



Minutes of the Board of Governors

DATE: 14th December 2017 at 5.30pm

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

ATTENDANCE:

Governors		12th Oct 2017	14th Dec 2017
Foundation Governor	Mary Heaney (CHAIR)	√	√
Foundation Governor	John McNerney (VICE CHAIR)	√	√
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 (shared)	Gabrielle Gvozdaite	√	√
Student Governor (shared)	Kamille Kansci	√	√
Foundation Governor	Tom McGee	Apologies	Apologies
Co-opted Governor	Eula Miller	Apologies	Absent
Staff Governor	Angela Ralph	√	√
Co-opted Governor	Jill Roberts		√
Foundation Governor	Denis Robson	√	√
Foundation Governor	Mike Sedgwick	√	√
Co-opted Governor	Dr. Julian Skyrme	√	√
Foundation Governor	Sr. Bernadette Turtle IBVM	√	√
Foundation Governor	Niall Wright	√	√
In Attendance:			
Senior Assistant Principal, Finance & Resources (APFR)	Sean Gaughan	√	√
Senior Assistant Principal for Curriculum and Quality	Tracy Livesey		√
Clerk	Laura Meeney		√
Interim Principal, Head of Student Services (DPHSS)	Andrea Pritchard	√	√

The Meeting opened for business at 6.02pm.

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

The meeting opened with a prayer.



Governor Training

- Mary Heaney presented a paper on Governor Challenge that has been previously circulated to Committee Chairs and the SLT. It was felt this document would also be beneficial to circulate to Governors.
- Governor development and training will take place under the guidance of John McNerney for the remainder of the academic year.
- John McNerney clarified that this training will take the form of short 10 minute presentations on key themes during subsequent meetings, together with the Governor Training Day at the end of the academic year.
- This training will specifically focus on training Governors how to provide appropriate challenge to the College and the SLT.
- It must be noted that this is not to say that Governors do not have confidence in the College and the SLT, it is simply so that Governors are able to fulfil their function to ask challenging and constructive questions, which will enable the College to improve further.
- It was identified in the recent 1:1 meetings between the Chair of Governors and Governors, that Governors had very healthy relationships with the College and the SLT. The training is simply meant to enhance this relationship.

ACTION: Mary Heaney to circulate the paper on Governor Challenge to all Governors in the morning.

Niall Wright joined the meeting at 6.07pm

1. Members present and apologies

All Governors and attendees introduced themselves. Apologies were **received** and **accepted** from Mr Tom McGee.

The Chair noted that Laura Meeney is acting as the temporary Clerk until the post is filled by a permanent Clerk in February.

2. Nominations to the Board of Governors

Stephen Gabriel was nominated by John McNerney as a new Co-opted Governor. The proposal was seconded by Mary Heaney and **ratified** by the Full Governing Body. Stephen Gabriel is currently employed as the Headteacher at St. Peter's RC High School.

Amanda Corcoran was nominated as Parent Governor. The proposal was seconded by Mary Heaney and **ratified** by the Full Governing Body. Amanda Corcoran is currently employed as Director of Education at Manchester City Council.

3. Declarations of Interest

Niall Wright declared an interest, as a director of AA Projects, with whom the College conducts business.

4. 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.



5. Minutes of the meeting of the Board of Governors held on 12th October 2017

- The Chair went through the minutes page by page inviting Governors to advise of any inaccuracies.
- The Chair passed her thanks to Noreen Poole for these minutes.

Governors queried if there was any update on the Traffic issue from page 3.

- This has been addressed in the Audit Committee minutes from 22nd November.

- Resolved:** The minutes of the meeting of the Board of Governors held on 12th October 2017 were **formally approved** as an accurate record and signed by the Chair.
- Resolved:** The minutes were authorised for publication in accordance with the Instrument of Government.

6. Matters Arising from the Minutes of 12th October 2017

- There are no Matters Arising that are not already listed for discussion at tonight's meeting.

