

## Board of Governors

Meeting held on Wednesday 8th July 2021 2021 at 6:00pm

### MINUTES

Attendance and Apologies		19/10/20	12/10/20	31/3/21	8/7/21
<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	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	Absent
Clerk	Alison Gould (AG)	✓	✓	✓	✓
Director of Finance	Tracey Livesey (TL)	✓	✓	✓	✓
Deputy Principal	Andrea Pritchard (AP)	✓	✓	✓	✓

#### 1. PRELIMINARIES

The meeting opened with a prayer.

##### a) Apologies

There were no apologies received.

##### b) Quorum

The Clerk confirmed that the meeting met its quorum requirements and that the meeting was taking place according to arrangements agreed by the Board in March 2020.

**c) Declarations of Interest**

There were no additional declarations of interest.

**d) Items of a confidential nature**

Agenda item 7dii was declared as confidential and would be minuted confidentially.

**2. BOARD MATTERS**

**(i) Election of the Chair and Vice Chair 2021/22**

The Clerk requested nominations for the position of Chair and Vice Chair.

Mary Heaney was nominated as Chair (JN) ,seconded (PMG) and elected unopposed.

Anne Wilkinson was nominated as Vice Chair (MH) seconded (PMG) and elected unopposed.

**RESOLUTION R1                    Mary Heaney to serve as Chair of Board of Governors and Anne Wilkinson to serve as Vice Chair for the academic year 2021/22.**

**(ii) Retirements**

The Chair confirmed that Alison Benson (staff governor) and Amanda Corcoran (parent governor) were both standing down from the Board effective from today's meeting and that vacancies for the Board would be discussed by the Search and Governance Committee.

**3. MINUTES OF THE LAST MEETING OF THE BOARD ()**

**(i) Review of the Minutes (31/3/2021)**

The minutes were reviewed and checked for accuracy.

**RESOLUTION R2                    The minutes of the meeting held on 31<sup>st</sup> March 2021, copies of which had been circulated previously, were approved as a correct record subject to minor typographical amendments and would be published in accordance with the College Instrument and Articles.**

**(ii) Matters Arising from the Minutes**

Matters arising from the minutes were noted and progress reported on as follows:

AP1 12/10/2020                    Proposals to increase student engagement  
7/8/21: U6 governor to attend Board meeting in October; L6 governor to be elected early November and will join from December 2021.

AP2 31/10/2021                    Link between SEND funding and expenditure to be considered at the Standards Committee.  
7/8/21: to be scheduled.

**4. MINUTES OF COMMITTEES AND MATTERS ARISING**

**a) FGP Committee 22/3/2021 (confirmed minutes)**

The minutes were adopted.

**RESOLUTION R3**                      **Finance and General Purposes Committee minutes for 22/3/21 were adopted.**

**b)        FGP Committee 21/6/2021 (unconfirmed minutes )**

The minutes were noted. MH highlighted that there were some matters which required further discussion at an additional meeting of the committee held on 5/7/2021 on 5/7/2021.

**c)        Audit Committee 15/6/2021 (unconfirmed minutes)**

The minutes were noted. NW highlighted that internal audit reports were positive.

**d)        Standards Committee 12/5/2021 (confirmed minutes)**

The minutes were noted and adopted. JN highlighted the very significant increase in the numbers of students requiring support for mental health related issues.

**RESOLUTION R4**                      **The minutes of the Standards Committee 12/5/21 were adopted.**

**e)        Standards Committee 23/6/2021 (Actions Report)**

The report was noted. JN highlighted the very significant work undertaken in preparing and reviewing Teacher Assessed Grades for U6 students.

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

The Executive Summary and the full Principal's Report were noted. The Principal highlighted the impact of and risks related to COVID-19 on the operation and activities of the college.

**6.STRATEGIC PLANNING 2021/22**

**(i) Report on achievement of strategic objectives 2020/21**

The Principal reported that all strategic objectives for 2020/21 had been achieved, although some measures and activities had been amended to meet the limitations and requirements of legislation and COVID-19.

