



## Board of Governors MINUTES

Meeting held on 1<sup>st</sup> November 2023  
6:00pm at Loreto College, Conference Rooms B/C

Attendance and Apologies		1/11/2023
Governor	Role/Governor Type	
Ann Wilkinson (AW) Chair	Foundation Governor	✓
Michael Jaffrain (MJ)	Principal	✓
Shelly Bowers (SB)	Co-Opted Governor	Apologies
Victoria Dolan (VD)	Foundation Governor	✓
Stephen Gabriel (SG)	Foundation Governor	✓
Sean Gaughan	Foundation Governor	✓
Sr Patricia Goodstadt (PM)	Foundation Governor	✓
Mary Heaney (MH)	Foundation Governor	✓
John McNerney	Foundation Governor	✓
Avril Messenger	Parent Governor	✓
Janet Nevin (JN)	Foundation Governor	✓
Stuart Robinson (SR)	Staff Governor	✓
Julian Skyrme (JS)	Co-opted Governor	✓
Niall Wright (NW)	Foundation Governor	Apologies
<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	✓
Malayka Ali (MA)	U6 student Governor	✓
Vacancy	L6 Student Governor	

### PRELIMINARIES

#### 1.1 Apologies

Apologies were received and accepted from NW and SB.

#### 1.2 Quorum

The Clerk confirmed that the meeting was quorate.

#### 1.3 Declarations Of Interest

There were no additional declarations of interest.

#### 1.4 Confidential Items

It was agreed that item 5.5 would be discussed and minuted as a confidential item.

## 2. NOMINATIONS. RE-NOMINATIONS AND RESIGNATIONS

The Clerk reported:

Resignation: Geraldine Vesey from 1/9/2023

Election: Avril Messenger from 18/10/23 (elected unopposed as Parent Governor)

## 3. BOARD MEETING OF 4 JULY 2023

### 3.1 Minutes

The minutes of the meeting were reviewed and subject to minor typographical changes were approved.

**RESOLUTION R1**                      **The minutes of the meeting held 4/7/2023 were Approved.**

### 3.2 Matters Arising

The status of the matters arising from the last meeting were reported as follows:

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 Spring Term 2023/24</i>	Ongoing
A1 7/23	Clerk to report nominations to LET and other relevant bodies.		Completed
A2 7/23	KPIs to be added to the report in future years – CC to liaise with JS.	Noted.	Completed.

### 3.3 Approved Committee Minutes/matters arising

#### 3.3i Finance Committee (19/6/2023)

The minutes were noted. Governors noted their discussion of this meeting at the last Board meeting.

**RESOLUTION R2**                      **The minutes of the Finance and General Purposes Committee held 19/6/2023 were Adopted.**

#### 3.3 ii Standards Committee (26/6/2023)

The minutes were noted. Governors noted their discussion of this meeting at the last Board meeting.

**RESOLUTION R3**                      **The minutes of the Standards Committee held 26/6/2023 were adopted.**

### **3.4 Reports/Unapproved Minutes from Committees for information**

#### **3.4.1 FGP (16/10/2023)**

SFG reported that most items discussed will be covered on the Board meeting agenda but highlighted:

- Further review of parental income thresholds for Bursary and review of thresholds for bursary students to attend trips
- Further clarification of proposal for EV leasing scheme.

#### **3.4.2 Standards (10/10/2023)**

JN reported that the main focus of the meeting was to scrutinise outcomes for students, confirming that results had been compared to 2019 results and showed improvement. JN commended the College's outcomes against the backdrop of another challenging year.

### **4. PRINCIPAL'S REPORT**

The Executive Summary of report was noted. MJ highlighted:

- above national average L3 and near national average L2 results. ALPS grade 3 (top 15%).
- Successful Freshers Fair
- Extensive programme of activities for Mary Ward Day
- On-site Parent Conference and Enrolment activities were effective.
- LEEN new staff induction, which now includes pre-event in October followed by March off-site event.

Governors commended the report.

### **5. FINANCIAL AND ESTATES MATTERS**

#### **5.1 Management Accounts to 31.07.2023**

The written report was noted. TL reported that the year end outturn was very positive, highlighting the key financial measures.

Governors discussed the impact on staff not joining or leaving the pension scheme early and encouraged the College to ensure that staff were made aware of the benefits of joining the schemes available.

#### **5.2 Enrolment Report 2023/24**

The report was noted. TI reported that late enrolment was less busy than usual. However, the college had met its target with 3560 students enrolled at census date. TL confirmed that retention rates were broadly similar to previous years.

