



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 2 OCTOBER 2019 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 (JPC),
Mrs A O'Malley, Fr. M Hall, Prof. M House
 - Principal**
Mrs J Barlow (JBW)
 - Staff Member**
Ms S Barber (SB)
 - Student Member**
Matthew Gerard (MG)
 - Clerk**
Mr M Shillito (MS)
- Apologies:** Ms H Hayden, Mr C West
- Invited to attend:** Mrs S Dumont (SJD)

The Chair welcomed everyone to the meeting, especially the new Student Governor, Matthew Gerard, who introduced himself, and the meeting opened with a Prayer.

- 19/001 Declaration of Interest**
There was no Declaration of Interest.
- 19/002 Governor's Annual Returns - enclosed**
MS requested that the returns are completed and returned to him as soon as possible.
- 19/003 Membership of Committees**
MS informed the meeting that two former students who keep in contact with the College have expressed an interest in becoming a Foundation Governor (FG). They met with DJW, JBW and MS in College and agreed their contact details should go forward to the Diocese to commence the official appointment process.
- A third possible FG has also expressed an interest and this is being followed up.
- If all three are appointed there will be a full complement of FG which would allow the Corporation to appoint Governors to the vacancies to the other categories.

This course of action was approved.

19/004 Minutes of Previous Meeting – Part 1 (14 July 2019) - enclosed
The Minutes were accepted as a correct record and were duly signed by the Chair.

19/005 Matters Arising from Part 1

18/130 Recognition of MR's Service

JBW informed the meeting of contact with the Diocese. A suggestion was made to invite MR to the Service at Christmas (day of the Corporation meeting).

18/136 Statement of Curriculum Intent (EIF)

JBW informed the meeting that the amendments / additions have been made and the Statement has been uploaded to the website.

Catholic Life 19/006-009

19/006 Report of the Student Executive - tabled

- i) Nine executive members were elected with 8 roles.
- ii) There is a listening campaign to gauge student voice. One issue that caused some upset was the change in the timetable – perhaps requires better communication to the student body.
- iii) Fundraising is taking place (breast cancer and other charities).
- iv) Shadowing by L6 of the current Student Executive to enable better succession planning.
- v) Training undertaken with Tom Chigbo of Leeds Citizens.

Governors thanked MG for the report.

19/007 Report of the Staff Governor - tabled

SB introduced her report which included updates on the following:

- i) Enhancing Excellence (EE).
- ii) Catenian Association Public Speaking Competition – student Thomas Schofield reached the national finals.
- iii) Enrichment activities in the following depts: Sociology,
- iv) Careers,
- v) Biology department,
- vi) Mountaineering department,
- vii) Psychology department,
- viii) EE Applied Maths project,
- ix) ND+ and departmental visits this term.

Governors thanked SB for the report.

19/008 Catholic Life QA Report - enclosed

JBW introduced the action plan prepared by CH.

It sets out the actions to address issues raised during the Canonical Review of December 2018 and the actions to date, including the Stella Maris Leadership Award.

The Right Rev. Marcus Stock, Bishop of Leeds, attended College on 1 October 2019 to bless the new Peace Garden.

Q: What qualitative or quantitative evidence is there to substantiate / measure outcomes?

A: JBW explained that this would be through the Stella Maris Leadership Award. SJD explained that student voice SPOCs collect evidence of opinion from the student body. Similarly, the engagement of students in Catholic life, e.g. PTE lessons, assemblies.

Governors thanked CH for the report.

19/009 **Principal's Report September 2019 (Strategic Aims)** - enclosed
JBW expanded on the report which shows progress to date/ milestones achieved for each of the College Strategic Aims 2018-2021. The report also includes a summary of the ALPS grades for summer 2019 exam results and Applications and Enrolments for 2019/20. Discussion and questions followed.

The Corporation accepted the Principal's Report September 2019.

19/010 **Correspondence**

- i) Diocesan Governor Training Programme - enclosed
DJW reported that he will be attending the Governor Termly Briefing during October 2019.
- ii) Ethical Leadership – Governor Training Workshop
DJW reported on the CPD session for all staff in September 2019 that he attended. Following this session and after discussion with JBW he proposes that a facilitated session specific for Governors led by Peter Rushton should be held on 14 November 2019. The session would be based on self-assessment information that each Governor would provide to Peter independently. The self-assessment questionnaire poses questions over the effectiveness of the Corporation and the leadership of the College.

19/011 **Date of next meeting**

Wednesday 18 December 2019.
The revised schedule for the year was tabled.

19/012-015 **Reports from Committees**

19/012-015 **Audit Committee**

Mr Casey reported on the meeting held on Thursday 19 September 2019 (Minutes enclosed).