7. Minutes of Committees and Matters Arising

7.a To note the Minutes of the following meetings:

- Approved Minutes from the meeting of the F&GP Committee held on 12th October 2017 were noted.

Matters Arising

- There were no Matters Arising.

- Unconfirmed draft minutes from the meeting of the F&GP Committee held on 22nd November 2017 were noted.

Matters Arising

- There were no Matters Arising.

- Unconfirmed draft minutes from the meeting of the Audit Committee meeting held on 22nd November 2017 were noted.

Matters Arising

- Page 4 – change Minutes of Board of Governors to Minutes of Audit Committee.

- Approved Minutes from the meeting of the Standards Committee meeting held on 11th October 2017 were noted.

Matters Arising

- There were no Matters Arising.

- Unconfirmed draft minutes from the meeting of the Standards Committee meeting held on 7th December 2017 were noted.

Matters Arising

- These Minutes had only just been received and are due to be distributed to and checked by John Gibbons, Chair of the Standards Committee, before the next Standards Committee Meeting on 31st January 2018.



7.b Resolved: Approved Minutes were authorised for publication in accordance with the Instrument of Government.

8. Student Governor Report

Student Governors presented an overview of the latest activities that had been carried out and answered questions from the Governing Body. The areas outlined and discussed were:

- Toilet Twinning and Hygiene Education
- Pathways Enterprise Café
- Loreto Talent Show – which students felt celebrated diversity and talent at Loreto
- Little TED talks
- Staff Debate in aid of Mary and Joseph House
- Loreto College Christmas Concert – which students felt improved community spirit and celebration
- Advent – there had been Pop Up Advent Pictures which had journeyed around the College to highlight the Catholic Ethos of the College and the true meaning of Christmas.
- Christmas Dinners had been served
- Hot chocolate and marshmallows had been distributed to students
- Cornerstone Big Sleep out
- Legally Blonde Musical
- Library Late Night Opening due to the Exam Season
- Counselling Drop in sessions
- 1st Student Council Meeting – this took place last week and was well attended
- UCAS deadline was 1st December
- Mock interviews to prepare Oxbridge, Dentistry and Medical applicants for their University interviews.

Governors queried how many students use the Late Night Library.

- A significant number of students really appreciate the use of this, especially as it ties in with bus timetables and allows out of area students to get home safely.
- The Late Library stays open until 6.45pm and many students appreciate being able to revise straight after college, so that when they get home in the evening, they can just rest.

Governors queried whether it is worth having the Late Night Library Sessions all year long.

- Ann Clynch explained that the behaviour of students has been analysed and there are peaks and troughs when students are using the Library. Library use intensifies in the run up to Exams and then reduces significantly outside of those periods.

Governors queried testing the demand for staying open later than 6.45.

- The logistics of staffing the canteen and the study areas until this time were also discussed.
- Governors discussed the age of the students and not having them out too late, especially in the winter months.



ACTION: Student Governors are to discuss library extension hours through the student council.

9. Principal's Report

Executive Summary

- a) Principal's Report on Performance against targets set in the Strategic Plan
- Ann Clynych explained to new Governors that the first part of the Executive Summary looks at the risks to the future results for the college.
 - T Levels were briefly discussed at the Curriculum Meeting.
 - T Levels have very little guidance at a national level as to how these qualifications will be structured.
 - The new BTEC qualifications now have exams, which present more of a challenge than the old qualifications: the majority of institutions have returned to the old BTEC qualifications whilst they are available.
 - The Open Days were very busy.
 - The Social Justice Group is continuing to support good causes this year as in previous years. There was a recent appeal for fundraising towards hurricane relief in the Caribbean.
 - 1357 students applied for HE through UCAS and this is a healthy percentage in comparison with other Colleges.
 - Loreto also hosts Apprenticeship Days, which are very well attended.
 - Loreto College is very well thought of by both Universities and Industry and we are often approached by businesses looking to recruit apprentices.
 - The Student Governors felt that they were very well prepared for interviews and students really appreciated the work that is invested in them and their futures.
 - Loreto College is the Cambridge Hub for HE in the North W and the Extension Classes are very well attended from students throughout the North West.
 - Loreto College is also the Music HE Hub for the North West and runs similar master classes in music, which is one way that Loreto is committed to giving back to the area.
 - The College has a strong track record of getting a high percentage of students into University, despite over 50% of the students coming from low-income families. Many of the students gaining entry to Universities, including Oxbridge are first generation University students from low-income families.

