NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
MINUTES FROM THE STRATEGIC GOVERNANCE COMMITTEE
TUESDAY 13 MAY 2025 AT 5.00PM

PRESENT	John Barnes (Committee Chair &Vice Chair of Corporation) David Wright (Chair of Corporation) Father Michael Hall (Chair of C&S & Vice Chair of Corporation) Paul Casey (Chair of Audit)	Justine Barlow (Principal)

IN ATTENDANCE: Denise Hark (Clerk to the Corporation)

Quorum – two governors

Father Michael opened the meeting with a prayer.

1.00 1.01	**APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS** There were no apologies for absence as members were in attendance.	**ACTION**
2.00 2.01	**DECLARATION OF INTERESTS** *Governors must declare any changes or potential conflicts of interest in items on the agenda.* There were no declarations of interest made.	
3.00	**MINUTES FROM PREVIOUS MEETING** The minutes from the previous meeting held on 11 February 2025 were agreed as a correct record.	
4.00	**STRATEGIC UPDATE – CONFIDENTIAL ITEM** This item is minuted in the Confidential Part II minutes. *(John Barnes left the meeting at this point – 6.00pm and David Wright took over as Chair).*	
5.00 **5.01** **5.02**	**ACCOUNTABILITY STATEMENT** The Chair reported that the Accountability Statement forms part of the Annual Strategic Conversation with the DfE. This will take place on Thursday 15 May with one of the Vice Chairs (JB) attending. The Chair noted that the statement was a strong endorsement of the current position of the College and invited comments from governors. JB commented that the Accountability Statement could be positioned as part of raising the profile of the College within the City. MH noted that the Ofsted Skills judgement of the College making a Strong contribution to Skills has been a springboard for positioning the College within the City.	

5.03	The Committee **recommended approval** of the Accountability Statement to Corporation. The document would be updated if any areas arise from the Annual Strategic Conversation.	
5.04	As approval is required by 30 June the document will be presented for approval by the Corporation at the Strategy Day on 12 June.	
6.00	**PLANNING FOR GOVERNORS' STRATEGY DAY**	
6.01	The Chair had asked governors for suggestions for areas of discussion at the Strategy Day.	
6.02	The Principal reported that she had tasked the Deputy Principals with thinking of areas for inclusion and they had suggested AI and the Estates Strategy.	
6.03	Father Michael offered to lead a session on "Using the principles of Common Good to build a highly functional team".	
6.04	The meeting would also include an update on academisation and ratification of the Accountability Agreement.	
6.05	The Strategy Day would take place at Weetwood Hall from 3.30pm to 7.00pm on Thursday 12 June.	
7.00	**SUCCESSION PLANNING FOR THE CHAIR**	
7.01	The Chair reported that it was his intention to step back from his role in the near future. He added that if necessary, he could continue for a further year but this would be subject to his term of office being extended. It was noted that his term of office was due to expire in February 2026 as is the term of office of PC, Chair of Audit.	
7.02	PC commented that as he has already served over 20 years he didn't think that his position as Foundation Governor should be extended and that consideration should be given to finding a new Chair of Audit. He added that although the Audit Committee is strong it could weaken very quickly, and it was important to get another governor on the committee with financial capability ready for the new academic year.	
7.03	Father Michael suggested that the Corporation would not want to lose the wealth of experience of the Chair and suggested the possibility of a handover while still serving as a governor. He added that consideration could be given to DW taking on a Co-opted Governor role for the remainder of the academic year 2025/26.	
7.04	The Principal reported that the support she had received from the Chair had been tremendous and he had been a good sounding board. She added that there were many unseen facets to the role of Chair.	

7.05 **7.06** **7.07**	The committee agreed that the current Vice Chairs would be the only governors with enough experience to move into the Chair position. DW agreed to speak with John Barnes to find out his thinking over this matter. Father Michael added that he would like to speak with the Principal to get more information about the role.	
8.00	**LETTER FROM NEU RE STAFF PAY AWARD – Confidential item** This item is minuted in the Confidential Part II minutes. *(Father Michael left the meeting at this point – 6.45pm.)*	
9.00 **9.01** **9.02** **9.03** **9.04** **9.05** **9.06** **9.07** **9.08**	**GOVERNOR RECRUITMENT UPDATE** There are currently vacancies for 1 Co-opted and 2 Foundation Governors. The Clerk reported on the progress following the previous meeting. The Staff Governor vacancy has now been filled. The Foundation Governor vacancies have been advertised on the Parish Newsletter. The vacancy for a Co-opted Governor with financial expertise has been advertised on the ICAEW website. To date there has been one application, however, it is unsure of the level of financial expertise of the applicant. <u>Action</u>: DW to review the applicant's CV. The Clerk had contacted the AoC regarding recruitment of a governor with financial expertise. The cost of this service was £3,495. It was agreed not to pursue this route at the current time. PC reported that he would make contact with one of his associates who has financial expertise to see whether they might be interested in applying for a governor position at Notre Dame. Q: Has there been any progress regarding the approach made to the Catenians by Father Michael? Action: DW to contact Father Michael for an update.	
10.00	**ANY OTHER BUSINESS** There were no items of Any Other Business raised.	
11.00 11.01	**DATE AND TIME OF NEXT MEETING** To be confirmed on publication of the Annual Calendar.	

The meeting closed at 7.00pm