



**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE  
CORPORATION**

**MINUTES OF THE MEETING OF THE CORPORATION  
HELD ON WEDNESDAY 19 DECEMBER 2018 AT THE COLLEGE AT 17.30**

**PART 1**

- Present:**
- Foundation Members**  
Mrs M Ramsden [Chair], Mr D Wright, Mr J P Casey, Mr J Barnes, Ms H Hayden,  
Mrs A O'Malley, Fr. M Hall, Prof. M House, Fr. T Swinglehurst
- Co-opted**  
Mr C West
- Principal**  
Mrs J Barlow
- Staff Member**  
Mrs C Herring
- Apologies:** Mrs S Elzouki, Mr M Shillito
- Invited to attend:** Mrs M Beardsall (MB) - Clerk

The meeting opened with a Prayer.

Brief discussion on the date for the postponed Curriculum & Standards Committee

- 18/035 PREVENT Training**  
The meeting commenced with a PREVENT training session delivered by Julia Holden, Prevent Education Officer in the Communities Team at Leeds City Council.

Areas covered included:

- PREVENT (part of CONTEST, safeguarding against radicalisation)
- PREVENT Duty (“due regard to the need to prevent people from being drawn into terrorism”)
- Governing Body responsibilities (risk assessment and action plan; risk assess the local / national picture; risk of being drawn into terrorism; staff training; referrals; ensure safeguarding / IT / whistleblowing policies all have to have PREVENT embedded; external visitors / speakers policy – balanced with freedom of speech; IT filtering; exemplify British Values in behaviour and teaching; student welfare – including prayer rooms; work in partnership; lead and communicate – Action Plan)

- Ofsted areas of concern (IT security for learners and staff – will test it, e.g. “how to make a bomb”, then what happens?; British Values – doesn’t matter if they are called something different, but students and staff need to know them [back of lanyards?] – Ofsted want to see understanding of values, not just recalling).
- Risks in Leeds (possible risks – Far Right; National Action Group – individual and group networks work differently to previously, e.g. Tommy Robinson moving between groups; threat of Islamist based terrorism, e.g. A.Q/Daiesh; international based; social media – huge issue, e.g. Instagram / telegram / WhatsApp (blocked at ND) / chatrooms – sharing quickly before they can take posts down; media “guess who is the terrorist” sensational posts; high profile court cases; ISIS / Far Right – tag on to local cases; protests in Leeds City Centre; BREXIT – very high risk due to social cohesion issues).
- Resources (WRAP training)
- Contact information (ensure that students know where to go if approached)

**18/036 Declaration of Interest**  
None.

**18/037 Minutes of Previous Meeting – Part 1** (26 September 2018) - enclosed  
The Minutes were accepted as a correct record and were duly signed by the Chair.

**18/038 Matters Arising from Part 1**

**17/176 (xi) Bus Routes**

Only four students used the STaB bus service. The service was terminated with an explanation provided to parents. Transport information will be provided to STaB pupils.

**18/025 Canonical Review**

JBW updated on the Canonical Review held on Wednesday 12 December 2018.

**18/039 Report of the Student Executive Board**  
No report.

**18/040 Report of the Staff Governor** - tabled  
CH outlined her last report as Staff Governor. CH’s Term of Office finishes in February. The report details activities of this half term:

i) Catholic Life

- Chris Devanny noted how the clean the College is.
- PTE students demonstrated their gratitude through several letters to the cleaners.
- Notre Dame family: Sister Teresita opened Peace Garden.
- World Mental Health Day.
- Homeless sleepout.
- Rosary for peace.
- Ampleforth retreat.
- Macmillan.
- Children in Need.
- Health & Social Care: Age UK.
- Breast cancer awareness.
- Biology: Parkinsons.

- Candlelighters.
  - Support Staff Department Christmas Decoration competition.
  - Politics department: TV and radio appearances.
  - World Culture Day.
  - Neverland performance.
  - Enhancing Excellence: 8 offered places in English (Oxbridge).
  - First female vet.
  - New EE cohorts: 7 groups.
  - Employment tutor groups: work experience.
  - Mentoring for Level 2 boys.
  - Sports fans: results and bespoke service in the Chapel.
  - Enrichment booklet has organised and circulated for open event.
  - Staff prayer book.
- ii) Marketing
- Should be included in governors reports to allow RHL to update on discussions (e.g. new website / inability to update current version. New version needs to be editable in-house, not externally).
- iii) PTE
- Reflections in the Chapel. MR reported on the fantastic work.
- iv) Careers
- Various event.