ACTION: Stephen Gabriel to liaise with Ann Clynych for information on the College's High Achievers Programme.

Governors queried if the unconditional offers are still being made by the Universities.

- Unfortunately, this is still ongoing.
- Dr. Julian Skyrme highlighted that Graduate Level jobs still query A-Level Grades and still expect high grades at A-Level. This is potentially an area to stress to students to encourage them not to relax their efforts once they have received an offer.
- Governors discussed the issues created by the unconditional offers, especially when combined with the additional incentive of a bursary.

- Aaron Omotosho, an ex-student from Loreto, was chosen for the Pope Francis Award for his work with a computing project. Aaron applied for Oxbridge and was not accepted. He took a year out to undertake volunteer work and is re-applying this year now that he has the Pope Francis Award, which is expected to stand him in good stead.
- Governors were invited to a Certificate Evening on 20th December in Whitworth Hall Manchester University.

b) Examination Review:

- The results achieved by Loreto students are a direct result of the intervention and moderation that was put in place two years before the Linear Programme was introduced.
- Tracy Livesey explained the risks and support strategies that are in place to support all departments.
- The Independent Study Programmes for students have been particularly well received by both staff and students.
- This year, Loreto was the top performing college in the ALPS data set for Value Added.
- The internal AS Exams were taken by students, but there was very little guidance on grade boundaries and little exemplar material. Staff found it very difficult to grade the exams accurately.
- The SLT have taken the decision that all students must be allowed to continue through to Upper Sixth, as it is a 2 year course, even if they were unsuccessful at the end of Lower Sixth.
- In order to entrench the 2 Year linear mind set, the internal exams have been moved to earlier in the year. This means that staff can start teaching the 2nd year of the course in the Summer Term of Lower Sixth.
- Students are being supported with ISPs and additional pastoral support.
- All departments are being worked with to ensure that they do not slip with their results under the new linear model. This is especially important as there has been no LVI external results as in previous years and no opportunity for students to drop a weaker subject.

Governors queried whether the internal exam results were comparable with the old AS Levels.

- It was felt that there was a lack of clarity on the grade boundaries and exemplar materials and probably cautious over-stringent marking.
- In addition this current cohort sat both linear and AS Level External Exams – it could be that students strategically focused their efforts on the AS Level external exams as opposed to the new linear internal exams.
- The ISPs have really helped students to improve their work on their weaker subjects and it allows staff to monitor how much effort is being put in by each student.

Governors queried why the College has not encouraged students to drop an A level in Upper VI AND TAKE UP A BTEC course.

- Students are carefully enrolled to a course, which we believe they can succeed in. In exceptional circumstances it is appropriate to allow a student to drop an A level and take up a BTEC.
 - Governors congratulated the SLT on the management strategies that they employed in the past year which ensure Outstanding results.
- c) Safeguarding and Mental Health Update
- Andrea Pritchard presented the Update to Governors.
 - This document has been produced to inform Governors about the structures around safeguarding.
 - The Safeguarding Concerns are levelled from Level 1 to Level 5, with Level 5 being considered the most serious. Andrea took the governors through the number at each level.
 - There are additional students that are categorised as Early Help and who require some additional intervention. These may be a Looked After Child (LAC) or a Child-in-Need (CiN).
 - The overwhelming majority of Safeguarding Concerns are linked to Mental Health. The document highlights the support strategies that are in place for students, together with the staff and parent training.

