



## Board of Governors

Meeting held on Weds 31<sup>st</sup> March 2021

6:00 by teleconference

### MINUTES

Attendance and Apologies		19/10/20	12/10/20	31/3/21
<b>Governor</b>				
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)	✓	✓	AL
Parent Governor	Amanda Corcoran (AC)	✓	✓	✓
Foundation Governor	Victoria Dolan (VD)	✓	✓	✓
Foundation Governor	Stephen Gabriel (SG)	A	✓	✓
Co-opted Governor	Sean Gaughan (SG)	✓	✓	✓
Foundation Governor	Dr John Gibbons (Dr JG)	✓	✓	✓
Foundation Governor	Sr Patricia Goodstadt (PM)	✓	✓	A
Foundation Governor	Janet Nevin (JN)	A	✓	✓
Co-opted Governor	Julian Skyrme (JS)	✓	✓	✓
Foundation Governor	Niall Wright (NW)	✓	✓	✓
Foundation Governor	Ann Wilkinson (AW)	✓	✓	✓
<b>In Attendance</b>				
Vice Principal	Mike Deasy (MD)	Absent	Absent	Absent
Clerk	Alison Gould (AG)	✓	✓	✓
Director of Finance	Tracey Livesey (TL)	✓	✓	✓
Deputy Principal	Andrea Pritchard (AP)	✓	✓	✓

#### Opening Prayer

#### 1. PRELIMINARIES

##### 1 a) Apologies

Apologies were received from Sister Patricia Goodstadt and it was noted that Shelly Bowers was now on adoption leave. It was noted that Mike Deasy was on long term sick leave and was unable to attend the meeting.

##### 1 b) Quorum

The clerk confirmed the meeting was quorate (9 Foundation; 2 Co-Opted and 2 others ) and was being held in accordance with the alternative arrangements agreed by the Board in March 2020. The meeting was held by videoconference (Zoom).

##### 1 c) Declarations

There were no additional declarations of interest in any agenda item.

## 2. CONFIDENTIAL ITEMS

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

## 3. NOMINATIONS, RESIGNATIONS AND TERMS OF OFFICE

### a) Re-nomination

The Chair re-nominated John Gibbons as Foundation Governor, which was supported unanimously.

**RESOLUTION R1                    John Gibbons to serve as a Foundation Governor for a period of 4 years, serving also on the Standards Committee.**

It was noted that A. Corcoran had agreed to remain as Parent Governor until the end of the academic year (as recommended by DFE during the COVID pandemic) and that an election for a Parent Governor would need to be planned.

The Chair reported that V. Dolan has been elected to the Loreto Education Trust Board (from February 2021) and that there would be a vacancy for the Parent Governor from 2021/22.

## 4. MINUTES OF THE LAST MEETING (10/12/2020 ) AND MATTERS ARISING

### (a) Minutes

The minutes of the meeting held on 10/12/2020 circulated to governors were reviewed and agreed to be a true and accurate record subject to minor typographical amendments.

The Chair requested that the published minutes should be redacted to exclude the confidential contract details in agenda item 7b).

**RESOLUTION R2                    The minutes of the Board meeting held on 10/12/2020 were approved and would be published with appropriate redaction.**

### a) Matters arising

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

Reference	Action	Status
AP2 19/10/2020	MH to discuss with MJ on how to construct a regular and productive discussion on staff wellbeing at future Board meet	In progress. MH reported that wellbeing is a key priority for 2020/21. See Principal's report (Item 6) and Report on Governance SAR (Item 10c).
AP1 12/10/20	AP/AG to meet with CC and the Student Governors and agree how best to facilitate their engagement.	To be followed up in Summer term in preparation for 2021/22.

## 5. COMMITTEE MINUTES

### a) Minutes of committees

#### (i) Finance and General Purposes Committee (28/1/21)

The minutes were noted. Governors made no substantiation comments on the minutes.

**RESOLUTION R3            The minutes for the FGP committee of 28/1/21 were adopted.**

**b)        Reports from Committees**

- (i)       Standards Committee (24/2/21). The report was noted. There were no substantive comments.
- (ii)      Audit Committee (11/3/21) The report was noted There were no substantive comments.
- (iii)     Advisory Committee (12/3/21) The report was noted. Refer to Agenda Item 10c). There were no substantive comments.
- (iv)     Finance and General Purposes Committee (22/3/21). The report was noted There were no substantive comments.
- (v)     Campus Development Working Group (31/3/21). The verbal report was noted.

