



**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
CORPORATION**

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 27 MARCH 2019 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, Fr. M Hall,
Prof. M House, Fr. T Swinglehurst
- Principal**
Mrs J Barlow
- Staff Member**
Mrs S Barber
- Clerk**
Mr M Shillito
- Apologies:** Mrs A O'Malley, Ms H Hayden, Mr C West, Mr F Abulula
- Vacancies:** 2 x Foundation Governors; 1 x Co-opted; 1 x Student; 1 x Parent; 1 x Staff
- Invited to attend:** Mrs M Beardsall (MB)

The Corporation welcomed the new SB, new Staff Governor, and the meeting opened with a Prayer.

- 18/060 Declaration of Interest**
None.
- 18/061 Minutes of Previous Meeting – Part 1 (19 December 2018) - enclosed**
The Minutes were accepted as a correct record and were duly signed by the Chair.
- 18/062 Matters Arising from Part 1**
None.
- 18/063 Report of the Student Executive Board**
None.
- 18/064 Report of the Staff Governor - enclosed**
SB introduced the report and expanded on the contents:
- i) Art Department – trip to Liverpool Tate.
 - ii) Biology – roadshow Leeds Festival of Science.
 - iii) Chemistry – Marie Curie awareness month.
 - iv) Classics – trip to Bradford University.

- v) Geography – journalist and author Tim Marshall.
- vi) History – York Minster.
- vii) Careers Fair – 46 employers; positive feedback.
- viii) English.
- ix) Sociology.
- x) Religious Studies.
- xi) Sport.

Subject departments offering life experience opportunities to students with visits to cities and giving confidence.

- xii) Enhancing Excellence – 7 medics, 1 vet and 7 Oxbridge – all have offers. New clearing system announced for preferential treatment for students from so-called deprived postcodes.
- xiii) Staff charity fundraising }
- xiv) Staff wellbeing } see Report.
- xv) Work experience }

Governors were pleased to see the wellbeing for staff.

It was reported that CHHS was well represented at the ND event 'Meet Your College' evening. The Governors were pleased to see 400 pupils from Cardinal Heenan High School to encourage the continuum.

The Governors welcomed the Report and the Corporation accepted the report.

18/065

Principal's Report – March 2019 - enclosed

JBW announced the highlights to the meeting – pointing out the success of ND in the DfE Performance Tables.

i) 2019 DfE Performance Tables:

- BTEC value added nationally ND performed very well 0.4.
- ND ranks 3rd in NorVlc region at 0.17 and 12th nationally.
- More context and analysis is found within the report.

DfE progress Notre Dame Catholic Sixth Form College 2017/18: English & Maths GCSE

- English average progress – England (All schools and Colleges) 0.06 compared to Notre Dame: 0.53
- Maths average progress – 0.05 compared to Notre Dame: 0.69
- Maths average progress disadvantaged cohort - 0.13 compared to Notre Dame 0.80

Comparison at Local Level DfE Progress information:

- Notre Dame Average results grade C+ (up from a grade C last year) compared to grade C for Leeds state funded schools and Colleges
- Notre Dame Applied Generals Value added = 3rd in the City
- A Level Value added: Notre Dame have achieved 10.4% AAB in facilitating subjects, up from 8.1% in 2016/2017

ii) T Levels:

It appears where there is a T Level course the Applied General course may cease. However, this is some way down the line. ND has been selected to deliver T Level Digital from September 2020. The College can apply for some capital funding – deadline 17 April 2019. This was discussed at the Finance & Physical Resources Committee as follows:

Background

- i) ND has been selected by the DfE to deliver T Level Digital from September 2020. ND is the only college in the Yorkshire and Humber region selected to deliver digital.
- ii) ND 'Bids' and 'Returns' to ESFA have always been predicated on the College receiving capital funds for both Equipment and Accommodation.
- iii) ND met the ESFA Regional Director last week and reiterated this message.
- iv) The capital funding for Equipment is dealt with separately from buildings.
- v) JBW and MS attended a T Level seminar in December 2018. Indications were that the capital bid process for buildings would not be complex – perhaps along the lines of BCIF bids. ESFA indicated there would not be a need to employ consultants. Total capital available £38m. However, when the ESFA document regarding T Level Capital Bid for Buildings arrived, it is obviously a full blown capital bid regime (as if a fresh application for capital to fund a brand new build, e.g. Cuvilly). The deadline for bids is 17 April 2019. The bid must be between £200k and £650k. The bids will either be accepted in full or rejected completely.
- vi) A condition of capital funding is that providers must be able to provide ESFA satisfactory evidence that they will have tenancy in the property for at least 20 years. This was discussed at length.
- vii) Preliminary contact with KA indicated that a decision on the future use of the Chaplaincy at No. 5 is not imminent, therefore, ND should consider a new build.
- viii) MS and JBW met with property consultants AA Projects (AAP) who are active in offering professional support to the education sector, have regular contact with ESFA and are experienced in preparing successful capital bids; indeed they worked with ND on the Cuvilly project.
- ix) Discussions with AAP countered around a new free-standing two storey modular building, housing four classrooms with two rooms (and maybe a small office space) on each floor; to be sited adjacent to St Julie in the car park. Any car parking spaces lost would be reinstated elsewhere on site.
- x) AAP will provide ND with different cost options on scenarios with varying level of consultancy input.
- xi) JBW and MS propose that AAP are engaged to provide support in providing a capital bid for ESFA, bearing in mind the deadline of 17 April is in the middle of the Easter holiday (College closes on 5 April).
- xii) The building bid will be c.£600k with equipment c.£250k.

