

Board of Governors MINUTES OF THE MEETING HELD 27 March 2024

Attendance and Apologies		1/11/23	13/12/23	27/3/24
Governor	Role/Governor Type			
Ann Wilkinson (AW) Chair	Foundation Governor	✓	✓	✓
Michael Jaffrain (MJ)	Principal	✓	✓ R	✓
Malayka Ali (MA)	U6 student Governor	✓	✓	✓
Shelly Bowers (SB)	Co-Opted Governor	A		
Emma Cullen	Co-opted Governors			✓
Victoria Dolan (VD)	Foundation Governor	✓	✓ R	✓
Stephen Gabriel (SG)	Foundation Governor	✓	✓ R	A
Sean Gaughan (SFG)	Foundation Governor	✓	✓	✓
Sr Patricia Goodstadt (PMG)	Foundation Governor	✓	A	✓
Mary Heaney (MH)	Foundation Governor	✓	✓	✓
John McNerney (JM)	Foundation Governor	✓	A	✓
Avril Messenger (AM)	Parent Governor	✓	✓	✓
Janet Nevin (JN)	Foundation Governor	✓	✓	✓
Stuart Robinson (SR)	Staff Governor	✓	✓	✓
Julian Skyrme (JS)	Co-opted Governor	✓	✓	✓
Sarah Taylor				✓
Niall Wright (NW)	Foundation Governor	A	✓	A
Hannah Yue (HY)	L6 Student 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	✓	✓	✓
Karen Musgrove (KM)	RSM Lead Auditor		✓	
Sandra Prail	Observer (for ERB)			✓

1. PRELIMINARIES

The Chair welcomed Sandra Prail as an observer to the meeting. The Board noted that SP was observing as part of the College's External Review of Governance.

1.1 Apologies

Apologies were received and accepted from NW and SG.

1.2 Quorum

The Clerk confirmed the meeting was quorate.

1.3 Declarations Of Interest

There were no additional declarations of interest.

1.4 Confidential Items

It was agreed that commercial agreements relating to Agenda Item 7 should be recorded as a confidential matter.

2. GOVERNOR APPOINTMENTS, NOMINATIONS AND RESIGNATIONS.

The Chair confirmed:

- there were no resignations to report.
- there were two nominations as Co-Opted Governors to consider: Emma Cullen and Sarah Taylor. The skills and experience of the nominees were reviewed.

RESOLUTION R1 **Emma Cullen was appointed as a Co-Opted Governor for a term of 3 years, effective from 27/3/2024 (Proposed JS, Seconded AW)**

RESOLUTION R2 **Sarah Taylor was appointed as a Co-Opted Governor and Finance Lead Governor for a term of 3 years, effective from 27/3/2024 (Proposed SFG, Seconded AW.)**

EC and ST joined the meeting.

3. BOARD MEETING OF 13 December 2023

3.1 Minutes

The minutes of the meeting were reviewed and subject to minor typographical changes were approved. Governors agreed the minutes were an accurate record of the meeting and made no further comments.

RESOLUTION R3 **The minutes of the meeting held 13/12/2023 were approved.**

3.2 Matters Arising

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

Ref	Action	Report/Status	Status
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A2 3/23	Search and Governance Committee to consider Linked in Alumni Group for governor recruitment	<i>Update: AG reported that this had taken place with 8 expressions of interest which are being followed up.</i>	Completed
A2 7/22	Suitability of Dick Camplin nominees as governors to be investigated.	<i>Update: AG reported that that this had taken place but there had been no interest.</i>	Completed
A4 7/22	Scenarios regarding long-term sustainability and environmental strategies to be developed.	<i>Update: Include in Governors Strategic Planning Away Day Autumn Term 2024/25.</i>	Ongoing
A1 11/23	The relationship between Subject Support Programme (1 additional period per subject) and outcomes to be analysed further (CC)	<i>Update: Impact of SSP on outcomes to be analysed after summer results and reported to Standards Committee in October 2024.</i>	Referred to Standards Cttee
A2 11/23	Search and Governance Committee to review and monitor role of Student Governor, in particular providing more information to students in advance to encourage full engagement.	<i>Update: Search and Governance Committee to review at end of 2023/24 in conjunction with output of ERB.</i>	Ongoing

4. COMMITTEE MATTERS

4.1 Approved Committee Minutes and Matters Arising

4.1.1 Finance Committee (22/1/2024)

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

RESOLUTION R4 The minutes of the Finance and General Purposes Committee held 22/1/2024 were adopted.

4.1.2 Standards Committee (6/12/2023)

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

RESOLUTION R5 The minutes of the Standards Committee held 6/12/2023 were adopted.

4.1.3 Audit Committee (29/11/2023)

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

RESOLUTION R6 The minutes of the Audit Committee held 29/11/2023 were adopted.

4.2 Reports/Unapproved Minutes from Committees for information

4.2.1 FGP (11/3/2024)

The Chair reported that the committee discussed:

- Delays in obtaining DfE approval for the EV leasing scheme.
- low rate of accidents and incidents.
- difficulties in staff recruitment, particularly Chaplain and SEND specialist

- MJ reported that ACVIC organisations also reported similar recruitment problems.
- PMG reported that there are plans to develop apprenticeships through seminaries, which would be relevant to chaplaincy roles.
- AP confirmed some early beneficial results of the College's model of RE Teaching staff undertaking some of the Chaplaincy role, either as a permanent or temporary solution.
- ACVIC benchmarks which confirmed the College's excellent financial status.
- PMG reported that there are plans to develop apprenticeships through seminaries, which would be relevant to chaplaincy roles.

4.2.2 Standards (6/12/23)

AW reported that the main discussion items are on the agenda of this meeting. AW highlighted:

- Discussion with Heads of Faculty
- Difficulty of recruiting and retaining SEN/D specialist in the light of increasing numbers of applications from students with additional needs.

4.2.3 Audit (13/3/2024)

JS reported that some matters discussed are on the agenda of the next meeting, JS highlighted discussion on:

- Positive internal audit reports on Payroll and HR
- Risk Register
- Anti-bribery policy.

AW confirmed that the key risk highlighted in the Governors Risk Management Training was cyber security, which was now better reflected in the Risk Register.

5. PRINCIPAL'S REPORT

The Executive Summary of report was noted. MJ highlighted:

- Following unsuccessful attempts to recruit to the role of Chaplain, 3 members of teaching staff appointed as part-time Chaplains, which has been well received by students.
- Women's Football Team are in national finals.
- Increasing number of applications for 2024/25 from students with high needs, not all of which can be accommodated.

Governors discussed the challenge for parents in finding places for young people with additional needs, lack of appropriate advice at high schools, the appropriateness of sixth form education and the ability of the college to meet the individual's needs.

6. FINANCE AND AUDIT REPORT

6.1 Management Accounts January 2024

The report was noted. TL reported:

- Management Accounts had been scrutinised by the Finance and General Purposes Committee

- Key financial performance indicators and variances against budget
- Catering function to be outsourced, with tenders issues during Summer term
- Retention has improved this year

NOTED

Governors noted the Management Accounts (January 2024)

6.2 Funding Allocation

The report was noted. TL updated the Board on funding announcements and reported that the College Funding allocation has been received. (This indicates an increase of around £700,000 for 2024/25 but does not include confirmed in year funding for any additional students).

6.3 Mid-Year Report on Performance Against Financial Objectives

The report was noted. TL highlighted that the College had met its objectives

6.4. Risk Register

The report was noted. TL confirmed that the risk register had been reviewed by SLT, Finance and General Purposes Committee and approved by the Audit Committee and highlighted updates recommended to the Risk Register. Governors discussed:

- the impact and likelihood of the risks posed by cyber security and the mitigations in place and the increasing costs of insurance.
- the risk of staff recruitment and retention are reflected in the risk register.

ACTION A1

Risk Register to be updated to include links to disaster recovery and cyber security plans within the risk register and risks relating to staff recruitment and retention.

PMG left the meeting

7. CAMPUS DEVELOPMENT CONFIDENTIAL

7.1. Report and Recommendations CONFIDENTIAL ITEM

The report was noted, which outlined project progress. This item was minuted confidentially.

8. CURRICULUM AND STANDARDS MATTERS

8.1 Curriculum Report

The report was noted. CC reported that:

- the data reflects monitoring point data from January, which has been updated and discussed by SLT, reflecting mock examinations and further monitoring point data.
- Working Towards Grades (WTGs) have been discussed with Heads of Department and individual class teachers
- plans for next year are in place to increase consistency across departments and faculties, building on best practice in the College.
- College plans to encourage staff to become external examiners and how this can be fed back to departmental staff.