**6.        PRINCIPAL'S REPORT**

**a)        Performance against targets set in the Strategic Plan -**

The Executive Summary and full report (circulated separately) were noted.

The Principal highlighted:

- the work on supporting spirituality and the Catholic ethos in the College and Mary Ward Day.
- activities to support staff and student wellbeing, informal feedback on which has been positive.
- Increased anxiety on returning to work on site although largely staff are now re-assured with measures in place.

*Q: What has been the impact on staff of the additional challenges this academic year?*

The Deputy Principal reported that staff have continued to provide support provided to students during lockdown and remote studying, with many staff finding resilience harder during the last lockdown. The Head of Hall team have borne the brunt of concerns raised by and about students, as the usual support provided by tutors has been missing.

**b)        Update on Response to COVID19**

The Principal made a verbal report on the latest responses to COVID-19 and highlighted:

- regular communications with staff, students and parents
- successful implementation of on-site testing centre in advance of return to on-site learning, which has received positive feedback.
- following updating of Risk Assessment, face masks have been made compulsory in classrooms, which has been successfully implemented.
- significant time dedicated to developing specific processes for TAGS, enrolment and early results day. There is an agreement with Aquinas College to share and review practice. The risk of appeal against TAGs is high; the College is working hard to ensure that no groups or individuals are disadvantaged.
- final detail is awaited from Exam Boards which will be required in order to develop the Centre Policy for TAGs (due 30 April 2021). Teacher Assessed Grades (TAGs) will create significantly increased record keeping requirements.
- arrangements for teachers' pay progression may need to be adapted in the absence of the usual supporting data.

*Q: How widespread was the uptake of testing? Are there any groups of students who are under-represented in testing participation?*

MJ reported that around 85% of students attended on-site for at least one test prior to on-site learning and collected home kits for ongoing testing. There had been generally good compliance with COVID requirements on-site and during travel on public transport.

### **c) Strategic Objectives and Update on Strategic Planning Process**

The report was noted.

The Principal highlighted that the strategic objectives require updating to reflect current support to students and could include the addition of staff wellbeing as a college-wide objective.

Governors discussed the draft strategic objectives, making the following comments and suggestions:

- Objective 2: Amend strive to thrive
- Objective 2: could incorporate staff well-being
- Separate objective for staff wellbeing could be developed to include both wellbeing and professional development.
- Focus on literacy was good practice.
- the impact of the FE Skills White Paper and the Manchester Plan could be considered as part of the strategic planning process, particularly the non-traditional academic qualifications route.

#### **RESOLUTION R4 Strategic Objectives to be updated prior to presentation to the next Board meeting for approval.**

The Principal outlined proposals for the strategic planning process for 2021/22 as a response to the significant and ongoing uncertainty in operational matters. The proposal was:

- to develop a detailed one-year post Covid Recovery Plan for 2021/22 based on the new strategic objectives
- develop a three year strategic plan for 2022/23 to 24/25 during 21/22 for approval in Summer 2022.

#### **RESOLUTION R5 Strategic Planning proposals for 2021/22 were approved (to comprise a one year Post Covid Plan for 2021/22, revised Strategic Objectives for 2021/22, a three year plan for 2022/23 to 24/25 to be developed during 2021/22).**

## **7. FINANCIAL MATTERS**

### **a) Management Accounts February 2021**

The Report was noted.

TL highlighted the key financial measures, noting income and expenditure variances against budget, which were largely due to timing and income/expenditure profile. TL highlighted:

- some areas of expenditure which will be permanent variances as activities have been curtailed (eg events and marketing, work experience, print room).
- expenditure related to COVID-19 measures.

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

#### **ACTION AP2 Link between funding related to SEN/D and expenditure to be reported to Standards Committee to identify specific SEN/D interventions and the quality of provision.**

#### **RESOLUTION R6 Management Accounts for February 2021 were approved.**

### **b) Capital Expenditure Report & Requests**

The reports were noted. The request for replacement energy efficient lighting in Ellis and Kennedy, recommended by the Finance and General Purposes Committee, were discussed.

**RESOLUTION R7            The capital request for replacement lighting in Ellis and Kennedy was approved.**

**c)        Mid-Year Financial Report**

The report was noted.

**d)        Exceptional Covid Expenses**

The report was noted. The Principal reported that the College is intending to apply to recoup some of the expenditure incurred on COVID-19 measures.

