



MINUTES

Board of Governors

Monday 25th March 2019

Attendance and Apologies				
Governor		31/10/18	13/12/2018	25/3/2019
Foundation Governor	Mary Heaney (Chair) (MH)	✓	✓	✓
Foundation Governor	John McNerney (Vice Chair) (JM)	✓	✓	✓
Executive Principal	Peter McGhee	✓	✓	✓
Staff Governor	Alison Benson (AB)	Apologies	✓	✓
Parent Governor	Amanda Corcoran (AC)	Apologies	✓	✓
Foundation Governor	Victoria Dolan (VD)	✓	Apologies	✓
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)	✓	Apologies	✓
Foundation Governor	Tom McGee (TM)	Apologies	✓	✓
Co-opted Governor	Eula Miller (EM)	✓	Apologies	X
Co-opted Governor	Jill Roberts (JR)	✓	✓	✓
Co-opted Governor	Julian Skyrme (JS)	Apologies	✓	✓
Foundation Governor	Sr Bernadette Turtle (BT)	✓	✓	✓
Foundation Governor	Niall Wright (NW)	✓	✓	✓
Student Governor	Ebony Pitt (EB)	Apologies	Apologies	✓
Student Governor	Aaron Antrobus (AA)	Apologies	Apologies	✓
In Attendance				
Vice Principal	Mike Deasy (MD)	✓	✓	✓
Clerk	Alison Gould (AG)	✓	✓	✓
Director of Finance	Tracey Livesey (TL)	✓	✓	✓
Deputy Principal	Andrea Pritchard (AP)	Apologies	✓	✓

Opening Prayer

1 MEMBERS PRESENT AND APOLOGIES

Apologies were received and accepted from Tom McGee. Eula Miller was not present. The Board sent condolences to Tom McGee for his recent bereavement.

2 DECLARATIONS OF INTEREST

There were no further interests declared in any agenda item.

3 CONFIDENTIAL ITEMS

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

4 STUDENT GOVERNORS UPDATE

Student Governors gave a short updated on student activities from December 2018 to present and highlighted:

- Range of drama, music, presentation, spiritual, charity, cultural and community activities
- Trips and visits
- Examinations, academic reviews and revision periods
- Dedication of the staff and academic and pastoral support

Q: Are there any areas for improvement?

Areas highlighted by the Student Council have been addressed and reported back to students. Any further issues can be raised in Student Council.

Q: Have there been any issues raised related to the increased numbers of students?

Students reported that there is occasionally congestion on the stairwells making it difficult to get to lessons on time. The Principal reported that the timetable has been adjusted for next year to address this.

The Student Governors left the meeting.

5. GOVERNOR NOMINATIONS

a) **Dr Janet Nevin (Nominated as Co-opted Governor)**

Janet Nevin's nomination was noted and was proposed by Sister Patricia Goodstadt. The nomination was accepted unanimously.

AP1 RESOLVED – Janet Nevin was appointed as a co-opted Governor effective from 25/3/2019

b) **Helena Gittins (Audit External Advisor)**

Helena Gittins nomination was noted and was proposed by Sister Patricia Goodstadt. The nomination was accepted unanimously.

AP2 RESOLVED – Helena Gittins was appointed as External Advisor to the Audit Committee effective from 25/3/2019

Janet Nevin joined the meeting.

6 MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON 13TH DECEMBER 2018.

(i) **Approval of Minutes**

The minutes were approved as a true and accurate record of the meeting.

(ii) **Publication of the minutes in accordance with the college's Articles & Instruments.**

AP3 RESOLVED - The minutes were approved and authorised for publication.

7 MATTERS ARISING

The matters arising from the last minutes and ongoing matters arising were noted and the status or progress on those matters is noted below:

Action Point	Action	Status Update	Complete
31/10/2018 AP 1	PM to meet with SLT and students to discuss their role at Board of Governors meetings.	PM reported that he had met with the student governors and discussed the possibility of increased engagement in governor meetings. Currently, both governors prefer the current level of engagement. An enhanced role for student governors will be reviewed for 2019/20. PM assured governors that there is ample opportunity to gain input from students through student council and student voice representatives. This action will be monitored by Away Day Working Group. Ongoing.	✓
31/10/2018 AP3	Consider the new external inspection framework in Spring 2019	See agenda item 12 of this meeting (25/3/2019)	✓
31/10/2018 AP4	Sister Patricia to brief the Governors on the new LEEN/MW review in March 2019.	See agenda item 11 of this meeting (25/3/2019).	✓
31/10/2018 AP7	SLT to investigate options regarding recruitment targets and report to Finance and General Purposes Committee.	See agenda item 13 of this meeting (25/3/2019)	✓
31/10/2018 AP11	All governors to send their declaration of interests to the Clerk as soon as possible.	Clerk to contact individuals for outstanding declarations. Completed.	✓
31/10/2018 AP13	Governors and SLT to be invited to Trust Board AGM 2/5/2019	Sister Patricia invited all Governors.	✓
31/10/2018 AP16	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.	This is now part of a wider review of opportunities for disadvantaged students and will be considered along with information from performance tables. A review is being undertaken on the full diet of trips and visits and will be reported to governors in Summer 2019.	