**NOTED:**                                      **Governors commended the College in its achievements over the last year and recognised the efforts made to ensure that student's experience was impacted as little as possible.**

*Q: Is the College assured that the work of the academic support faculty will continue without interruption during the period of recruiting a permanent replace for the Head of Faculty?*

The Principal reported that the interim HoF has been selected and that interim measures were being implemented to support students with EHCPs at enrolment.

**(ii)Review of 3 year Strategic Plan 2018 – 2021**

The report was noted. The Principal highlighted:

- Section 1.2 proposals to allow academisation of Catholic Sixth Form colleges are being considered by Secretary of State for Education and may be included in a future Education Bill, although there is no urgent action required at this point. Five Catholic C/MATs have been established in the interim (including two in the North West) with schools being encouraged to join.
- MJ has been appointed as a Director of Salford and South Manchester CAT.
- Expression of interest had been submitted by the College for T levels commencing

2023/24 in advance of clarification of future BTEC funding. This does not constitute a commitment to provide T levels.

- Section 2.1 there had been managed over-recruitment in each of the three years of the plan
- Section 2.28 The General RE team had adapted its provision in the last 18 months, moving to online provision for General RE and all assemblies. The provision had attracted positive feedback from students and attendance and engagement had been good.
- Section 2.3 bookable new student open days had been delivered in July, with around 500 students attending.
- The college has met all its financial objectives.

*Q: How effectively is the college managing access for young people with lower entry qualifications?*

Over the last three years, there have been between 3 and 4 level 2 tutorial groups each year. It is anticipated that there will be similar numbers in 2021/22. Students from partnership high schools have been given particular consideration if they did not meet usual levels of attendance and punctuality. There has been an increase in more highly qualified students nationally.

*Q: How effectively has staff wellbeing been supported?*

There has been increased staff anxiety over recent weeks as the Delta variant has spike in the vicinity of the College. Adjustments have been made to allow staff to travel outside peak travel hours. Anxiety has shifted to concerns about self-isolation rather than becoming ill.

Governors noted the achievements of the college during challenging times.

### **(iii) Strategic Plan/Post Covid One Year Plan 2021/22**

The report was noted. MJ reported that the seven objectives have been developed following discussion with college managers and governors and have taken account of post COVID situation as it is known currently.

Governors discussed Strategic Objectives and made some suggestions for amendments:

- Objective 2 – include staff; exclude literacy SLT To confirm wording.
- Objective 4 – Literacy to be included in O4

**ACTION AP1**                      **Update the strategic objectives as recommended for next academic year.**

**RESOLUTION R5**                      **The Strategic Plan/Post COVID One Year Plan for 2021/22 was approved subject to amendments to Strategic Objective 2. And4.**

### **(iv) Update on Staff Mental Health and Wellbeing**

The Principal gave a verbal update to the Board, confirming that the staff wellbeing survey has been postponed to Spring Term 2022 and that a short written report would be circulated to the Board in March 2022.

**ACTION AP2**                      **Written report on outcomes of Staff Wellbeing survey in March 2022.**

## **7.FINANCE MATTERS**

### **(i) Financial Report**

#### **a) Management Accounts April 2021**

The written report circulated to Governors was noted. TL reported that

- an interim Financial Controller has been appointed
- an ESFA Financial Audit was undertaken at the end of May 2021
- new CFFR forecast format has been introduced
- Surplus of £1.6m surplus

**NOTED**                                **The Management Accounts April 2021 were reviewed and noted.**

**b) Budget 2021/2**

The budget for 2021/22 and accompanying notes were noted.

TL outlined the key assumptions made in the budget and invited questions on the assumptions. Governors were content that at the budget adopted a prudent position and assumed no additional growth.

