

## Board of Governors

### Meeting held on 19<sup>th</sup> OCTOBER 2022 at Loreto College

# MINUTES

Attendance and Apologies		19/10
<b>Governor</b>	<b>Role/Governor Type</b>	✓
Mary Heaney (Chair) (MH)	Foundation Governor	✓
Michael Jaffrain (MJ)	Principal	✓
Shelly Bowers (SB)	Co-Opted Governor	From item 3.2
Victoria Dolan (VD)	Foundation Governor	✓
Stephen Gabriel (SG)	Foundation Governor	✓ By Zoom
Sean Gaughan (SFG)	Foundation Governor	✓
Dr John Gibbons (Dr JG)	Foundation Governor	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	✓
John McNerney	Foundation Governor	✓
Janet Nevin (JN)	Foundation Governor	✓
Stuart Robinson (SR)	Staff Governor	✓
Julian Skyrme (JS)	Co-opted Governor	✓
Niall Wright (NW)	Foundation Governor	✓
Ann Wilkinson (AW)	Foundation Governor	✓
Geraldine Vesey (GV)	Parent Governor	✓
<b>In Attendance</b>		
Alison Gould (AG)	Clerk	✓
Tracey Livesey (TL)	VP: Planning and Resources	✓
Andrea Pritchard (AP)	Deputy Principal	✓
Cate Carr (CC)	VP: Curriculum and Standards	✓
To be elected 14/11/22	L6 Student Governor	
Merab Malik (MM)	U6 Student Governor	✓

### **Opening Prayer**

#### **PRELIMINARIES**

##### **1.1 Apologies**

The Chair welcomed all governors and attendees to the first Board meeting to be held at the College for over two years. There were no apologies received. The Clerk confirmed that the Chair had agreed that SG could join the meeting remotely.

##### **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:

- Agenda Item 3.2 Matters Arising (Action A9 7/22)
- Agenda item 12.1 AOB

## 2. NOMINATIONS RE-NOMINATIONS AND RESIGNATIONS

The Chair reported that:

- John Gibbons had announced his intention to resign as a governor from 14/12/2022.
- Julian Skyrme had agreed to be renominated as Co-opted Governor effective from 13/12/2022 and that his renomination would be considered by the Search and Governance Committee in November.

## 3. BOARD OF GOVERNORS MEETINGS

### 3.1 Minutes of the Meeting of 6/7/2022

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

**RESOLUTION R1            The minutes of the meeting of the Board of Governors held 6/7/2022 were approved.**

### 3.2 Matters Arising from the Last Meeting

Reference	Action	Report/Status	Status
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)	Verbal report received in meeting 19/10/22. CC confirmed that this had been reviewed by AG/CC/JN in Summer 2022 and that further refinement was required to allow committee to better focus on strategic issues.	Ongoing.
A2 23/3/22	Search and Governance Committee to consider LinkedIn Alumni Group for governor recruitment (AG)	Verbal report received in meeting on 19/10/22. MJ reported that Learning & Development Manager would work with Marketing Manager regarding use of LinkedIn to start in November 2022.	Ongoing
A1 7/22	Forward the renomination of VD as Foundation Governor to the LET Board (AG)	VD Renomination forwarded to LET.	Completed.
A2 7/22	Suitability of Dick Campion nominees as potential governors to be investigated (MJ)	Verbal report made to meeting 19/10/22. MJ reported that this process would start in November 2022	Ongoing
A3 7/22	Standards Committee to be updated on SEND matters in Autumn 2022 (CC/MJ)	CC reported that a SEND report is now included as regular item in the Curriculum Report.	Completed.
A4 7/22	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. (MJ/MH/JS)	A verbal report was made to the meeting held 19/2022. After discussion it was agreed that due to the political uncertainty and uncertain strategy, this work will commence in Term 2.	Ongoing
A5 7/22	Continue to explore options for academisation and update the next Board meeting (MJ/PMG)	See Chair's Report Agenda Item 8.1	Ongoing.
A6 7/22	Invite Chair of Oldham Academy MAT to present to the Board to inform discussion (MJ/PMG)	MJ reported that it may be most helpful for the Oldham Chair to attend March Away Day.	Ongoing.

