



## Board of Governors MINUTES

Meeting held on 3<sup>rd</sup> July 2024  
6:00pm at Loreto College, Conference Rooms B/C

Attendance and Apologies		1/11/23	13/12/23	27/3/24	3/7/24
Governor	Role/Governor Type	3			
Ann Wilkinson (AW) Chair	Foundation Governor	✓	✓	✓	✓
Michael Jaffrain (MJ)	Principal	✓	✓ R	✓	✓
Malayka Ali (MA)	U6 student Governor	✓	✓	✓	
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	Co-opted Governor			✓	✓
Niall Wright (NW)	Foundation Governor	A	✓	A	A
Hannah Yue (HY)	L6 Student 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	✓	✓		✓

## **1. PRELIMINARIES**

### **1.1 Apologies**

Apologies were received from SG, EC, NW and MA.

### **1.2 Quorum**

The clerk confirmed that the meeting met its quorum.

### **1.3 Declarations**

There were no additional declarations of interest.

### **1.4 Confidential items**

Campus Development Working Group

## **2. BOARD MATTERS**

### **2.1 Election of Chair**

The clerk invited nominations for the role of Chair.

AW was nominated by JN and PMG.

**RESOLUTION R1      AW was elected unopposed as Chair of the Board of Governors 2024/25.**

### **2.2 Election of Vice Chair**

The Chair invited nominations for the role of Vice Chair.

SFG was nominated by AW, seconded by PMG.

**RESOLUTION R2      SFG was elected unopposed as Vice-Chair of the Board of Governors 2024/25.**

### **2.3 Nominations, Renominations and Resignations**

SFG and JMcN were renominated for a term of four years as Foundation Governors.

### **2.4 Committee Chairs and Membership**

The Chair reported that there were no proposals to change Chairs and membership of committees.

## **3. LAST MEETING**

### **3.1 Minutes of the Last Meeting**

The minutes were agreed to be a true and accurate of the meeting.

**RESOLUTION R3**                      **The minutes of the meeting held on were approved.**

**RESOLUTION R3**                      **The minutes of the meeting held on were approved.**

### 3.2 Matters Arising

MH reported on the Sustainability Conference held at the College, launched by Bishop John.

AW proposed that MH should be appointed as Link Governor for Sustainability Matters to work with the College and wider projects and stakeholders.

A2 24/3                  Refereed to Search and Governance Committee

A3 24/3	Ongoing
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### 3.3 Chair's Action

The Chair of the Board of Governors approved the Accountability Statement and approved it for submission to the DfE.

## 4. COMMITTEES

#### 4.1 Committee Minutes for Adoption

## 4.1.1 F&amp;GP 11/3/2024

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

**RESOLUTION R4**      **The minutes of the F&GP Committee meeting held on 11/3/24 were adopted.**

#### 4.1.2 Audit 13/3/2024

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

**RESOLUTION R5**      The minutes of the Audit Committee meeting held on 13/3/24 were adopted.

#### 4.1.3 Standards 8/5/2024

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

**RESOLUTION R6**      **The minutes of the Standards Committee meeting held on 8/5/24 were adopted.**

## 4.2 Reports from Recent Committees

#### 4.2.1 Audit 6/6/2024

JS reported that the Internal Audits reports were very positive, and the risk register had been re-structured to more accurately reflect the impact of risks, if mitigation is unsuccessful.

#### 4.2.2 F&GP 17 June 2024

SFG reported that the management accounts and budgeting reports for 2024/25 had been discussed and approved.

#### 4.2.3 Standards 26 June 2024

JN reported that the committee had discussed: revised quality assurance procedure and timetable, Deputy Principal report and policies.

### **5. PRINCIPALS REPORT**

The report was noted. MJ highlighted that:

- The college approach to providing chaplaincy support has been successful, although it has an additional cost. This approach is continuing next year
- Only one SFCA has been inspected under the new Catholic School Inspection Framework. The College is taking advice on best practice.
- Positive comments from students on the support provided to them by the College.

Governor asked about attendance at enrichment activities. CC confirmed that this was monitored and was 92% in 2023/24.

### **6. CORPORATION REPORTS**

#### **6.1 Report on Strategic Targets**

The report was noted. The principal confirmed that targets for 2025-2025 would be reviewed in March 2025. Governors commented:

- targets setting should be more streamlined to provide a better focus.
- Key performance indicators should be agreed to provide in-year and inter-year comparability.
- College to aim to develop 3-year strategic objectives and 1-year operational targets.
- Ways to maintain a broad curriculum consistent with the ethos of the College to be considered

Governors discussed support for students with EHCPs, which has increased nationally, noting the increase in applications to the College and the College's capacity to support such students

**ACTION A1                      Key indicators to be discussed by Search and Governance Committee and at the Governors' Strategy Day.**

#### **6.2 Accountability Statement**

The report was noted. CC reported that the draft report had been reviewed by the Standards Committee and submitted to DfE following approval by Chair's Action

#### **6.3 External Board Review Report**

The report was noted. Governors discussed the recommendations. The Chair reported that:

- she broadly supported the recommendations of the review.

- Search and Governance Committee had already discussed that the Governors were proud to be student-centric and would be considering how to retain this focus in the light of recommendations.
- Search and Governance Committee would develop an action plan which principally addressed recommendations on:
  - Accessibility, clarity and strategic focus of papers which inform the agenda
  - Releasing capacity to address strategic matters more fully
  - Development of online access to papers and archived papers

**ACTION A2                      Search and Governance Committee to develop Action Plan to address recommendations of External Board Review**

## **7 FINANCIAL REPORT**

### **7.1 Management Accounts April 2024**

The report was noted. Governors noted the key financial indicators, discussing the main variances against the budget (surplus, timing of payments, catering services), being assured that variances were largely a matter of timing and would be aligned by year end.

### **7.2 Budget 2024/25**

The report was noted. TL presented the budget which had been reviewed by the Finance and General Purposes Committee, confirming a projected surplus of £16k. Governors discussed the impact of lagged funding for the additional 200 students being admitted for 2024/25 on the budget and projected financial health grading for 2024/25 and 2025/26 (falling to Requires Improvements).

**RESOLUTION R7                      Budget for 2024/25 was approved.**

### **7.3 CFFR and Commentary**

The report was noted. Governors discussed:

- the contextual note and budgetary assumptions.
- the impact of growth in student numbers (supported by Manchester Education Department) and lagged funding, noting that funding for growth beyond 2024/25 has not been confirmed
- the concern that lagged funding made it difficult to achieve the financial objective of maintaining staff costs at less than 70% of income for the first time in many years.
- The proposal to submit a self-assessed financial health grade of “good” for 2025/26, being assured of the rationale to support this.

**RESOLUTION R8                      The CFFR and Commentary 2024/25 were approved.**

### **7.4 Capital Expenditure Plan and Budget 2024/25**

The report was noted. Governors discussed the capital expenditure plan and budget (£1.1m), noting that this had been reviewed by the finance and GENERAL PURPOSES Committee. Governors noted that in the light of the major capital programme to provide new student accommodation capital expenditure was focussed on IT renewal, IT switch replacement, estates maintenance and fit out of premises.

## **RESOLUTION R9      Capital Expenditure Plan and Budget 2024/25 was approved.**

### **7.5 Financial Objectives 2023/24**

The report was noted. Governors commended the College's financial prudence in achieving all the objectives.

### **7.6 Campus Development Project – CONFIDENTIAL ITEM**

This item was minuted confidentially.

## **8. CURRICULUM REPORT**

### **8.1 National Qualifications Review**

The report was noted. CC reported that the plan for defunding vocational qualifications may be paused but that the situation was uncertain. MJ confirmed that Colleges had been advised to commence recruitment for 2025/6 without change to their curriculum offering.

