Board of Governors

Wednesday 1st July 2026 at 6pm
At Loreto College, Conference Room A
Minutes

Attendance and Apologies		22/10/25	10/12/25	25/03/26	01/07/26
Governor					
Ann Wilkinson (AW)	Chair of the Board	P	P	P	P
Sean Gaughan (SFG)	Vice Chair of the Board	P	P	P	P
Michael Jaffrain (MJ)	Ex-Officio	P	P	P	P
Emma Cullen (EC)	Co-opted Governor	A	A		
Emma Sweeney (ES)	Co-opted Governor	P (from 6.2)	P (from 3.2)	P	A
Victoria Dolan (VD)	Foundation Governor	P	A	P	P
Stephen Garbriel (SG)	Foundation Governor	A	A	A	R
Sr Patricia Goodstadt (PMG)	Foundation Governor	P	A	P	P
Avril Messenger (AM)	Foundation Governor	P	P	P	P
Dr Janet Nevin (JD)	Foundation Governor	P	P	A	P
Sarah Taylor (ST)	Foundation Governor	P	P	P	P
Niall Wright (NW)	Foundation Governor	P	P	P	P
Stuart Robertson (SR)	Staff Governor	P	P	A	P
Dr Julian Skyrme (JS)	Co-opted Governor	P	P	P	A
Mary McDerby (MMcD)	Parent Governor			A	A
Darryl Mbongue (DM)	U6 Student Governor		P	P	
Ryan Matope (RM)	L6 Student Governor		P	A	A
In Attendance					
Alison Gould (AG)	Clerk	P	P		
Ashlee McMahon (AMcM)	Acting Clerk			P	
Jennifer Iddon (JI)	Clerk				P
Tracy Livesey (TL)	Vice Principal	P	P	P	P
Andrea Pritchard (AP)	Deputy Principal	A	P	A	A
Karen Musgrove (KM)	RSM		P (from 3)		

Opening prayer

1. Preliminaries

1.1 Apologies and Quorum

Apologies were received from Cate Carr, Ryan Matope, Julian Skyrme, Mary McDerby, Andrea Pritchard and Emma Sweeney.

The Clerk confirmed that the meeting was quorate.

1.2 Declarations of Interest
There were no declarations of interest.

1.3 Items of a confidential nature
It was agreed that Item 9: Academisation would be treated as a confidential item.

2. Governor appointment, resignations and nominations (item continued in point 15)
The Board noted:

- The resignation of JN.
- The extension of VD's term of office until 2030.

3. Last Meeting of the Board of Governors
3.1 Minutes of the meeting of 25/03/2026
The minutes of the meeting held on 25 March 2026 were approved as an accurate record.

3.2 Matters arising
Meeting 25/03/2026

Action	Update
Chair to send document to Sr Patricia for consideration of staff suggestions relating to the Mission Statement and discussion at the next LET Board meeting.	**Completed.** Sr Patricia has responded.
Minimum changes to the Mission Statement to be circulated to Governors.	**Action: JI** to contact Sr Patricia regarding the proposed amendments and circulate to governors.
MJ to provide more data-rich information to Governors to enable better assessment of how well objectives are being met.	**Completed.** This has been noted by SLT and will be incorporated into future reports.
Clerk to remove TL from the list of regular attendees at Standards Committee meetings.	**Completed.**
Strategy Day notes to be circulated to all Governors.	**Completed.**

4. Committee Matters
4.1 Minutes of committees and matters arising
The Board received and noted the minutes of the following committees:
(i) Audit Committee 5th March 2026
(ii) Finance and General Purposes (F&GP) Committee 23rd March 2026
(iii) Search and Governance Committee 29th April 2026
(iv) Quality and Standards Committee 07th May 2026

4.1 Reports from Committee Chairs
(i) **Audit Committee 2nd June 2026**
NW reported that this had been the final Audit Committee meeting of the academic year, including a review of audit activity. No significant issues were identified.

The Committee received an update on HR matters and noted that the overall position remained positive and that the College was following up on areas for improvement that had been identified.

(ii) **Finance and General Purposes (F&GP) Committee 22nd June 2026**

SFG reported that the committee welcomed Geraldine to her first F&GP Committee meeting and noted the departure of JD, thanking her for her contribution.

The Committee considered a range of matters, many of which were included elsewhere on the Board agenda. Updates included:

- A funding update, including confirmation of a 0.55% increase in funding rates.
- A review of the Terms of Reference considering the revised Financial Handbook. JI is undertaking this work in advance of the next F&GP Committee meeting.
- Cybersecurity arrangements and the continuing implementation of Cyber Essential Plus.
- Health and Safety performance, which remained positive, with few incidents reported given the size of the College.
- HR updates, including the increasing use of artificial intelligence and the resulting impact on team workloads.
- A GDPR incident, which had been reviewed and required no further action.

Governors were reminded to use their Loreto email accounts for College business.

(iii) **Search and Governance Committee 15th June 2026**

PMG reported on discussions relating to governance, compliance and Board effectiveness.

The Committee confirmed that governors are on the distribution list for the College GDPR newsletter. Governors also received an update on curriculum matters, terms of office and current vacancies.

The Committee had recommended the reappointment of VD for a further four-year term and this has been approved by the Loreto Educational Trust (LET) Board. Governor vacancies continued to present a challenge and the Committee discussed a range of recruitment approaches, including engagement with alumni networks through LinkedIn. Emphasis was placed on the need to recruit Foundation Governors.

The Committee reviewed the Association of Colleges (AoC) Code of Good Governance and recommended its adoption by the Board.

Resolved: The Board of Governors agreed to formally adopt the AoC Code of Good Governance.
Action: JI will circulate the AoC Code of Good Governance to all Governors and upload it to the Governors' Portal.

The Committee also considered:

- Committee membership and succession planning.
- The potential appointment of a co-opted, non-Governor member to the Audit Committee.
- Statutory requirements relating to the publication of the Principal's salary.
- Terms of Reference (TORS) and Schemes of Delegation. JI is updating all TORs to ensure they reference the College's ethos.
- Progress against the Governors' Action Plan.
- Arrangements for an external governance review.

JI will continue to progress governor recruitment activity.

(iv) **Quality and Standards Committee 24th June 2026**

JN reported on the Committee's consideration of quality assurance arrangements, including revisions to the Self-Assessment Reports to ensure alignment with the current Ofsted framework.

The Committee received a number of reports, including the Accountability Statement, which demonstrated how the College's curriculum and provision respond to local and regional needs.

Governors were pleased to note the breadth of activity and progress highlighted in the Deputy Principal's report.

The Committee discussed the increasing trend towards examinations being scheduled earlier in the summer term, particularly during May, and the resulting impact on teaching time. The Committee also approved a minor amendment to the Student Behaviour Policy to address the use of AI-enabled smart glasses.

Governors were advised that the main focus of Quality and Standards Committee work would take place during the autumn term.

Finally, JN commented positively on the contribution made by CT and reported that responsibilities would be divided between CT and CC going forward, with CT taking a lead role in relation to deep dives. The Committee recorded its appreciation of CT's work and contribution.

5. Senior Post Holder (SPH) Remuneration ST

AW reported that a number of remuneration regulations had been introduced rapidly following developments at Weston College. The Sixth Form Colleges Association (SFCA) have produced a code and template to assist colleges, although some aspects remained unclear. It was proposed that the Corporation adopt the SFCA template from the next academic year.

VD joined the meeting at 18:27, having been delayed due to traffic.

TL and MJ withdrew from the meeting for the discussion of this item.

The Committee discussed the application of the requirements of 'Managing Public Money', noting that senior pay increases were effectively capped at 6%. It was noted that MJ had received a 4% increase in the previous year. Due to the timing of pay awards, including increases implemented in September and April, any further increase would have resulted in the relevant threshold being exceeded. The Committee confirmed that the decision was not a reflection on MJ's performance and that this had been clearly recorded.

The Committee noted that AP's remuneration was linked to MJ's payroll arrangements. After consideration, it was agreed that a 2% honorarium would be the most appropriate approach. The Committee noted that AP remained below the applicable upper limit and therefore an honorarium could be awarded without the same constraints applying.

Members acknowledged that the circumstances arose from the staging of pay awards during the year and were likely to be a one-off occurrence. While a different interpretation may have been possible, the

Committee agreed that it was prudent to adopt a cautious approach.

Resolved: The Board approved the 2% honorarium for AP.

6. Strategic Plans

6.1a Principal's Report Executive Summary & 6.1b Principal's Report

MJ reported that significant work had been undertaken by Jonty and Lucy on the Catholic Schools Evaluation Document (CSED). While confirmation of the inspection date had not yet been received, ongoing support from the Diocese has been positive.

The Diocese has provided quality assurance support through Martin Johnson, who commented favourably on the college's strong multi-faith dimension. MJ advised that preparations are progressing well and that the Catholic Inspection Group continues to meet monthly to oversee readiness.

Governors will be involved as part of the inspection process and there is a governor checklist for the inspection. It was noted that Jane Beever (Loreto Grammar School), as a Lead Inspector, may be a useful source of guidance. Governors were also advised to consult their Loreto Governance booklet and the Vision, Values and Philosophy booklet.

Governors were advised that the Catholic inspection process is similar in nature to an Ofsted inspection. In addition to Catholic life and mission, inspectors will also review the provision and quality of Religious Education.

The Board recognised the strong work being undertaken by the Chaplaincy and RE teams. Student engagement has increased and several successful initiatives have been delivered throughout the year.

6.2 Update on Catholic Inspection

An update on preparations for the Catholic Inspection was received. The college continues to work closely with diocesan representatives and is awaiting confirmation of the inspection date. Governors noted the importance of familiarising themselves with inspection requirements and the supporting documentation available.

6.3a Mary Ward Self Evaluation Report Executive Summary & 6.3b Mary Ward Self Evaluation Report

Governors received the Mary Ward Self-Evaluation Report.

The Board noted the significant contribution of Danny Webb, Equality, Diversity and Inclusion (EDI) Lead, in developing and embedding equality, diversity and inclusion initiatives across the college. Governors heard that this work has successfully incorporated spiritual development alongside EDI objectives.

The report highlighted that students view diversity as a key strength of the college and that the inclusive culture continues to be positively recognised across the college community.

7. Accountability Statement

The Accountability Statement, prepared by CT, was presented to Governors. It was noted that the document provides an overview of the College as a whole and is a statutory requirement.

Action: JI to obtain electronic signature from Chair of for this to be added to the final document prior to

publication.
Resolved: Governors reviewed and approved the Accountability Statement 2026–27.

8. *Governance Matters*
8.1 Chair's Update
No items to report.

9. Confidential Item – Academisation
This item was minuted confidentially.

10. Finance and Audit Matters
10.1 Management Accounts April 2026
The Board received the management accounts, which had previously been reviewed by the Finance and General Purposes Committee.

TL highlighted the key points, noting that the financial position remains strong. Bank interest income continues to perform better than expected. An underspend of £132k against budget was reported, primarily due to staffing costs, including savings arising from ten members of staff opting out of the Teachers' Pension Scheme.

The College is forecasting a year-end surplus of £288k, representing a significant improvement on previous forecasts. This is attributable to increased student numbers and favourable staffing variances.

Governors also noted the healthy cashflow position, which is forecast to be approximately £12m by Quarter 4 of 2026/27.

Resolved: The Board noted the report.

10.2 Financial Objectives Report June 2026
Governors received an update on progress against the financial objectives set out in the July 2025 Financial Forecast. The Board noted that regaining an Outstanding Financial Health rating remains a key objective and that progress continues to be made towards this target.

TL highlighted that the College currently has 132 cash days in hand, significantly exceeding the revised target of 40 days recommended by the FE Commissioner.

It was further noted that staff costs remain within target levels, although the reported figure excludes agency staffing costs in non-teaching areas.

A minor amendment was identified within the report, with references to the ESFA to be updated to the Department for Education (DfE).

Resolved: The Board noted the report and progress against the College's financial objectives.

10.3 Financial Dashboard
TL presented the Governors' Dashboard, noting that it is based on historic data from previous years' **C**ollege Financial Forecasting Returns (CFFRs) and financial records and therefore does not reflect the College's current financial position.

Governors noted that the dashboard, published in April, showed a decline from Outstanding to Good. However, it was reported that current forecasts indicate a significantly improved financial position, including higher projected performance ratios and reduced staff costs as a proportion of income.

Resolved: Governors noted the dashboard and the improved financial performance against previous forecasts.

10.4 Budget 2026/7
TL presented the proposed Budget for 2026/27 and reported that the College had successfully achieved its planned growth target. The budget forecasts a surplus of £662k, representing a significant improvement on previous forecasts and supporting the College's return to an 'Outstanding' financial health rating. Governors were advised that all students are fully funded and that the College's financial position remains strong.

The temporary classrooms will be removed in August 2026 and that rental payments ceased in May, as the provider is unable to remove the classrooms until August.

Governors noted the positive forecast and the continued improvement in key financial indicators.

Resolved: The Budget for 2026/27 was approved.

10.5 College Financial Forecasting Return (CFFR) and Commentary 2026/27 & 10.6 Capital Expenditure Budget 2026/27

TL presented the CFFR and accompanying commentary. Governors noted that the forecast reflected the College's improved financial position and return to an Outstanding financial health rating. It was reported that there were no significant issues to highlight, other than continuing increases in IT-related costs.

TL also presented the proposed Capital Expenditure Budget Plan for 2026/27, including investment in IT infrastructure, equipment replacement, estate improvements and learning resources.

Resolved: The College Financial Forecast Return (CFFR) and accompanying commentary were approved. The Capital Expenditure Budget Plan for 2026/27 was approved.

11. Curriculum and Standards Matters

11.1 Quality Assurance Procedures 2026/2027

MJ presented the Quality Assurance Procedures for 2026/27. Governors were advised that the procedures had previously been reviewed by the Standards Committee. The only notable change relates to the return of CC, with CT taking a greater role in the quality assurance and deep dive process. Governors noted the report.

12. Deputy Principal's Reports

12.1a. Annual Safeguarding Report Cover Sheet

12.1b. Annual Safeguarding Report

12.1c. Safeguarding Summary

Governors received the Annual Safeguarding Report and Safeguarding Summary. The report provided assurance regarding the effectiveness of the College's safeguarding arrangements and systems. Discussion focused on the increasing volume and complexity of safeguarding cases rather than any concerns regarding existing processes.

Governors noted emerging issues relating to the use of artificial intelligence by students and parents, including students increasingly using AI tools as a source of emotional support. MJ confirmed that he remained confident that the College's safeguarding structures and procedures were sufficient to respond to these challenges.

Governors also discussed concerns regarding student wellbeing, concentration and behaviour, particularly amongst Lower Sixth students whose educational experiences had been disrupted by the COVID-19 pandemic. The impact of mobile phone use was considered, including students taking phones on toilet visits during lesson time and sending emails to staff during the early hours of the morning. It was reported that the issue of mobile phone use had been discussed by the Senior Leadership Team and that options for addressing this were being explored. Governors discussed the importance of clear expectations, appropriate processes and consistency across the College

Governors commended AP and the safeguarding team for their work. It was confirmed that JL is undertaking the Designated Safeguarding Lead role during AP's absence and has received the necessary training.

Resolved: Governors received and noted the Annual Safeguarding Report.

12.2 Annual Complaints Report

The Annual Complaints Report was received and noted. No significant concerns were raised.

13. Audit Matters

13.1 Risk Register

TL presented the updated Risk Register, noting that it had been reviewed by the Senior Leadership Team and considered by both the Audit Committee and Finance & General Purposes Committee. Changes since the previous version were highlighted within the document. It was noted that risks were listed in order of their current risk scores.

Governors were advised that the highest-ranked risk remains that of a cyber-attack. A new risk relating to artificial intelligence had also been added, including consideration of the potential legal and operational implications arising from its use.

In response to questions, MJ confirmed that training on AI-related issues had been provided for senior leaders, staff and students.

VD queried whether the prioritisation of certain risks, including academisation, should be reconsidered in light of recent developments. TL explained that risks are ordered according to their scoring and that a number of risks have similar scores. TL further confirmed that initial risk scoring is undertaken by the Senior Leadership Team before being reviewed by the Audit Committee and Finance and General Purposes Committee.

Resolved: Governors reviewed and noted the Risk Register.

14. Policies for Review

14.1 Referred from F&GP Committee

(i) Bursary and Free College Meals Policy

Governors noted that the main changes to the policy included amendments to the eligibility criteria for Free College Meals, an inflationary increase to bursary income thresholds, and revised arrangements for supporting student trips following advice received from Department for Education policy advisers.

Governors were advised that the extension of Free College Meals eligibility to students from households in receipt of Universal Credit is expected to significantly increase the number of eligible students (from around 300 to between 1100-1200 students). The College has considered the operational implications of this increase and has worked with catering providers to ensure sufficient capacity is available.

TL reported on discussions with DfE policy advisers regarding bursary support for educational visits. Clarification had been received that support may be provided for trips that are integral to a student's programme of study and where there is a clear educational requirement. Governors noted that overseas trips would not be eligible where an equivalent educational experience could be provided within the UK. It was further noted that the DfE had declined requests to include specific examples within its guidance and that robust evidence would be required to support decisions made under the policy.

PMG raised a query regarding emerging enrichment standards for schools and whether these would have implications for sixth form colleges. TL agreed to review the position and report back as appropriate.

Action: TL to review the implications of proposed enrichment standards for schools and determine whether they may affect sixth form colleges, reporting back to Governors as appropriate.

Resolved: **The Bursary and Free College Meals Policy was approved.**

(ii) Health and Safety Policy
Governors were advised that only minor amendments had been made to the policy, primarily to reflect recommendations arising from the Manchester City Council Health and Safety audit conducted earlier in the year, including the identification of named individuals with specific responsibilities. SG was identified within the policy as the Governor for Health and Safety.

Resolved: The Health and Safety Policy was approved.

(iii) LGPS Discretions Policy
Governors were advised that there had been very few changes since the previous review. Amendments were largely minor in nature, including updates to wording and clarification of existing provisions. The main substantive change was an expansion of the section relating to the College's approach to cases considered on compassionate grounds.

Resolved: The LGPS Employer Discretions Policy was approved.

(iv) Financial Regulations
The principal changes related to the structure and ordering of the document, with some sections moved into the main body of the policy to improve clarity and flow.

Governors noted the controls in place for financial oversight, including arrangements for the review of bank reconciliations. It was confirmed that Miles McGennity has been added as a College credit card holder and that all expenses incurred by the Principal are reviewed and approved by the Chair of Governors.

Resolved: The Financial Regulations were approved.

14.2 Referred from Quality and Standards Committee

(i) **Complaints Policy**
Governors were advised that there were no substantive changes to the policy, although it was noted that the reference to the College vision statement should be updated to reflect the current wording regarding developing 'people of courage'.
Resolved: The Complaints Policy was approved.

(ii) **Exams Malpractice Policy**
This policy is based on Joint Council for Qualifications (JCQ) guidance and was presented for approval ahead of the next academic year. Minor amendments were identified, including updating the dates to 2026 and adding a reference to the risks associated with AI-enabled smart glasses and similar technologies.

Resolved: The Exams Malpractice Policy was approved.

(iii) **Local Offer June 2026**
Changes were limited to updated dates and minor amendments. It was noted that two of the College values, Excellence and Internationality, had been omitted and should be reinstated.

Resolved: The Local Offer June 2026 was approved, subject to the amendment discussed.

(iv) **Student Behaviour**

The only substantive update related to emerging technologies, including smart glasses. A minor amendment was also identified regarding the wording of a "must not" statement within the policy.

Resolved: The Student Behaviour Policy was approved.

(v) **Loreto Prayer and Liturgy**

MJ reported that following discussion with the Vice Chair, several additional amendments had been identified, including the inclusion of further explanatory wording.

Action: MJ to make the agreed amendments and circulate the revised policy to Governors by email. Governors to provide approval electronically. **JI** to circulate the revised Loreto Prayer and Liturgy Policy when received.

(vi) **Admissions**

Governors were advised that only dates had been updated.

Resolved: The Admissions Policy was approved.

14.3 Referred from Audit Committee

(i) **Anti-Fraud and Corruption Policy**

It was noted that updates had been made to reflect revised Department for Education guidance.

Resolved: The Anti-Fraud and Corruption Policy was approved.

15. Any other Business

Governor Appointments, Resignations and Nominations (continued from agenda point 2)

Governors noted the resignation of JN and recorded their appreciation for her significant contribution to the Board over many years. AW highlighted the value of her support, challenge and commitment to the College and on behalf of the Governing Board expressed thanks to JN for her service.

The extension of VD's term of office until 2030 was approved.

Change of Governing Board meetings' time

Governors discussed the possibility of moving future Corporation meetings to either a 5.00pm or 5.30pm start time. It was agreed to trial a 5.30pm start.

Partnership High Schools

SG commented positively on the College's commitment to its partner schools and the quality of destination data shared with schools.

175th Anniversary of Loreto Sixth Form College

PMG reminded Governors of the 175th Anniversary celebration on Saturday 3rd October 2026. It was confirmed that Helen Green sent an invitation to all Governors on 4th June.

Governors discussed the Strategic Plan and Strategic Targets. It was suggested that references to academisation should be reviewed. It was agreed that this matter would be considered further at the first meeting of the Autumn Term and through the relevant committee.

The meeting concluded with a closing prayer.

Summary of actions:

Agenda Item	Action	Who
Matters Arising (Mission Statement)	**Action: JI** to contact Sr Patricia regarding the proposed amendments and circulate to governors.	JI
Search and Governance Committee Meeting	**Action:** JI will circulate the AoC Code of Good Governance to all Governors and upload it to the Governors' Portal.	JI
Accountability Statement	**Action:** JI to obtain electronic signature from Chair, and for this to be added to the final document prior to publication.	JI
Bursary and Free College Meals Policy	**Action:** TL to review the implications of proposed enrichment standards for schools and determine whether they may affect sixth form colleges, reporting back to Governors as appropriate.	TL
Loreto Prayer and Liturgy	**Action: MJ** to make the agreed amendments and circulate the revised policy to Governors by email. Governors to provide approval electronically. **JI** to circulate the revised Loreto Prayer and Liturgy Policy when received.	MJ/JI