Governors asked about the Safeguarding Log.

- The Safeguarding Log builds up a picture of the Safeguarding concerns for each individual student. Safeguarding issues often develop in different areas, the log allows that picture to be developed more fully.
- A 'post' on the Safeguarding Log, can be something as simple as an attendance report, to an update from Child Services.
- The Safeguarding Log is particularly important both for inter-agency sharing of information, together with the collation of all Safeguarding Concerns and support strategies over a chronological period for each student.

Governors queried if this was the first time the Parent Conference on Safeguarding has been held.

- All of the Lower Sixth parents were invited to the Parent Conference to highlight what safeguarding concerns exist and what triggers to look out for.
- The conference particularly focused on online safety and mental health concerns.
- After the conference several parents came forward to highlight concerns that they had, one of which developed into a serious Safeguarding Concern.
- Staff felt the conference was really useful in educating parents and also in encouraging disclosure of parental concerns to the College.

Governors queried how well attended the evening had been.

- 80 parents attended.
- Ideally, the College wished to see more parents attend, but it was felt this was a good start.



- It is hoped that the conference will gain a good reputation and will be better attended in the future.
- d) Fundamental British Values
- Andrea Pritchard presented a report on Fundamental British Values to Governors.
 - British Values are explicitly discussed in the compulsory weekly RE lessons alongside the weekly tutorials.
 - Curriculum Heads are also including British Values into their subject curriculum where appropriate.
 - British Values are often taught alongside the PREVENT curriculum.
 - This is a relatively new initiative and is therefore also new material for the current cohort. As time progresses, the curriculum will need to be changed to reflect the fact that new cohorts will have been introduced to these values in both their Primary and Secondary Education.

Governors asked about the student response to PREVENT.

- Students at the Student Services Validation had high awareness of the PREVENT agenda, and valued and enjoyed those lessons.

Governors queried the turnout for voting for the Student Council.

- Voting turnout is always high with Loreto College students, both when voting for their Student Representatives and also when taking part in mock elections that mirror the main political elections.

Governors liked how FBV linked to the core College Values and how well embedded this is.

- Governors stressed that PREVENT and Fundamental British Values should also address the political sides, not just the religious dimension to extremism.
- The College is aware of this issue and within the lessons, the College looks at Far-Right extremism as an example of extremism not linked to religious beliefs.

Student Governors left at 19.27pm.

10. Finance

- a) Management Accounts for October 2017
- Sean Gaughan summarised the Management Accounts for October 2017.
 - The current surplus of £67,000 is ahead of the budgeted surplus and the College is projecting that the surplus at the end of the financial year will still be ahead of the budgeted surplus.
 - The cash position at the end of the year is forecast to be healthy.
- b) Report and Financial Statements 2016/17
- The official accounts for the year were sent out to Governors in advance. 2 minor alterations have been made as required by the auditors. These are minor alterations in the way that the figures are reported.
 - It was highlighted to Governors that the total comprehensive income of £270,000 looks very reduced compared to the previous year of £384,000, but



- this is due to adjustments for the Pension Liability from the LGSS which is new to the accounts this year.
- Despite the repayment of the Bank Loan and the Pension Liability Costs, the performance for the year was sound. This is a very healthy position to be in going forward through a long period of austerity.
- Sean Gaughan thanked Denis Robson and Jill Roberts for their careful checking of the accounts.
- The Finance Committee recommended the Report and Financial Statements 2016/17 for approval by Governors.

Decision: Governors approved the Report and Financial Statements 2016/17

c) Regularity Audit Statement

- The Auditors indicated that the college had spent the funding allocated by Parliament for the purposes intended and they had no regularity issues and would sign the required statement confirming that the College had spent their funding appropriately.
- Niall Wright confirmed that the auditors were very positive about the Audit process.