### **8.2 QA procedures and Timetable**

The report was noted. CC confirmed that Standards Committee had reviewed the procedures and timetable. There were no substantive comments.

### **8.3 Mary Ward Report**

The report was noted. Governors noted that Core RE programme for 2024/25 would include enhanced student briefing at the start of the year. The Chair confirmed that the governance report would be added to the College report prior to submission.

## **9. DP REPORT**

### **9.1 Safeguarding**

The report was noted. Governors noted the higher levels of concern being dealt with by the College (for example forced marriage) and the difficulty in accessing external support in response to referrals.

### **9.2 Complaints**

The report was noted. Governors noted that few complaints had been received and those received had been dealt with effectively.

## **10. RISK MANAGEMENT**

### **10.1 Risk Register**

The report was noted. TL confirmed that the presentation of the register had changed in response to the Audit Committee. Governors reviewed the risks and the mitigations and made no further amendments

### **10.2 Internal Audit Plan**

The report was noted.

## **11. TRIPS AND VISITS**

The report was noted. Governors discussed the ongoing approval of trips and visits. The Clerk confirmed that there was no requirement for Governors to approve individual trips and that sector practice was that trips were approved by SLT/Principal and that Governors received an annual Report outlining cost implications and impact of the programme of trips and visits. Governors noted that an Internal Audit of Trips and Visits would be taking place in 2024/25.

**ACTION A3**                      **Clerk to agree with Chair the format of Annual Report on Trips and Visits**

**RESOLUTION R11**      **Overseas trips were approved.**

## **12. POLICIES**

### **12.1 Policies Referred from Finance and General Purposes Committee**

#### 12.1.1 Financial Regulations

The report was noted. Governors reviewed the recommended updates.

**RESOLUTION R12**      **The Financial Regulations were approved.**

#### 12.1.2 H&S policy

The report was noted. Governors reviewed the recommended updates.

**RESOLUTION R13**      **The Health and Safety Policy was approved.**

#### 12.1.3 16-19 Bursary Policy

The report was noted. Governors noted the context for introducing this new policy and noted the recommendations and comments of the Finance and General Purposes Committee.

**RESOLUTION R14**                      **The 16-19 Bursary Policy was approved.**

#### 12.1.4 LGPS Discretions Policy

The report was noted. Governors noted the context for introducing this new policy and noted the recommendations and comments of the Finance and General Purposes Committee regarding the difficulty of providing support to students within the framework of this funding (i.e. travel and non-compulsory trips and visits).

**ACTION A4**                      **MJ to co-ordinate a joint letter to MPs.**

**RESOLUTION R15**                      **The LGPS Discretions Policy was approved.**

#### 12.1.5 Capability Policy

The report was noted. Governors reviewed the recommended updates, noting that this policy had been brought more closely in line with other related policies. Governors noted that specific arrangements for designated postholders were not outlined in the policy.

**RESOLUTION R16**      **The Capability Procedure was approved**

**ACTION A5**                      **Clerk to liaise with CC and MM to ensure appropriate arrangements for designated postholders are included in this policy.**

## **12.2 Policies Referred by the Standards Committee**

### 12.2.1 Complaints Policy – Exams

The report was noted. Governors reviewed the recommended updates, noted the inclusion of dealing with vexatious complaints.

**RESOLUTION R17**                      **The Complaints Policy – Exams Policy was approved.**

## **12.3 Policies Referred by the Audit Committee**

### 12.3.1 Procurement Policy

The report was noted. Governors noted the context for introducing this new policy and noted the recommendations and comments of the Audit Committee.

**RESOLUTION R18**                      **The Procurement Policy was approved.**

## **12. 4 Policies Approved by Delegated Authority**

The report was noted.

## **13, AOB**

PMG made a short verbal report on the recent OFSTED inspection at Loreto Chorlton High School.

The meeting closed with a prayer.