

Board of Governors UNCONFIRMED MINUTES

Meeting held on Thursday 13th December 2018
6pm in Conference Room B/C Loreto College

Attendance and Apologies			
Governor		31/10/18	13/12/2018
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
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	✓
Executive Principal	Peter McGhee(PM)	✓	✓

Opening Prayer

The meeting opened with a prayer at 18:03.

1 APOLOGIES AND ATTENDANCE

Apologies were received and accepted from Vicky Dolan, Sister Patricia Goodstadt , Aaron Antrobus and Ebony Pitt.

It was noted that the Student Governors were unable to attend as the meeting coincided with their study leave period.

2 DECLARATIONS OF INTEREST

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

The following Governors were re-nominated:

Julian Skyrme	Co-opted Governor	3 years
Mr John Gibbons	Foundation Governor	4 years

AP1 RESOLVED – Julian Skyrme was re-appointed as a co-opted governor.

AP2 RESOLVED - Mr John Gibbons was re-appointed as a Foundation Governors, subject to confirmation by the Loreto Trust Board.

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

The Deputy Principal presented the student governors' report highlighting matters raised through Student Voice (comprising representatives from each tutor group) and the Student Council:

Student Voice highlighted:

- Improvements to Ward Cafeteria were welcomed
- Additional seating around campus was welcomed
- Introduction of is staffing and opening the Side gate onto Bold Street at 4pm for 15 minutes to reduce crowding at the main entrance was acknowledged.
- SSP and ISP appreciated by U6 especially during revision times. Sessions are timetabled and targeted at specific groups.
- U6 students supporting Pathways in RE lessons to enhance integration

Student Council reported:

- Students would like more praise notes/rewards, which is being addressed.
- Cost of sanitary products..
- Recycling
- Cafeteria food price and portion size.

The Deputy Principal reported that free sanitary products are available on request and that there is an increased focus on recycling across the College.

The Chair of the Validation Panel reported that students attending the validation meeting had been unanimous in their appreciation of the outstanding academic and personal support provided by the college and commended the students on their frank and erudite comments. Students raised the issue of affordability and availability of educational trips, in particular subject areas.

5 MINUTES OF THE MEETING OF 31st OCTOBER 2018

The minutes were reviewed and agreed with one minor change on page 9, item 15a): Change “*nominated for the Staff Support Programme through line management*” to “*identified for the Staff Support Programme through Senior Management.*”

AP3 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 LAST MEETING

Progress on the following matters arising was reviewed and the status of ongoing actions noted.

Action Point	Action	Status Report	Completed
AP 1	PM to meet with SLT and students to discuss their role at Board of Governors meetings.	PM 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.	
AP 2	CC to circulate the constitution of the Student Council to governors (via the Clerk).	To be circulated.	
AP3	Consider the new external inspection framework in Spring 2019	Clerk to add to agenda in Spring 2019.	
AP4	Sister Patricia to brief the Governors on the new LEEN/MW review in March 2019.	Defer until March 2019.	
AP5	AP to update governors outside the meeting on the suitability of Assist	AP reported that Assist is a 2 day training programme on preventing suicide. AP recommended that some staff have recently undertaken mental health and safety training which	✓

AP6	Clerk to invite all governors to attend validation meetings.	Completed.	✓
AP7	SLT to investigate options regarding recruitment targets and report to Finance and General Purposes Committee.	March 2019	
AP8	Revised accounts will be circulated to governors.	Completed.	✓
AP9	Clerk to advise governors of next Away Day date.	Completed.	✓
AP10	Clerk to add effectiveness of committee to agenda of each of the next committee meetings.	Completed	✓
AP11	All governors to send their declaration of interests to the Clerk as soon as possible.	Clerk to contact individuals for outstanding declarations.	
AP12	Committee Membership and Committee Terms of Reference to be considered at the next meeting (October 2018) See agenda item 11.	See Agenda Item 11.	
AP13	Governors and SLT to be invited to Trust Board AGM 2/5/2019	Sister Patricia to invite all Governors.	
AP14	Trust Board documentation to be considered at F&GP.	Completed.	✓
AP15	All trips were approved excepting Proposal 2 Cambridge trip (40 students) which can be approved by chair's action once question of staff student ratio is resolved.	MD reported that 3 members of staff will be accompanying this trip. Completed.	
AP16	PM to report to next meeting on how successfully the college ensures that disadvantaged pupils can access additional educational opportunities	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	

	provided by trips in the UK and overseas.	be reported to governors in Summer 2019.	
AP17	The Safeguarding Children and Adults Policy was approved.	Policies published. Completed. .	✓
AP18	The policies on Anti-Bullying, Harassment, Work Placements, Student Behaviour, Mental Health and Wellbeing, Counselling were approved.	Policies published. Completed.	✓

