



## Board of Governors

### MINUTES

Meeting held on Tuesday 4<sup>th</sup> July 2018 at 6pm

Governor		14 <sup>th</sup> Dec 2017	26 <sup>th</sup> March 2018	4 <sup>th</sup> July 2018
Foundation Governor	Mary Heaney (Chair)	√	√	√
Foundation Governor	John McNerney (Vice Chair)	√	Apologies	Apologies
Executive Principal	Ann Clynych	√	√	√
Parent Governor	Amanda Corcoran	√	√	√
Co-opted Governor	Victoria Dolan			√
Co-opted Governor	Stephen Gabriel	√	√	√
Foundation Governor	John Gibbons	√	√	√
Foundation Governor	Dr John Gibbons	√	√	√
Foundation Governor	Sr Patricia Goodstadt IBVM	√	Apologies	√
Student Governor	Ebony Pitt (EB)			√
Student Governor	Aaron Antrobus (AA)			√
Foundation Governor	Tom McGee		√	√
Co-opted Governor	Eula Miller		√	√
Staff Governor	Angela Ralph	√	√	√
Co-opted Governor	Jill Roberts	√	Apologies	√
Foundation Governor	Stephen Gabriel	√	√	√
Co-opted Governor	Julian Skyrme	√	Apologies	√
Foundation Governor	Sr Bernadette Turtle IBVM	√	√	√
Foundation Governor	Niall Wright	√	√	√
<b>In Attendance</b>				
Clerk	Alison Gould (AG)		√	√
Snr Asst Principal	Sean Gaughan (SG)	√	√	√
Snr Asst Principal	Tracey Livesey (TL)	√	√	√ to item 16
Deputy Principal	Andrea Pritchard (AP)	√	√	√ to item 16
Executive Principal designate	Peter McGhee (PMcG)			√ to item 16
Vice Principal	Mike Deasy (MD)			√ to item 13
Deputy Head Loreto Chorlton	Tina Wilkinson (TW)			√ to item 16

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 John McNerney. The Executive Principal designate was welcomed to the meeting.

### **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 - Part two minutes and Item 17 on the agenda to be discussed as confidential matters.**

### **4. Nomination of Victoria Dolan**

The nomination form for Ms Dolan as a co-opted governor was received and noted. MH and Sister Bernadette Turtle confirmed that they supported the nomination of Ms Dolan, who had met with some governors and senior staff before the Board Meeting.

**RESOLVED - The appointment of Ms Victoria Dolan as a co-opted governor for a period of 3 years from 4 July 2018 was approved.**

### **5. Student Governors Report**

It was noted that two new student governors had been elected to serve until their registration as a student ends (AA and EB) The Student Governors outlined their motivations for becoming a student governor, both having been members of the Student Council during 2017/18. They highlighted a number of very successful events which have taken place over the last few weeks.

### **6. Minutes of the meeting of 26<sup>th</sup> March 2018**

- (i) The minutes of the meeting (circulated in advance) were reviewed and were accepted as a correct record of the meeting.

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

### **7. Matters arising from the minutes of the meeting held on 26<sup>th</sup> March 2018**

The matters arising from the last meeting were considered:

Item 7 – on agenda for this meeting.

Item 9 – ongoing. It was confirmed that it was still important to complete GDPR training even if governors have completed other GDPR related training.

Item 17 – completed.

### **8. Minutes of committees and matters arising**

- a) the minutes of the following committees were received and noted:

1. Audit Committee of 14<sup>th</sup> March 2018
2. Finance & General Purposes Committee of 14<sup>th</sup> March 2018
3. Standards Committee of 7<sup>th</sup> March 2018

4. Finance and General Purposes Committee of 9<sup>th</sup> May 2018
5. Standards Committee of 9<sup>th</sup> May 2018  
Change Dr John Gibbons to Foundation Governor

b) Matters arising from these minutes  
No matters were raised for discussion.

**RESOLVED – The minutes of the Finance and General Purposes Committee (14/3/2018), the Standards Committee (7/3/2018) and the Audit Committee (14/3/20-18) were adopted.**

### **9 Three Year Strategic Plan 2018- 2021**

The review of the strategic plan 2015-2018 was noted. AC thanked TL, who had substantially developed the plan and highlighted:

- The plan has been reviewed by SLT and SMT, F & GP committee and the Chair and Vice Chair of the Governors
- It was noted that the Strategic Objectives approved by the Board in March 2018 were re-considered by the Standards Committee on 27 June and have been updated accordingly to provide greater clarity and a sharper focus on the development of maths (Mastery Maths) through MANCEP, the relationship with Teach Manchester and development of a two-year mind-set for A level study.
- It was noted that there was an error on page 25 last paragraph which should read Mary Heaney as Vice Chair.

