

Board of Governors DRAFT MINUTES

Meeting to be held on 23rd March 2022 at 5:30pm

Attendance and Apologies		20/10/21	09/12/21	23/3/22
Governor	Role/Governor Type			
Mary Heaney (Chair) (MH)	Foundation Governor	✓	✓	✓
Michael Jaffrain (MJ)	Principal	✓	✓	✓
Shelly Bowers (SB)	Co-Opted Governor	A	A	✓
Victoria Dolan (VD)	Foundation Governor	✓	✓	A
Stephen Gabriel (SG)	Foundation Governor	✓	To item x	✓
Sean Gaughan	Foundation Governor	✓	✓	✓
Dr John Gibbons (Dr JG)	Foundation Governor	✓	✓	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	✓	✓	A
John McNerney	Foundation Governor	✓	✓	✓
Janet Nevin (JN)	Foundation Governor	✓	A	✓
Julian Skyrme (JS)	Co-opted Governor	✓	✓	✓
Niall Wright (NW)	Foundation Governor	A	From item x	✓
Ann Wilkinson (AW)	Foundation Governor	✓	✓	✓
In Attendance				
Alison Gould (AG)	Clerk	✓	✓	✓
Tracey Livesey (TL)	VP: Planning and Resources	✓	✓	✓
Andrea Pritchard (AP)	Deputy Principal	✓	✓	A
Mohammed Amara (MA)	U6 Student Governor	✓	✓	✓ From item 5
Merab Malik (MM)	L6 Student Governor		✓	A

Opening Prayer

PRELIMINARIES

1.1 Apologies

Apologies from V Dolan, P Goodstadt APritchard, M Malik (L6 Std),
The Chair reported that Student Governors would join from agenda item 5.

1.2 Quorum

The Clerk confirmed that the meeting met its quorum.

1.3 Declarations of Interest

None.

1.4. Items of a confidential nature

The following items were identified for confidential discussion:
Committee minutes highlighted in yellow on agenda; item 6 curriculum review.

2. GOVERNOR APPOINTMENTS, RE/NOMINATIONS AND RESIGNATIONS

There were no new governor appointments, re-nominations or resignations for consideration.

3. BOARD OF GOVERNORS MEETINGS

3.1 Minutes of the Meeting of 9/12/2021

The minutes of the last meeting were reviewed and agreed to be an accurate record of the meeting.

RESOLUTION R1 The minutes of the meeting held 9/12/2021 were approved.

3.2 Minutes – Matters Arising page 9

The matters arising from the minutes were noted and To discuss – see action log. ,

ACTION A1 The report on the Staff Wellbeing Survey to be considered at FGP in May and then by the Board.

4. COMMITTEE MEETINGS

4.1 Minutes from Committees

The Chair invited committee chairs to make any additional verbal reports, noting that some matters were confidential.

i. Finance and General Purposes Committee (22/11/2021)

Confidential items were noted. The minutes were adopted.

ii. Finance and General Purposes Committee (26/1/22)

Confidential items were noted. The minutes were adopted.

iii. Audit Committee (24/11/2021)

Confidential items were noted. The minutes were adopted.

iv. Standards Committee 8/12/2021

Confidential items were noted. The minutes were adopted.

v. Campus Development WG (3/3/22)

Confidential items were noted. The minutes were reviewed and the final project outcomes were noted. The Board noted that this working group was now disbanded as the project had closed.

RESOLUTION R2 The committee minutes presented were adopted (Finance and General Purposes Committee, 22/11/21 and 26/1/22; Audit Committee 24/11/21; and Standards Committee 8/12/21)

4.2 Reports from Committee Chairs

Verbal reports on recently held meetings were made by committee chairs for information and to note.

i. Search and Governance Committee (10/12/21)

The Committee Chair reported that governor recruitment had been discussed.

ii. Standards Committee (23/2/22)

The Committee Chair reported that the Committee had discussed a detailed report from the Heads of Faculty, the Self Assessment Executive Summary and the Report from the Deputy Principal, which highlighted some concerns about students' mental health needs.

iii. Standards Committee (9/3/22)

The Committee Chair highlighted the discussion on curriculum review, in particular in relation to government announcements on the introduction of T Levels.

iii. Audit Committee (15/3/22)

The Chair highlighted the updated risk management policy which is presented for approval.

iv. Finance and General Purpose Committee (16/3/22),

The Chair highlighted:

- consideration of approval processes for trips and visits.
- review of salary for enabling staff
- project management services to be put out to tender

RESOLUTION R3 Delegation procedures for approval of trips and visits to be approved by Chairs Action.

The U6 Student Governor joined the meeting.

5. PRINCIPAL'S REPORT

5.1 Performance against targets set in the Strategic Plan - Executive Summary,

The Executive Summary and full report circulated were noted. The Principal outlined the key points of the report:

- Programme of activities relating to Chaplaincy
- Additional workload relating to exam administration; new appointment – Exams Officer.
- Implementation of Disadvantaged Students Improvement Strategy
- Support for Safeguarding and Mental Wellness
- Significant IT developments undertaken to support new working processes and remote learning.
- Ongoing commitment to Teach Manchester Alliance.
- Additional social media marketing and

Q: Were there any lessons to be learned from Autumn 2021 re-sits?

