



Minutes of the Board of Governors

DATE: 12th October 2017 at 6pm

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

ATTENDANCE:

Governors		4 July 2017	12th Oct 2017
Foundation Governor	Mary Heaney (CHAIR)	✓	✓
Foundation Governor	John McNerney (VICE CHAIR)	✓	✓
Executive Principal	Ann Clynch	✓	✓
Foundation Governor	John Gibbons	✓	✓
Parent Governor	Dr John Gibbons	✓	✓
Foundation Governor	Sr Patricia Goodstadt IBVM	✓ from 6.35pm	Apologies
Student Governor (shared)	Gabrielle Gvozdaite	✓	✓
Student Governor (shared)	Kamille Kansci	Apologies	✓
Foundation Governor	Tom McGee	✓	Apologies
Co-opted Governor	Eula Miller	Apologies	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	Vacancy		
Co-opted Governor	Vacancy		
Co-opted Governor	Vacancy		
In Attendance:			
Clerk	Noreen Poole	✓	✓
Assistant Principal, Finance & Resources (APFR)	Sean Gaughan	✓	✓
Interim Principal, Head of Student Services (DPHSS)	Andrea Pritchard	✓	✓

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

1. Members present and apologies

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

The Chair noted that the Clerk had now left due to personal reasons and N Poole would act as Clerk for the meeting and an alternative appointment would have to be made.

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 4th July 2017

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

4.1 Resolved: Subject to a minor amendment the minutes of the meeting of the Board of Governors held on 4th July 2017 were **approved** as an accurate record. The amended minutes were subsequently signed by the Chair.

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

[b] Matters arising from the minutes of the meeting held on 4th July 2017.
There were no matters arising.

[c] Unconfirmed draft minutes from the meeting of the F&GP Committee held on 21st June 2017 were noted.

[d] Unconfirmed draft minutes from the meeting of the Audit Committee meeting held on 21st June 2017 were noted.

[e] Unconfirmed draft minutes from the meeting of the Standards Committee meeting held on 22nd June 2017 were noted.

5. Student Governors update GG/KK

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:

- Student Voice
- Loreto weekly and Loreto Daily communications
- Student Council Elections took place
- Band on the Wall event in Manchester
- Mary Ward Day planning
- Open Days support



- Planning for Taster Day support
- Cake sales raising money for Charity

Planned activities included

- Model United Nations
- Celebrity Chef and Author visit Lorraine Pascal
- Prevent event
- Pink Friday – in aid of Cancer
- Recruitment of the Subject Ambassadors.
- Debating Matters

Governors Question: How useful were the Loreto Weekly and Daily Bulletins?

Student Response : Very helpful as they provide a clear overview /comment of activities, notices etc in one place and is easy for students to access. It is a clear communication in one place.

Governors Question: How do college Managers respond to the Student Voice?

Student response: Representatives met with staff representatives e.g. Chris from Catering and had the opportunity to present the student perspective and give feedback from the Student Council.

6. Principal's Report

The Executive Principal's Report had been previously circulated and was noted. The Executive Principal noted Executive Summary for the Governors was not normally produced this early in the year. However, in order to support the new Principal AC thought it would be useful to set up the expectation for an Executive Summary for the meeting. The Executive Summary should provide detail in particular an initial outline of results from 2016 onwards and an overview of activities in the first half term in the academic year.

[a] College Development Plan

The Executive Principal explained the importance of the College Development Plan and the monitoring schedule along side it. The CDP is the annual one year plan which in this case is Year 3 of the Strategic Plan which was approved by the Governing Body.

[b] Executive Summary of Activities September /October 2017

The Executive Principal highlighted some key events to Governors including:

Enrolment Numbers

3348 students enrolled - very healthy and 50 over target.

From this year onwards the Principal's report to the Governing Body at this stage of the year will provide details on progression from Lower VI to Upper VI given that the college is now in the 2 Year Linear Assessment framework, and identify any emerging concerns. The progression this year from Lower VI to Upper VI is 2.1% higher than last year.

"Staff Voice"

A new "Staff Voice" form has been created for staff to communicate what they like about Loreto and any concerns. The intention is for management to share comments and reply to staff with concerns and recommendations. Staff are invited to make suggestions as to how management can, within their statutory obligations and financial limitations, address any frustrations/concerns. This is in addition to the Staff Surveys and regular meetings with Union representatives and has been welcomed by staff.



MANCEP Heads & Principal's

At the MANCEP Head's and Principal's Meeting held on 21st September 2017 there was a sharing of schools latest performance, which was variable across the City. The Poor performance in some feeder schools in Maths GCSE has impacted on the number needing to resit this GCSE.