7 MINUTES OF COMMITTEES AND MATTERS ARISING

a) Minutes of the committees

- (i) Finance & General Purposes Committee of 8th October 2018
The minutes were reviewed and no matters were raised for discussion.
AP4 - RESOLVED – the minutes were adopted.
- (ii) Standards Committee of 3rd October 2018
The minutes were reviewed and no matters were raised for discussion.
AP5 - RESOLVED – the minutes were adopted.

b) Unconfirmed minutes/action logs of committees

The matters arising from the following minutes/action logs were noted and reviewed and no further matters for discussion were noted.

- (i) Finance & General Purposes Committee of 21st November 2018
Add attendance.
- (ii) Standards Committee of 5th December 2018
- (iii) Audit Committee Notes

8 PRINCIPAL'S REPORT

a) Executive Summary of Activities September /October 2018

The summary was noted.

b) Progress Report on the Strategic Plan and Achievement of Objectives

The progress report was noted. The Principal highlighted:

- Increased enrolment numbers this year
- Impressive estimated numbers of 10,000 on Open Days
- Impressive pathways provision which includes supported internships, one of which has led to an offer of employment. Staff absences have been high this term but this is being managed to ensure student experience does not suffer.

- Value added by subject related to the examinations outcomes, which were reported at the last meeting (Page 10).
- The Learning Walks process has continued this year as part of the annual cycle of lesson observation activities. This is underpinning excellence and development in teaching and learning.
- Number of staff on the Staff Support Programme has increased to 9 (from 3 last year); this process is designed to be supportive and to encourage staff to return to high performance.

Q: How does the college decide which staff should be offered the Staff Support Programme?

A: Contextualised student performance data identifies individuals who may be offered the programme. Most of the staff on the programme have been previously high performers. Developing a 2 year mindset for both staff and students has been the key focus for most staff on the programme. There is also a significant staff training programme which staff can access (Pages 13 – 16).

Q: How does student feedback input into this process?

There is a student survey at induction and exit of each subject which asks how well supported they are.

Q: Does staff performance relate to trends in absence?

This will be reviewed at the end of the academic year.

- Introduction of performance related pay for teachers has gone smoothly (page 13)
- Chaplaincy activities, including the inaugural LEEN student conference
- Duke of Edinburgh registrations have increased, which has made it difficult to accommodate all students. Participation is being managed to ensure that all expeditions are undertaken safely.
- There are 73 Oxbridge applications made this year; 3 have withdrawn and 52 have been invited to interview.

9 FINANCIAL REPORT

The financial reports recommended for approval by the Finance and General Purposes Committee (21st November 2018) were noted.

a) End of Year Reports

(i) Report and Financial Statement for Period ending 31/7/2018

It was reported that the College had received a “clean” report and financial statement for this year, which confirms a healthy financial position.

The Finance Link Governor reported that the college has a robust process for preparing the accounts, with only very minor changes identified in the auditing process.

The Chair thanked the Finance team for their work in preparing the year end reports.

Q: Does the college report on reserves?

There is a report in the accounts on reserves. The reserves policy is under review and outcomes will be reported to the Board in March 2019. The Finance & General Purposes Committee has undertaken modelling on the longer term impact on reserves of employment costs (e.g. pensions, NIC) and essential building repairs, the outcome of which will be considered in the reforecasting and budgeting process.

AP6 RESOLVED – the Chair and the Accounting Officer were authorised to sign and submit the Report and Financial Statement for period ending 31/7/2018 on behalf of the Governing Body.

(ii) Regularity Audit Report 21017/18

The report was noted.

