

Board of Governors MINUTES Meeting held on 6th July 2022

Attendance and Apologies		20/10/21	9/12/21	23/3/22	6/7/22
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	A
Stephen Gabriel (SG)	Foundation Governor	✓	To item 2	✓	From item 5
Sean Gaughan	Foundation Governor	✓	✓	✓	✓
Dr John Gibbons (Dr JG)	Foundation Governor	✓	✓	✓	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	✓	✓	A	✓
John McNerney	Foundation Governor	✓	✓	✓	A
Janet Nevin (JN)	Foundation Governor	✓	A	✓	✓
Stuart Robinson (SR)	Staff Governor				✓
Julian Skyrme (JS)	Co-opted Governor	✓	✓	✓	✓
Niall Wright (NW)	Foundation Governor	A	From item 2	✓	A
Ann Wilkinson (AW)	Foundation Governor	✓	✓	✓	✓
Geraldine Vesey (GV)	Parent Governor				✓
In Attendance					
Alison Gould (AG)	Clerk	✓	✓	✓	✓
Tracey Livesey (TL)	VP: Planning and Resources	✓	✓	✓	✓
Andrea Pritchard (AP)	Deputy Principal	✓	✓	A	✓
Cate Carr (CC)	VP: Curriculum and Standards	✓	✓	A	✓
Mohammed Amara (MA)	U6 Student Governor	✓	✓	✓ From item 5	
Merab Malik (MM)	L6 Student Governor		✓	A	✓

Opening Prayer

PRELIMINARIES

1.1 Apologies

Apologies were received and accepted from V Dolan, N Wright, J McNerney, M Amara (U6 Std), S Gabriel (joined meeting late).

The Chair welcomed two new governors to their first Board meeting: Geraldine Vesey (parent governor); Stuart Robinson (Staff Governor).

1.2 Quorum

The Clerk confirmed that the meeting met its quorum.

1.3 Declarations of Interest

No additional declarations were made.

1.4. Items of a confidential nature

The following items were identified for confidential discussion: Item 13 AOB Land Acquisition.

2. GOVERNOR APPOINTMENTS, RE/NOMINATIONS AND RESIGNATIONS

2.1 Election of the Chair and Vice Chair 2022/23

The Clerk called for nominations for the position of Chair for 2022/23 and received the following nominations:

Nomination	Proposer	Secunder
Mary Heaney	PMG	JMN

RESOLUTION R1 **Mary Heaney was elected unopposed as Chair for 2022/23**

The Clerk called for nominations for the position of Vice Chair for 2022/23 and received the following nominations:

Nomination	Proposer	Secunder
Ann Wilkinson	MH	PMG

RESOLUTION R2 **Ann Wilkinson was elected unopposed as Vice Chair for 2022/23**

2.2. Governor Appointments, Nominations and Resignations

The clerk reported the election of Geraldine Vesey (Parent Governor) and Stuart Robinson (Staff Governor, effective from 20 April 2022.

The Clerk confirmed that V Dolan had agreed to be renominated as Foundation Governor for a period of 4 years.

ACTION A1 Clerk to forward the nomination to the Loreto Education Trust board.

ACTION A2 Suitability of Dick Camplin nominees as potential governors to be investigated (MJ)

3. BOARD OF GOVERNORS MEETINGS

3.1 Minutes of the Meeting of 23/3/2022

The minutes of the last meeting were reviewed and agreed to be an accurate record of the meeting, subject to minor typographical changes.

RESOLUTION R3 The minutes of the meeting of the Board of Governors held 23/3/2021 were approved.

3.2 Minutes – Matters Arising

Reference	Action	Report/Status	Status
AP2 31/10/20	Link between SEND funding and expenditure to be reviewed by governors.	Referred to Standards Committee for detailed review. See Agenda July 2022.	Completed

AP2 8/7/21	Present written report on outcomes of Staff Wellbeing Survey to Board in March 2022	See agenda July 2022 Item 11.	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)	To be reviewed by AG/CC/JN.	Ongoing.
A1 23/3/22	See action AP2 8/7/21		
A2 23/3/22	Search and Governance Committee to consider Linked in Alumni Group for governor recruitment	Verbal report in meeting. MJ reported that Head of HR to work with Marketing Manager regarding use of Linked In.	Ongoing
A3 23/3/22	Principal to involve vocational students in visits to other Colleges.	Completed.	

4. COMMITTEE MEETINGS

4.1 Minutes from Committees

The confirmed minutes were noted for adoption. The Chair invited committee chairs to make any additional verbal reports.

4.1 Finance and General Purposes Committee

4.1.1 16 March 2022

The Minutes were noted. There were no further substantive comments.

RESOLUTION R4 The minutes of the Finance and General Purposes Committee held on 16 March 2022 were adopted.

4.1.2 20 June 2022

The Committee Chair (MH) made a verbal report, highlighting key points from the meeting including, the usual financial reports, the budget, mental health survey and the risk register which are on the agenda for the Board to discuss.

4.2 Standards

4.2.1 18 May

The minutes were noted. There were no further substantive comments.

