

Board of Governors MINUTES Meeting held on 4th July 2023

Attendance and Apologies		4/7/23
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	Apologies
Stephen Gabriel (SG)	Foundation Governor	Remote
Sean Gaughan	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	apologies
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	Apologies
Merab Malik (MM)	U6 Student Governor	Apologies

The meeting opened at 6:00pm with a prayer.

PRELIMINARIES

1.1 Apologies

Apologies were received and accepted from VD, GV, MA and MM. It was noted that SG would attend 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 and recording : Item 6.2 and 7.5.

2. GOVERNOR APPOINTMENTS, RE/NOMINATIONS AND RESIGNATIONS

2.1 Election of the Chair and the Vice Chair

The Clerk asked for nominations for Chair, 2023/24. MH confirmed that she would not be standing for the position of Chair for 2023/24 and would resign from her position as Chair effective from 31/7/2023. MH confirmed that she would remain as a governor and would continue to sit only on the Standards Committee, thus creating a vacancy on the Finance Committee.

PMG proposed and MH seconded Ann Wilkinson as Chair of the Board of Governors. There were no other nominations.

RESOLUTION R1 **AW was elected unopposed as Chair effective from 1/8/2023.**

AW gave a vote of thanks to MH for her work as Chair since 2015, her commitment and calm good humour.

The Clerk asked for nominations for the position of Vice Chair of the Board of Governors.

MH proposed and Sr P Seconded Sean Gaughan as Vice Chair of the Board of Governors. There were no other nominations.

RESOLUTION R2 **SFG was elected unopposed Vice Chair effective from 1/8/2023.**

ACTION A1 **Clerk to report nominations to LET and other relevant bodies.**

2.2 Nominations, Re-Nominations and Retirements

There were no further nominations, re-nominations or retirements.

3. BOARD OF GOVERNORS MEETING

3.1 Minutes of the Meeting of 22 March 2023

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 14/12/2022 were approved subject to minor amendments.**

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. <i>Update: MJ reported that Head of HR will work with Marketing Manager regarding use of Linked In.</i>	Ongoing
A2 7/22	Suitability of Dick Camplin nominees as governors to be investigated.	Short list drawn up. <i>Update: Clerk to pursue.</i>	Ongoing

A4 7/22	Scenarios regarding long term sustainability and environmental strategies to be developed.	Short list drawn up. Clerk to pursue. <i>Update: Include in Governors Strategic Planning Away Day Autumn Term 2023/24</i>	Ongoing
A2 12/22	Briefing on key terms, process and role of governors in validation	<i>Update: Briefing to take place October 2023 (CC/Clerk)</i>	Ongoing
A1 3/23	Clerk to forward the re-nominations as foundations for MH, AW and JN to the Loreto Education Trust Board.		Completed

4. COMMITTEE MEETINGS

4.1 Committees Minutes for Adoption

4.1.1 Finance and General Purposes Committee 13 March 2023

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

RESOLUTION R4 The minutes of the Finance and General Purposes Committee held on 13 March 2023 were adopted.

4.1.3 Audit Committee 9 March 2023

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

RESOLUTION R5 The minutes of the Audit Committee held on 9 March 2023 were adopted.

4.1.3 Standards 17 May 2023

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

RESOLUTION R6 The minutes of the Standards Committee held on 17 May 2023 were adopted.

4.2 Reports from Committee Meetings

The Committee Chairs made verbal reports on matters arising at recent meetings.

4.2.1 Audit Committee 15 June 2023

The committee chair (NW) made a verbal report and reported that two internal audits had received an opinion of substantial assurance.

4.2.1 Finance and General Purposes Committee 19 June 2023

The chair (MH) made a verbal report and confirmed that the main areas of discussion are covered by agenda item 7.

4.2.2 Standards Committee 26 June 2023

The chair (JN) made a verbal report.

5. PRINCIPAL'S REPORT

The report was noted. MJ highlighted the outcome of the recent LEEN review. The review's outcomes identified a renewed focus on sustainability and consistent appreciation of the Mary Ward values.

6. STRATEGIC PLANNING

6.1 Report on the Strategic Plan 2022-2025

The report was noted. MJ highlighted:

- the priorities for 2023-24 and the strategic targets for 2022-25 relating to Catholicity/Values, Curriculum, Pastoral, SEND, Outcomes, Leadership, Finances, Marketing/admissions and Environment.
- focus on the changing curriculum choices of the next cohorts, reflecting a shift from social sciences to STEM and physical sciences, which is being addressed by updated recruitment, application and enrolment procedures, and careers advice.

Governors commented that the plan could include KPIs to link to the objectives and RAG rate for future reporting. Governors asked about Diocesan Inspections; MJ reported that preparations are being undertaken in collaboration with Aquinas College and that good practice is being shared between LET schools and colleges.

ACTION A2 **KPIs to be added to the report in future years – CC to liaise with JS.**

6.2 Academisation CONFIDENTIAL MINUTES

6.3 Accountability Statement

CC reported that the draft statement had been reviewed by the FGP and Standards Committees. Governors noted that the LSIP was still in draft form and that the Accountability Statement had referred to this draft.

RESOLUTION R7 **The Accountability Statement was approved for submission.**

7. FINANCIAL AND AUDIT MATTERS

7.1 Management Accounts April 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 the key financial indicators, confirmed that end of year outturn would show a surplus and that retention figures are lower than last year and that measures have been introduced to address this. Governors noted the College's financial performance.