The results were in line with the Teacher Assessed Grades awarded and provided additional validation of the rigorous process implemented during Summer 2021.

ACTION A2 Search and Governance Committee to consider Linked In Alumni Group as for governor recruitment.

5.2 Update on Response to COVID19

The Principal gave a verbal report, highlighting that staff and students are being encouraged to test regularly but that positive COVID-19 cases have increased significantly in the last week. Recommended measures are reviewed regularly.

5.3 Strategic Objectives (Draft)

The draft Strategic Objectives 2022-2025 were noted; the Principal outlined that the high level objectives had been discussed by the Senior Leadership Team and that further detailed targets would be developed prior to final approval of the Strategic Objectives. Governors discussed the proposed objectives and made suggestions for further aspects to be included:

- Link to local, regional and national priorities.
- Reflecting student choice and aspirations
- Curriculum developments

6. CURRICULUM REVIEW

6.1 Curriculum Review and the Way Forward (External Report)

The report was noted for information.

6.2 Presentation

The feedback from the Standards Committee held 9/3/2022 was noted. The Principal acknowledged the report commissioned (item 6.1) and made a presentation outlining key aspects of the current curriculum, government proposals for level 3 curriculum changes (in particular, T levels), analysis of options available and recommendations for future development.

The Principal reported that the Standards Committee had acknowledged the complexity of the situation and recommended a very cautious approach to ensure that any T level provision introduced would continue to address the needs of potential Loreto Students and complement other local provision.

Governors commended the presentation and noted the written comments submitted by PMG, which confirmed a strong preference for maintaining a wide choice of vocational routes to meet the needs of students from partnership high schools.

RESOLUTION R4 **The recommendations of the Standards Committee regarding the introduction of T levels was approved, such that the College would not bid to introduce T levels in 2023/24 and would review the situation regularly.**

ACTION A3 **Principal to involve vocational students in visits to other Colleges.**

7. FINANCIAL AND AUDIT MATTERS

7.1 Management Accounts January 2022.

The report was noted for information. Governors noted that the management accounts had been reviewed by the Finance and General Purposes Committee and noted the key financial indicators.

7.2 Capital Expenditure Report & Requests

The report outlining Capital Expenditure to date was noted.

7.3 Mid-Year Financial Report

The report was noted. The VPPR outlined the College's financial objectives and progress towards these.

7.4 Funding Update and General Matters

The report, which outlined the funding allocation for 2022/23 and a comparison of funding received 2021/22 and the allocation for 2022/23, was noted. The VPPR outlined that there was an increase in the base rate although there were a number of financial uncertainties for 2022/23 to consider (including rising energy costs, pension contributions, pay rises and provision of additional guided learning hours).

7.5 Risk Register 2021/22

The risk register was noted. The VPPR reported that the risk register had been reviewed by the FGP and Audit Committees and summarised the proposed updates to the risk register (R1.01, R2.01, R3.01, R5.01 and the inclusion of an additional risk).

RESOLUTION R5 **The Risk Register was approved.**

8. CURRICULUM AND STANDARDS MATTERS

8.1 Curriculum Report

The report was noted. The Principal reported on U6 Internal Exams, Quality Review programme, Easter revision arrangements and faculty reports.

8.2 Deputy Principal's Report : Safeguarding & Child Protection Report,

The report was noted. The Principal highlighted:

- the increase in students with needs above Level 2, the majority of which have a primary need concerning mental health, the most common reason being anxiety.
- Unavailability of some Student Files from 26 High Schools
- availability and uptake of study support appointments
- Mental Health First Aid training for staff being completed.

Governors discussed the report raising the following matters:

- the support available to students from the Safeguarding and Pastoral teams
- it was crucial to receive Student Files from High Schools in a timely manner.

9. GOVERNANCE MATTERS

9.1 Loreto Trust Board Update

There was no report on this item as PMG was not present.

9.2 Report from the Chair

There were no matters to report.

9.3 Report from the Clerk

The written report was noted for information. Governors noted the intention to meet on site for the next Board meeting, with Committee meetings remaining online.

10. POLICIES

10.1 Policies Approved by Committees

The report was noted for information.

10.2 Policies for Board Approval Committees

i Risk Management Policy

The policy was noted. VPPR outlined that the policy had been discussed at Audit Committee and had been reviewed to include recommendations from the Internal Audit of Risk Management, completed in December 2022, in particular the inclusion of a Risk Appetite Statement. The Chair of the Audit Committee confirmed that the Committee had thoroughly reviewed the Risk Management policy and were assured that this would allow the College to manage risk appropriately.

RESOLUTION R6 The Risk Management Policy was approved for implementation.

11. ANY OTHER BUSINESS

Date of next meeting – 6 July 2022

The meeting closed at 7:55pm.