BOARD OF GOVERNORS

MINUTES

22nd OCTOBER 2025 at 6pm, LORETO COLLEGE

Attendance and Apologies		22/10/25
Governor	**Role/Governor Type**	
Ann Wilkinson (AW) Chair	Foundation Governor	✓
Michael Jaffrain (MJ)	Principal	✓
Emma Cullen (EC)	Co-opted Governor	A
Victoria Dolan (VD)	Foundation Governor	✓
Stephen Gabriel (SG)	Foundation Governor	A
Sean Gaughan (SFG)	Foundation Governor	✓
Sr Patricia Goodstadt (PMG)	Foundation Governor	✓
Avril Messenger (AM)	Parent Governor	✓
Janet Nevin (JN)	Foundation Governor	✓
Stuart Robertson (SR)	Staff Governor	✓
Julian Skyrme (JS)	Co-opted Governor	✓
Emma Sweeney (ES)	Co-opted Governor	✓ from 6.2
Sarah Taylor (ST)	Foundation Governor	✓
Niall Wright (NW)	Foundation Governor	✓
Darryl Mbongue (DM)	U6 Student Governor	
In Attendance		
Alison Gould (AG)	Clerk	✓
Tracey Livesey (TL)	Vice Principal	✓
Andrea Pritchard (AP)	Deputy Principal	A

Opening Prayer

1. PRELIMINARIES

1.1 Apologies And Quorum
Apologies were received and accepted from SG and EC.

1.2 Declarations Of Interest
There were no additional declarations of interest.

1.3 Confidential Items
The following items were identified for confidential discussion and minuting: 8.2 Academisation and 7.1Curriculum Report/Skills White Paper.

2. NOMINATIONS, RE-NOMINATIONS AND RESIGNATIONS

2.1 Nomination as Co-opted Governor: Emma Sweeney
The Clerk confirmed that a nomination for Emma Sweeney to join the Board had been reviewed by the Chair and was recommended to the Board for approval. The nomination was proposed by AW, seconded by SFG and was approved unanimously by the Board.

RESOLUTION R1 **Emma Sweeney to be appointed as a Co-Opted Governor for a period of three years effective from 22/10/2025**

3. BOARD MEETING

3.1 Minutes of the Board meeting of 2 July 2025
The minutes were reviewed and agreed to be an accurate record of the meeting.

RESOLUTION R2 **The minutes of the meeting of the Board of Governors held on 2/7/2025 were approved.**

3.2 Matters Arising
The matters arising report was noted. The status of actions was discussed and is shown below:

Action Ref	Action	Status
24/12 A1	**Re-tendering for audit services** *Report: Approved 2/7/25.*	Completed
24/12 A2	**Catering Services to be reviewed**. *Report: A new provider was appointed from September 2025. TL reported that the College was happier with this provider.*	Complete.
25/03 A4	**Recommendations for deep dives for Board discussions** *Report: SLT/Search and Governance Committee to make recommendations.*	Ongoing
25/07 A1	**Report on revised Remuneration Committee Terms of Reference and procedures to be presented to the Board for approval.** *Report: For review by Search and Governance Committee in November 2025. Board approval required.*	Ongoing
25/07 A2	**Governance section of the Mary Ward Review to be produced and approved by Chair's Action during the Summer.**	Completed.

	Report: Governance section included in final Mary Ward report (available on Governors' Portal).	

4. COMMITTEE MEETINGS

4.1 Approved Committee Minutes

4.1.1 Finance and General Purposes Committee– 16/6/25

The report was noted. Governors noted that this meeting had been discussed at the Board meeting on 2/7/2025 and have now been approved by the Committee.

RESOLUTION R3 Minutes of the Finance and General Purposes Committee held on 16/6/2025 were adopted.

4.1.2 Standards Committee – 25/6/25

The report was noted. Governors noted that this meeting had been discussed at the Board meeting on 2/7/2025 and have now been approved by the Committee.

RESOLUTION R4 Minutes of the Standards Committee held on 25/6/25 were adopted

4.2 Committee Reports

4.2.1 Standards Committee held 8/10/2025

The Committee Chair (JN) reported that the summer outcomes for BTEC, A levels and GCSE resits had been discussed in detail by the Committee, which had congratulated the College on the outcomes. JN highlighted that there were no subjects in the "blue value added" and that since reviews of marking have been received only one subject will have a grade 6 ALPS.

4.2.2 F&GP held 13 October 2025

The Chair (SFG) reported that the committee had considered several matters which would be discussed later in the meeting and highlighted the Sustainability Report, HR report, Premises report and CCIT report and priorities for 2025/25, which included Cyber Security as a priority theme for the year.

Governors commended the work of SLT in predicting the growth in student numbers and ensuring that the campus and teaching capacity was appropriate for the increased numbers.

5. PRINCIPAL'S REPORT

5.1 Executive Summary

The report was noted. The Principal highlighted that the Diocese's anchor of hope is being displayed at the College, the recent visits from two IBVM sisters from South Sudan, and the appointment of an EDI lead. The Principal reported that recent open days had been well attended (approximately 12250 attendees).

Governors commended the work of Student Ambassadors during the Open Days.

6. FINANCIAL AND AUDIT MATTERS

6.1 Management Accounts to 31.07.2025

The report was noted. TL reported that the outturn for the year would be in surplus, significantly ahead of budget, with the variance being due largely to higher than anticipated banking interest and additional funding, which was not announced until the budget had been set. TL reported that the cash balance remained healthy despite significant investment in the campus and facilities, retention rates were improved (above 98%) and that there was over budget expenditure on agency staff, predominantly ESAs.

Governors discussed the impact on financial planning of the end of year outturn on the budget.

Governors discussed the investment strategy for the cash balance and reserves. SFG confirmed that investments were held in low-risk interest-bearing accounts and that the investment strategy was reviewed regularly by the Finance and General Purposes Committee.

ACTION A1 **Investment Strategy to be reviewed during 2025/26 to ensure value for money is achieved.**

ACTION A2 **Apply for accreditation as a Living Wage Employer n**

ES joined the meeting.

The Chair welcomed ES to the meeting and confirmed her appointment as a Co-opted Governor

6.2 Enrolment Report 2025/6

The report was noted. TL reported that the College had reached its three-year growth target early, through both student recruitment and improved retention and that all students had been accommodated and that staffing levels were appropriate.

6.3 Managing Public Money Report

AW reported that HMT and DfE guidance regarding severance pay had been updated and that there were no matters in scope to report to the DfE at this time.

6.4 Buildings Working Group Report

The report was noted. SFG reported that St Vincent's had been completed and was being fully utilised and that, since the meeting of the Working Group, Our Lady's had also been completed. SFG reported that the only matter outstanding was the Stopping Up Order.

Governors congratulated the TL and the college team involved in this project.

6.5 Risk Register

The report was noted. TL reported that the Risk Register had been reviewed by SLT and subsequently by the Finance and General Purposes Committee in October, which had requested that Risk R2.01 should be re-worded and separated out into two risks for clarity (impact of curriculum reforms and fluctuation in student numbers) and the revised Risk Register would be reviewed by the Audit Committee in November.

7. CURRICULUM MATTERS

7.1 Curriculum Report - CONFIDENTIAL ITEM

This item was minuted confidentially.

8. GOVERNANCE MATTERS

8.1 Chair's Report
AW gave a verbal report, highlighting the introduction of Executive Summaries for Board papers from the next Board meeting. AW requested Governors to complete the Beyond the Agenda survey which will provide a benchmarking report for governance.

8.2 Academisation CONFIDENTIAL ITEM
This item was minuted confidentially

9. STUDENT MATTERS

9.1 Deputy Principal's Report (MJ)
The report was noted. MJ highlighted the range of student activities undertaken and planned by the Chaplaincy and the numbers of students (new and continuing) with level 2 and above safeguarding needs identified. MJ reported that the number of Heads of Hall had increased to accommodate growth in student numbers, with consequent training for new staff and staff with new or different responsibilities.

9.2 Student Governor Report (DM)
DM gave a verbal report, highlighting:

- Student Council had not yet met although the Student Voice Representatives had been elected.
- Many students were very disappointed that Mary Ward Day had been postponed.
- Students had noted the improvements in catering provision (portion control and food quality had improved)
- Student feedback on St Vincents' was generally very positive,
- Some students were disappointed that sports teams had not been allocated funding to attend national AOC tournaments, although funding is available to attend regional competitions.

TL reported that SLT had reviewed the cost and logistics of attending AOC national competitions and were unable to allocate funding in a year with a very tight budget. Governors discussed the matter and asked SLT to review the matter.

ACTION A3 **College management to review the decision on funding attendance at AOC national finals as an operational matter.**

10. REVIEW OF COLLEGE POLICIES

10.1 Policies for Review referred by the Finance and General Purposes Committee
10.1.1 Privacy and Cookies Policy
Governors noted the report, the recommendations made and that the policy had been reviewed by the Finance and General Purposes Committee.

RESOLUTION R 5 **The Privacy and Cookies Policy was approved**

10.2 Policies for Review Referred by Standards Committee
10.2.1 Safeguarding and Child Protection Policy
The report was noted. Governors discussed the minor changes suggested which reflected the updated KCSIE.

RESOLUTION R 6 **The Safeguarding and Child Protection Policy was approved**

Anti-Drugs Policy
The report was noted. Governors noted the report and the recommended updates.

RESOLUTION R 7 **The Anti-Drugs Policy was approved**

10.2.3 Prevent Policy
The report was noted. Governors discussed the recommended changes which largely related to violence fascinated individuals.

RESOLUTION R 8 **The Prevent Policy was approved**

11. LORETO TRUST BOARD

PMG gave a verbal report, highlighting that Mary Ward Reviews are being considered in the Autumn in order to develop an earlier action plan. PMG reported that the union between IBVM and CJs would take place on 4th November 2025 and that the College's Instrument and Articles would be updated accordingly.

12. AOB

The official opening of the new buildings will be 2nd December 2025.

Closing Prayer

Meeting Closed at 8:15

Matters Arising carried forward

Action Ref	Action	Status
25/03 A4	**Recommendations for deep dives for Board discussions** *Report: SLT/Search and Governance Committee to make recommendations.*	Ongoing
25/07 A1	**Report on revised Remuneration Committee Terms of Reference and procedures to be presented to the Board for approval.** *Report: Reviewed by Search and Governance Committee in November 2025.*	Ongoing. See agenda for Board Meeting 10/12/2025

Matters Arising from the meeting held 22.10.2025

Action Ref	Action
25/10 A1	**Investment Strategy to be reviewed during 2025/26 to ensure value for money is achieved** *Finance and General Purposes Committee to review.*
25/10 A2	**Apply for accreditation as a Living Wage Employer** *Finance and General Purposes Committee to review.*
25/10 A3	**College management to review the decision on funding attendance at AOC national finals as an operational matter.** *Finance and General Purposes Committee to review.*