**RESOLUTION R6**                                **The Budget for 2021/22 was approved subject to minor updates required when the end of year management accounts are finalised.**

**c) Capital Expenditure**

The proposals were noted. TL reported that FGP had considered the proposals in detail and supported an increased capital expenditure budget (from £500 to £842k) which includes provision for additional IT resources for staff and students required to support the emerging strategy for more flexible teaching and learning and replacement of existing IT resources. It is not anticipated that capital expenditure above £500k will be maintained beyond 2023/24,

**RESOLUTION R7**                                **The Capital Expenditure Request for 2021/22 was approved.**

**d) CFFR**

TL reported that:

- the CFFR has been developed using the assumptions noted
- maintains outstanding financial health for 2021/22
- includes no assumption of future funding for Teachers Pension Fund contributions
- staff costs as a percentage of income will increase in 2021/22 and with almost static income will increase further to 72% in 2022/23.

**RESOLUTION R8**                                **The CFFR was approved for submission.**

**(ii) Campus Development Project CONFIDENTIAL MINUTE NOT FOR PUBLICATION**

The Board confirmed that this matter would be minuted confidentially.

**8.CURRICULUM AND STANDARDS MATTERS**

**(i) Quality Review Template and Procedures**

**a) Procedures 2021/22**

The reports were noted. TL reported that the QA procedures and timetable have been reviewed by SLT and Standards Committee and that there were very minor changes in practice for 2021/22

**RESOLUTION R9**                                **QR Procedures for 2021/22 were approved.**

**b) Quality Review Report Templates 2021/22**

TL reported that report templates had been updated to reflect changes in the Inspection Framework Handbook.

**NOTED: The QR report templates for 2021/22**

**(ii) Teacher Assessed Grades and Summer 2021 Examinations and Enrolment**

MJ reported that:

- limited samples of student work had been requested by Examination Boards.
- there had been no communication from Examination Boards that the TAGs submitted have been accepted.
- the new appeal system had been confirmed and guidance had been given to schools and colleges, with no changes to this process anticipated. The college had developed internal processes which adhere to the guidance.
- new guidance on start of year requirements had been issued this week with key changes being that:
  - students to be required to undertake tests prior to commencement of term
  - young people under 18 not required to self-isolate
  - no Face coverings required
  - remote education to be provided to students off sick or isolating
  - trips need to have appropriate COVID-19 insurance in place.
- normal enrolment will be a fully staffed activity which takes place at the start of term. As results days are earlier than usual, plans have been put in place for earlier enrolment (from 25/8/2021) which will not be fully staffed as staff are volunteering to participate.

**NOTED: Governors noted the work undertaken to adapt enrolment plans and staff volunteers.**

**(iii) Mary Ward Report**

The report circulated for information was noted. The Chair reported that the Governance section of the Mary Ward Report is being developed and will be included in the full report to be submitted to the Loreto Education Trust.

**9. DEPUTY PRINCIPAL'S REPORT**

**(i) Annual Safeguarding Report**

The Deputy Principal highlighted key points in the report summarising that there had been a significant increase in number of students with active safeguarding need during the year. It was noted that Peer on Peer review guidance and KCSIE updates have been issued w/c 5/7/2021 and that staff INSET training would be adapted to reflect this guidance.

**(ii) The Annual Complaints Report**

The report was noted. AP confirmed that there were few complaints received and none had required escalation to Governors.

**10. AUDIT MATTERS**

**(i) Risk Register**

The risk register was noted. Governors reviewed the risks, impacts and mitigations. MH noted that FGP, Standards and Audit committee had reviewed the risk register thoroughly and Audit Committee had approved the risk register. Governors had no further comments or questions.

**RESOLUTION R10****The Risk Register was approved.****11. GOVERNANCE MATTERS****(i) Strategic planning away day**

MH reported that plans are in place for an away day on 25/9/2021 which will include external speakers and a focus on the new skills legislation.

**(ii) Report from Search and Governance Committee**

MH reported that the committee met 8/7/2021 and that vacancies for governors were reviewed.

**(iii) Governance Mary Ward Review**

MH reported that AW (Vice Chair) would take over drafting the report, which would be included in the College's report.

**(iv) Retirements**

MH reported that there two governors were retiring from the Board : Alison Benson and Amanda Corcoran. MH paid tribute to AB's very active participation in Board meetings and contributions in Equality and Diversity matters and wished her well in her new role outside the College. MH paid tribute to Amanda's contribution as parent governor, her support on strategic planning and that she had extended her term of office during COVID-19 whilst elections were not possible.

