

Board of Governors MINUTES Meeting held on 22nd March 2023

Attendance and Apologies		22/3/23
Governor	Role/Governor Type	
Mary Heaney (Chair) (MH)	Foundation Governor	✓
Michael Jaffrain (MJ)	Principal	✓
Shelly Bowers (SB)	Co-Opted Governor	✓
Victoria Dolan (VD)	Foundation Governor	✓
Stephen Gabriel (SG)	Foundation Governor	✓
Sean Gaughan	Foundation Governor	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	A
John McNerney	Foundation Governor	Y
Janet Nevin (JN)	Foundation Governor	✓
Stuart Robinson (SR)	Staff Governor	✓
Julian Skyrme (JS)	Co-opted Governor	✓ remote from item 7
Niall Wright (NW)	Foundation Governor	Y
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	✓
Cate Carr (CC)	VP: Curriculum and Standards	✓
Malayka Ali (MA)	L6Student Governor	From item 4
Merab Malik (MM)	U6 Student Governor	✓

The meeting opened at 6:05pm with a prayer

PRELIMINARIES

1.1 Apologies

Apologies were received and accepted from PMG and VD.

1.2 Quorum

The Clerk confirmed that the meeting met its quorum and that JS would join the meeting remotely when available.

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 and recording : Item 3.1, Item 4.1.1, Item 4.2.1 and Item 7 as required.

2. GOVERNOR APPOINTMENTS, RE/NOMINATIONS AND RESIGNATIONS

The Clerk confirmed that the following governors had been re-nominated by the Search and Governance Committee as Foundation Governors for a period of 4 years, effective from the end of their current term of office. The Clerk confirmed that the committee had considered the overall tenure of MH and PMG and were satisfied that whilst this was over 8 years, each governor had specific skills and experience which made it important to re-nominate them.

	Status	
Mary Heaney	Foundation Governor	Approved
Janet Nevin	Foundation Governor	Approved
Sister Patricia Goodstadt	Foundation Governor	Approved.

RESOLUTION R1 **The re-nominations made by the Search and Governance Committee were approved.**

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

3. BOARD OF GOVERNORS MEETING

3.1 Minutes of the Meeting of 14 December 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 R2 **The minutes of the meeting of the Board of Governors held 14/12/2022 were approved.**

3.2 Minutes – Matters Arising

The report was noted. The status of matters arising was discussed and recorded in the table below;

Reference	Action	Report/Status	Status
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
A2 7/22	Suitability of Dick Camplin nominees as governors to be investigated.	Short list drawn up. Clerk to pursue.	Ongoing
A4 7/22	Scenarios regarding long term sustainability and environmental strategies to be developed.	Short list drawn up. Clerk to pursue. Update: Include in Governors Strategic Planning Away Day	Ongoing
A5 7/22	Explore options for academisation	MJ reported that: <ul style="list-style-type: none"> • CES had called a meeting to discuss; • the Dioceses have taken different approaches. 	Completed.

		<ul style="list-style-type: none"> • MJ had presented options on behalf of ACVIC • Principals were mainly supportive of forming empty MATs which would allow those who want to academise early. • MJ/PMG were not recommending pursuing academisation in the short-term. • Further updates will be provided and the College can discuss this at a future date. 	
A6 7/22	Oldham SFC Academy Chair to be invited to speak to Board	This meeting will take place at a later date.	Completed.
A1 12/22	Environmental and Sustainability Manager to shadow relevant University of Manchester personnel (JS)	ESM is discussing with University of Manchester	Completed.
A2 12/22	Briefing on key terms, process and role of governors in validation	Update: Briefing to take place October 2023 (CC/Clerk)	Ongoing

MA joined the meeting.

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.

4.1.1 Finance and General Purposes Committee 23 January 2023

The Minutes were noted. The Chair confirmed that a verbal report on this meeting had been at the last Board Meeting. There were no further substantive comments.

RESOLUTION R3 The minutes of the Finance and General Purposes Committee held on 23 January 2023 were adopted.

4.1.2 Standards 7 December 2022

The minutes were noted. The Chair confirmed that a verbal report on this meeting had been at the last Board Meeting.

There were no further substantive comments.

RESOLUTION R4 The minutes of the Standards Committee held on 7 December 2022 were adopted.

4.1.3 Audit Committee 23 November 2022

The minutes were noted. The Chair confirmed that a verbal report on this meeting had been at the last Board Meeting.

RESOLUTION R5 The minutes of the Audit Committee held on 23 November 2022 were adopted.

4.2 Reports from Committee Meetings

4.2.1 Finance and General Purposes Committee 13/3/2023

The chair made a verbal report and confirmed that campus development plans were discussed in detail. The Chair also outlined that the Committee had resolved that an interim payment of 5% would be made to teaching staff in advance of final resolution of the pay claim.