A7 7/22	CFFR to be circulated to Board for final approval (comments and final approval by email to the Clerk)	The CFFR was circulated in full for final approval. Governors received by email. CFFR was submitted as required.	Completed.
A8 7/22	The Capital Expenditure Budget to be circulated in full to the Board for final approval (comment and approval by email to the Clerk).	The Capital Expenditure budget was circulated in full. Governors approved this by email.	Completed.
A9 7/22		See confidential minutes for full report	Ongoing.

### **Matters Arising Action A9 7/22**

A confidential report (minuted separately) was made regarding progress on Action A9 7/22.

### **3.3 Minutes from Committees**

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

#### **3.3 i Finance and General Purposes Committee 20/6/2022**

The Minutes were noted. There were no further verbal reports or substantive comments.

**RESOLUTION R3 The minutes of the Finance and General Purposes Committee held on 20 June 2022 were adopted.**

#### **3.3 ii Standards Committee 29/6/2022**

The minutes were noted. There were no further verbal reports or substantive comments.

**RESOLUTION R4 The minutes of the Standards Committee held on 29 June 2022 were adopted.**

### **3.4 Reports from Committees**

#### **3.4 i FGP 10/10/2022**

The Chair (MH) made a verbal report, highlighting that:

- Endorsement of a Post-16 Capacity Fund application (discussed and approved in principle)
- Endorsement of CIF (Condition Improvement Fund) and Public Sector Decarbonisation Fund applications to address immediate need to replace Ball Building Gas Boilers (discussed and approved in principle).

TL reported outlined the key points of the Decarbonisation Plan, the options available (and costs) for replacing boilers in Ball Building and the available funding.

Governors discussed the advice of AA Projects, recommendations of the Finance and General Purposes Committee, the suitability of Ball Building for single sourced ASHP heating (as its insulation is not optimal), economic payback and environmental impact of the ASHP proposal, and the option to replace with gas boilers and the risks and opportunities of applying for funding.

**RESOLUTION R5 The College to prepare and submit linked CIF and PSDF applications a view to installing Air Source Heat Pump heating to replace gas boilers in Ball Building (total cost of £886,077 including VAT, which includes a contribution from College funds of £492,352 if only PSDF funding is achieved or £268k if both PSDF and CIF funding is achieved).**

**NOTED If funding is not received, the Board will reconsider the implementation of the Decarbonisation Plan.**

3.4 ii Standards 5/10/2022)

The Chair (JN) made a verbal report, highlighting that the committee had considered the summer outcomes very thoroughly and reviewed the quality assurance processes for 2022/23,

**4 PRINCIPAL'S REPORT**

The Executive Summary circulated was noted. The Principal highlighted some key points of the report and noted that an Assistant Chaplain had been appointed and would be joining before the end of the year.

*Q: What impact is the Staff Workload Committee having?*

MJ reported that the committee will be meeting shortly and that new members will be appointed to make it more representative. The low response to the staff survey will be revisited to ensure that staff have a forum for voicing concerns and feedback to staff survey will be via an open meeting.

#### **4. FINANCIAL AND AUDIT MATTERS**

##### **4.1 Management Accounts July 2022.**

The report was accepted. Governors noted that the management accounts had been reviewed by the Finance and General Purposes Committee.

TL reported on the key financial indicators including the operating surplus, timing of funding and new funding received which had not been included in the budget, underspend in building maintenance (due to timing of activities) and increased costs in catering provision.

MH reported that the College was in a good position financially, which allows the College to invest in its estate and learner provision.

**RESOLUTION R6 The Management Accounts (July 2022) were accepted.**

##### **4.2 Enrolment Report**

The enrolment report was noted.

#### **5. CURRICULUM AND STANDARDS MATTERS**

##### **5.1 Curriculum Report**

The report was noted and CC reported that:

- the outcomes had been thoroughly reviewed by the Standards Committee.
- outcomes were very good, with headline results above national averages in most measures.
- additional support is being put in place for subjects under quality review process.

Governors noted the report on the Quality Improvement Plan 2021/22 and the five priorities for the Quality Improvement Plan in 2022/23.