**RESOLUTION R8            COVID-19 related expenditure from the COVID-19 measures budget was approved.**

**e)        Funding Update and General Matters**

The report was noted. There were no questions or further substantive comments.

**8.        CURRICULUM MATTERS**

**a)        Curriculum Report**

The report was noted. The Chair confirmed that this report had been thoroughly reviewed at the Standards Committee. There were no further substantive comments from Governors.

**b)        Self-Assessment Summary Report**

The Self-Assessment Summary Report was noted. The chair confirmed that this report had been thoroughly reviewed by the Standards Committee and provided an excellent summary of the College's provision. Governors discussed the report.

**c)        Deputy Principal's Report: Safeguarding and Child Protection Report**

The report was noted. AP reported that the safeguarding needs of students had increased since the last report, with the largest proportion and highest levels of concern being related to mental health matters. Governors discussed the report and commented:

- The level of support required by students is clearly challenging for staff.
- Staff to be commended for continuing to provide high quality support
- Many educational institutions have noted similar increases in level and quantity of support need relating to mental health issues.
- Ongoing requirement to ensure that staff are appropriately supervised and supported.

**9.        LORETO TRUST BOARD**

There were no matters raised for discussion.

**10.      GOVERNANCE MATTERS**

**a)        Chair's Report**

There were no matters raised for discussion that were not included in the agenda.

**b)        Governance SAR Action Plan**

The report was noted. The Chair updated the board on progress, confirming that:

- The staff wellbeing survey will be implemented in the summer term 2021.
- Anonymised data on mental health support accessed by staff will become available in order to assess the effectiveness of mechanisms implemented
- One-to-one support for SLT has been commissioned
- Policy delegation review is proceeding to schedule.

**c) Advisory Committee**

The report outlining outcomes of the review of the terms of reference of the Advisory Committee was noted. The Chair outlined that the review had recommended:

- Disbanding and then refocussing the committee as a Search and Governance Committee
- New terms of reference for the Search and Governance Committee

**RESOLUTION R9**            **To disband the Advisory Committee from 1 April 2021 and replace with a Search and Governance Committee**

**RESOLUTION R10**        **To approve the terms of reference of the Search and Governance Committee.**

**11. POLICIES FOR REVIEW**

**a) Staff Development Policy**

The report on the policy and recommended updates was noted. It was noted that the policy had been reviewed by the Finance and General Purposes Committee. There were no further comments.

**RESOLUTION R11**        **The Staff Development Policy was approved.**

**12. ANY OTHER BUSINESS**

There were no matters raised for discussion.

SIGNED

Mary Heaney

8/7/2021

Chair of Governors

## ACTIONS AND RESOLUTIONS: BOARD MEETING 31 MARCH 2021

Reference	Action	Resp	Status
AP1 12/10/20	Make proposals with CC and the Student Governors on how best to facilitate their engagement.	AP/Clerk	To be followed up in Summer term in preparation for 2021/22.
AP1 31/10/21	<b>Link <i>between</i> SEND funding and expenditure to be considered by Standards committee with reference to the quality of SEND interventions.</b>		

- RESOLUTION R1**      **John Gibbons to serve as a Foundation Governor for a period of 4 years, serving also on the Standards Committee.**
- RESOLUTION R2**      **The minutes of the Board meeting held on 10/12/2020 were approved and would be published with appropriate redaction.**
- RESOLUTION R3**      **The minutes for the FGP committee of 28/1/21 were adopted.**
- RESOLUTION R4**      **Strategic Objectives to be updated prior to presentation to the next Board meeting for approval.**
- RESOLUTION R5**      **Strategic Planning proposals for 2021/22 were approved (to comprise a one year Post Covid Plan for 2021/22, revised Strategic Objectives for 2021/22, a three year plan for 2022/23 to 24/25 to be developed during 2021/22).**
- RESOLUTION R6**      **Management Accounts for February 2021 were approved.**
- RESOLUTION R7**      **The capital request for replacement lighting in Ellis and Kennedy was approved.**
- RESOLUTION R8**      **COVID-19 related expenditure from the COVID-19 measures budget was approved.**
- RESOLUTION R9**      **To disband the Advisory Committee from 1 April 2021 and replace with a Search and Governance Committee**
- RESOLUTION R10**      **To approve the terms of reference of the Search and Governance Committee.**
- RESOLUTION R11**      **The Staff Development Policy was approved.**