

## Board of Governors MINUTES

**Meeting held on 20<sup>th</sup> October 2021 at 6pm**

<b>Attendance and Apologies</b>		<b>20/10/21</b>
<b>Governor</b>		
Mary Heaney (Chair) (MH)	Foundation Governor	✓
Michael Jaffrain (MJ)	Principal	✓
Shelly Bowers (SB)	Co-Opted Governor	A
Victoria Dolan (VD)	Foundation Governor	✓
Stephen Gabriel (SG)	Foundation Governor	✓
Sean Gaughan	Foundation Governor	✓
Dr John Gibbons (Dr JG)	Foundation Governor	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	✓
Janet Nevin (JN)	Foundation Governor	✓
John McNerney (Vice Chair) (JM)	Foundation Governor	✓
Julian Skyrme (JS)	Co-opted Governor	✓
Niall Wright (NW)	Foundation Governor	A
Ann Wilkinson (AW)	Foundation Governor	✓
<b>In Attendance</b>		
Alison Gould (AG)	Clerk	✓
Tracey Livesey (TL)	Planning and Resources	✓
Andrea Pritchard (AP)	Deputy Principal	✓
Mohammed Amara (MA)	U6 Student Governor	✓

***Opening Prayer***

**1. WELCOME**

**a) Apologies and Quorum**

Apologies were received from Niall Wright. The Chair welcomed Mohamed Amara (U6 Student Governor), who introduced himself briefly. The Clerk confirmed that the meeting was being held via videoconferencing and that the meeting was quorate.

**b) Declarations of Interest**

There were no additional declarations made.

**c) Confidential Items**

The following items were confirmed as confidential items:

Item 3(d) Campus Development Working Group

5a) Finance Report – Management Accounts July 2021

**2. GOVERNOR APPOINTMENTS**

**a) Nominations, Re-nominations and Resignations**

There were no nominations, re-nominations or resignations. The Clerk reported that the L6 Student Governor would be appointed after half term.

*PMG joined the meeting.*

### **3. MINUTES**

#### **a) Minutes of the Board meeting of July 2021**

The minutes were reviewed by the Governors. Minor typographical amendments were noted.

#### **RESOLUTION R1**

**The minutes of the meeting held on 8 July 2021 were approved as an accurate record of the meeting.**

#### **b) Matters arising from the Board minutes of July 2021**

The matters arising were reported on as follows:

<b>Reference</b>	<b>Action</b>	<b>Report/Status</b>
AP1 10/12/20	Student Governors to be appointed.	Appointment of U6 governor noted. Appointment of L6 governor due November 2021.
AP2 31/10/20	Link between SEND funding and expenditure to be reviewed by governors.	Referred to Standards Committee for detailed review.
AP1 8/7/21	Updated Strategic Objectives	Completed.
AP2 8/7/21	Present written report on outcomes of Staff Wellbeing Survey to Board in March 2022	Ongoing

#### **c) Approved Minutes of Committees**

##### **(i) Finance and General Purposes Committee held on 21/6/2021**

The minutes were noted. There were no substantive comments on the minutes or matters arising.

#### **RESOLUTION R2**

**The minutes of the F&GP Committee (21/6/21) were adopted.**

##### **(ii) Finance and General Purposes Committee held on 5/7/2021**

The minutes were noted. There were no substantive comments on the minutes or matters arising.

#### **RESOLUTION R3**

**The minutes of the F&GP Committee (5/7/21) were adopted.**

##### **(iii) Standards Committee (23/6/2021)**

The minutes were noted. There were no substantive comments on the minutes or matters arising.

#### **RESOLUTION R4**

**The minutes of the Standards Committee (23/6/21) were adopted.**

#### **d) Verbal Reports/Unapproved Minutes from Committees for information**

##### **(i) Finance and General Purposes Committee (5/10/2021)**

The report was noted. The F & GP Committee Chair gave a brief verbal report.

##### **(ii) Standards Committee (13/10/2021)**

The Standards Committee Chair gave a brief verbal report and confirmed that key matters discussed were reflected in the agenda for this Board meeting.

#### **ACTION AP1**

**The business cycle for the Standards Committee to be reviewed with a view of re-scheduling business in 2022/23 to even out workload  
(Clerk/JN/MH)**

*The student governor left the meeting.*

(iii) Campus Development Working Group (5/10/21) CONFIDENTIAL MINUTE

This minute may be issued on approval of the Chair.