#### **5.3 Funding Update**

The report was noted. TL reported that the pay award for teachers and support staff had been agreed nationally at 6.5% and that the funding rate would be updated to support this increase in pay. Governors noted that this additional payment was not included in the budget as it was announced after the budget was submitted.

TL reported that the SSP for support staff (usually paid in December) is to be incorporated into the pay spine. Governors were pleased that the agreement has been made early in the academic year. TL also reported that a salary increase of 6.5% has been included in the agreed budget for 2023/24.

#### **5.4 Managing Public Money Report**

There were no matters to report.

## **5.5 Update on Campus Development Project CONFIDENTIAL MINUTES**

The written report was noted.

### **CURRICULUM MATTERS**

#### **6.1 Curriculum Report**

The report was noted. CC highlighted:

- the outstanding results of students despite the impact of COVID on the cohort of students completing in Summer 2023.
- Ongoing impact of students entering with higher grades than usual (awarded by TAGS)
- Specific measures introduced to address the shortfall in educational experience (eg: revision and exam practice, additional Subject Support Programme groups)

Governors were impressed with the outcomes and discussed the impact of SSP, whether this could be expanded in any way and whether anxious students could have more time in the large rooms used for examinations.

#### **ACTION A1 The relationship between SSP and outcomes to be analysed further (CC)**

## **7. SAFEGUARDING & CHILD PROTECTION**

### **7.1 Deputy Principal's Report**

The report was noted. AP highlighted:

- that the primary safeguarding needs remains mental health, with growing numbers of students having a safeguarding need of Level 2 or more;
- implementation of specialist software in order to gain information from schools on new entrants, which has proved partly successful;
- fewer appointments offered to new students this year due to staff shortage (staff appointment now made) .

Governors noted that it was unacceptable that students were making disclosures without the College having the file from High Schools.

## **8. GOVERNANCE MATTERS**

### **8.1 Clerk's Report**

There were no matters to report.

### **8.2 Chair's Report (including decisions taken by Chair's Action)**

AW reported that three matters had been approved by Chair's Action:



The report was noted and the amendments recommended by the Standards Committee. AP confirmed that the policy had been approved by the Chair by Chair's action for immediate implementation but that the College was keen that the full Board approved the policy.

**RESOLUTION R8                      The Anti-Drugs Policy was approved.**

**9.3      Policies approved by delegated authority**

Governors noted that no policies had been approved by delegated authority beyond those discussed above.

**10.      LORETO TRUST BOARD UPDATE**

PMG made a verbal report highlighting:

- Project funding had been made available by Provincial Council to support the Loreto Education Trust in the future, focussing on Curriculum and Vision and Values (2 years' funding)
- Funding for a paid post of LET Education Officer (for three years)
- Closure of Loreto Preparatory School, with all staff finding alternative employment and students finding places at other schools.
- Mary Ward reports will be reviewed throughout the year
- Induction for new staff and governors.

Governors congratulated LET trustees on the sensitive way the Preparatory School was closed.

**ACTION A3                      TL and MJ to advise LET on key measures which could be included in a summary dashboard for governors.**

**11.      RISK MANAGEMENT**

**11.1      Risk Register 2023/24**

The report was noted. TL reported that SLT reviewed the risks at the start of the academic year and recommended no changes to the key risks and that the risk register had subsequently been reviewed by F&GP and Standards Committees. TL reported that additional risks had been updated to reflect the proposal for new academic qualification of British Standard.

**12.      ANNUAL REPORTS**

**12.1      Health and Safety Annual Report**

The report was noted.

**12.2      GDPR Annual Report**

The report was noted.

**12.3      CCITT Priorities 2023/24**

The report was noted.

**13.      TRIPS AND VISITS 2023/24**

The report was noted. TL reported that UK trips had been approved by F&GP and that there were three Overseas trips requiring approval (France – French, France – Media, Lourdes – Chaplaincy). Governors noted that risk assessments had been completed and that funding was available to attend trips for students holding bursaries.

**RESOLUTION R9**

**The overseas trips presented were approved.**

**14. ANY OTHER BUSINESS**

There were no matters raised for discussion.

*Closing Prayer*

Date of the Next Meeting: 13<sup>th</sup> December 2023 at 6:00pm

Note: Items highlighted are confidential discussions.

Signed: Ann Wilkinson, Chair of the Board of Governors

.....

13 Dec 2023