**12. POLICIES****(i)Policies for Review Recommended by FGP Committee****a) H & S policy**

The policy was noted. MH noted that this had been reviewed by FGP and was recommended for approval, with minor updates recommended.

**RESOLUTION R11****The Health and Safety Policy was approved.****b) Financial regulations**

The updated financial regulations were noted. MH reported that FGP had reviewed and updated the policy, with main updates being related to procurement regulations following BREXIT. MH confirmed that the policy had been reviewed in the light of legal advice. Governors made no further substantive comments.

**RESOLUTION R12****The Financial Regulations for 2021/22 were approved.****(ii)Policies for Review Recommended by Standards Committee**

MH reported that the Behaviour Policy , Mental Health Policy , Anti-Drugs Policy , Safeguarding and Child Protection Policy and Complaints Policy had all been thoroughly reviewed by Standards Committee prior to presentation to the Board.

**a) Student Behaviour Policy**

The policy was noted and the minor updates were highlighted. Governors made no substantive comments.

**RESOLUTION R13      The Student Behaviour Policy was approved.**

**b)      Mental Health Policy**

The policy was noted and the minor updates were highlighted. Governors made no substantive comments.

**RESOLUTION R14      The Mental Health Policy was approved.**

**c)      Anti-Drugs Policy**

The policy was noted and the minor updates were highlighted.

**RESOLUTION R15      The Antidrug Policy was approved.**

**d)      Safeguarding and Child Protection Policy**

The policy was noted and the minor updates were highlighted. Governors made no substantive comments.

**RESOLUTION R16      The Safeguarding and Child Protection Policy was approved.**

**e)      Complaints Policy**

The policy was noted. The policy was noted and the minor updates were highlighted. Governors made no substantive comments.

**RESOLUTION R17      The Complaints Policy was approved.**

**14. AOB**

The clerk reported that the dates of meetings for 2021/22 were being revised and would be reissued by the end of term.

**Closing prayer.**

**Meeting closed at 8:20pm**

**SIGNED:                      Mary Heaney  
   Chair of the Board of Governors**

**19/10/21**



**BOARD OF GOVERNORS 8/7/2021  
ONGOING ACTIONS AND RESOLUTIONS LOG**

Reference	Action	Status
AP2 31/10/2021	Link between SEND funding and expenditure to be considered at the Standards Committee.	7/8/21: to be scheduled
AP1 8/7/21	Update the strategic objectives as recommended for next academic year.	
AP2 8/7/21	Written report on outcomes of Staff Wellbeing survey in March 2022.	

Reference	Resolution
R1	Mary Heaney to serve as Chair of Board of Governors and Anne Wilkinson to serve as Vice Chair for the academic year 2021/22
07/21 R2	The minutes of the meeting held on 31 <sup>st</sup> March 2021, copies of which had been circulated previously, were approved as a correct record subject to minor typographical amendments and would be published in accordance with the College Instrument and Articles.
07/21 R3	Finance and General Purposes Committee minutes for 22/3/21 were adopted
07/21 R4	The minutes of the Standards Committee 12/5/21 were adopted
07/21 R5	The Strategic Plan/Post COVID One Year Plan for 2021/22 was approved subject to amendments to Strategic Objective 2 and 4.
07/21 R6	The Budget for 2021/22 was approved subject to minor updates required when the end of year management accounts are finalised.
07/21 R7	The Capital Expenditure Request for 2021/22 was approved.
07/21 R8	The CFFR was approved for submission
07/21 R9	QR Procedures for 2021/22 were approved
07/21 R10	The Risk Register was approved.
07/21 R11	The Health and Safety Policy was approved
07/21 R12	The Financial Regulations for 2021/22 were approved.
07/21 R13	The Student Behaviour Policy was approved
07/21 R14	The Mental Health Policy was approved
07/21 R15	The Antidrug Policy was approved
07/21 R16	The Safeguarding and Child Protection Policy was approved
07/21 R17	The Complaints Policy was approved.