On behalf of the Corporation, Fr. Hall thanked CH for all her hard work.

***The Corporation accepted the report.***

**18/041 Self-Assessment Report (SAR) 2018** – deferred to Curriculum & Standards Committee Meeting, 9 January 2019

**18/042 Canonical Review**  
 JBW reported to Governors the outcome of the Canonical Review which took place on Wednesday 12 December 2018. The Review was conducted by Dr Chris Devanny (CD) and Ms Margaret Hattersley (MH).

It was a rigorous and intensive day. They observed morning prayers, assembly, tutorial RS and PTE lessons, also speaking to students as well as having individual meetings with a group of students, JBW, Andrew Sullivan and Catherine Herring.

Initial feedback is positive with strengths identified as the students, the drive from the College to further enhance Catholic Life, the celebration of diversity and the excellent pastoral care and support.

Areas of recommendation are around the quality assurance for monitoring and evaluating everything we do for Catholic Life, Collective Worship and Religious Education, i.e. how is everything monitored and evaluated, by whom, impact of this, etc.

A pre-meeting with CD and MH was held in November.

Discussion held on what Catholic Life is in a sixth form college; very different to schools.

It was very evidence focussed, checking where is monitoring tracking, etc.

Thanks were expressed to CH, ASK and MMS for their hard work.

The day consisted of a series of meetings, learning walks and assembly. It was good for CD and MH to see our assemblies as very different to schools.

There was robust discussion on quality processes.

Unfortunately, they ran out of time, therefore, there was no meeting with MMS.

In summary, it was a journey of understanding of us as a Catholic Sixth Form College rather than an 11-18 school. CD was very positive about the College and our diverse nature.

Recommendations were the QA structure for Catholic Life monitoring and how actions are actions upon / evaluated. Also, how we demonstrate we have acted on feedback and impact of this.

Catholic Life should be embedded in everything we do. JBW advised that CD / MH have an understanding on what it means to be in a SFC. Both CD and MH were impressed with the opportunities that we provide as a college. They were informed about the contemplative silence in PTE / assembly and the numerous opportunities for students to contribute and take part.

CD and MH have been invited back in 12 months – ready for S48.

Fr. Tim acknowledged that a lot of good things happen and we need to record systems.

Fr. Tim was asked if he had any thoughts on S48 inspectors, etc.

MR noted thanks to all involved in the Canonical Review.

**18/043**      **Correspondence**  
None.

**18/044**      **Date of next meeting**  
Wednesday 27 March 2019.

**PART 2**      **CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/045-**

**18/045**      **Part 2 of the Meeting 26 September 2018 - Supplementary Record - approved**

**18/046**      **Part 2 Matters Arising**

**18/047-055**      **Reports from Committees**

**18/047**      **Report from Joint Meeting of Audit & Finance Committee meeting 12 December 2018**

**18/048**      **Audit Findings Report (W&B) - approved**

**18/049**      **Letters of Representation – Financial Statements and Regularity - signed**

**18/050**      **Annual Report of the Corporation & Financial Statements Year End 31 July 2018 - approved and signed**

**18/051**      **Accounting Policies & Going Concern - approved**

**18/052**      **Finance Record 2017/18 - approved**

**18/053**      **Variance Report 2016/17 – Financial Plan to Outturn - noted**

**18/054**      **Risk Management Policy - approved**

**18/055**      **Report from Curriculum & Standards Committee meeting deferred to 8 January 2019**

**PART 3**      **CONFIDENTIAL ITEMS of the Confidential Supplementary Record 17/084-086**

**18/056**      **Part 3 of the Meeting 26 September 2018 - Supplementary Record - approved**

**18/057**      **Part 3 Matters Arising**

18/058  
18/059

**Recruitment Process – Deputy Principal  
Staffing Update**

There being no other business the meeting closed at 19.00.