Training

A bespoke Staff Training Programme has been developed for externally recruited and new appointed internal managers. All new staff have attended Health and Safety Inductions, Safeguarding training, attendance monitoring and ISP monitoring. Teaching staff have attended sessions on Lesson Observations and Student Voice. HoD /Assistant HOD have attended sessions on Learning Walks and ALPS Connect. New staff have also had a bespoke programme as well as completing Educare units (online training).

LEEN

The Executive Principal notes the 2017-18 LEEN Value, Themes, and Challenge. She encouraged Governors to reflect on their contribution throughout the year in preparing for their contribution to the Mary Ward Self Evaluation.

The LEEN Induction Conference for new Leaders will be held at Loreto College on 29th September 2017. The Conference focused on the main vision and values of Mary Ward. The focus for the meeting was: Challenges and Priorities for Leaders in 2017 and over the next three years. Structures: Province, IBVM, CJs /Trust Board, Governors/LEEN Constitution & Framework for Evaluation/ TfLL.

[c] 2017 Examination overview

The Executive Principal presented the full results to Governors. The 2017 results were even better than 2016 results despite the increased academic challenge of the new Linear A Levels.

Headlines :

- 99.3% pass rate at A Level
- 30.3% of A level grades at A*-A,
- 61% of A Level grades at A*-B,
- 85% of A Level grades at A*- C
- Oxbridge – 17 students taking up places to study at Oxbridge from inner city schools
- Medics/Dentists – 50 Students gain places to study Medicine & Dentistry [39 Medicine and 11 Dentistry]
- EPQ – 100% A*-B Grades in the Extended Project Qualification EPQ.

There were also excellent achievements in vocational courses. There was a 100% pass rate on the extended Diploma (3 A Level equivalent) and a superb 97% of students achieved a High Grade. The Subsidiary Diplomas (1 A Level equivalent) were successful with an excellent 100% pass rate. The externally assessed Pathways course was very successful with some students progressing to internships and paid employment.



BTEC New Era Specification

The Executive Principal noted the Certificate BTEC New Era Specification had been followed by a handful of centres and Loreto SFC was one of these. These centres in discussion at ACVIC indicated that the new exam BTEC had been a huge challenge and students performed poorly in the tested unit. A letter to Pearson had been sent by many centres and Pearson have since extended the shelf life of the old specification. Whilst Lower VI have returned to the old specification, the college has implemented a strategy to support the cohort in Upper VI who will have to sit the New Era BTEC exam.

ALPS

The College has achieved a Grade 1 for the A Level one year T-score.

The Executive Principal explained the proactive approach implemented 2 years ago that had been taken to address the challenges that the new Linearity posed has clearly worked.

Exam analysis – Meetings with Heads of Faculty & Heads of Department

Meetings have been held with all Heads of Faculty and Heads of Department to discuss the examination results, departmental and personal targets for 2017 – 2018.

Subjects requiring further support were noted. These Heads of Departments are attending Quality Review Meetings, where actions for improvement had been agreed, and notes circulated with timescales for monitoring progress against objectives.

Governors Question: *What is being done to support those departments and how do you monitor the effectiveness? Answer: The Executive Principal outlined the extensive support in place last year and the impact which appears to have been successful as only one member of staff remained on this year's support programme.*

Governors commented on the excellent results: and thanked the Executive Principal, the Senior Team and all staff for their hard work in achieving this result. They asked the Executive Principal to pass on their thanks and congratulations to all staff.

[d] Mary Ward Review October 2017

The Executive 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 and the next visit would be on 16th & 17th 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.

[e] Standards Committee update

The Executive Principal gave a verbal update on the issues discussed at the Standards Committee held on 11th October 2017 and minutes from that meeting will be circulated at the next Board Meeting.

[f] ACVIC – The Executive Principal gave a presentation to Governors regarding the recent ACVIC conference.

Areas noted in the presentation were

Sector priorities/ Funding, Enrolment, Competition, National Joint Council [NJC] Curriculum, Accountability, System Leadership, Inspection, Round up, update.



The **Chair of Governors** also attended the Chairs ACVIC Conference and the focus had been on Succession Planning, Ofsted, and Remuneration

There was discussion on the impact of the Diocesan Inspection of Catholic Ethos. Christine Fischer from the Catholic Education Service (CES) outlined progress to date from the working party.

College Trips

Governors **noted** the previously circulated schedule of planned trips and visits for 2017-18. In addition there was a request from IT to take U6 BTEC Computing students to a Computing Live! Student Conference which will take place at the Euro Disney Park in France.

These trips were **approved** in principle subject to the normal Risk Assessments being undertaken.

7. Finance & General Purpose

[a] Update on Funding

SGaughan (APFR) noted that the college should exceed its funding target by approximately 50 students which would generate additional income in 2018/19 using the lagged funding principles.