RESOLUTION R5 The minutes of the Standards Committee held on 18 May 2022 were adopted.

4.2.2 29 June 2022

The Committee Chair (JN) made a verbal report, highlighting that the committee had established its position on the introduction of T levels, the detailed report on mental health and the report on SEND.

4.3 Audit

4.3.1 15 March 2022

The minutes were noted.

RESOLUTION R6

The minutes of the Audit Committee held on 15 March 2022 were adopted.

4.3.2 16 June 2022

JS reported on behalf of the Chair (NW) that plans for internal and external audit were approved and that a detailed discussion on cyber security had been reflected in the risk register.

Q: What is the College's position on insurance against Cyber Attack?

TL reported that in addition to financial security provided through insurance, the College has invested in very thorough mitigations against cyber-attack and a return to business/recovery plan in the event of attack. TI reported that the Audit Committee had considered both an Internal Audit Report on Cyber Security and a report from the Strategic Manager for IT Systems on mitigations against cyber-attack and that recommendations are being implemented.

4.4 Search and Governance

The Committee Chair (PMG) reported that the committee had considered:

- a plan for implementing an External Review of Governance (with an intention of undertaking a review in 2023/24)
- recommendations for the maximum term of office for a governor, considering governors' specific experience and difficulty in recruitment.
- Vacancies, including a financially qualified governor.
- JN and AW appointed as Curriculum Lead Governors.

SG 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:

- Visit of Bishop John Arnold
- Ongoing support from Heads of Hall for students' well-being and mental health and where students change their programme of study, which may impact on overall retention.
- Increase in use and consistency of social media.
- Support for Pathways students and their progression/destinations
- Ongoing discussions with CES regarding Inspection of Catholic Ethos and implementation of prayer and liturgy directive.
- Ongoing discussions with departments regarding L6 student internal examinations outcomes.
- Focus on Inhouse succession planning to help address recruitment issues
- Success of LEEN meetings and induction

Q: What will be the impact of the new management structures for SEND/ALS?

The Principal highlighted that the College had been unable to appoint to the vacancy for the Head of Academic Support. However, experienced staff member, DH, has been appointed for 1 year as Head of Inclusion to head up both mainstream SEND (ALS) and pathways support. Additional senior ESAs and dedicated admin support have been recruited, with new processes already being implemented. The Principal confirmed that it is not a legal requirement to have a SENCO at the college but DH's experience is proving very helpful. The position regarding a SENCO will be monitored.

ACTION A3

Standards Committee to be updated on SEND matters in Autumn 2022 (CC/MJ)

6. STRATEGIC PLANNING 2021/22

6.1 Report on achievement of strategic objectives Strategic Plan/Post Covid 1 year plan 2021/22

The report was noted. The Principal highlighted:

- the potential impact on retention of student mental health.
- although it is intended to run the college on a normal face to face basis there have been renewed surges in COVID cases this summer; more remote teaching INSET is planned in case remote teaching is necessary during 2022/23; decisions on overseas trips will be made in the Autumn.

6.2 Strategic Plan 2022/25

The report was noted.

The Principal reported that:

the last strategic plan was a one-year plan in view of the uncertainty of the national situation and that the plan presented covers three years, based on the strategic objectives approved at the last meeting of the Board in March 2022.

the College Priorities and the Strategic Targets: Core values; COVID recovery; Curriculum, Stretch, Enrichment; Pastoral support and safeguarding; SEND/Pathways; Outcomes and Progression; Leadership and Management; Finances and Premises; Marketing; Environment.

Governor PMG reported that the Trust has encouraged consideration of environmental sustainability across all schools, with Loreto Sixth Form College taking a lead on a strategic approach to benefit all the institutions.

The Principal reported that the membership of the new Workload Committee and the frequency of meetings would be reviewed by the Learning and Development Manager.

Q: How should the governors consider longer term environmental impact on short term decisions in a more strategic way?

JS reported that he could share some insights from the University on their longer term thinking and suggested that an away day or separate Board discussion could be helpful.

SR suggested that external speakers could be brought into engage students.

TL reported that an Environmental and Sustainability Officer is being recruited, who will be responsible for looking at how environmental aspects can be embedded in the curriculum as well as estates issues.

Q: How should the governing body consider the long-term impact on the college's financial position of increases in inflation?

ACTION A4 MJ/MH/JS to consider how to develop scenarios for discussion which reflect greater inflation and costs and the impact on staffing, delivery and estates and longer term environmental and sustainability strategies, building on the current decarbonisation plan.

RESOLUTION R7 The Strategic Plan for 2022-2025 was approved.

6.3 Academisation Position Paper

The report was noted. Governors discussed the analysis and recommendations, agreeing that the position was not yet clear enough to make formal decisions on academisation and endorsing the recommendation to further explore options.