Action Point	Action	Status Update	
31/12/2018	Mr John Gibbons was re-appointed as a Foundation Governors, subject to confirmation by the Loreto Trust Board.	The Chair of Loreto Education Trust reported that Mr John Gibbons' re-appointed foundation governor had been confirmed and that Niall Wright, Mary Heaney and Sr Patricia Goodstadt were also re-appointed as foundation governors (effective from 1/9/2019).	✓
31/12/2018 AP6	Chair and the Accounting Officer were authorised to sign and submit the Report and Financial	Completed. Signed and submitted.	✓

	Statement for period ending 31/7/2018 on behalf of the Governing Body.		
31/12/2018 AP7	Chair and the Accounting Officer were authorised to sign and the letters of representation on behalf of the Governing Body	Completed. Signed and submitted.	✓
31/12/2018 AP8	Chair was authorised to submit the FMCE report.	Completed.	✓
31/12/2018 AP9	College was authorised to forward the annual report of the Audit Committee to the funding body.	Completed. Signed and submitted.	✓
31/12/2018 AP11	Clerk to invite all governors to attend meeting with student at Validation Panels in 2019/20.	To be noted.	✓
31/12/2018 AP12	Clerk to circulate the final version of governance SAR to all governors.	Completed.	✓

8 MINUTES OF COMMITTEES AND MATTERS ARISING

The minutes of the following committees were noted:

- Finance & General Purposes Committee of 28th January 2019
- Standards Committee of 5th December 2018

Q: How are staff absences being managed?

Higher rates were related to long term sickness have been noted and the impact on student experience is being monitored and reported on at each F&GP meeting.

RESOLVED - Minutes of the Finance and General Purposes Committee of 28/1/2019 were adopted subject to a minor typographical change.

RESOLVED – Minutes of the Standards Committee of 5/12/18 were adopted.

9 PRINCIPAL'S REPORT

The Report and Executive Summary were noted. The Principal highlighted:

- Successful interview evenings with generally very good attendance
- Alumni initiative introduced.
- Pathways Parents Conference and additional learning support interventions.
- 16-18 Performance Tables - Level 3 value added progress measure for A level qualifications is at +0.09, (against +0.17 in 2017). There has been a national dip with the introduction of linear A levels, which continues to be monitored.
- Loreto has largest number of disadvantaged students on L3 provision in the country, representing 28% of all A level exam entries at the College.

- Department of Education Review of Post 16 qualifications at Level 3 proposals are out for consultation.
- Interdepartmental learning walks has been reported as a strong feature for staff development and sharing good practice.
- Programme of employability skills from December 2018 to March 2019
- Mentoring programmes (One Million Mentors and Brightside Mentoring).
- Respect Week
- Mastery Maths programme is continuing, with a future focus on assessment.
- Development of ILT systems addressing a range of requirements.
- Ongoing support for Loreto High School, which achieved a grading of Good at the recent OFSTED inspection.

Q: Is there any more detail in the student destinations data regarding gender, home geographic location and university location of disadvantaged students?

The data is reported to the Standards Committee and is continually being refined to allow for the most accurate reporting relating to disadvantaged students. It has been noted that more disadvantaged students achieve their places through clearing, which is being further monitored. Cultural and educational expectations may be playing a role in this.

AP4 RESOLVED – further detail on the destination data of disadvantaged students to be provided to the next meeting.

AP5 RESOLVED - A link to national performance data to be sent to governors.

Governor Comments:

- Commended students' achievements, in particular that against a national average 12%, 26% of Loreto students entre a Russell Group University, with 20% of disadvantaged students at Loreto gaining access to Russell Group universities (higher than the national average).
- Commendation for students and staff implementing Respect Week
- Difficulty of celebrating the achievements of disadvantaged students, which could be addressed through presenting achievements by postcode.

Q: Have unconditional offers reduced this year?

Nationally this has reduced and the focus of unconditional offers is moving towards making offers for those who are not currently in education.

Q: What is the College's position on offering more vocational courses?

There is no immediate plan to reduce its current offering of vocational programmes and there will be an increase in some BTEC science provision. The DfE consultation on applied general qualifications outlines national proposals. The College's mission statement means that the College does not aim to offer young people a binary option between academic and vocational qualifications. The College is investigating making more flexible offers to students to allow them to study one A level and two BTEC subjects.

Q: What is the impact of gang-related activities in the locality of the college?

This is a risk which the College manages on a regular basis. There have been incidents involving Loreto students but there is no evidence that this has increased disproportionately. There is increased security around the College campus and improved CCTV.