Stephen Gabriel left the meeting at 19.40pm

d) FMCE

- This document is filled out as an exercise in good practice to show that the Financial Planning and Health of the college is Outstanding.

e) Performance against Financial Objectives for 2016/17

- This report indicated that all objectives, bar one, had been met and that was as a result of one-off premises expenditure.
- Sean Gaughan highlighted that Staffing Costs are still increasing, however this is still 4% ahead of the benchmark figures for the sector.
- The Staffing Costs will likely increase year on year as the funding remains the same but pay rises and progression is implemented.

Governors queried the Accommodation Costs as they felt this was unexpected due to the new builds that were expected to reduce costs overall.

- It was explained that there have been a number of exceptions, for example, the cladding in the courtyard and the provision of temporary classrooms.
- In addition the College expects to make some savings whilst rationalising the contracts.

f) Update on Funding 2017/18

- The first ILR of the year has been submitted which shows that the Funding Target has been exceeded by 55, which should increase the funding by nearly £250,000 in 2018/19 using the lagged funding principles.
- This increase in funding has been achieved only by exceeding the Funding Target and masks to some extent the true issue. The funding per student has remained fixed for several years at £4,000 and does not look likely to increase. With RPI inflation at 3.9%, together with Staff Salary increases, this amounts to a cut.

11. Audit



- a) Internal Audit Update 2017
 - Sean Gaughan presented the Internal Audit Update to Governors. There were no additional points to note.
- b) Audit Committee Report
 - Niall Wright presented the Audit Committee Report to Governors. The Audit Committee found that there were no significant issues to report.

12. Risk Register

- The top 13 Red Risks are the only risks presented to Governors at their request
- The need to appoint a Principal (R2) is high on the Governing Body list of priorities.
- Sean Gaughan highlighted the risk posed by the opening of new schools (R3) with the proposed opening of the Didsbury School in conjunction with Cheadle Hulme School. This is a very high performing school that is advertising the new school as an 'academic school'.

Governors queried the cover for the HR Manager

- Ann Clynch explained that Noreen Poole, the Principal's PA is a trained HR Manager and has been assisting with the HR concerns.
- The College has also bought in the services of a temporary HR Assistant to cover this role in the short term.
- The advert for a permanent HR Manager is being drawn up.

ACTION: Ann Clynch to clarify when the HR position is being advertised and to convey that information to staff. Staff will also be informed that any HR issues should, in the short term, be addressed to Ann Clynch or Andrea Pritchard.

13. Review of Mission Statement

- There have been no changes from the previous Mission Statement and the Governors approved the Statement for 2018/19.

14. Feedback on SAR Validation

- John Gibbons (Senior) presented the Governors with a summary of the SAR Validation.
- Governors commented that it was a very professional procedure and thanked Governors and Staff for the amount of effort that was put into the entire process.
- Tracey Livesey had developed a new template to streamline and refresh the validation process, which was very efficient and successful.
- Governors thanked Tracy Livesey, Graeme Balfour and Ross Lane for the smooth running of the process.
- Governors were particularly impressed by the Student Interviews and how enthused the students were about the College.
- The Principal of Sir John Deane, wrote a letter of commendation after the process to say how well the "Christian Ethos... radiates throughout the College".
- Governors thanked John Gibbons for his invaluable support throughout the Validation Process.



15. Governance Matters

a) Appointment of Principal and Clerk

- The Emmaus Recruitment Agency has been employed to help recruit for the Executive Principal position. Liam Dowd is the Recruitment Agent working with Loreto College.
- The closing date for the advert is 29th January 2018, with short listing taking place on the 31st January. Interviews will be conducted over a full day and the preceding evening. This format has been suggested by Liam Dowd to preserve the confidentiality of candidates, as it allows them to take just a single day off to apply for the post.
- Governors noted the dates of the interview were the evening of Wednesday 7th February and the whole day of Thursday 8th February.

