



Board of Governors MINUTES

Meeting to held on Wednesday 31st October 2018
5.30pm for 6pm in Conference Room B/C

Governor		4/7/2018	31/10/18
Foundation Governor	Mary Heaney (Chair) (MH)	✓	✓
Foundation Governor	John McNerney (Vice Chair) (JM)	Apologies	✓
Executive Principal	Peter McGhee	✓	✓
Staff Governor	Alison Benson (AB)		Apologies
Parent Governor	Amanda Corcoran (AC)	✓	Apologies
Co-opted Governor	Victoria Dolan (VD)	✓	✓
Co-opted Governor	Stephen Gabriel (SG)	✓	Apologies
Foundation Governor	John Gibbons (Mr JG)	✓	✓
Foundation Governor	Dr John Gibbons (Dr JG)	✓	✓
Foundation Governor	Sr Patricia Goodstadt (PM)	✓	✓
Student Governor	Ebony Pitt (EB)	✓	Apologies
Student Governor	Aaron Antrobus (AA)	✓	Apologies
Foundation Governor	Tom McGee (TM)	✓	Apologies
Co-opted Governor	Eula Miller (EM)	✓	✓
Co-opted Governor	Jill Roberts (JR)	✓	✓
Co-opted Governor	Julian Skyrme (JS)	✓	Apologies
Foundation Governor	Sr Bernadette Turtle (BT)	✓	✓
Foundation Governor	Niall Wright (NW)	✓	✓
In Attendance			
Clerk	Alison Gould (AG)	✓	✓
Director of Finance	Tracey Livesey (TL)	✓ to item 16	✓
Deputy Principal	Andrea Pritchard (AP)	✓ to item 16	Apologies
Executive Principal	Peter McGhee (PM)	✓ to item 16	✓
Vice Principal	Mike Deasy (MD)	✓ to item 13	✓
Asst Principal	Cate Carr (CC)		To item 4

Opening Prayer

The meeting opened with a prayer at 18:03.

1 APOLOGIES AND ATTENDANCE

Apologies were received and accepted from Alison Benson, Amanda Corcoran, Stephen Gabriel, Tom McGee, Julian Skyrme, Aaron Antrobus, Ebony Pitt and Andrea Pritchard.

It was noted that Cate Carr was attending to present the Student Report as the student governors were unavailable.

2 DECLARATIONS OF INTEREST

There were no additional declarations of interest. in any agenda item by Governors and staff present.

3 ITEMS OF A CONFIDENTIAL NATURE

There were no matters relating to the staff, finances or operation of the college be taken in a confidential part of the meeting.

4 STUDENT GOVERNORS REPORT

Cate Carr (Assistant Principal for Student Services for L6) represented the two student governors and presented their report highlighting:

- Student Ball
- Band on the Wall musical event
- Visit to India
- All 118 Tutor Groups have a student voice rep; each Hall has elected a student council representative.
- NCS have delivered assemblies.
- Freshers' Fair
- PREVENT week
- Radio 4 debate recorded in October
- Charity events (Pink Friday and Toilet Twinning)
- Careers events (apprenticeships, personal statement support and universities, degree apprenticeships)
- Mary Ward Day
- First Student Reviews with Personal Tutors.
- Community Tuesday

Q: Are there any concerns raised by Students?

The requirement for Student ID is being strictly required in order to gain access to the site. Students have asked for alternative forms of ID to be considered at the full student council meeting on Nov 15th 2018.

Q: Has there been any discussion of students' role on the Board of Governors?

CC reported that this had not been raised specifically but that student governors were generally supportive of playing a fuller role at the meetings although the timing of meetings was difficult for students.

AP 1 RESOLVED – PM to meet with SLT and students to discuss their role at Board of Governors meetings.

AP 2 RESOLVED – CC to circulate the constitution of the Student Council to governors (via the Clerk).

5 MINUTES OF THE MEETING OF 4TH JULY 2018

The minutes were reviewed.