Discussion over Capital Bid

- i) JBW reported on plans for moving to a 6 block timetable to accommodate all current and planned B/CTEC IT classes.
- ii) LTU are interested in providing a pathway for T Level students. JBW and MH have met to discuss this.
- iii) Government vision for post-16 is an academic pathway (A level, some BTEC) and a T Level pathway. They have only just appointed Pearson as an examining body – no SPEC available. Employers and parents do not know what T Levels are. No progression routes are determined, e.g. UCAS.
- iv) The capital bid document states a minimum requirement of 14 students for 2020/21 and 14 more for 2021/22.
- v) JBW explained the business case for ND for the capital bid, e.g. only local digital provider, LEP agenda is digital.
- vi) Decision on bids announced July 2019.
- vii) KA advised to be wary of providing too much accommodation than may be required or plan it as ancillary services, e.g. a group room, teaching rooms with additional kit.
- viii) KA is confident that the Diocese would support the bid to satisfy the condition on page 9 of the guidance document item 3.4 that the College must have a 'lease' for a minimum of 20 years. KA will put this to the Diocese F&G Committee on Thursday 7 March and the full Trust Board meeting later in March.

- ix) ND will keep KA and the Diocese informed of progress.
- x) Governors suggested having foundations sufficient to take a second floor in future.
- xi) MS suggested locating T Level classes in Cuvilly and moving traditional departments in to a new build.

The Corporation approved the course of action to pursue a capital bid and the appointment of AA Projects.

iii) TPS:

The Government Actuarial revaluation of the TPS has resulted in an increase the employers' pension contributions by 7% from 16.4% to 23.68% wef 1 September 2019. Schools and academies will receive supplementary transitional funding, SFCs will not. SFCA are discussing this with DfE. The cost to ND will be an additional c£250k per annum.

However, the SFCA are optimistic that 1 year transitional funding should be made. The AOC are insistent on this. Funding from 2020/21 is dependent on Government spending which is delayed by Brexit.

The Corporation approved the Principal's Report.

18/066

Catholic Life – QA Report - enclosed

JBW reported on the structures in place and the developments being taken forward. The report outlines the Canonical Review December 2018 areas for improvement and the progress to date.

Fr. Tim commented that this is a good response.

Governors stated how interesting it was to see an increase in applications from St John Fisher, Dewsbury at 44.

18/067

Correspondence

None.

18/068

Date of next meeting

Wednesday 22 May 2019.

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/069-090

18/069

Part 2 of the Meeting 19 December 2018 - Supplementary Record - approved

18/070

Part 2 Matters Arising

18/071-090

Reports from Committees

18/071-076

Report from Audit Committee meeting 7 March 2019

18/072

Internal Audit Assignment Reports: a) Payroll; b) Assurance Review of Strategic Control - approved

Audit Findings Report (W&B) – approved

18/073

Auditors' Recommendation Tracking Report - approved

18/074

Policies (x7): a) ICT Acceptable Use for Staff; b) ICT Acceptable Use for Students; c) IT Business Continuity; d) GDPR Privacy Notice: Staff; e) GDPR Privacy Notice: Students; f) FOI Access to Information; g) Gifts and Hospitality - approved

18/075

External Audit: Re-appointment of Wylie & Bisset - approved

18/076

Risk Register and Action Plan - approved

18/077-083

Curriculum & Standards Committee meeting 5 March 2019

18/078

Link Governor (LG) Appointments - approved

18/079

Teaching, Learning & Assessment - noted

- 18/080 Catholic Life / Pastoral Team Report - noted
- 18/081 Destinations 2017/18 Report
- 18/082 Application Trends
- 18/083 Policies (x2): a) Fitness to Study Policy; b) Safeguarding Policy - approved
- 18/084-090 Finance & Physical Resources Committee meeting 6 March 2019
- 18/085 Property Strategy – T Level Capital Bid
- 18/086 International Department Report
- 18/087 Financial Report – PR 2018/19 - approved
- 18/088 Financial Planning 2019/20
- 18/089 Marketing Report
- 18/090 Terms of Reference - approved

PART 3 CONFIDENTIAL ITEMS of the Confidential Supplementary Record 17/091-

- 18/091 Part 3 of the Meeting 19 December 2018 - Supplementary Record - approved
- 18/092 Part 3 Matters Arising
- 18/093-096 Reports from Committees
- 18/093-096 Human Resources Committee meeting 27 March 2019
- 18/094 Terms of Reference - approved
- 18/095 Staffing Update - noted
- 18/096 Voluntary Redundancy Scheme - approved
- 18/097 Evaluation Form

There being no other business the meeting closed at 19.15.