*Q: Do these objectives reflect the distinctiveness of the college in terms of inclusivity?*

The College has a “disadvantaged” strategy which pulls together various initiatives which already address widening participation and supporting disadvantaged students and this strategy provides a framework for monitoring progress.

*Q: What has been the impact of staff wellbeing activities?*

These activities have increased over the last two years and the funding provided to support “well-being” activities has been noted. SLT acknowledged the dedication of the staff and thanked the Governors for supporting the staff wellbeing activities.

**RESOLVED – the updated strategic objectives were approved.**

### **10. Financial Report**

The reports recommended for Board approval by the Finance and General Purposes Committee (held 26 June 2018) were noted.

1. Management Accounts to 31.05.18
2. Financial Plan 2017/18 – 2019/20 and Draft Budget for 2018/19

#### **10.1 Management Accounts**

The governors discussed whether the management accounts should be scrutinised by the Board in addition to the F&GP. Members of the F&GP and Audit Committee commented that a summary of the report and KPIs could be submitted

**RESOLVED – subject to opinion from the External Audits, Management Accounts will be submitted to the Board as a summary for 2018/19, with full accounts available for consideration on request.**

SG highlighted that the accounts show a healthy position with healthy end of year position forecast and that student retention (standing at 97.4%) was outstanding.

**RESOLVED – Management Accounts to 31.05.2018 were approved.**

## **10.2 Financial Plan 2017/18 – 2019/20 and Draft Budget for 2018/19**

SG highlighted that:

- the financial plan included figures for current year, next year's budget and the following year's forecast.
- key assumptions are that funding is frozen at £4000 per student and that student number remain static.
- a surplus of £479k is forecast for 2018/19, which reduces to £61k in 2019/20.
- increases in staff salaries and pension are not sustainable in the long term if these assumptions remain.

### *Governor Comments and Questions*

- Although there is a review of funding for post 16 education underway, revised funding settlements are unlikely to be submitted for the Budget Allocation in October 2018 so any funding increase is unlikely to increase the College's income before 2020/21.
- Other income generation activities could be reviewed in 2018/19, although this has been considered by the College previously and would distract from the core business of 16-19 year olds which the college excels in.

### *Q: Has there been a conscious growth strategy?*

The strategy developed has allowed the College to reach an optimum student number (around 3,300), which enables the College to fulfil its inclusivity objectives whilst maintaining quality. However, over the last three years the College has used portacabins to accommodate additional pupils and does potentially have the capacity to grow. The College has adapted its structures and systems in order to maintain and enhance the College's ethos, if there was need to grow further or there is capacity on site to do so.

It was noted that by 2020 there is likely to be an additional five high schools in Manchester to cater for growing pupil numbers which will necessitate a growth in 16-19 capacity. The Principal advised caution in growing student numbers, unless for a good reason and responsive to the needs of the community and DfE initiatives which could enhance our provision.

**RESOLVED - Financial Plan 2017/18 – 2019/20 and Draft Budget for 2018/19**

## **11. Audit and Risk Management Report**

The following, which have been recommended for approval by the Audit Committee (20 June 2018), were noted:

1. Risk Management Register for 2018/19.
2. Internal Audit Plan for 2018/19
3. External Audit Plan for 2018/19

### *Q: What is the impact of external inspection relating to Section 48 (Risk Management Register)?*

The Governors discussed the impact of external inspection of Catholic Sixth Form Colleges, in particular the standards relating to attending mass, which is not appropriate for the mixed cohort of the College and noted that there is still an ongoing debate on the inspection criteria and standards.

**RESOLVED – AP to report back to the Board on the development of external inspection standards**

**RESOLVED – Internal Audit Plan, External Audit Plan and Risk Management Register were approved.**

## **12. Principal's Report on: Performance against targets set in the Strategic Plan**

The Principal's Report and the Executive Summary (which was circulated in advance) was noted.

AC reported on the exit strategy relating to her retirement and Sean Gaughan's retirement, highlighting the development of the SLT from 2015/16 to 2018/19. In particular:

- SMT has expanded in order to delegate responsibilities effectively, including four new Assistant Principals whilst student numbers had remained static at 3,300 over the past 3 years.
- The proposed structure for 2018-2020 allows for handover/continuity and future development
- Incoming Executive Principal has been involved in recent appointments and has been working with Loreto team over the past few months.
- Systems, culture and ethos are similar and complementary between SJR and Loreto.
- Handover of Finance and Resources portfolio has been facilitated as this is an internal appointment. Some external support for the new post holder is available.

Exit from Loreto High School

AC invited TW to report on the exit strategy. TW thanked the College for the support provided by AC at Loreto High School since September 2017 and the impact she has had on the school. TW outlined the Principal's exit strategy and tabled a one-page summary, highlighting that:

- AC had been very involved with quality reviews, has attended management team meetings and supported the school through their HMI visit
- School leaders have developed their skills through this process.
- New processes are now embedded into the work of the school
- Action Plan to be monitored by School
- TW to maintain continuity and sharing good practice by attending Loreto College Board of Governors and Standards Committee meetings.

## **13. Mary Ward Review**

The Mary Ward Review was received and noted.

**RESOLVED – that governors should return their submissions to the College as soon as possible.**

**RESOLVED - that the Action Plan for Governors should be included into the MW Review and monitored at the Standards Committee.**

**MD left the meeting.**

## **14. Complaints Report**

AP reported that no formal complaints were received during 2017/18, although some informal complaints had been received relating to transport, litter and inconsistency of access without an ID card. All informal complaints had been investigated and had not required escalation.

## **15. Safeguarding & Child Protection Report**

The Safeguarding and Child Protection Report was received and noted. AP reported that:

- although the number of serious incidents is about the same as last year but that the well-established safeguarding co-ordinator role and systems have helped the College identify and support more students (at lower levels of risk and incident)
- 280 active concerns (against 160 last year)
- Lower levels of external support were available to students who are 18, as they can only access adult services
- Referral numbers are similar to last year but the type of referrals has changed, with more referrals to CAHMS, reflecting increasing concerns around mental health
- More support being provided earlier in the academic year
- Gender split reflects national trends with more female than male students requesting support
- Wide range of local authorities that the College works with adds to complexity
- Safeguarding is ongoing within the College with training throughout the year.

#### *Governor Comments and Questions:*

Two governors commented on the quality of the training they had attended recently at the College, which was also available to relevant staff.

The Safeguarding Lead Governor reported that she had visited the college and discusses issues with AP each term. She advised that Assist training on recognising the early signs of suicide is available.

A governor advised that Heads of Hall work hard to ensure that students are appropriately supported.

#### *Q: Does the student need to disclose support received on going to further education or training?*

There is no statutory framework for sharing information between college and university. Minister for Universities is considering how to ensure that appropriate support may be made available as mental health referrals have increased considerably. Appropriate disclosure is not usually prejudicial for university application.

**RESOLVED – AP to investigate the suitability of Assist.**

#### **16 Annual HR Report**

The Annual HR Report was received and noted. AC highlighted:

- The Annual Report summarises the regular reports made to the F&GP committee through the year
- New HR manager starting on Monday 9<sup>th</sup> July 2018 who will focus on HR activities.
- CINTRA software has been purchased
- Consultancy from Oldham Sixth Form College is being provided to enable improved quality of HR reporting via the Cintra software.

**AP, TL, TW and PMcG left the meeting.**

#### **17. Governance matters**

a) Governance Appointments Academic Year 2018/19

The following appointments were considered:

##### **Appointment of Clerk**

**RESOLVED - Ms Alison Gould was appointed as Clerk.**

##### **Appointment of the Chair and Vice-Chair**

Nominations were received for Chair (Mary Heaney) and John McNerney (Vice Chair).

**RESOLVED - The nominations being unopposed, the following were elected:**

**Chair        Mary Heaney**  
**Vice Chair   John McNerney**

**b) Membership of Committees**

The Board agreed to defer discussions on committee membership until Autumn when Terms of Reference for all committees would be reviewed.

**RESOLVED – Committee Membership and Committee Terms of Reference to be considered at the next meeting (October 2018)**

**c) Appointment of Executive Principal (See Part 2 Minutes)**

**d) Governor Meetings 2018/19**

The meeting schedule circulated was noted. The Clerk advised of a proposed change to dates of July 2019 Board (11<sup>th</sup> July 2019) meeting and Away Day (tba).

**RESOLVED – updated schedule of meetings to be confirmed**

**e) Governors' Accountability & Planning Away Day**

The Chair reported that:

- the Away Day had been postponed at short notice as some governors were unable to attend and this made the event unviable.
- The Chair and Vice Chair had reviewed structure of the day and suggested 29<sup>th</sup> September 2019 (morning only)
- The Away Day will focus on a governance workshop led by National Leader in Governance, Ariana Yakas

**RESOLVED – Clerk to confirm governors' availability for the new Away Day date.**

**f) Governors' Skills Audit**

The Clerk reported that;

- Most governors had completed the audit and thanked them for doing so.
- Initial analysis has shown that the governing body as a whole is strong on leadership, with no significant weaknesses in any area
- There were differences in specialist skills (eg contracts, HR, curriculum) between governors, which relate to the committees on which individuals serve, indicating that that governors with the appropriate skills are sitting on the appropriate committees.

**RESOLVED – the Vice Chair (JMcN) will develop a Governance Development Plan based on the audit and the outcomes of the away day**

**g) Terms of Reference of Remuneration Committee**

The terms of reference were received and it was noted that they were recommended by the Remuneration Committee for approval.

**RESOLVED – the Terms of Reference of the Remuneration Committee were approved subject to the following minor amendment:**

**Page 2 will usually meet annually.**

## **18 College Trips and Visits**

The paper outlining requests for approval of college trips and visits was received and noted. SG highlighted that most trips are to Europe, with two being to the US and one to Iceland, although all these trips are well-established.

Governors Comments:

Trip itineraries to Rome, Madrid and the US could include visits to Mary Ward facilities

Trips seem to be mainly related to arts subjects and students studying maths and science do not have equal access to overseas visits. Could this be discussed by subject teams?

Could the two NY trips combine?

Do disadvantaged students have access to overseas trips and visits? The Guy Hutchinson fund and some internal funding is made available to disadvantaged students.

**RESOLVED - In future this paper should highlight if new staff are leading the trips.**

**RESOLVED – Trips were approved in principle subject to comments being considered.**

## **19 Review of Policies:**

a) The following policies were received, and it was noted that they were recommended for approval by the Finance & General Purposes Committee:

- (i) Financial Regulations (26/6/2018)
- (ii) GDPR Compliance (9/5/2018)
- (iii) GDPR Policy (Examinations) (9/5/2018)
- (iv) CCTV (9/5/2018)
- (v) Admissions (9/5/2018)

**RESOLVED – the Financial Regulations, GDPR Compliance Policy, GDPR Policy (Examinations), CCTV Policy and the Admissions Policy were all approved.**

b) Health and Safety Policy

The Health and Safety Policy was received and it was noted that no changes were recommended.

**RESOLVED – the Health and Safety Policy was approved.**

## **20 Any other Business**

The Chair reported that Angela will be resigning as a Staff Governor as she is retiring from the College. The Chair thanked her for her dedicated service to the College and the Board, noting that she had joined the Governing Body in 2013 as staff governor, sitting conscientiously on the Standards Committee.

The Chair reported that Sean Gaughan will be retiring at the end of July and thanked him for his long, dedicated service with the college, initially as a Maths Teacher (in 1987) and latterly as Senior Assistant Principal for Finance and Resources, attending many governor meetings and producing concise, helpful papers and overseeing the re-building of the campus. Sister Patricia also thanked SG for his unerring support for the Governing Body.

The Chair thanked Ann Clynch for all her work at Loreto over many years, undertaking a total transformation of the College with skill and humanity. Her support for the charitable work of the college and her contribution to education across Manchester were widely recognised.

**21 Date of Next Meeting – 17 October 2018**

The meeting closed at 20:20 with a prayer.

Signed ..... Date .....

Name MARY HEANEY (Chair of the Board of Governors)

**GOVERNING BODY MEETING held on 26<sup>th</sup> March 2018**  
**PART TWO MINUTES**  
**STRICTLY CONFIDENTIAL**

The Part Two minutes of 26<sup>th</sup> March 2018 were accepted as a correct record of the meeting.

Outstanding issues were addressed through the agenda.

**Agenda Item 17 b Appointment of the Executive Principal**

MH reported that:

- the arrangements for the appointment of the Executive Principal (for 20 months from August 2018) had been approved in principal by the Board in March 2018. Outstanding matters had been resolved and the MOU has been approved by the Governing Bodies of both Sir John Rigby College and Loreto College.
- Executive Principal job description has been reviewed by F&GP and outlines the delegation of responsibilities
- Performance Management Procedures for Designated Senior Postholders has been reviewed by Remuneration Committee and will be implemented in relation to this appointment.
- Salary will be paid from 1<sup>st</sup> August

*Q: How will external networking and representation of the College be undertaken?*

The strategic matters will be handled by Peter McGhee; operational matters have been delegated to senior staff who have been trained on these areas through the year.

*Q: How will this be monitored by both sides?*

This will be monitored through monthly meetings between the Chair and the Executive Principal and termly meetings between the Chairs of both colleges.