[b] Any matters arising from F&GP

SGaughan reported that, subject to audit, the college was likely to report a surplus of £270k for 2016/17. Given the cost of repaying the loan and the additional pension liability for the LGSS this was a very sound performance.

[c] Health & Safety annual report

At the last meeting, it was agreed that Mr T McGee would be approached to see if he would take on the H&S Lead Governor role from Mr J McNerney. This had been actioned and Mr McGee had been in to the College and had met with the new H&S Consultant (from AA Projects).

S Gaughan took the Governors through the report which had been issued including Accident Statistics. There had been no reportable accidents.

8. Loreto Trust Board

Sr Bernadette Turtle reported that the last Loreto Trust Board Meeting was held on 10th October.

Focus of the meeting was:

Annual Report to members, Conferences including CES meetings, York Conference, South Africa Education Conference and new Senior Management Induction, Governance, LEEN Mary Ward and Mary Ward Reviews.

The Loreto Heads Annual "Conference" which takes place in Vienna in March was discussed.



9. Policy Reviews

The Executive Principal thanked John McNerney, Governor who had spent considerable time with Paula Nolan and had called upon expert advice externally in developing these policies.

Policies had been **accepted** by the F&GP Committee for approval and were **recommended** to Governors for **approval**:

[i] **Computer Code of Conduct Acceptable Use Policy including:**

- E-Safety Policy
- Social Media Policy
- Staff & Governors ICT user Agreement
- Student ICT user Agreement
- Staff BYOD user Agreement
- Student BYOD user Agreement

Resolved – this policy had one small amendment in relation to inclusion of Governors and was accepted and approved by the Governing Body.

[ii] **Behaviour Policy**

Resolved – this policy was accepted and **approved** by the Governing Body.

[iii] **Complaints Policy**

Resolved – this policy was accepted and **approved** by the Governing Body.

[iv] **Safeguarding Children & Vulnerable Adults Policy**

The Policy had been changed in relation to sharing information. When students reach 18 years and do not wish the college to share information with parents, the college now asks them to sign at the start of term to agree to the sharing of information. The only other area changed would be that students agree that the college could pass on information as appropriate to external agencies when students have left the college.

Resolved – this policy was accepted and **approved** by the Governing Body.

[v] **Prevent Policy**

This policy ties in with the safeguarding policy.

The only change would be the information sharing which is the same issue as the safeguarding policy.

Resolved - this policy was accepted and **approved** by the Governing Body.

[vi] **Access to Information & Publication Scheme**

Resolved – this policy was accepted and **approved** by the Governing Body.



10. Board Membership & Governance

(a) Co-opted Governor

The Chair reported that progress had been made in recruiting another Governor. Jill Roberts from the Finance Dept. of Manchester University has been contacted and had submitted her details to the Search Committee. She had been interviewed by the Chair and Executive Principal and subsequently approved by the Advisory Committee.

The Chair thanked Mr J Skyrme for his assistance in this appointment.

(b) Foundation Governor Appointment:

Dr J Gibbons's children had now left the college and he had been nominated and appointed as a Foundation Governor.

(c) Parent Governor:

A request for a new Parent Governors went out in the newsletter to 3,300 Parents asking for applications to be sent to the Clerk to the Governors. As there had been no response, the Executive Principal will now look for Parents with the appropriate skills and approach them to see if they are interested in the role. Governors agreed to this approach.

(d) Governors' SAR

The Chair reported on arrangements for the completion of the SAR

(e) Recruitment of the Principal Post

The Chair confirmed that the position of Principal had been re-advertised externally. The closing date for applications was 30th October 2017. Interview dates were scheduled for 16th & 17th November.

11. Any Other Business

Mary Ward Day

There are over 45 different activities planned for Mary Ward Day on 19th October 2017. Governors are very welcome to drop in to any session. A booklet of activities will be available for Governors to peruse

Certificate Evening

The Certificate Evening will be on Wednesday 20th December 2017 at Whitworth Hall, Manchester University. This has changed from the Town Hall due to the increased numbers who want to attend. Sir Richard Leese has kindly agreed to be the Guest Speaker on the night.

College Production

The College Production of Legally Blonde is planned for 5th and 7th December 2017.

Governors are invited to all events.



12. Date of the next meeting

Thursday 14th December 2017 5.30pm for 6.00pm

Future Meetings

Monday 26th March 2018 5.30pm for 6.00pm

Wednesday 4th July 2018 5.30pm for 6.00pm

Governors Accountability & Away Day:

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

THE MEETING ENDED WITH A PRAYER.

The meeting closed at 20.05pm.

Signed: **Chair:**

Name:

Date: