



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 26 SEPTEMBER 2018 AT THE COLLEGE AT 17.30**

PART 1

Present: **Foundation Members**
Mr D Wright (DW) [Chair], Fr. T Swinglehurst, Mr J Barnes, Mr J P Casey,
Ms H Hayden, Prof. M House

Co-opted Members
Mr P Brennan

Parent
Mrs S Elzouki

Principal
Mrs J Barlow (JBW)

Staff Member
Mrs C Herring (CH)

Student Member
Mr F Abulula

Clerk
Mr M Shillito

Apologies: Mrs M Ramsden, Mrs A O'Malley, Fr. M Hall, Mr C West

Invited to attend: Mrs M Beardsall (MB)

18/001 The Chair welcomed everyone to the meeting, especially the new Student Governor Feras Abulula who introduced himself, and the meeting opened with a Prayer.

18/002 **Declaration of Interest**
Prof. House declared an interest as LTU is mentioned within the Strategic Plan.

18/003 **Election of Chair and Vice Chair**
MS reported that he had received nominations for:
Chair - Mrs M Ramsden; Vice Chair - Mr D Wright

After a vote, Mrs Ramsden and Mr Wright were duly elected for the next 12 months.

18/004 **Governor's Annual Returns** - enclosed
MS requested that the returns are completed and returned to him as soon as possible.

18/005

Membership of Committees - enclosed

The Chair asked for the number of FG appointed (9) and the number vacant (2). The Clerk informed the meeting that as a consequence of the two FG vacancies to Corporation it is not possible to be able to fill the second student and staff vacancies as FG must always be in a majority of 3.

MS explained this is a draft document to get the debate underway and asked for each Governor to consider where they have been provisionally placed and whether they would prefer to move. Each Committee was considered in turn. Additional Governors can be allocated to the Committees when the two FG have been appointed.

Areas of expertise suggested for recruiting new FG included: estates and buildings; HR; legal.

A suggestion was made to canvas primary school head teachers – JB is aware of a HT who is retiring at Easter 2019. Tom Chigbo (Leeds Citizens UK) was also suggested.

The revised membership of Committees was approved.

18/006

Minutes of Previous Meeting – Part 1 (4 July 2018) - enclosed

The Minutes were accepted as a correct record and were duly signed by the Chair.

18/007

Matters Arising from Part 1

17/176 (xi) Bus Routes

The number of students using the bus services are: 5 students from STaB and St Wilfrid's and 3 from Corpus Christi.

Discussion followed over the actual bus routes and how these have been publicised and marketed.

Governors expressed their disappointment over the number using the service. The Governors agreed to cease this provision at half term. It was proposed that the services are ceased with the last day of service Friday 26 October 2018.

The Corporation approved this course of action.

18/008

ALPs Report – Examination Results Summer 2018

- i) JBW gave an overview of the report and on how the ALPs grading system works.
- ii) The ALPs quality indicator shows ND A level and BTEC as top 25% in the country.
- iii) The in-year ALPs is: A level 3, BTEC 2.
- iv) The 3 year trend T score is: A level 4 and BTEC 5.
- v) This was broken down in to Red teaching and Blue teaching.

Red teaching = the proportion of students who attend classes with excellent outcomes – A level 5, BTEC 3.

Blue teaching = the proportion of students who attend classes with poor outcomes – A level 3, BTEC 1.

This indicates we are doing well with students starting with lower GCSE point scores.

17 subjects in 'black' ranging from ALPs 4 to 6.

- vi) The College has focussed on improving High Grades – work this year will focus on improving attendance and punctuality also. B/C and C/D border students is a focus for 2018/19. More timed exam condition essays / tests will be employed this year as it appears from analysis that students are losing marks on the later questions due to fatigue.
- vii) The subjects in each banding were listed.

	2016/17	2017/18
Top 25%	10	12
Middle 50%	17	17
Bottom 25%	4	2

The two subjects in the bottom 25% are subject to coaching interventions this year.

- viii) 13 subjects improved ALPs by 1 grade.
8 subjects decreased ALPs by 1 grade (these subjects will also be subject to coaching this year).
2 subjects decreased ALPs by more than 1 grade (and will be subject to coaching this year).
Analysis was provided for Gender and Ethnicity.
- ix) JBW reported on the exam Results Review Meetings with HoDs – action plans have been agreed with milestone targets and there will be a follow-up meeting in 6 weeks to assess progress. GCSE point scores on entry were discussed and enhanced exam analysis was explained.

Governors requested that a progress report be circulated to the next meeting.

One area to be investigated / addressed is literacy levels – it may be that more / additional literacy support is required.

The Curriculum and Standards Committee went through this report in some detail and requested follow-up work in the form of additional information and progress reports, etc.

It was suggested that an analysis of deprivation would be useful. There may be a link between ethnicity and deprivation.

- xiii) The Chair enquired over the pathway of College's progress – considering the briefings Governor's received during the last two academic years – and seeking assurances that the same level of progress is being made or should a further briefing be necessary so that Governors have a comprehensive understanding of expected outcomes.

JBW responded by outlining the progress / action plan measures that will be in place. The next TLA report to the Corporation meeting will be compiled after the CAP and will give an update on progress so that Governors can understand the picture. Those departments with a continuing process has a focus shifting in emphasis but still coherent and robust.

PB reported that the Link Governor meetings held triangulates the messages given by the Principal which is encouraging and gives Governors comfort that actions are in place.

18/009

Student Enrolments September 2018

A considerable number of students arrive from Bradford schools, and ND is aware of increasing local competition with new institutions opening.

It was noted that there is a need to increase numbers from all partner schools.

A document will be produced showing 3 year trends in student enrolments by school.

Governors requested that JBW engages with the Heads of the three partner schools and also Cockburn and Carr Manor. Consider also St Thomas a Becket and St Wilfrid's – city-wide in general. This should utilise case studies and results of previous pupils, etc.

There is an increase in students from Roundhay (30), however, analysis will be meaningful at census point.

Discussion followed over targeted marketing information to be given to Corpus / MSM, i.e. ND against Garforth and Elliott Hudson.

It appears Gorse MAT is now involved with MSM for both TLA and financial support – despite the Bishop's Family of Schools initiative.

Competitors are using aggressive marketing tactics – an opportunity exists with new Principal in post.

Currently Leeds has a Year 11 cohort of 7,000 pupils which will increase to 10,000 in 3 years time and plateaus (and may rise). Therefore, the upturn in the demographics gives a bigger number of pupils in the market to approach.

Catholic Life

18/010

Report of the Student Executive Board (SEB)

- i) The SEB has 14 members who meet every fortnight. There will be a consistent presence within the student body to raise the profile of the SEB.
- ii) A Macmillan Coffee Morning and various other events are being planned.

The Corporation noted the update.

18/011

Report of the Staff Governor - tabled

- i) CH introduced her report which included updates on the following:
 - Catholic Life and Ethos:
 - Lourdes Reunion Mass
 - Blessing Service for the Sports Teams
 - Virtues: each term will have a specific theological virtue
 - Vietnam trek in aid of Alzheimer's Society (Jayne Fry)
 - Departments:
 - Business: £10 enterprise challenge / Enterprise Challenge
 - Classics: fundraising for CAFOD
 - Sport: STEM and Sports Science Enrichment – 'Medical Mavericks'
 - Religious Studies: Prof. Peter Vardy of Candle Conferences lectures

A request was made to raise the profile of all Governors with the College staff and pen profiles to be shared with staff “meet the Governors” at a Staff Meeting. Consideration will be given to adding to the website.

ii) Enrichment Week 2018 report (compiled by Victoria Tiffany), activities included:

- Residential trips to:
 - China
 - Italy
 - Berlin
 - Lourdes Pilgrimage
- Other trips in the UK and a wide range of College-based activities.

Governors appreciated the depth and breadth of the regular enrichment offer and the number of trips.

Governors suggested that this document should be combined into a booklet with other information and distributed to all Year 11 pupils as a marketing aid.

The Corporation accepted the report.

Catholic Life: see also **Principal’s Report (18/022)** and **S48 Action Plan (18/025)**

18/012 Correspondence

None. However, the Clerk reported that 20 copies of the SFCA publication “*An Essential Guide to Governance in Sixth Form Colleges and Academies*” are being purchased for Governors.

18/013 Date of next meeting

Wednesday 19 December 2018.

18/014-019 Reports from Committees

18/014-019 Audit Committee

Mr Casey reported on the meeting held on Thursday 20 September 2018 (Minutes tabled).