ACTION A5 Continue to explore options for academisation and update the next Board meeting (MJ/PMG)

ACTION A6 Invite Chair of Oldham Academy MAT to present to the Board to inform discussion (MJ/PMG)

7. FINANCIAL AND AUDIT MATTERS

7.1 Management Accounts April 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 Budget 2022/23

The budget report and commentary to the CFFR were presented. The VP (P&R) outlined key assumptions and outturns. The Chair reported that the FGP committee had reviewed the budget and CFFR in detail and had recommended them to the Board for approval. Governors asked questions of clarification regarding assumptions for expenditure (e.g. energy costs and salaries).

RESOLUTION R8 The Budget was approved.

ACTION A7 CFFR to be circulated to Board for final approval (comments and final approval by email to the Clerk)

ACTION A8 The Capital Expenditure Budget to be circulated in full to the Board for final approval (comment and approval by email to the Clerk).

7.3. Capital Expenditure Requests and Expenditure Report

The Capital Expenditure Report and Requests were noted. Governors reviewed expenditure to date and noted the projected increase in capital expenditure in 2022/23, which was largely accounted for by a significant programme of IT equipment renewal.

8. CURRICULUM AND STANDARDS MATTERS

8.1 Quality Assurance Template and Procedures 2022/23

The reports were noted. It was reported that Standards Committee had reviewed the proposed templates and amended procedures and recommended them for approval by the Board

RESOLUTION R9 QA Templates and Procedures for 2022/23 were approved.

8.2 Mary Ward Report – Draft Executive Summary

The report was noted. Governors were pleased to acknowledge the Mary Ward engagement that taken place despite restrictions required by COVID-19 measures.

9. DEPUTY PRINCIPAL'S REPORT

9.1 Annual Safeguarding Report

The report was noted. The Deputy Principal highlighted:

- 21% increase on 2021 in students considered to have an active safeguarding or welfare concern (591 in 2021/22, 488 in 2020/21)
- Mental health is the primary safeguarding need identified (80%), a 17% increase in students on 2021.

- Interventions in place to provide information and support students
- Increase in numbers of students referred to counselling (408, a 21% increase on 2021)
- Data on disadvantaged students, online safety issues and peer on peer abuse,

Governors sought clarification on whether resources in the College could meet the increased demand from students for support. The DP reported that in addition to specialist support the college has dedicated more resource to the tutoring and pastoral support programmes which has received good feedback.

9.2 Annual Complaints

The complaints report was noted. Governors commended the enhanced communication with families during a very challenging year and the very low level of complaints received.

10. AUDIT MATTERS

10.1 Risk Register

The Risk Register was noted. DFER reported that:

FGP, Audit and Standards Committees had reviewed the risk register and the proposed amendments. Risks R1.01, R3.01 R5.01 and R6.01 had been updated and a new additional risk A5.01 had been added reflecting the impact of the situation in the Ukraine.

RESOLUTION R11 The Risk Register was approved

10.2 Internal Audit Plan 2022/23

For information, DFER reported that the plan had been considered by the Audit Committee, with internal audits planned of Student Records, Procurement, Health and Safety, and GDPR.

11. GOVERNANCE MATTERS

11.1 Report From Chair

There were no matters to report which were not covered by the agenda

11.2 Governance Mary Ward Review

The Chair reported that the Vice Chair would co-ordinate the governance review.

11.3 SAR Action Plan

The report was noted. The Chair made a verbal report on progress against the actions, confirming that the action plan is monitored by the Search and Governance Committee.

11.4 Well-being report

The report was noted. The Principal confirmed the report had been reviewed in detail by FGP and outlined recommendations for next year, some of which have already been implemented.

12. POLICIES

12.1 Policies for Review Recommended by FGP Committee

(i) Health and Safety policy

The policy and the update report were noted and reviewed by Governors. No substantive amendments were made.

RESOLUTION R12 The Health and Safety Policy was approved

(ii) Financial regulations

The policy and the update report were noted and reviewed by Governors. No substantive amendments were made.

RESOLUTION R13 The Financial Regulations 2022/23 were approved

(iii) Homeworking

The policy and the update report were noted and reviewed by Governors. Governors noted that this was a new policy and sought clarification on the background to this. No substantive amendments were made.

RESOLUTION R14 The Homeworking Policy was approved

12.2 Policies for Review Recommended by Standards Committee

(i) Admissions 2023/4

The policy and the update report were noted and reviewed by Governors. No substantive amendments were made.

RESOLUTION R15 The Admissions Policy 2023/24 was approved

(ii) Probationary Policy

The policy was noted. The Principal confirmed that amendments to terminology had now been made, to clearly differentiate between probationary period (teaching staff) and introductory period (support staff) following comment from the FGP committee.

RESOLUTION R16 The Probationary Policy was recommended for approval by Chair's Action on completion of amendments recommended by FGP.

12.3 Policies Approved By Committees and Chair's Action

The Clerk reported that two policies had been approved by Chair's Action (Examination Malpractice and Student Behaviour) and that in both cases the Vice Chair and Chair of Standards Committee had been consulted prior to approval.

13. ANY OTHER BUSINESS

One matter was discussed and deemed to be confidential by the Chair. This matter is recorded separately.

ACTION A9 Principal to update the Board on the longer-term impact for future development of the College.

The meeting closed at 8:20pm.