*The student governor re-joined the meeting.*

#### **4. PRINCIPAL'S REPORT**

##### **a) Executive Summary of Report**

The reported was noted. The Principal highlighted:

- Significant increase in safeguarding needs.
- Some key activities taking place in person (e.g.: general RE, some enrichment, Open Days, Freshers Conference, UA92 visits, staff well-being visits), which is giving a greater sense of normality. Mary Ward Day has been postponed to Summer 2022.
- Successful new format of Open Day.

*Governors asked questions about the trends in results and whether Loreto results were in line with national trends?*

The Principal confirmed that ACVIC conference highlighted the issues of comparability of results at national level. The College felt that the procedure it had introduced for TAGs was robust, evidenced by the fact that only one of the appeals launched was upheld and this did not result in a change of grade. The College's outcomes were in line with trends in the sector. In order to maintain its high standards of achievement, the College has put extensive plans in place to identify student standards at the start of the year and to identity gaps in knowledge to be addressed through interventions as early as possible.

##### **b) COVID Verbal Update**

The Principal made a verbal report highlighting:

- Low number of active student cases and recent review of the measures put in place to mitigate transmission of COVID-19, which concluded that most measures should be continued.
- College has good mechanisms for communicated any changes to students and parents.

Governors were pleased to note that face-to-face assemblies were now taking place, particularly as Assemblies were valued as key mechanisms for communicating the Loreto ethos.

#### **5. FINANCIAL MATTERS**

*The Student Governor left the meeting.*

##### **a) Management Accounts to 31.07.2021 (CONFIDENTIAL DISCUSSION ITEM)**

The management accounts were noted. The VP (Planning and Resources) highlighted the headline figures.

*Q: What is the impact of the operating surplus shown in the management accounts?*

The VP (Planning and Resources) confirmed that the final accounts for year ending 31/7/21 have not yet been submitted and there will be some adjustments to the management accounts. Both additional income and decreased expenditure have contributed to the surplus. Increased income relates primarily to additional student numbers. Much of the expenditure saving is related to exceptional circumstances of 2020/21 (e.g. lower energy costs and marketing events) and is a one-off situation. The forecast going forward does not indicate large surpluses. There is significant doubt about ongoing government funding for Teachers Pension contributions and increased national insurance contributions and the outcome of Expenditure Review.

*Governors comments included:*

- Commendation to the college for prudent financial management.
- Staff costs as a percentage of income are higher than the target rate.
- Increased pay awards are expected to be covered by existing budgets.
- Increased staffing to support students' mental health has been overtaken by demand.

*Student Governor re-joined meeting.*

**b) Enrolment Report**

The report was noted. VP (Planning and Resources) reported that:

- The college had reached its enrolment target and it was anticipated that the funding target would be reached.
- Progression rates from L6 to U6 are very similar to 2020/21

**6. CURRICULUM MATTERS (TL/MJ)**

**a) Overview of Examinations Summer 2021 (TL/MJ)**

The reports were noted. The Principal reported that;

- Results met or exceeded national and sixth form college averages.
- Students progression to university, training or paid employment has been very positive.
- the College Development Plan 2021/22 identified any curriculum areas and high-level themes for improvement during the year.

Governors noted that it was estimated that around 12,000 man hours had been spent in developing TAGs and that QTAGs are now being submitted for BTECs following retrospective requests from Pearson Exam Board.

**b) Safeguarding & Child Protection Report (AP)**

The report was noted. The Deputy Principal highlighted:

- Significant increase in safeguarding need, with most needs being related to mental health, young carer status and home life concerns.
- 163% increase over previous year) in disclosures received by end of September
- Ongoing training programme for staff
- Longer waiting list for counselling services despite increased numbers of counsellors and wellbeing officers and additional time allocated to Heads of Hall for pastoral support.
- Growth in need reflects national trends.

*Comments*

Governors were concerned about the increased number and severity of cases requiring support and requested regular monitoring of adequacy of College Resources to meet need.

<b>ACTION AP2</b>	<b>Training to be provided for governors on Peer on Peer Abuse (Deputy Principal)</b>
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**7. COLLEGE DEVELOPMENT PLAN**

The documents circulated were noted. The Principal reported that:

- Most actions in the plan of 2020/21 had been completed; those not completed had been delayed due to COVID.
- Plan was monitored monthly.

