

**Board of Governors**  
**CONFIRMED MINUTES**  
**Meeting held on 9<sup>th</sup> December 2021 at 6pm**

Attendance and Apologies		20/10/21	09/12/21
Governor	Role/Governor Type		
Mary Heaney (Chair) (MH)	Foundation Governor	✓	✓ x
Michael Jaffrain (MJ)	Principal	✓	✓ x
Shelly Bowers (SB)	Co-Opted Governor	A	A
Victoria Dolan (VD)	Foundation Governor	✓	✓ x
Stephen Gabriel (SG)	Foundation Governor	✓	To item x
Sean Gaughan	Foundation Governor	✓	✓ x
Dr John Gibbons (Dr JG)	Foundation Governor	✓	✓ x
Sr Patricia Goodstadt (PM)	Foundation Governor	✓	✓ x
John McNerney	Foundation Governor	✓	✓ x
Janet Nevin (JN)	Foundation Governor	✓	A
Julian Skyrme (JS)	Co-opted Governor	✓	✓ x
Niall Wright (NW)	Foundation Governor	A	From item x
Ann Wilkinson (AW)	Foundation Governor	✓	✓ x
<b>In Attendance</b>			
Alison Gould (AG)	Clerk	✓	✓ x
Tracey Livesey (TL)	VP: Planning and Resources	✓	✓ x
Andrea Pritchard (AP)	Deputy Principal	✓	✓ x
Mohammed Amara (MA)	U6 Student Governor	✓	✓ x
Merab Malik (MM)	L6 Student Governor		✓ x

**Opening Prayer**

**1. WELCOME**

**1.1 Apologies and Quorum**

Apologies were received from Janet Nevin. The Clerk advised the meeting that Niall Wright would be joining late and that SG had to leave at 6:50pm.

The Chair welcomed Merab Malik (L6 Student Governor), who introduced herself briefly.

The Clerk confirmed that the meeting was being held via videoconferencing and that the meeting was quorate.

**1.2 Declarations of Interest**

There were no additional declarations made.

**1.3 Confidential Items**

Agenda items 4.1, 4.2, 5.1 and 5.2 were confirmed as items for confidential discussion or recording.

**2. GOVERNOR APPOINTMENTS : Nominations. Re-nominations and Resignations**

There were no nominations, re-nominations or resignations. The Clerk reported that elections for Staff and Parent Governors would be held in 2022.

### 3. LAST MEETING

#### 3.1 Minutes of the Board Meeting of 20<sup>th</sup> October 2021

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

**RESOLUTION R1**            **The minutes of the meeting held on 20<sup>th</sup> October 2021 were approved as an accurate record of the meeting subject to typographical changes noted.**

#### 3.2 Matters arising from the Board minutes of 20<sup>th</sup> October 2021

The matters arising were reported on as follows:

Reference	Action	Report/Status
AP1 10/12/20	Student Governors to be appointed.	L6 governor appointed November 2021.
AP2 31/10/20	Link between SEND funding and expenditure to be reviewed by governors.	Referred to Standards Committee for detailed review.
AP2 8/7/21	Present written report on outcomes of Staff Wellbeing Survey to Board in March 2022	Ongoing
AP1 20/10/21	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)	Ongoing
AP2 20/10/21	Training to be provided for governors on Peer on Peer Abuse (Deputy Principal)	Training delivered 7/12/2022.
AP3 20/10/21	Highlight areas in College Development Plan which are related to COVID (Principal)	Ongoing
AP4 20/10/21	Circulate Terms of Reference for the Scoping Project (MH/Clerk)	Completed.
AP5 20/10/21	The Cookies policy to be revised and approved by Chair's Action (VP-P&R)	Completed.

*The student governors left the meeting.*

### 4. LAST MEETING

#### 4.1 Minutes of committees and matters arising

**(i) FGP 11/10/2021 – CONFIDENTIAL DISCUSSION**

The minutes were noted. There were no substantive comments on the minutes or matters arising. The Chair updated the meeting and reported that the support staff pay award and SSSP award had been agreed.

**RESOLUTION R2**            **The minutes of the F&GP Committee (11/10/21) were adopted.**

#### 4.2 Reports and Unconfirmed Minutes

**(i) Finance Committee (22/11/2021) – CONFIDENTIAL DISCUSSION**

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

**(ii) Audit Committee (24/11/2021)**

The report was noted.

**(iii) Campus Development Working Group – CONFIDENTIAL MINUTE**

The report was noted. The Chair of the Working Group gave a brief verbal report highlighting that the work in Ball Refectory is still not completed and students are unable to use the additional space. The VP Planning and Resources reported that it was expected that formal handover would be completed w/c 13 December 2021 and that regular quality checks had been undertaken (which had identified work which had not been completed to the correct standard and which has since been remedied.)

## **5. FINANCIAL AND AUDIT MATTERS**

### **5.1 END OF YEAR REPORTS – CONFIDENTIAL DISCUSSION**

#### **(i) Financial Report and Statement ending 31/7/2021**

*Dale Thorpe, RSM Audit Partner joined the meeting as reporting accountant.*

The reports were noted. The Chair confirmed that the reporting accountant was attending to present the accounts and the regularity assurance report in accordance with changes to the Post-16 Audit Code of Practice. DT reported that the reports had been presented to the Audit Committee and to the College and Interim Finance Lead Governor at the Audit Close meeting, highlighting key points for Governors.

**RESOLUTION R3                      The Report and Financial Statement for year ending 31/7/2021 was approved and the Chair and Principal were authorised to sign.**

#### **(ii) Reporting Accountant's Assurance Report on Regularity (see page 53 and 54 of Financial Report)**

DT reported that there are no regularity issues to note in this report.

**RESOLUTION R4                      The Assurance Report on Regularity 31/7/2021 was approved.**

*THE VPPR reported that feedback is given to auditors and performance against Performance Indicators, which identified some communication issues, which has since been addressed.*

#### **(iii) Audit Findings Report 2021**

The report was noted. DT confirmed that an unmodified audit report on the Financial Statements would be issued and that no audit misstatements had been identified and an unmodified regularity conclusion would be issued, with a positive opinion relating to any material uncertainties about the College being a going concern.

**RESOLUTION R5                      The Audit Report was accepted.**

#### **(iv) Letters of Representation (Regulatory and Financial)**

The Letters of Representation were noted.

**RESOLUTION R6                      The Chair was authorised to sign the letters of representation.**

*DT left the meeting*

#### **(v) Financial Management and Control Evaluation**

The report was noted. The VP Planning and Resources highlighted that this evaluation was not a requirement but constituted good practice.

**RESOLUTION R7                      The FMCE was noted.**

**(vi) Report on Performance Against Financial Objectives 2020/21**

The report was noted. Governors reviewed the report but had no substantive comments.

**(vii) Report from the Audit Committee 2021**

The report was noted. The Chair of the Audit Committee confirmed that the Audit Committee report did not raise any issues for discussion.

**RESOLUTION R8**                      **The Report was noted.**

*S Gabriel left the meeting.*

**5.2 Management Accounts to September 2021 – CONFIDENTIAL DISCUSSION**

The Management Accounts were noted. The VP (Planning and Resources) highlighted the headline figures and commented on any significant variances against budget, which were predominantly related to timing of receipt of income and additional funding.

*The Student Governors re-joined the meeting*

**5.3 Risk Register**

The Risk Register 2021/22 was noted. The VP (Planning and Resources) reported that the risk register has been updated following review by SLT, the Finance and General Purposes Committee and Audit Committee, highlighting the changes to risk impact and mitigating actions. Governors reviewed the level and importance of risks.

*Q: Is the level of risk monitored against the vaccination status of staff and students?*

The Principal reported that this data is not collected by the College. There has been good uptake of and feedback on onsite vaccinations opportunities. Student Governors commented that the College has provided good information and opportunities for vaccination and that anecdotally most students appear to be encouraged to take up vaccination.

**RESOLUTION R9**                      **The Risk Register was approved.**

**6. PRINCIPAL'S REPORT**

**6.1 Executive Summary of Report**

The reported was noted. From the report, the Principal highlighted:

- Live tutorials have been re-introduced to support students
- Live Open days in a new format have operated successfully and enrolment has met targets.
- Pathways students are making good progress.
- Greater number of students are presenting with mental health issues.

Governors noted the executive summary and the full report which had been circulated separately.

**6.2 COVID Verbal Update**

The Principal made a verbal report highlighting:

- Relatively low numbers of positive cases amongst staff and students and that the highest rates of infection are being seen in primary school and Year 7.
- SLT has agreed to continue face mask wearing in communal areas
- Staff have been retrained on online teaching and students have been briefed.
- COVID-19 response team has been re-established.
- Government guidance on re-starting in January 2022 had been issued on 9/12/2021
- Level of anxiety amongst staff and students continues to be monitored.

Student Governors commented that although students valued in-person assemblies, this may need to be reviewed in the light of the spread of Omicron variant.

### 6.3 BTEC Update

The Principal made a verbal report highlighting that Department for Education has decided to postpone the defunding of BTEC qualifications for an additional year and some BTECs may remain in the longer term. The situation continues to be monitored.

## 7. SELF-ASSESSMENT AND VALIDATION REPORT DEC 2021

The report was noted. The VP Planning and Resources reported that following a rigorous self-evaluation process, the draft report had been reviewed by the Standards Committee on 8/12/2021 and that the Committee had approved the grades in the draft report.

The 2020-2021 validated grades College grades are:

	Proposed Grade	Validated Grade
<b>Overall Effectiveness</b>	1	1
Quality of Education:	1	1
Behaviour and Attitudes	1	1
Personal Development	1	1
Leadership & Management	1	1
Safeguarding (*)	1	1

(\*) College grade; not for submission.

The VPPR reported that the Self-Assessment Report will be submitted in January 2022. The Chair reported that the Standards Committee had challenged the College on the validity of self assessed grades, given that there were no formal examination results for consideration and that Governors were assured of validity.

### **RESOLUTION R10      The validated Self Assessment Grades were approved for submission.**

## 8. DEPUTY PRINCIPAL'S REPORT INCLUDING SAFEGUARDING & CHILD PROTECTION REPORT

The report was noted. The Deputy Principal presented key points of the report, covering Safeguarding, Mental Health, Chaplaincy, Careers, Retention, Student Voice Representatives/Student Council and Community Events and highlighted:

- Increase in number of students identified with a safeguarding need of Level 2 or above and increasing levels of safeguarding need, which is in line with national trends.
- Significant increase in number of disclosures from students, compared to last year.
- Capacity for support for students has been increased (including wellbeing appointments, counselling and study support), supplemented by support from enabling team, such as Security Team and First Aid officers.
- Chaplaincy activity has increased this term (for example, in-person Mass taking place this term).
- Extensive support for students making university applications has been provided.
- Retention remains excellent and comparable to last year.

Governors discussed the report and were assured that safeguarding and child protection matters were being monitored successfully.

## 9. GOVERNANCE MATTERS

### 9.1 Chairs Report

The Chair made a verbal report highlighting the availability of training on peer on peer abuse.

### 9.2 Clerk's Report

The report was noted. Governors noted the training and webinars available for governors. No matters were raised for consideration.

### **9.3 Verbal Update on Actions from Away Day**

The Chair reported that an external Curriculum Review has been commissioned, initial interviews with staff, governors and students have started and that the final report is expected for discussion at the Board in March 2022.

### **9.4 Governance SAR**

The report was noted. The Chair outlined the key priorities for governance during 2021/22, including further consideration of the strategic development of the college and its curriculum and a focus on mental health and strength of staff and students.

### **9.5 Verbal Loreto Trust Board**

No report was made.

## **10. REVIEW OF COLLEGE POLICIES.**

### **10.1 Local Government Pension Scheme – Employer Discretions**

The policy was noted. Governors noted that this had been reviewed by Finance and General Purposes committee and was a requirement for membership of the LGPS.

**RESOLUTION R11      The LGPS Employer Discretions Policy was approved**

### **10.2 College Mission**

11 The policy was noted. The Principal recommended no changes and reviewed.

**RESOLUTION R12      The College Mission was approved**

## **11. ANY OTHER BUSINESS**

There were no matters raised for discussion.

*Closing Prayer*