10 FINANCE REPORT

a) Summary Management Accounts to Jan 2019

The report was noted. The Director of Finance highlighted the key financial indicators and confirmed that the EFSA continues to report that the College's financial health is good.

Q: Are there any national figures for retention?

The national year-end figure for retention for 2 year courses is 84% last year. Loreto figures were 82%.

AP6 RESOLVED – Retention rates for disadvantaged students to be monitored by the Standards Committee.

b) Mid-Year Financial Report – Performance against Financial Objectives for the year

The report was noted. The Director of Finance reported that all financial objectives had been achieved.

c) Update on Funding for 2018/19

The report was noted. The Director of Finance reported that the additional student numbers represented an additional income of £900,000 next year and that capital funding of £234,000 had been received from the Little Extras Capital Funding Allocation.

d) Update on Insolvency Regime

The report was noted. The Director of Finance highlighted:

- The new legislation (insolvency Act) brings SFCs into line with insolvency arrangements for companies, excepting that an Education Administrator could be appointed in order to secure educational provision for students.
- Governors will have additional responsibilities, coming into the scope of the Company Directors Insolvency Act.

Q: What protections are available to governors and their personal liability?

The threshold for personal liability is very high and where governors review financial health regularly, it is unlikely that governors would be personally liable.

Q: How is the college protected against insolvency?

The F&GP committee provide a rigorous scrutiny of the financial position of the college. One of the governors raised concerns about the level of professional financial expertise within the operational team in the College. Some discussion took place in relation to addressing this skills gap over the next few months. A rolling two-year cash flow forecast is being further developed. The long-term funding position is uncertain for all Colleges, however, rigorous reporting against financial objectives would provide an early warning of potential financial difficulties.

AP7 RESOLVED – that financial risks were prudently managed and that there were sufficient measures in place to continue to review this regularly.

11 LORETO GOVERNANCE IN ENGLAND – STRATEGIC LEADERSHIP BRIEFING

The agenda item was brought forward in response to AP4 31/1/0/18

Sister Patricia highlighted the six key features of governance as defined by the DfE and urged governors to consider how Loreto College's governing body can be assured that these features are being implemented and that they are in line with Loreto's vision and values through evidence

AP8 RESOLVED - Page 33 – 36 of Mary Ward Review to be circulated to governors as a preparation for the Governors Away Day.

12 BRIEFING: NEW OFSTED FRAMEWORK AND ITS IMPACT FOR LORETO COLLEGE.

The Director of Finance and OFSTED lead for the College gave a short presentation on the new education inspection framework which is out for consultation and will be implemented from September 2019. Key points highlighted were:

- Cultural shift in how quality of education is measured, with curriculum at centre of the framework (intent, implementation and impact/achievement).
- More focus on education; less focus on data.
- Correlation between vocabulary size and academic success
- New judgement areas: quality of education; behaviour and attitudes; personal development; leadership and management (with no stand-alone outcomes judgement).

AP9 RESOLVED – Key questions for leaders and governors to be considered at next Standards Committee.

AP10 RESOLVED – full consultation framework to be circulated to all governors. (Clerk)

Q: Which bodies are responding to the consultation?

The college is contributing to responses provided by ACVIC and SFCA. Individuals and institutions can additionally make their own responses.

For outline of the draft of the new inspection framework see:

<https://www.gov.uk/government/publications/education-inspection-framework-draft-for-consultation>

13 STRATEGIC PLANNING RECOMMENDATIONS FROM SLT

This paper was noted. The Principal highlighted that:

- the paper presented was in response to AP7 31/10/2018, regarding increased student numbers
- proposals have been reviewed by F&GP and Standards Committees
- a maximum of 3500 students to be targeted in a managed approach
- additional staffing requirement to address increased student numbers
- review of accommodation, facilities and resources to support student experience

AP12 RESOLVED – the context of student numbers for 2018/19 and 2019/20, including additional income generated through increased student numbers was noted
- the recommendations regarding staffing levels and additional expenditure were approved.
- the recommendation to review existing accommodation, resources and facilities to meet the needs of future students was approved.

14 APPROVAL OF POLICIES

After review, the following policies were referred from FGP for approval:

- a) Disciplinary Procedures (Misconduct)

- b) Capability Procedure
- c) Whistleblowing Policy
- d) Reserves Policy

AP13 RESOLVED – Disciplinary Procedures (Misconduct), Capability Procedures, Whistleblowing and Reserves policies were approved.

After review, the following policies were referred from Standards Committee for approval

- a) Equality Objectives
- b) Single Equality Scheme
- c) Examinations/GDPR

AP14 RESOLVED – the Equality Objectives, Single Equality Scheme and Examinations/GDPR policy were approved.

15 TRIPS AND VISITS

Proposals for overseas trips and visits were noted. Director of Finance reported that general risk assessments had been completed.

AP15 RESOLVED – all the proposed trips and visits were approved.

16 AOB

The Chair passed on thanks from Ann Clynch for her leaving gift from governors.

Closing Prayer