<b>ACTION AP3</b>	<b>Highlight areas in College Development Plan which are related to COVID (Principal)</b>
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**8. GOVERNANCE MATTERS**

**a) Governors' Away Day – Report and Action Plan**

MH thanked JS for his contribution to the planning of the Away Day.

MH reported that a consultant had been engaged for scoping a review of the curriculum, with particular focus on the impact of the introduction of T-level qualification route, with an initial report to be provided in January 2022.

**ACTION AP4**

**Circulate Terms of Reference for the Scoping Project (MH/Clerk)**

**b) Chair's Report (including decisions taken by Chair's Action)**

MH made a verbal report, highlighting:

- No matters had been approved by Chair's Action
- Deferral of discontinuation of BTEC funding has been proposed but not yet agreed.
- ACVIC Conference considered academisation opportunities and comparative outcomes for the sector. Proposals are being developed which would allow Catholic Sixth Form Colleges to academise and retain their catholic character, although no timescale was set for the proposals.

Governors made suggestions on how academisation could be best considered by the Board, including advice from external education consultants, the College's legal and financial advisers and Catholic Education Service.

**c) Clerk's Report**

The Clerk outlined the availability of online governance training webinars provided by SFCA and AOC.

**d) Update on OFSTED Educational Inspection Framework**

The report was noted. VP (Planning and Resources) reported that:

- The College's inspection plan has been reviewed and updated.
- Feedback received from Colleges recently inspected confirmed inspection visits had a focus on curriculum responses to COVID and lockdowns, assessment of gaps in learning, safeguarding/Sexual Abuse and Peer on Peer Abuse).

**9. REVIEW OF COLLEGE POLICIES.**

**a) Policies for Review Considered by FGP**

**(i) Cookies**

The policy was noted and reviewed. Governors made a number of comments.

**ACTION AP5**

**This Cookies policy to be revised and approved by Chair's Action  
(VP-P&R)**

**(ii) Information Security**

The policy was noted and reviewed.

**RESOLUTION R5**

**The Information Security Policy was approved**

**(iii) Data Protection**

The policy was noted and reviewed.

**RESOLUTION R6**

**The Information Security Policy was approved**

**(iv) Disciplinary**

The policy was noted and reviewed.

**RESOLUTION R7**

**The Disciplinary Policy was approved**

(v) Safer Recruitment and Selection

The policy was noted and reviewed.

**RESOLUTION R8      The Safer Recruitment and Selection Policy was approved**

(vi) CCTV

The policy was noted and reviewed.

**RESOLUTION R9      The CCTV Policy was approved**

**b) Policies for Review Considered by Standards Committee**

(i) Anti-Bullying Policy

The policy was noted and reviewed.

**RESOLUTION R10      The Anti Bullying Policy was approved**

(ii) Mental Strength and Health Policy

The policy was noted and reviewed.

**RESOLUTION R11      The Mental Strength and Health Policy was approved**

(iii) Behaviour Policy

The policy was noted and reviewed.

**RESOLUTION R12      The Behaviour Policy was approved**

(iv) Safeguarding and Child Protection Policy

The policy was noted and reviewed.

**RESOLUTION R13      The Safeguarding and Child Protection Policy was approved**

(v) Prevent Policy

The policy was noted and reviewed.

**RESOLUTION R14      The Prevent Policy was approved**

(vi) E safety

The policy was noted and reviewed.

**RESOLUTION R15      The E-Safety Policy was approved**

(vii) Social Media

The policy was noted and reviewed.

**RESOLUTION R16      The Social Media Policy was approved**

**10. LORETO TRUST BOARD UPDATE**

Sr PG made a verbal report highlighting:

- induction for new staff had been completed via Zoom, to be supplemented by F2F training in March 2022.
- training for governors

- The Trust was commenting on draft proposals for supporting religious order schools where the religious order can no longer support schools

## **11. RISK MANAGEMENT**

The Risk Register 2021/22 was noted. The VP (Planning and Resources) reported that this had been updated following discussions at the Away Day and subsequent review by Standards and FGP committees, specifically relating to the impact of the introduction of T Level qualifications.

## **12. ANY OTHER BUSINESS**

### **12. 1 VP Curriculum and Quality**

MJ reported that an appointment had been made and thanked governors for their support in the interview process.

*Closing Prayer*