

**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
MINUTES FROM THE STRATEGIC GOVERNANCE COMMITTEE
WEDNESDAY 10 SEPTEMBER 2025 AT 5.00PM**

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

IN ATTENDANCE: Denise Hark (Clerk to the Corporation)

Quorum – two governors

Father Michael opened the meeting with a prayer.

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	There were no apologies for absence as members were in attendance.	
2.00	DECLARATION OF INTERESTS <i>Governors must declare any changes or potential conflicts of interest in items on the agenda.</i>	
2.01	There were no declarations of interest made.	
3.00	COMMITTEE TERMS OF REFERENCE	
3.01	The draft committee terms of reference had been amended to include two points relating to the Pay Committee which have been moved from the Finance and Resources terms of reference. The Chair noted that this is where the two functions best fit.	
3.02	Q: Is there sufficient clarity over who are senior postholders? A: (DW) Historically this has been the Principal and Clerk also has a senior postholder contract. A: (JBW) The Senior Deputy Principal and the Deputy Principal are also on senior postholder contracts. They are on the SFCA pay scale and will progress through this annually.	
3.03	It was agreed that point 15 should be amended to read Principal and Clerk.	
3.04	It was clarified that approval of pay progression would for the Principal would go to the December Corporation meeting as is the normal procedure.	
3.05	Q: Is there a mechanism for appraisal appeal? A: (JBW) There is an appraisal policy, but it doesn't specify an appeal. The policy could be amended to include this.	
3.06	Agreed: That the Appraisal policy be brought to the February Finance and Resources Committee meeting for discussion.	

3.07	Agreed: That the committee terms of reference are approved subject to the amendments recommended above.	
4.00	MINUTES FROM PREVIOUS MEETING The minutes from the previous meeting held on 13 May 2025 were agreed as a correct record, subject to the amendment of minute 8.03 to read principle.	
5.00 5.01 5.02 5.03 5.04 5.05 5.06 5.07 5.08	STRATEGIC DIRECTION The Principal reported that there had been a positive start to the term with healthy enrolment. Summer grades were above benchmark, and QAR was above benchmark. GCSE results were again strong. The Strategic Plan 2025-2028 had been discussed with staff on the INSET day at the start of term. The College continues to be a strong presence in the city and has been allowed to place a bid for the money allocated to the city which had previously been ringfenced for FE. Good progress was being made with the building work to provide a new library and IT area for students. AHR and Leeds Planning department were discussing the best way forward with a planning order issue around a tree. Contingencies had been put in place for exams if the building work is not finished in time. An appointment has been made to the Apprentice to the Lay Chaplain position. The Chaplaincy team now has full capacity. Q: Has there been any other progress with the college estate? A: (JBW) A response is awaited from St Anne's and is expected at the end of September. If funding is confirmed by Leeds City Council, the college is in a position to move forward. Work would need to be completed by April/May to accommodate new starters in September 2026. Q: Is there any room for manoeuvre if a smaller amount is granted? A: (JBW) The plan would need to be curtailed.	
6.00	PAY DIFFERENTIAL – CONFIDENTIAL ITEM This item was deemed as confidential and is reported in the confidential Part II minutes.	
7.00	LESSONS LEARNED – Confidential item This item was deemed as confidential and is reported in the confidential Part II minutes. <i>(JB left the meeting at this point 6.43pm and DW took over as Chair for the remainder of the meeting).</i>	

8.00	GOVERNANCE SELF-ASSESSMENT	
8.01	The Chair of Corporation noted that this was a concise document which picked up on key aspects of the current position. The report included a lot of positive comments and gave areas to build on.	
8.02	A governor suggested that there could be more emphasis on what to focus on moving forward.	
8.03	A governor suggested that the section on governor skills should be amended to say particular areas of skills strength rather than particular area of strength.	
8.04	Agreed: to amend the self-assessment report and recommend to Corporation for approval.	
9.00	RECRUITMENT/ COMMITTEE MEMBERSHIP UPDATE	
9.01	The Clerk reported that the two Foundation Governor applications were now going through the DBS process.	
9.02	Father Michael reported that he had spoken to one of the applicants (AC) and they had discussed the possibility of her joining the Audit Committee.	
9.03	The Chair of Corporation advised that consideration would need to be given to the successor Chairs for the Audit Committee and the Finance and Resources Committee. It was noted that John Barnes had expressed an interest in taking on the role of Chair of Audit.	
9.04	Christine Bosch would be moving from the Finance & Resources Committee to the Curriculum & Standards Committee.	
10.00	ROLE DESCRIPTORS	
10.01	Draft role descriptors for the positions of Careers Link Governor and Governor Buddy were circulated for comment. The Principal agreed to make some minor amendments to the Careers Link Governor document to include Destinations and Skills.	
10.02	Father Michael offered to be a buddy to AC when appointed as Foundation Governor.	
10.03	Christine Bosch had agreed to take on the role of Careers Link Governor.	
11.00	ANY OTHER BUSINESS	
11.01	The Chair of Corporation reported that the Clerk had tendered her resignation as she intended to retire with effect from 31 March 2026.	
12.00	DATE AND TIME OF NEXT MEETING	
12.01	27 January 2026 at 5.00pm on Microsoft Teams.	

The meeting closed at 7.10pm