RESOLVED – the minutes were approved as a true and accurate record of the meeting and were approved for publication.

6 MATTERS ARISING FROM THE MINUTES OF 4TH JULY 2018

Progress on the following matters arising was reviewed:

Agendum 10 Financial Report

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.

MH reported that this matter had been considered by F&GP and that the report format updated. No further action is required.

Agendum 11 Audit and Risk Management Report

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

PM reported that a new national framework is being developed, which it is hoped will be used by all Catholic colleges. A draft should be available in November 2018, with a final version in March 2019, to be trialled in 2019/20, for full implementation 2020/21. Sister Patricia confirmed that she had voiced concerns that the draft was very legalistic and left very little flexibility on meeting the requirements.

AP3 RESOLVED - to consider the new framework in Spring 2019

Agendum 13 Mary Ward Review

Governors should return their submissions to the College as soon as possible.

The Action Plan for Governors should be included into the MW Review and monitored at the Standards Committee.

Governors were updated on Mary Ward activities. It was reported that there is new process for 2018/19, where governors will reflect on their own practice.

AP4 RESOLVED – Sister Patricia to brief the Governors on the new LEEN/MW review in March 2019.

Agendum 15. Safeguarding & Child Protection Report

AP to investigate the suitability of Assist.

AP5 RESOLVED - AP to update governors separately.

Agendum 17 Governance matters

All matters were either completed or were raised on the agenda of this meeting.

18 College Trips and Visits

In future this paper should highlight if new staff are leading the trips. New format of approval document. See Agenda item 13.

7 MINUTES OF COMMITTEES AND MATTERS ARISING

a) minutes of the committees:

(i) Finance & General Purposes Committee of 26th June 2018

RESOLVED – the minutes were adopted.

(ii) Standards Committee of 27th June 2018

RESOLVED – the minutes were adopted subject to typographical errors being corrected on page 4

b) unconfirmed minutes/action logs of committees

The matters arising from the following minutes/action logs were noted and reviewed

(i) Finance & General Purposes Committee of 8th October 2018

(ii) Standards Committee of 3rd October 2018

(iii) Audit Committee of 20th June 2018

Mr JG Sr drew governors' attention to the SAR Validation meeting timetable and invited governors to attend some/all of an event and highlighted that the final validation meeting involves students.

AP6 RESOLVED – Clerk to invite all governors to attend validation meetings.

8 PRINCIPAL'S REPORT

a) Executive Summary of Activities September /October 2018, including an overview of 2018 Examinations

The report was noted.

Recruitment

PM highlighted the following items from the report:

- The three-year strategic plan confirms that a student body of 3300 should be maintained, against an actual student roll of 3498. The increase is predominantly related to a 6% increase in progression from L6 to U6.
- Options are to reduce student recruitment or to increase the statement of the student roll to 3500. SLT will develop options and report to F&GP.

Q: Is the increased retention due to linearity?

The impact of linear A levels is a feature across the country and has increased retention. However, the 6% increase seen this year may not be replicated in coming years.

Q: Do we have to offer a place to all students who apply who meet our entry requirements?

The College must provide a place to all students who have been given an offer and meet our entry requirements. The number of late enrolments was an all-time high which skewed recruitment and we believe this was related to the timing of the August Bank Holiday.

Q: How are you ensuring that quality is maintained given additional numbers?

There have been small increases in teaching groups, most significantly in U6 tutor groups. No additional staff have been employed. Some recently retired staff have been recruited to help in writing UCAS references and staff who have had under-allocation of teaching time have been re-directed to meet the college priorities.

Q: Is the site able to cope with increased numbers?

There are sufficient teaching rooms for the current numbers. There is some pressure on IT resources and central facilities when all students are present.

AP7 RESOLVED – SLT to investigate options regarding recruitment targets and report to Finance and General Purposes Committee.

Examination Results

PM reported that the College remains Grade 2 for three-year T score, although the 2018 results meant the College dropped out of Red ALPS. There are a number of subjects under quality review, giving greater scrutiny of plans and actions for improvement.

Q: How are the examination results in comparison to the previous years' results?

This year A level grades A*-B and A*-C have fallen year on year. This is the first cohort who have enrolled on a three A level programme.

Chaplaincy

PM reported that a part-time Assistant Chaplain has been appointed, assisting in a range of activities.

Performance Management

PM reported that following the implementation of the Performance Management Appraisal process, Performance Related Pay Progression has been introduced smoothly. Trade Union Representatives have been involved. PRPP is averaged over two years, to include 2017 where examination results were extremely good.

Q: What is the appeal process for PRPP?

The procedure for awards and appeals was considered by the Board in July 2018. There were only two members of staff who did not achieve expected PRPP.

TfLL (Teaching for Living and Learning)

PM reported that the improvements in understanding the Mary Ward context were very pleasing. Mental and Emotional Wellbeing support is being provided city-wide, funded by the Manchester Schools Alliance and Manchester City Council but funding is not secure for 2019/20. It is likely that individual educational institutions will be asked to fund the service in coming years.

b) College Development Plan

The updated College Development Plan was noted.

The Chair reported that the College SLT felt that the document was a very useful review/monitoring internal document but that the format for reporting to governors would be reviewed at the end of this year in order to provide a concise strategic report for the Board.

c) ACVIC

Peter McGhee reported that the recent conference gave updates on:

- CES inspectorate
- RE curriculum directory, assessment and accreditation

9 FINANCIAL REPORT

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

a) Management Accounts to 31.07.18

TL reported that the surplus is £632k (after pension adjustment). Since the document was circulated, the auditor has recommended some amendments including payroll costs as a percentage of income which should now read 68% not 66% and is related to how pension adjustments are reported.

RESOLVED - Revised accounts will be circulated to governors.

JR reported that:

- Format of financial reports was discussed at F&GP committee and that it was recommended that the first two pages of commentary, page 1 and balance sheet should be reported to governors routinely to focus discussion on key metrics.
- Commentary should outline financial risks. Full accounts would be available to view.

b) Funding Update

PM reported that SFCA have launched a national campaign and online petition to raise the funding rate for sixth form students. All Principals have been asked to contact MPs.

The Chair reported that ACVIC had discussed whether a judicial review of funding inequality could be requested. This was not considered feasible and ACVIC will brief ~~members~~ Bishops later this year.

10 SAFEGUARDING & CHILD PROTECTION REPORT

The report (which has been presented to the Standards Committee) was noted. PM highlighted:

- that the College is working with 275 students relating to safeguarding, with around 60 requiring very high levels of intervention.
- high percentage of needs relating to mental health
- increased counselling hours and drop in sessions have been introduced to provide fast first contact with students
- policies have been updated in response to KCSIE 2018
- success of the “Should the College know?” posters at enrolment, enabling earlier intervention.

11 GOVERNANCE MATTERS

a) Feedback from Governors’ Accountability & Planning Away Day

JM reported that three governors had met to discuss next steps following the Away Day:

- Generally positive feedback from governors 2019 Away Day to be scheduled for September 2019
- Action plan to be developed as part of the Governance SAR
- Each committee to robustly review its effectiveness and what information should be referred to the Board.
- External scrutiny of governance to be arranged for early 2019.
- Governors will be encouraged to observe at committees which they do not routinely attend.

RESOLVED – Clerk to advise governors of next Away Day date.

RESOLVED – Clerk to add effectiveness of committee to agenda of each of the next committee meetings.

b) Committee Terms of Reference

The clerk reported that terms of references are being reviewed in order to bring best practice and assure full alignment with the Instrument and Articles to all TORs.

c) College Events Calendar

The events calendar was noted. The clerk advised that an updated calendar had been circulated.

d) Register of Interests 2018/19

The requirement for each governor and SLT member to provide a declaration of interest was noted.

RESOLVED – all governors to send their declaration

RESOLVED – Committee Membership and Committee Terms of Reference to be considered at the next meeting (October 2018) See agenda item 11.

12. LORETO TRUST BOARD UPDATE

It was noted that papers had been circulated to Governors. PG gave a verbal update, highlighting:

- successful nomination of Victoria Dolan as a Foundation Governor.
- timetable for presentation of information and documents to the Trust Board has been circulated
- Quality and Accountability document, which outlines how quality would be maintained in the future in schools and colleges. Feedback has been requested by end of November.
- Trust Board AGM will take place on 2nd May 2019 at Loreto College and all governors and SLT will be invited.

RESOLVED – governors and SLT to be invited to Trust Board AGM 2/5/2019

RESOLVED – Trust Board documentation will be considered at F&GP.

13. COLLEGE TRIPS & VISITS

The proposed trips were noted.

PM highlighted that:

- there is an enhanced process of review by SLT
- all overseas trips were subject to risk review
- BTEC computing to Brussels is not going ahead.

Q: What is the average ratio of staff to students for overnight stays (ref Proposal 2)?

The staff ratio will be reviewed as this is not in line with other trips.

RESOLVED – Chair to approve Proposal 2 Cambridge trip (40 students) by chair’s action.

Q: How are “disadvantaged” students supported to take overseas trips?

This cannot be reported on in advance of approval of the trip as numbers and individuals interested are not yet known.

RESOLVED – PM to report to next meeting on how successfully the college ensures that disadvantaged pupils can access additional educational opportunities provided by trips in the UK and overseas.

14. REVIEW OF POLICIES

JM reported that:

- he had discussed policies with Andrea Pritchard and has agreed that for clarity in future separate policies should be written for staff and students
- policies may need to be reviewed prior to their published review date so a revised review schedule will be published.

a) Policies recommended by the Standards Committee

(i) Safeguarding Children and Adults

The policy was noted.

Q: This policy suggests that information would be shared with parents. Does this assume that both parents will be informed, even if living at separate addresses and does this apply to students who are over 18?

Up to the age of 18 the same safeguards are in place as there in schools, where the college is required to have two points of contact for a student and that one contact is nominated (by the student) as the emergency contact. Information would be given to those who are recorded as nominated contacts. The safeguarding policies reflect the difference in approach when students reach 18.

RESOLVED - The Safeguarding Children and Adults Policy was approved.

(ii) The following policies were all received and noted:

- Anti-Bullying
- Harassment
- Work Placements
- Student Behaviour
- Mental Health and Wellbeing
- Counselling

RESOLVED – The policies on Anti-Bullying, Harassment, Work Placements, Student Behaviour, Mental Health and Wellbeing, Counselling were approved.

15. STAFF SUPPORT PROGRAMME AND QUALITY REVIEW SUBJECTS

a) Staff Support Programme

The report was noted. MD reported that:

- Nine members of staff have been nominated for the Staff Support Programme through line management.
- the full year programme, which is individually designed and monitored by their line manager, with outcomes reviewed at the end of the year.

b) Quality Review Subjects

The report was noted. MD reported that;

- Subjects for Quality Review have been agreed following the examination meetings and reflect either a decline in standards or low standard in one year.
- Heads of Department have been generally positive in response to this process

Q: How does the SAR validation process link to this activity? What will this deliver in addition to the Quality Review?

The SAR process is a governance process which allows good practice to be celebrated in addition to identifying issues and monitoring the impact of actions. SAR moderates across the whole curriculum. Quality Review is a management-led process.

16. Health and Safety Report

The report was noted.

17. Any Other Business

There were no matters raised for consideration.

18. Date of the Next Meetings

The dates of the next meetings were noted:

13 December 2018

25 March 2019

3 July 2019

Closing Prayer

The meeting closed with a prayer.

Signed

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13 December 2018

MARY HEANEY, Chair of Board of Governors