ACTION: Mary Heaney will contact Governors in the New Year to communicate the interview schedule in more detail.

- The appointment of the new Clerk will take place hopefully by March, with the post being advertised in January.
- In the interim period, Mary Heaney has asked Just A Sec, to continue providing temporary Clerk cover until the end of March, as it is unlikely that a new Clerk will be appointed before then.

b) Governance SAR

- Mary Heaney circulated a revised version of page 6 to the Self-Assessment Report and invited Governors to contact her separately with any revisions.
- Sr. Patricia Goodstadt has several amendments to suggest and she will email Mary Heaney in due course.

ACTION: Governors to email Mary Heaney with any suggestions for amendments to the Governance SAR.

c) Actions arising from 1-2-1 Meetings with Members of the Governing Body

- Mary Heaney explained that during the 1-2-1 meetings, many Governors highlighted the need for diversifying the membership of the Governing Body.
- It is felt that the recent new Governor appointments have greatly improved the diverse nature of the Governing Body.
- Going forward, the 1-2-1 meetings will now be an annual opportunity to look at areas for development for the Governing Body.

d) Nominations for Membership of the Audit Committee

- John Gibbons has resigned from the Audit Committee. Mary Heaney nominated Julian Skyrme to take over on the Audit Committee. The nomination was **approved** by the Full Governing Body.
- Michael Sedgwick has written to Mary Heaney to reluctantly tender his resignation after 20 years on the Governing Body. He explained that he has had a wonderful time on the Governing Body, with a particular highlight of meeting the Queen when the College was awarded the Queen's Anniversary Prize. Governors suggested a celebratory meal with Michael Sedgwick and his wife and thanked him for his amazing level of service to the College over the last 20 years.



16. Policy Reviews

The following policies had been **accepted** by the Finance & General Purpose Committee and the Standards Committee for approval and were **recommended** to Governors for **approval**:

- a) Environmental Policy
The Policy was formally **approved** by Governors
- b) eSafety Policy
- c) Andrea Pritchard explained that there were several changes to the eSafety Policy after staff consultation. Governors accepted the changes and **approved** the amended eSafety and Bring Your Own Device Policies.
- d) Policy on Internal Coursework and Portfolio for External Qualifications
The Policy was formally **approved** by Governors
- e) Examinations Disability Policy
The Policy was formally **approved** by Governors

17. LEEN

- Sr. Bernadette Turtle had visited Loreto together with the Headteacher from St Albans. They were both struck by the Christian Ethos that is fully embedded within the College.
- Sr. Bernadette Turtle was also particularly impressed with the outward reaching nature of the college.

Governors thanked Sr. Bernadette Turtle for the report and queried if it had been disseminated to Staff.

- Circulated with the LEEN summary, was also the paper on 'Governor Contribution to the LEEN Theme of Christian Awareness in Today's Reality and Mary Ward Values of Sincerity'.

Governors requested guidance on how to fill out the Values of Sincerity part of the paper.

- Sr. Patricia Goodstadt suggested that Governors use the Vision and Values Handbook to help.
- Sr. Patricia Goodstadt also suggested that the work on the 1-2-1 Meetings was a prime example of the Values of Sincerity.

18. Any Other Business

- The Pathways students have designed and made Christmas Cards for the Governors.
- The Declaration of Pecuniary Interest and Confirmation of Eligibility was circulated to Governors together with a Stamped Addresses Envelope.

ACTION: Governors to sign and return the Declaration of Pecuniary Interest and Confirmation of Eligibility forms.

19. Date of the next meeting

Monday 26th March 2018, 5.30pm arrival for a 6.00pm start.

Future Meetings

Wednesday 4th July 2018, 5.30pm arrival for a 6.00pm start.

Governors Accountability & Away Day:



Thursday 5th July 2018 (times to be confirmed).

The meeting closed with a prayer.

The meeting closed at 20.20pm.

Signed:

Chair:

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Name:

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Date:

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