18/014 Internal Audit Annual Report 2017/18 (prepared by TIAA) - enclosed

- (i) The report details the audit assignments carried out and the number and category of any identified recommendations made.
- (ii) There were 5 audit assignments with a total of 6 important and 7 routine recommendations made throughout 2017/18 (see the Audit Recommendation Tracking Report at **18/018**).
- (iii) The annual opinion is positive (two reports reasonable assurance and three substantial assurance. ***TIAA is satisfied that for each area reviewed during the year the College has reasonable and effective risk management, control and governance processes in place.***

The Corporation approved the Internal Audit Annual Report 2017/18.

18/015 Internal Audit Strategic Plan 2018/19 (prepared by TIAA) - enclosed

- (i) The Internal Audit Strategic Plan was considered. There is a slight change to the format this year. The College’s Strategic Aims and Risk Register were considered whilst producing this plan. It was noted that the plan is flexible and can accommodate changes in order to reflect the College’s risks.

- (ii) The plan incorporates the Guard risk analysis format (Annex A). The risks considered most relevant are: Fraud; ICT; Regulatory / Legislative. ICT is covered in the Annual Plan for this year.
- (iii) The scope of reviews (Annex B) and Annual Plan (Annex C) for 2018/19 (20 days) covering six assignment areas.
- (v) The fees were agreed last year. 2018/19 will be year 2 of 3, £300 + VAT per day.

The Corporation approved the Internal Audit Strategic Plan 2018/19.

18/016 External Audit Planning Memorandum (strategy) Financial Statements 2017/18, and Regularity (prepared by Wylie & Bisset) - enclosed

- (i) MS outlined the External Audit Planning Memorandum. The audit approach is risk based, primarily adopting a substantive approach. The format of the plan and the proposed audit is essentially the same as last year.
- (ii) The plan details key risk areas and the Audit response, and these are standard and form a normal approach:
 - Override of internal controls;
 - Revenue recognition.
- (iii) The fee for year ended 31 July 2018 is £11,000 (excluding VAT).

The Corporation the External Audit Planning Memorandum (strategy) & Audit Input Schedule – Financial Statements 2017/18.

18/017 Compliance with Regularity & Propriety Self-Assessment Questionnaire 2017/18 - enclosed

- (i) MS provided an overview of the questionnaire which is required annually and follows a similar format to previously. MS has completed the College's responses and has referred to any necessary supporting evidence.
- (ii) The purpose of the questionnaire is to enable the Chair and the Accounting Officer (the Principal) to be satisfied with, and aware of, all evidence before the Accounts are signed off.

The Corporation approved the Compliance with Regularity & Propriety Self-Assessment Questionnaire 2017/18 subject to (iii) above and this will be signed by the Principal and the Chair.

18/018 Auditors' Recommendation Tracking Report - enclosed

The Auditors' Recommendation Tracking Report was considered.

- (i) All recommendations will be implemented by January 2019, if not earlier.
- (ii) TIAA confirmed that the majority of these are routine recommendations.

The Corporation noted the Auditors' Recommendation Tracking Report.

18/019 Risk Register and Action Plan - enclosed

- (i) The Risk Register has recently been updated. There are no significant changes since the last Risk Register was submitted.
- (ii) The Strategic Aims have been updated and, therefore, referencing of these in the Risk Register will be updated.
- (iii) The Committee considered each of the objectives, issues noted are in the Committee Minutes.

The Corporation accepted the Risk Register and Action Plan.

The student was excused at 19.02.

<u>PART 2</u>	CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/
18/020	Part 2 of the Meeting 4 July 2018 - Supplementary record
18/021	Part 2 Matters Arising (17/183: Marketing Strategy; Equality & Diversity)
18/022	Principal's Report September 2018 - noted
18/023-030	REPORTS FROM COMMITTEES
18/023-027	Curriculum & Standards Committee
18/023	TL&A and Student Progression – Exam Results Summer 2018 - noted
18/024	Strategic Plan – approved
18/025	S48 Action Plan - Canonical Review - approved
18/026	Reports from Link Governors
18/027	Pastoral Report (Safeguarding Policy / PREVENT Policy)
18/028-030	Finance & Physical Resources Committee
18/028	International Department Report - approved
18/029	Draft Outturn 2017/18 – Management Account July 2018 - noted
18/030	Student Numbers & Financial Planning 2018/19, 2019/20 - noted

<u>PART 3</u>	CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/
18/031	Part 3 of the Meeting 4 July 2018 - Supplementary record
18/032	Part 3 Matters Arising
18/033	Appointment of Deputy Principal
18/034	Human Resources Committee - no meeting

There being no other business the meeting closed at 20.13.