4.2.2 Standards Committee 15/2/2023

The chair made a verbal report and confirmed that heads of faculty had made their reports and discussed mid-year performance.

4.2.3 Audit Committee 9/3/2023

The chair made a verbal report and confirmed that the internal audit opinions presented (GDPR and H&S) showed strong assurance and noted many examples of good practice.

5. PRINCIPAL'S REPORT

The Chair offered formal congratulations to the College on the outcome of the OFSTED review and the published report.

The report was noted.

How effective is the new role of Environmental and Sustainability Manager?

MJ reported that the new ESM is co-ordinating some Manchester-wide projects and has been implementing some short term projects (e.g. removal of paper towels, energy saving measures such as shutting buildings at night and switching off monitors). It is hoped that all staff and students will be trained on carbon literacy next year.

How effective have the revised timescales for internal examinations?

Vocational external examinations have changed to January and therefore internal examination periods have changed. The experience is being reviewed with Heads of Faculty and timings and grade boundaries may be revised for 2023/24.

The Chair thanked the students regarding the feedback from the Student Council. Student Governors confirmed that staff respond to feedback and students are keen to ensure that positive points are acknowledged.

6. FINANCIAL AND AUDIT MATTERS

6.1 Management Accounts January 2023

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. TL highlighted rising energy costs and reported that some energy savings are being seen and that the current contract has some time to run.

6.2 Funding Allocation

The report was noted. TL confirmed that although the base rate per student had increased, as other allowances and programme weightings had changed, the overall allocation for 2023/24 was £22,152 less than 2022/23. Governors expressed concern that there was no overall increase in funding for 2023/24.

6.3 Mid-Year Report on Financial Objectives

The report was noted.

6.4 Risk Register

The report was noted. TL confirmed that the risk register had been reviewed by Finance and General Purposes Committee and approved by the Audit Committee in March 2023.

7. CAMPUS DEVELOPMENT – CONFIDENTIAL MINUTES

The report was noted. The Chair outlined the confidential nature of the proposals and information in the report.

8. CURRICULUM AND STANDARDS MATTERS

8.1 Curriculum Report February 2023

Governors noted the report and that it had been discussed at Standards Committee in February 2023.

How are concerns about T&L grade (7) being addressed?

Staff are adapting to the new system of working at grades. Staff are most concerned about current U6 cohort who have not sat external examinations or developed good learning habits and experienced significant learning loss and lack of resilience during COVID-19, which is a national picture. Additional support has been put in place for U6 students (e.g. more students taking a subject in a year, Easter revision sessions, drop-in sessions, teaching interventions, revision planning). Attendance is increasing slightly and students are aware of the link between attendance and achievement.

8.2 Self Evaluation Report – Draft Executive Summary

The report was noted. Governors acknowledged that the report had been submitted.

9. STUDENT SUPPORT

9.1 Deputy Principal's Report

The report was noted. Governors commented on:

- the encouraging reduction in mental health needs.
- additional enrichment activities can help address mental health and stress.
- tutorial support means mental health is not a taboo subject and support seems easy to access.

AP reported that additional training on mental health for staff will take place in Summer 2023, which may be opened up to MDV students.

10. GOVERNANCE MATTERS

10.1 Report From Chair of the Board of Governors

The Chair gave a verbal report, confirming that potential new governors are being identified and will be interviewed prior to nomination.

10.2 Report from Clerk to the Governors

No matters were raised for discussion.

10.3 Loreto Education Trust Report

MJ reported that Loreto Preparatory School will close at the end of 2022/23, due to financial considerations and that staff and pupils are being supported.

11. POLICIES

11.1 Policies for Review Recommended by FGP Committee

There were no policies for review by the Board.

11.2 Policies for Review Recommended by Standards Committee

(i) Complaints Policy and Procedure

The policy and the update report were noted and reviewed by Governors. No substantive amendments were made. AP reported that the appeals process has been brought into line with other student -focussed policies.

RESOLUTION R10 The Complaints Policy was approved

11.3 Policies Approved By Committees and Chair’s Action

The Clerk reported that the Work Life Balance Policy had been approved by delegated authority. Governors noted the updated policy.

12. EDUCATIONAL TRIPS AND VISITS

The report was noted. The Chair outlined that the College’s policy required all trips to be considered by F&GP and that the Board should consider overseas trips. The Board noted that one overseas trip to Paris was planned and that a risk assessment had been completed.

Governors asked about the staff ratio of 1:12 and whether this was appropriate. TL confirmed that the usual staff ratio is between 1:10 and 1:15, with at least two members of staff on each trip.

RESOLUTION R11 The educational trip to Paris was approved.

13. ANY OTHER BUSINESS

13.1 OFSTED INSPECTIONS

JMcN urged the Board to reflect on the pressures on staff leaders of OFSTED inspections.

The meeting closed at 7:50pm.

Signed: Mary Heaney, Chair of the Board of Governors

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4 July 2023