



Board of Governors

Meeting held on Thursday 10th December 2020

6:00 by teleconference

MINUTES

Attendance and Apologies		19/10/20	12/10/20
Governor			
Foundation Governor	Mary Heaney (Chair) (MH)	✓	✓
Foundation Governor	John McNerney (Vice Chair) (JM)	✓	✓
Principal	Michael Jaffrain (MJ)	✓	✓
Staff Governor	Alison Benson (AB)	✓	✓
Co-Opted Governor	Shelly Bowers (SB)	✓	✓
Parent Governor	Amanda Corcoran (AC)	✓	✓
Foundation Governor	Victoria Dolan (VD)	✓	✓
Foundation Governor	Stephen Gabriel (SG)	A	✓
Co-opted Governor	Sean Gaughan	✓	✓
Foundation Governor	Dr John Gibbons (Dr JG)	✓	✓
Foundation Governor	Sr Patricia Goodstadt (PM)	✓	✓
Foundation Governor	Janet Nevin (JN)	A	✓
Co-opted Governor	Jill Roberts (JR)	A	✓
Co-opted Governor	Julian Skyrme (JS)	✓	✓
Foundation Governor	Sr Bernadette Turtle (BT)	✓	✓
Foundation Governor	Niall Wright (NW)	✓	✓
Foundation Governor	Ann Wilkinson (AW)	✓	✓
In Attendance			
Vice Principal	Mike Deasy (MD)	Absent	Absent
Clerk	Alison Gould (AG)	✓	✓
Director of Finance	Tracey Livesey (TL)	✓	✓
Deputy Principal	Andrea Pritchard (AP)	✓	✓

Opening Prayer

1. APOLOGIES

There were no apologies were received from Governors or attendees. It was noted that Mike Deasy was on long term sick leave and was unable to attend the meeting.

The clerk confirmed the meeting was quorate (9 Foundation; 5 Co-Opted) and was being held in accordance with the alternative arrangements agreed by the Board in March 2020. The meeting was held by videoconference (Zoom).

2. DECLARATIONS

There were no additional declarations of interest.

3. CONFIDENTIALITY

There were no matters which the Governors agreed should be discussed or minuted confidentially.

4. NOMINATIONS, RESIGNATIONS AND TERMS OF OFFICE

a) Role Description – Vice Chair

The role description was noted. There were no substantive comments.

b) Nominations

AW was nominated by MH and seconded by PG as Vice Chair and elected unanimously.

The Chair re-nominated John McNerney to serve as a foundation governor. The Board approved the nomination unanimously.

RESOLUTION R1 John McNerney to serve as a Foundation Governor for a period of 4 years effective from 19/10/2020, serving on the Standards Committee.

It was noted that AC had agreed to remain as Parent Governor until the end of the academic year (as recommended by DFE during the COVID pandemic).

c) Resignations

The resignations effective from 10/12/2020 of Jill Roberts (Co-opted) and Sister Bernadette Turtle (Foundation) from the Board of Governors were noted. The Clerk confirmed that the Board continued to be appropriately constituted.

5. MINUTES OF THE LAST MEETING (19/10/2020) AND MATTERS ARISING

The minutes of the meeting held on 19/10/2020 circulated to governors were reviewed and agreed to be a true and accurate record subject to minor typographical amendments.

RESOLUTION R2 The minutes of the Board meeting held on 19/10 /2020 were approved.

6. MATTERS ARISING

The matters arising from the last meeting were reviewed and the status of actions was updated as below:

Reference	Action	Status
AP1 16/10/20	Report on progress on site development and expansion to be provided to the next Board meeting.	Verbal Report was received from the Chair of the Campus Development Working Group, outlining plans for Building and Refurbishment project and potential for site expansion, indicating the project is on schedule. Ongoing.
AP1 19/10/2020	SB to forward enterprise catering contacts to the College.	Completed.

AP2 19/10/2020	MH to discuss with MJ on how to construct a regular and productive discussion on staff wellbeing at future Board meetings	In progress. Wellbeing is a key priority on Governance SAR Action Plan 2020/21. Ongoing.
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AP2 16/10/20 Report on Catering Contract

The Principal reported that:

- Catering contract has been terminated; Catering Staff have been transferred to College staff under TUPE agreements.
- catering service is being brought in-house from 14th December 2020;
- price of food to students has been reduced; some residual invoices to be settled.

7. COMMITTEE MINUTES

a) Minutes of committees

(i) Finance and General Purposes Committee 16/10/2020 (confirmed)

The minutes were noted and approved.

RESOLUTION R3 The minutes for the FGP committee of 16/1020 were adopted.

b) Reports from Committees

- (i) Standards Committee 5/10/2020. The written report circulated was noted. There were no substantive comments.
- (ii) Audit Committee 26/11/2020. The written report circulated was noted. There were no substantive comments.
- (iii) Finance Committee 30/11 2020. The written report circulated was noted. There were no substantive comments.
- (iv) Standards Committee 7/12/2020. See agenda item 10 for a full discussion and report.

