

Board of Governors Meeting

Wednesday 11th December 2024, Conference Room B/C, 6.00pm

Minutes

Attendance and Apologies		
Governor	Role/Governor Role	11.12.24
Ann Wilkinson (AW) Chair	Foundation Governor	Y
Michael Jaffrain (MJ)	Principal	Y
Emma Cullen (EC)	Co-opted Governor	A
Victoria Dolan (VD)	Foundation Governor	A
Stephen Gabriel (SG)	Foundation Governor	R
Sean Gaughan (SFG)	Foundation Governor	Y
Sr Patricia Goodstadt (PMG)	Foundation Governor	A
Mary Heaney (MH)	Foundation Governor	Y
John McNerney (JMcN)	Foundation Governor	Y
Avril Messenger (AM)	Parent Governor	Y
Janet Nevin (JN)	Foundation Governor	Y
Stuart Robinson (SR)	Staff Governor	Y
Julian Skyrme (JS)	Co-opted Governor	Y
Sarah Taylor (ST)	Co-opted Governor	Y
Niall Wright (NW)	Foundation Governor	Y
Hannah Yue (HY)	L6 Student Governor	A
In Attendance		
Karen Musgrove	RSM (for the Financial & Audit Report section only)	Y
Tracy Livesey (TL)	VP: Planning and Resources	Y
Andrea Pritchard (AP)	Deputy Principal	A
Cate Carr (CC)	VP: Curriculum and Standards	Y
Noreen Poole	Clerk	Y

Opening Prayer

1. PRELIMINARIES

1.1 Apologies and Quorum

Apologies were received from E Cullen, V Dolan, Sr P Goodstadt and A Pritchard. S Gabriel attended the meeting remotely. The meeting was quorate.

1.2 Declarations of Interest

There were no additional declarations of interest.

1.3 Items of a confidential nature

Item 5 as a commercially sensitive item will be confidential.

2. FINANCIAL & AUDIT MATTERS

2.1 End of Year Reports

Audit Finding Report 2024

The report was noted.

External Auditor Karen Musgrave from RSM UK Audit LLP presented the Report and Financial Statements for 2024 and asked Governors for any questions. KM confirmed that the report was clean and there was nothing of note to highlight.

The Report and Statements were approved. The Governors thanked TL and the Team for their hard work.

i. Report and Statements ending 31/7/2024

Received Noted and Approved

ii. Assurance Report on Regulatory

Received Noted and Approved

iii. Audit Findings Report 2024

Received & Noted

iv. Letters of Representation (Regulatory and Financial)

Received, reviewed and Approved

Financial Management and Control Evaluation (FMCE)

Received and Noted

v. Report on Performance against Financial Objectives 2023/24

Received noted and Approved

vi. Report on Audit Committee November 2024

This had been discussed at the recent Audit meeting on 10/12/24. The Chair reported that it was another year of solid strong reporting with no issues. There were no comments. It was noted that there will be a re-tender for both internal and external auditors next year.

Report and statements had been previously reviewed at F&GP and were approved and adopted. It was noted that the overall Finance position was good as was the cash position. Thanks were given to the those managing this at the College

Resolution: The above documents were Approved and Adopted

vii. Risk Register

The Risk Register issues were discussed. The pay award and Academisation were highlighted risks.

2.2 Management Accounts October 2024

The Management Accounts for October were noted.

TL highlighted

- The balance account, cash flow and the net underspend.

3. MINUTES

3.1 Minutes of the meeting of 30th October 2024

The report was noted. Governors reviewed the minutes and agreed that this formed an accurate record of the meeting (subject to the previous amendments being addressed).

The Chair raised the issue of Catering listed on Page 3. MJ updated Governors on the Catering provision. The new catering company is in place and there are some issues. Not many students are utilising the facility. The quality, choice and cost are factors. Governors discussed student involvement in feedback on the facility. A new Manager is now in post and things may improve, this will be reviewed.

The Chair requested that catering be a standing item on the agenda to the Board to keep the focus on this issue. It was agreed that this would also be a standing item on F&GP.

RESOLUTION : The minutes of the meeting of the Board of Governors were approved *(subject to previous typographic amendments).*

3.2 Matters arising

The Chair reported that all outstanding matters had been addressed and that there were no further matters for discussion.

4. PRINCIPAL'S REPORT ON PERFORMANCE

4.1 Executive Summary

MJ Highlighted:

- Mary Ward Day and the extensive work from HG, CG, CJ, they have stepped in and ensured this Day was a success in the absence of the person responsible.
- The Open Days were also a great success and the comments were very positive.
- ST asked about the DoE process and applications. CC explained the process and how well it worked. It was noted that this is highly subsidised event but a valuable one.
- SG asked about the time in lieu process for staff and how this worked. This was explained in detail and the staff have had the opportunity to vote on how they took the time and this has worked very well.

MJ was thanked for the report.

5. ESTATES AND LAND ACQUISITION – CONFIDENTIAL ITEM

5.1 Progress Report from the Buildings Working Group

This matter was minuted confidentially.

6. COMMITTEE MATTERS

6.1 Minutes of Committees and Matters Arising

(i) F&GP Committee Meeting 14/10/24

Some amendments were requested but have not been actioned.

RESOLUTION: The minutes of the Finance and General Purposes Committee held on 14/10/24 were adopted *(Subject to the amendments being made).*

(ii) Standards Committee 09/10/24

Approved with the proviso that the amendments previously requested are completed.

RESOLUTION: The minutes of the Standards Committee Meeting held on 09/10/24 were adopted.

(iii) Audit Committee 6/6/24

The minutes of the Audit Committee 6/6/24 had been approved at the Audit Committee Meeting held on 10/12/24 and had not yet been circulated.

6.2 Reports/Unconfirmed Minutes

(i) Finance Committee 25 /11/24

The Chair of the Committee updated Governors on some issues addressed. Account changes have been made to ensure effective cash flow, he highlighted the pension scheme issues and costs associated with heat pumps. It was noted that H&S incidents are slightly up but still low and there had been one GDPR issue which was reported. Overall Finance is being managed very well. As reported in the Financial Report and statements, the College has been graded by the ESFA financial plan as having outstanding financial health through to 2023/24 based on the College's financial return, which was submitted to the ESFA in July 2024. The grade for 2024/25 is assessed as Good, due to the impact of lagged funding of the current phase of growth. The College aims to return the health score to Outstanding after the lagged funding impact has completed in 2027. The College has healthy cash reserves to fund future capital developments. MJ reported that he had met with the EFSA link yesterday to present the case on their "Good" Outcome which was disappointing.

(ii) Audit Committee 10/12/24

The Chair of the Committee updated Governors on the last meeting which was positive.

(iii) Standards Committee 4/12/24

The Chair of the Committee updated Governors on the Standards /Validation Report. The curriculum subjects and the enabling area that are at grade 3 are being monitored and reviewed. SR asked about student surveys and if the U6 tutorial could be used for capturing information. This was discussed and agreed that it was not possible. The Chair confirmed that there were a lot more student responses in the reports this year than previously, which was pleasing.

7. QUALITY & STANDARDS

7.1 Self- Assessment /Validation Report December 2024

CC highlighted:

- The timing of the Enabling validation was moved which has had a good impact.
- The breakdown was analysed and it was noted that 28 subjects are outstanding or good 5 are under Quality Review.
- A summary for strengths and areas for development has been provided.

SR asked about the student survey questions in relation to this.

MH asked about History progress. CC explained that the department was an ALPS grade 5 so while progress is being made there is still work to be done and there is a new HoD in post.

NW stated that 8/9 subjects had moved down a little compared to last year. CC explained about the Value Added issues and the use of ALPS. It was agreed that this item on measurement should be addressed at ACVIC as a broader issue.

Thanks were given to the Chair and all those Governors who supported by attending the validation panels. CC was thanked for all her hard work.

8. SAFEGUARDING & CHILD PROTECTION REPORT

The report was noted. AP had sent Apologies, the Chair noted the difficult and hard work that is being done by AP and the College in this area.

8.1 Student Council Report

MJ noted that the Student Council report does highlight that students do enjoy their time with the College.

MH left the meeting

9. GOVERNANCE MATTERS

9.1 Governor Nominations and Resignations

There were no nominations or resignations.

9.2 Governance SAR Report

This Report was noted.

The Chair discussed the SAR. One to ones will be reactivated next year.

9.3 Loreto Education Trust Report

This Report was noted.

MJ attended a value driven meeting at the LET Education Centre with a lot of the Loreto Senior Managers which was very productive.

10. POLICIES FOR REVIEW

10.1 Policies referred from F&GP Committee

There were no policies from this Committee

10.2 Policies & Statements Referred from the Standards Committee

All the Policies have been reviewed by the Standards Committee.

- **Anti-Bullying Policy** - small mandatory changes had been made to KCSIE
The Anti-Bullying Policy was Approved
- **Anti-Harassment Policy** – small mandatory changes.
The Anti-Harassment Policy was Approved
- **Careers Policy** – small changes had been made and these were approved.
It was noted that the Board should have a Careers Link Governor. Governors were asked if anyone wanted to volunteer and if so could they let the Chair know. Some Governors requested further information.
Action: MJ to speak to AP and arrange for some information to be sent to Governors on the skills and time needed for the role.
This Careers Policy was Approved

SG left the meeting

- **Counselling Policy** - Small changes to reflect updates in service provision.
The Counselling Policy is Approved.

10.3 Policies Referred from the Audit Committee

There were no policies from this Committee.

10.4 Policies Approved by Delegated Authority

There were no policies under this heading.

11. MANAGING PUBLIC MONEY

There were no items under this item.

12. ANY OTHER BUSINESS

There were no items for Any Other Business.

The date of the next meeting was noted (March 26th 2025 at 6:00pm in Conference Room B/C)