Governors discussed the below national average results in GCSE Maths and English results last year. CC updated governors on issues relating to disruption of staffing, introduction of additional exam practice. CC reported that additional revision sessions are taking place and a review of criteria used regarding which level students are entered for.

8.2 Executive Summary of Self-Assessment Report

The report was noted. CC confirmed that the report had been submitted.

9. STUDENT MATTERS

9.1 Deputy Principal's Report

The report was noted. AP highlighted:

- primary safeguarding need being mental health continues, in particular anxiety, eating disorders, depression and suicidal ideation, which is similar to the experience of previous years.
- positive impact of CPOMS system in providing data on L6/newly enrolled students.
- online safety improvements implemented for staff and students (regarding blocking websites).
- increased number of severe incidents reported and supported by the College, often in the absence of other community and health support services.
- Requirement for additional staff resources to meet demands from additional student numbers.

9.2 Student Governors Report

The written report was noted. HY and MA presented a summary of the feedback from Student Voice and Student Council and the actions taken to address concerns.

ACTION A4 **Catering tendering to include requirement to label food/drink regarding allergies and halal.**

10. GOVERNANCE MATTERS

10.1 Report from the Chair

There were no matters to report

10.2. Report from the Clerk

There were no matters to report.

10.3 Loreto Education Trust Report CONFIDENTIAL

PMG gave a verbal report.

11. POLICIES FOR REVIEW

The Clerk confirmed that policies submitted to the Board for approval were in accordance with the delegation schedule agreed by the Board in 2022/23.

11.1 Policies Referred by Finance and General Purposes Committee

11.1.1 First Aid

The report was noted, and the amendments recommended by the Finance and General Purposes Committee were discussed. There were no further substantive comments.

RESOLUTION R7 **First Policy was approved.**

11.1.2 Disclosure and Barring Service (DBS) Policy

The report was noted, and the amendments recommended by the Finance and General Purposes

Committee were discussed. There were no further substantive comments

RESOLUTION R8 DBS Policy was approved

11.1.3 Pay Policy

The report was noted, and the amendments recommended by the Finance and General Purposes Committee were discussed. There were no further substantive comments

RESOLUTION R9 Pay Policy was approved

11.1.4 Staff Disciplinary Policy

The report was noted, and the amendments recommended by the Finance and General Purposes Committee were discussed. There were no further substantive comments

RESOLUTION R10 Staff Disciplinary Policy was approved.

11.2 Policies Referred by the Standards Committee

11.2.1 Complaints

The report was noted, and the amendments recommended by the Standards Committee were discussed. AP reported that this policy is being withdrawn pending a Manchester-wide approach to dealing with vexatious complaints.

NOTED The Complaints Policy was withdrawn for submission at a later date

11.3 Policies Referred by the Audit Committee

11.3.1 Anti Bribery Policy

The report was noted, and the amendments recommended by the Audit Committee were discussed. It was noted that this policy had also been reviewed by the Finance and General Purposes Committee.

RESOLUTION R11 The Anti-Bribery Policy was approved.

MJ reported that the College is investigating the most cost-effective way of gaining high quality legal advice on policies.

11.3 Policies Approved by Delegated Authority

The written report was noted, confirming that following policies had been approved by delegated authority:

- Accessibility Statement (approved by Chair's Action) CHECK IF SEEN BY STANDARDS
- Mental Health and Strength Policy (approved by the Standards Committee on 14/2/2024)
- Treasury Policy (approved by Finance and General Purposes Committee on 11/3/2024)

12. TRIPS AND VISITS 2023/24

The written report was noted. TL reported that UK trips had been approved by F&GP and that overseas trips planned for 2024/25 required outline approval. Governors noted that risk assessments had been completed and that funding was available to attend trips for students holding bursaries.

RESOLUTION R12

The overseas trips presented were approved in principle.

13. ANY OTHER BUSINESS

There were no matters raised for discussion.

Closing Prayer

The meeting closed at 20:12

Date of the Next Meeting: 3rd July 2024 at 6:00pm