Campus Development Working Group 10/12/20. The Chair of the Group, SG gave a verbal report on the outcome of the meeting. The Working Group has recommended that City Build Construction are appointed as main contractors with a price for Ball cafeteria and Ward remodelling project with a tender price of £1,024,563. The total budget will be £1,552,513.

RESOLUTION R4 On recommendation from the Campus Development Working Group and the Finance and General Purposes Committee, City Build Construction are to be appointed to undertake the contract for development of Ball Cafeteria and Ward Remodelling, with a total budget of £1,552,513.

8. PRINCIPAL'S REPORT ON PERFORMANCE AGAINST TARGETS SET IN THE STRATEGIC PLAN

The paper circulated to governors was noted. The Principal highlighted that:

- Mary Ward Day took place in a different format with the hope that further activities can take place in Summer 2021.
- Election of Student Councillors have taken place
- EDI team have co-ordinated Black Lives Matter events, including enhanced social media activity
- UCAS application support is being provided to students
- Increased capacity for counselling
- New enrolment system has been effective; level of attendance, punctuality and behaviour is good.

- Marketing and recruitment material for 2021/22 has been developed and updated and is being provided online and remotely, providing opportunities to engage potential students.
- Good summer results which reflect previously high grade profiles.
- Current monitoring points are taking place as planned and are being monitored robustly. This monitoring data could support teacher assessed grades in the Summer if required.
- Wellbeing activities for staff and students are being promoted.
- LEEN events have been productive.

Governors noted the report and highlights.

Q: What are the arrangements for student governors this year?

Due to the timing of meetings, it is not intended that student governors attend meetings but may provide reports and are invited to raise matters with governors.

Governor comments included:

- Student Governors should be invited to attend and gain greater engagement in governance.
- Consideration should be given to how to involve students in decision-making
- Student could join meeting remotely from home for later meetings; practical difficulties with transport for students attending 4pm meetings.
- Scheduling of meetings in relation to assessment points.
- There are examples of good practice from HE which could be considered.
- Consideration to be given to good practice from other colleges.

ACTION AP1 **AP/AG to meet with CC and the Student Governors and agree how best to facilitate their engagement. AG to liaise with JS regarding good practice in engaging student governors.**

9. FINANCIAL MATTERS

a) End of Year Reports

(i) Financial Report and Statement ending 31/7/2020

The report was noted. TL highlighted:

- the key financial measures
- an actuarial adjustment for pension contributions
- Finance Lead Governors (JR) has reviewed the accounts along with FGP
- healthy increase in cash balance this year.

(ii) Letters of Representation (Regulatory and Financial)

The letters circulated were noted. TL highlighted that there were some minor amendments subsequent to circulation, which were noted and discussed by Governors.

RESOLUTION 5 **The Letters of Representation were approved.**

(iii) Audit Findings Report

The report circulated was noted. TL highlighted that this was a “clean” audit with only minor recommendations for action made.

RESOLUTION R6 **The Audit Findings report was approved.**

(iv) Regulatory Audit

The report circulated was noted.

RESOLUTION R7 **the Regulatory Audit was approved.**

(v) FMCE

The report circulated was noted. TL reported that this report is not a statutory requirement but is completed for good practice.

RESOLUTION R8 The FMCE was approved for submission.

(vi) Report on Performance Against Financial Objectives 2019/20

The report circulated was noted. TL highlighted the positive performance on all measures, excepting Premises pay as a percentage of income and clarified that this ratio was dependent on the level of contracted services in a College.

RESOLUTION R9 The Report on Performance against Financial Objectives was approved.

(vii) Report from the Audit Committee

The report circulated was noted. NW highlighted the appointment of new internal auditors and how the College had overcome the challenges of undertaken audit remotely.

RESOLUTION R10 The Report from the Audit Committee was approved.

b) Management Accounts October 2020

The Report was noted. TL highlighted the key financial measures, noting income and expenditure variances against budget.

The Chair reported that FGP committee had thoroughly reviewed the accounts, noting the likely changes between the management accounts and the financial accounts.

RESOLUTION R11 Management Accounts for October 2020 were approved.

c) Internal Audit Schedule 2020/21

The report circulated was noted. TL highlighted that the internal audit plan had been approved and that risk management would be included in the 2021/22 schedule.

RESOLUTION R12 The Internal Audit Schedule approved by Audit Committee was noted.