7.2 Budget 2023/24 And Accompanying Notes

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 funding allocation for 2023/24 was less than 2022/23.
- energy bill forecasts have been reduced for 2023/24 from actual costs incurred in 2022/23
- in-year funding for additional students has been clarified
- forecast outturn will be a surplus of £349k, which will bring financial grading back to outstanding
- forecast will show a bank balance of £7.5m after completion of the new building

RESOLUTION R8

The Budget for 2023/24 was approved

7.3 CFFR And Commentary

The report was noted. Governors noted that this report had been reviewed by the Finance and General Purposes Committee in June 2023, which recommended approval. SFG reported that:

- financial grading has historically been graded outstanding and that the budget and CFFR have been developed to safeguard this grading, with the exception of 2024/25.
- the College will still have a substantial cash balance after building works are completed

Governors discussed the impact of “super inflation” being experienced by education building projects currently and the uncertainty that this causes and the impact of campus development on retention of students in 2023/4 and 2024/25.

RESOLUTION R9

The CFFR and Commentary were approved.

7.4 Capital Expenditure

The report was noted. TL reported that it is recommended that temporary classrooms on site should be purchased as purchase price is very similar to leasing classrooms over three years.

7.5 Campus Development (Review of Tender Responses) CONFIDENTIAL

Written reports were noted.

7.6 Ball Boiler Replacement

The report was noted. TL confirmed that as the College had not been awarded funding from CIF, the College’s contribution to the cost of the project would stand at £492,352 (overall cost £866,077).

Governors noted that the project effectively decarbonised Ball Building.

RESOLUTION R13

Approval was granted for expenditure of £492,352 as the College contribution to the costs of replacing Ball Boilers with ASHP technology.

8. CURRICULUM AND STANDARDS MATTERS

8.1 Quality Assurance Process and Timetable 2023

The report was noted. CC confirmed that the report had been discussed at the Standards Committee, which had approved the process and timetable.

8.2 Mary Ward Report – Draft Executive Summary

The report was noted for information at this point. MJ reported that the outcomes of the recent LEEN visit had been incorporated into the report.

9. DEPUTY PRINCIPAL’S REPORT

9.1 Annual Safeguarding Report

The report was noted for information. AP highlighted:

- numbers of students with a safeguarding need are slowly decreasing although levels are still significantly higher than pre-pandemic and are predominantly related to mental health concerns.
- increased incidents of substance misuse
- effective internal college support and information for the most vulnerable students

- revised procedures and staff training responding to Keeping Children Safe in Education 2022, with revisions for 2023/24.

Governors noted trends in student need and the support provisions made by the College.

9.2 Annual Complaints Report

The report was noted.

10. AUDIT MATTERS

10.1 Risk Register

The report was noted. TL reported that the risk register had been reviewed by the Audit Committee and Finance and General Purposes Committee, with a detailed risk register for the building project now being incorporated into the main risk register.

10.2 Internal Audit Plan 2023/24

The report was noted. Governors noted the programme of internal audits for the forthcoming year (payroll, HR, Learner Numbers, Bursaries, and Follow Up).

11. TRIPS AND VISITS

The report was noted. Governors noted that F&GP committee had reviewed the trips and that all trip leaders had completed risk assessments. Governors noted that UK trips had been approved by F&GP committee.

RESOLUTION R14 The overseas trips and visits presented were approved.

12. POLICIES

12. 1 Policies for Review Recommended by FGP Committee

It was noted that the following policies had been approved by delegated authority: Work Life Balance (FGP 19/6/23), Homeworking (FGP 19/6/23), Redundancy Policy (FGP 19/6/23)

12.1.1 Financial Regulations

The report was noted. Governors noted that the Financial Regulations had been reviewed thoroughly by the F&GP. Governors had no further substantive comments.

RESOLUTION R15 The Financial Regulations 2023 were approved.

12.1.2 Health and Safety Policy

The report was noted. Governors noted that the Financial Regulations had been reviewed thoroughly by the F&GP Committee. Governors had no further substantive comments.

RESOLUTION R16 The Health and Safety Policy was approved.

12.1.3 Staff Disciplinary Policy

The report was noted. MJ reported that many changes brought this policy in line with other staff-related policies. Governors noted that the policy had been reviewed thoroughly by the F&GP Committee. Governors had no further substantive comments.

RESOLUTION R17 The Staff Disciplinary Policy was approved.

12.1.4 Grievance Policy

The report was noted. MJ reported that the policy had been reviewed by Browne Jacobson and by F&GP Committee. Governors had no further substantive comments.

RESOLUTION R18 The Grievance Policy was approved.

12.1.5 Recruitment Policy

The policy was noted. MJ reported that the most significant change was removing the right for internal candidates to be short-listed for posts applied for. Governors had no further substantive comments.

RESOLUTION R19 The Recruitment Policy was approved.

12.1.6 Redundancy Policy

The policy was noted. MJ reported that the policy had been reviewed by the F&GP Committee and Browne Jacobson. Governors had no further substantive comments.

RESOLUTION R20 The Redundancy Policy was approved.

12.1.7 Pay Policy

The pay policy was noted. MJ reported that the recommended changes reflected pay awards and pay spine structures and requirements of managing public money. Governors had no further substantive comments.

RESOLUTION R21 The Pay Policy was approved.

12.2 Policies for Review (Standards Committee)

12.2.1 Admissions 2024/25 Entry

The policy was noted. The recommended changes were noted. Governors had no further substantive comments.

RESOLUTION R22 The Admissions Policy 2024/25 Entry was approved.

13. ANY OTHER BUSINESS

13.1 Retirement Of The Chair Of The Board Of Governors

PMG thanked the retiring Chair, Mary Heaney, commending her outstanding work during her time as chair of the Board of Governors, noting that Mary would remain a Foundation Governor on the Board.

The meeting closed at 8:50pm.

Signed: Ann Wilkinson, Chair of the Board of Governors

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1 Nov 2023