act 1998) and the impact for the College
- that there is emerging understanding of how best to implement plans for GDPR compliance, with a balance to be struck between individual rights and College responsibilities

- the named DP Officer is Helen Green, who will be supported by four “data guardians”, who have specialist expertise in data-rich areas.

RESOLVED – Governors to undertake Educare training module on GDPR by 25/5/2018. Details to be circulated by AG

10. Review of Risk Register. SG

The written report circulated in advance was noted. SG highlighted that:

- A new risk has been added relating to GDPR.
- R5 Debt reduction programme – updated to reflect that a review of post 18 education funding has been announced, which is also looking at the efficiency and resilience of the FE sector
- R7 Academisation of Schools – this risk to be downgraded as there is no primary legislation currently planned requiring schools to become academies.

RESOLVED – the updated Risk Register was approved.

11. Key Performance Indicators –Dashboard Update.

The written report circulated in advance was noted.

12. Strategic Objectives 2018/19 AC

The written report circulated in advance was noted. AC highlighted that there were no changes to the objectives from the 2017/2018 objectives other than amending the dates accordingly.

RESOLVED – the strategic objectives were approved.

13. Approval of Policies:

[a] Behaviour Policy

The paper circulated in advance was noted. The proposed amendments were noted.

RESOLVED – the Behaviour Policy was approved for immediate implementation.

14. College Trips

There were no trips to approve.

15 Loreto Governance in England

It was agreed that this agenda item would be discussed at the next meeting.

16. Confidential Agenda Item

See separate minutes

17. AOB

Governor Appointments and Resignations

Denis Robson tendered his resignation effective from today's date. The Chair thanked Denis for his outstanding contribution to the College, having joined the Board 17 years ago, bringing substantial and invaluable accounting expertise, particularly during the major capital investment programme.

RESOLVED – the Governorship records to be updated by the Clerk

Governor Contribution Report

Governors were asked to complete the report as quickly as possible. These would be discussed at the next meeting.

18 Date of the Next Meeting

The next meeting of the Board of Governors will be held on **Wednesday 4th July 2018 at 6:00pm.**

The Governors' Planning and Accountability Day will be held on **Thursday 5th July 2018,** with details to follow.

Signed Date

Name ...MARY HEANEY (Chair of the Board of Governors)

**GOVERNING BODY MEETING held on 26th March 2018
PART TWO MINUTES**