19/012 **Internal Audit (I.A.) Assignment Reports: ICT Cybercrime, Safeguarding, Risk Mitigation, GDPR and Follow up** - enclosed

a) ICT Cybercrime

- i) The review utilised a maturity assessment to assess the management processes in place to reduce the likelihood and impact of a cyber incident.
- ii) A positive opinion of 'Reasonable Assurance' was received.
- iii) Three important and six routine recommendations were made and three operational effectiveness matters were made – see Audit Committee minutes.

b) Safeguarding and PREVENT Duty

- i) The review considered the safeguarding arrangements in place that ensure the well-being of students and vulnerable groups is maintained. The review also considered how the College can demonstrate the ways in which it embeds 'resilience to radicalisation' via the curriculum, ethos and learning, and management.
- ii) A positive opinion of 'Reasonable Assurance' was received.
- iii) Three important and three routine recommendations were made and one operational effectiveness matter was made – see Audit Committee minutes.

c) Risk Mitigation

- i) A positive opinion of 'Substantial Assurance' was received with no recommendations.

- d) **GDPR**
- i) The review assessed compliance with the key [EU] GDPR elements (Privacy Impact Assessments; Data Subject rights, e.g. right to be forgotten; Data Classification and Asset Management; Data Security and Breach Management; Governance and Consent; Data Controllers and Processors).
 - ii) An opinion of 'Limited Assurance' was received. This opinion was challenged. TIAA advise we are not alone in receiving this opinion, most colleges have several recommendations made due to the technical nature of the GDPR.
 - iii) Eight important and five routine recommendations were made. There were no operational effectiveness matters – see Audit Committee minutes.
 - iv) The Committee requested that a separate Audit Recommendation Tracking Report be presented to each Committee meeting.
 - v) Discussion followed over DPO and which members of staff are permissible to be DPO. MH reported that the LTU DPO, not a full-time appointment, may be available to assist ND.

e) **Follow Up of Recommendations made during I.A. 2017/18**

- i) The internal audits during 2017/18 were:
 - Equality and Diversity; Marketing; Budgetary Control; Strategic and Business Planning; HR Recruitment
- ii) Thirteen of 17 recommendations have been implemented. Three removed (superseded by GDPR audit) and one that Governors decided not to implement.
- iii) Progress on all recommendations are addressed/covered within the (usual) Recommendation Tracking Report.

Q: How is progress on addressing these audit recommendations tracked.

A: MS responded that the Audit Recommendation Tracking Report that goes to the Committee will also now go to SLT on a regular basis.

f) **Internal Auditors Annual Report 2018/19**

JPC reported that Annual Report summarises all the work the Internal Audit Service (TIAA) has undertaken during the year and details the opinions given on its findings. The overall Annual Report Opinion is the highest level.

The Corporation noted the Internal Audit Annual Report and Opinion.

19/013 External Audit Plan for 2018/19 Financial Statements - enclosed

- (i) The External Audit Planning Memorandum was considered at the Committee meeting. The audit approach is risk based, primarily adopting a substantive audit 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 Wylie & Bisset has risk assessed internal control / procedures risk as low.

19/014 Compliance with Regularity & Propriety Self-Assessment Questionnaire 2018/19

- (i) The questionnaire is required annually and follows a similar format to previous years. It is a standard document across the sector. W&B confirm they have no concerns. 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 noted the External Audit Plan and approved the Compliance with Regularity & Propriety Self-Assessment Questionnaire 2018/19 which was duly signed by the Chair and Principal.

- 19/015 Risk Register and Action Plan** - enclosed
- (i) The Risk Register has recently been updated.
 - (ii) Further to the internal audits discussed above, GDPR and Safeguarding and PREVENT will be added to Objective 5.
 - (iii) The Committee considered each of the objectives, issues noted are in the Audit Committee Minutes.

Q: Question raised over the relative grading of risks, as follows:

Objective 1, No. 4 – after discussion, was regraded to Moderate.
Objective 1, no. 8 – was discussed, grade unchanged.

The Corporation accepted the Risk Register and Action Plan.

The Student Governor was excused at 18.36.

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 19/016 Part 2 of the Meeting 14 July 2019 - Supplementary record** - approved
- 19/017 Part 2 Matters Arising**
- 19/018 Principal's Report – Examination Results Summer 2019** - approved
- 19/019-023 REPORTS FROM COMMITTEES**
- 19/019-022 Curriculum & Standards Committee** (meeting 24 September 2019)
- 19/019 Quality of Education – Action Plan 2019/20 (PowerPoint presentation)** - approved
- 19/020 Link Governor Reports** – noted
- 19/021 Application & Enrolment Analysis 2019/20** - enclosed and noted
- 19/022 T Level Update** - enclosed and noted
- 19/023 Finance & Physical Resources Committee** (no meeting)
- 19/023 Draft Outturn 2018/19 – Management Accounts July 2019** - noted

PART 3

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 19/024 Part 3 of the Meeting 14 July 2019 - Supplementary record** - approved
- 19/025 Part 3 Matters Arising**
- 19/026 Human Resources Committee** (meeting 2 October 2019) – Proposal Approved

There being no other business the meeting closed at 19.41.