10. SELF ASSESSMENT AND VALIDATION REPORT

The report was noted and reviewed. The Director of Finance, Resources and Estates confirmed the grades proposed by the Standards Committee following the Validation of the Self-Assessment process and highlighted:

- Standards Committee had debated the validity and robustness of Centre Assessed Grades awarded last year.
- Quality Improvement Plans 2019/20 have been carefully monitored.
- Strengths and Areas for Development will form part of the Executive Summary of the paper submitted to the DfE in January 2021

Chair of the Standards Committee reported that there was a very thorough process for the validation process, which encouraged robust challenge and that Committee Members felt very confident in the process.

11. DEPUTY PRINCIPAL'S REPORT

The report was noted. The Deputy Principal highlighted that:

- Weekly Worship is being appreciated by students

- Usual Christmas activities are being delivered remotely
- Safeguarding support is being provided to 416 students with a need level of 2 or greater, which is increasing, with over 200 having a primary mental health need. There has also been an increase in students with the highest level of need.
- Personalised reporting system is being particularly effective for the most vulnerable students and practical support is being provided over Christmas period.
- Careers are now meeting all the Gatsby Benchmarks and the Quality in Careers standard has been achieved. Outcome from Careers Audit due shortly.
- One student suspended for persistent non-adherence to COVID guidelines.
- Attendance Awards have been provided to more than double the number of students compared to last year, demonstrating the very high attendance levels this year.

Q: Are more students being counselled on changing courses as students may have been awarded high CAGS at GCSE?

There are increased levels of anxiety about assessment; many who haven't taken external examinations are lacking confidence. College has reported more students wanting to drop from 3 to 2 A levels than in previous years. Tutors are supporting students either on campus or remotely.

12. LORETO TRUST BOARD UPDATE

PG reported that the Trust Board had considered the support required for senior managers and the stresses and opportunities of the current academic year.

13. GOVERNANCE MATTERS

a) Chair's Report

The Governance SAR was noted. The Chair highlighted: the priorities for governance in 2020/21, in particular staff wellbeing.

Discussions with the Principal and the external advisor to performance review regarding wellbeing, with an action plan being developed.

Standards Committee are giving an even deeper level of scrutiny to student safeguarding matters to monitor student wellbeing.

b) Clerk's Report

The Clerk gave a verbal report updating governors on the opportunity to join the SFCA Winter Conference on 13th January 2021 (online) and the implementation of the skills audit.

14. POLICIES FOR REVIEW

(i) Pay Policy (reviewed by FGP 30/11/2020)

The report was noted and the policy was reviewed. MJ reported that:

- The policy has been reviewed extensively by the FGP committee and Remuneration Committees.
- The policy has been developed with advice from relevant professional advisors

RESOLUTION R13 The Pay policy was approved.

(ii) Attendance Management (FGP 30/11/20)

The report was noted and the policy was reviewed. MJ reported that the policy has been reviewed extensively by the FGP committee.

RESOLUTION R14 The Attendance Management policy was approved subject to alternative re-phrasing of "direct reports".

(iii) Anti-Bribery Policy (Audit 26/11/20)

The report was noted and the policy was reviewed. TL reported that the policy has been reviewed by the Audit committee. **subject to minor amendment of 5.62**

RESOLUTION R15 Anti-Bribery Policy was approved (subject to minor amendment)

(iv) Anti-Fraud and Corruption (Audit 26/11/20)

The report was noted, and the policy was reviewed. TL reported that the policy has been reviewed the Audit committee. It was noted that a reference to GDPR legislation should be updated.

RESOLUTION R16 The Anti-Fraud and Corruption policy was approved subject to minor typographical amendments.

(v) Whistle-blowing (Audit 26/11/20)

The report was noted and the policy was reviewed. TL reported that the policy has been reviewed by the Audit committee.

RESOLUTION R17 The Whistleblowing policy was approved.

15. ANY OTHER BUSINESS

15a) BTEC Policies

Policies relating the BTEC programmes were presented to the Standards Committee on Monday 7th December. These policies have been used in the College for some and were approved by the Principal as they were operational documents. Pearson has requested that the policies received governor approval. All policies were recommended for approval by the Standards Committee and will be reviewed and approved by Chair's Action prior to the next Board meeting.

15b) Retirements

(i) Vice Chair – John McNerney

The Chair thanked John for his considerable work during the last three years supporting the Chair and working extensively with the Standards Committee. John will continue to serve as a Foundation Governor.

(ii) Sister Bernadette

The Chair thanked Sister Bern Turtle for her work on the Board over many years, having worked tirelessly to support staff and students. In particular, the Chair thanked her for her deep spirituality and wise counsel.

(iii) Jill Roberts

The Chair thanked Jill for her extensive work on the Board and in particular on the Finance and General Purposes Committee and for sharing her financial expertise so generously with the Board and staff at the College, all of which will have a lasting impact.

NEXT MEETING - 31 March 2021; 8 July 2021. Strategic Planning Day: tbc
Closing Prayer