Governors noted the report on the Quality Review subjects 2021/22 and the recommendations for Quality Review process for 2022/23.

Governors commended the support systems and individual support available to students during the last two years to enable them to continue to achieve in their study.

*SG left the meeting.*

#### **6. DEPUTY PRINCIPAL'S REPORT**

##### **6.1 Safeguarding and Child Protection Report**

The report was noted. The Deputy Principal highlighted:

- Numbers of students identified with a safeguarding need of 2 or greater is higher than at this time last year
- Students with higher levels of need are struggling to access external specialist services
- Additional safeguarding resources in college have been fully utilised
- Seamless support between academic and pastoral staff

Governors expressed concerns about the delay in receiving safeguarding information from high schools relating to new students which would allow the College to ensure they have access to the most appropriate support.

**ACTION A2 Deputy Principal to report to Standards Committee regarding progress in accessing the records for newly enrolled students.**

## **7. GOVERNANCE MATTERS**

### **7.1 Report From Chair**

The Chair reported that Brian McNulty passed away recently. The Chair advised the Board that he had been a great support to the College and a member of the Board for many years and will be sadly missed.

The Chair gave a verbal update on the recent ACVIC conference and the national strategy for academisation, including Catholic sixth form colleges, and noting that final guidance has been developed, although there are different approaches in different diocese.

The Chair and PMG are attending briefings to continue to gain further understanding of the options available and will propose strategy to the Board during this academic year.

### **7.2 Update on OFSTED**

TL updated the governors on the preparation of documentation which may be presented to OFSTED and measures being taken to update staff and limit anxiety about the inspection process.

## **8. POLICIES**

### **9.1 Policies for Review Recommended by FGP Committee**

Governors noted that policy 9.1(i) had been reviewed by the Finance and General Purposes Committee and recommended to the Board for approval.

#### **(i) First Aid policy**

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

**RESOLUTION R7 The First Aid Policy was approved**

### **9.2 Policies for Review Recommended by Standards Committee**

Governors noted that policies 9.2 (i), (ii), (iii) and (iv) had been reviewed by the Standards Committee and recommended to the Board for approval.

#### **(i) Safeguarding and Child Protection**

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

**RESOLUTION R8 The Safeguarding and Child Protection Policy was approved**

#### **(ii) Anti-Bullying Policy**

The policy was noted. No substantive amendments were made.

**RESOLUTION R9 The Anti-Bullying Policy was approved.**

#### **(iii) Access to Information and Publication Policy**

The policy was noted. No substantive amendments were made.

**RESOLUTION R10            The Access to Information and Publication Policy was approved.**

**(iv)    Student Behaviour Policy**

The policy was noted. Governors noted that the policy had been updated in accordance with KCSIE 2022.

**RESOLUTION R11            The Student Behaviour Policy was approved.**

**9.3 Policies Approved By Delegated Authority (Committees and Chair's Action)**

Governors noted that the following policies had been approved by Committees according to the College's schedule of delegated responsibility: CCTV, DBS, Information Security, Harassment Statement, Online Safety, Prevent and Social Media.

**9. LORETO TRUST BOARD UPDATE**

PMG reported that:

- the LET Board had considered the future-proofing of the Trust Board and have sought financial support to move from volunteer staff to paid employees
- training for all governors at schools and colleges within LET will be taking place in November and March 2023.

**ACTION A3                    Clerk to forward training details to all governors when available.**

**11 RISK MANAGEMENT**

**11.1 Risk Register**

The report was noted. TL highlighted the Risk Register had been reviewed by the SLT and presented to the FGP and Standards Committees and that risks had been reviewed and updated where relevant.

**RESOLUTION R12    The Risk Register was approved and referred to the Audit Committee for monitoring throughout the year.**

*MM left the meeting.*

**12 ANY OTHER BUSINESS**

**12.1 Pay Negotiations (CONFIDENTIAL)**

A confidential report (minuted separately) was made regarding the agenda item Any Other Business.

**ACTION A4                MJ to further consider any further measures to show how far the college values staff**

***Closing Prayer***

The meeting closed at 8:05pm.

Signed            Mary Heaney, Chair of the Board of Governors

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14 December 2022