AP7 RESOLVED – the Chair and the Accounting Officer were authorised to sign and the letters of representation on behalf of the Governing Body

(iii) FMCE

The report was noted.

AP8 RESOLVED – the Chair was authorised to submit the report.

(iv) Report on Progress on Achieving Financial Objectives

The report was noted. It was reported that:

- all financial objectives had been achieved
- although staffing cost ration had increased to 68%, this was still below the national average.

(v) Report of the Audit Committee to the Board of Governors

The report was noted. The Audit Committee Chair confirmed that there were no major issues to raise with the governors.

AP9 RESOLVED –the College was authorised to forward the report to the funding body.

b) Management Accounts October 2018

It was confirmed that:

- summaries of the management accounts would be presented to the Board, with the most recent full management accounts being reviewed by the Finance and General Purposes Committee.
- all monthly management accounts are reviewed by the Chair of F&GP Committee and the Finance Link Governor.
- variances against budget have been classified as either permanent or relating to timing (i.e. late receipt of income), giving a more accurate financial snapshot.

AP10 RESOLVED – Management Accounts (October 2018) were approved.

10. FEEDBACK FROM SAR VALIDATION

The Self-Assessment and Validated Grades report (which was presented to the Standards Committee on 5th December 2018) was noted. MD highlighted:

- that the college self-assesses itself every year, leading to an agreed improvement plan
- the self-assessment is validated by members of the Standards Committee and external critics during 6 days of meetings
- overall effectiveness is graded 1
- work is being undertaken to identify the impact of grades according to the number of students in each subject area
- Standards Committee meeting on 30 January 2019 will review improvement plans
- key issues emerging are: retention; returning to “red” ALPS; tension between entry requirements and outcomes.

AP11 RESOLVED – all governors to be invited to attend meeting with student at Validation Panels in 2019/20.

11. GOVERNANCE MATTERS

a) Chair’s Report

The Chair reported that John Boyle will undertake an external review of governance January – March 2019 through a series of meetings, review of governance document and observation of a committee meeting.

b) Feedback from Governors Away Day

The Vice Chair reported that the next Away Day will be 28 September 2019 and that a small working group is developing an action plan to address the points raised at the Away Day 2018.

c) Governance SAR

The report was noted. The Chair reported that that the Quality Improvement Plan included in the SAR has incorporated many points raised in the Governors Away Day action plan and, following the Validation Panel, had been updated to include the overall grading of 1.

AP12 RESOLVED – final version of governance SAR to be circulated to all governors.

d) Committee Terms of Reference

The Clerk reported that:

- Identifying discrepancies between governance documentation and current practice
- Representing our aspirations for better governance
- Building on best practice

e) Governor Training

The Clerk reported that all Governors had access to a series of e-training from SFCA.

12. REVIEW OF POLICIES

The following policies, recommended by the F&GP Committee, were reviewed:

- Staff Development
- Redundancy

AP13 RESOLVED – The policies on Staff Development and Redundancy were approved.

13. HEALTH AND SAFETY REPORT

The report was noted. It was reported that:

- an electrical incident took place on 2 November 2018, which was deemed to be a reportable dangerous occurrence and was reported to the HSE.
- the subsequent investigation highlighted actions for both the college and the contractor.
- the final report was not yet available, although some interim actions have been undertaken.
- an insurance claim has been submitted to recoup costs of remedial work which stand at around £25,000.

AP14 RESOLVED – the report was noted and matters relating to the reportable incident should be reported to and monitored by the F&GP Committee.

14. ANY OTHER BUSINESS

There were no matters raised for consideration.

15. EFFECTIVENESS OF THE BOARD MEETING

The Vice Chair reported that a standard format for evaluation is being used for all committees. Comments included:

- Increased electronic availability of documentation
- Increased time for scrutiny of PMs report.
- PM to identify focus for discussion in the meeting
- Indication of timing of each agenda item is helpful
- Format of the student presentation to be used in 2019/20

18. DATE OF THE NEXT MEETINGS

The dates of the next meetings were noted: 25 March 2019 and 3 July 2019. All meetings would be held in Conference Room A.

Closing Prayer

The meeting closed with a prayer.