



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 18 DECEMBER 2019 AT THE COLLEGE AT 17.15**

PART 1

Present:

Foundation Members

Mr D Wright (DW) [Chair], Fr. T Swinglehurst, Mr J Barnes (JB), Mr J P Casey (JPC), Mrs A O'Malley (AOM), Ms H Hayden (HH), Mr M DiClemente (MD)

Principal: Mrs J Barlow (JBW)

Staff Member: Ms S Barber (SB)

Student Member: Matthew Gerard (MG)

Clerk: Mr M Shillito (MS)

Apologies: Fr. M Hall, Prof. M House, Mr C West

Invited to attend: Mrs S Dumont (SJD), Mrs M Beardsall (MB)

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

19/027 Declaration of Interest

There was no Declaration of Interest.

19/028 Minutes of Previous Meeting – Part 1 (2 October 2019) - enclosed

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

19/029 Matters Arising from Part 1

19/003 Membership of Committees

Update on Foundation Governor (FG) vacancies: nominees put forward by ND staff are:

Dave Deacon – Corpus Christi.

Catherine Garret – Abbey Trust.

Kate Cunningham – daughter of M Ramsden (MR)

Awaiting contact from the diocese over the nominations.

19/005 (18/130) Recognition of former Chair, MR's Service

DJW / JBW informed the meeting that the Diocese has agreed to award MR a medal to recognise her service to the Diocese – at the moment it is not clear which medal this will be (Bishop or Papal). The Bishop will award the medal at the Headteachers mass in the summer. The Corporation can arrange a suitable presentation in the College.

19/010 Ethical Leadership

i) Ethical Leadership Governor Training Workshop 14 November 2019:

DJW reported on the CPD session for Governors based on the self-assessment information that each Governor independently provided to Peter Rushton. The self-assessment questionnaire poses questions over the effectiveness of the Corporation and the leadership of the College.

PR / JBW then prepared a combined paper to highlight where the Corporation is at the moment and making recommendations for improvements. See also Governance SAR **19/033**. AOM volunteered to join the College Ethical Working Group.

- ii) SJD added the focus of the ethical leadership and wellbeing sub groups (mental health and wellbeing; streamlining communication; staff voice; calendar) who will meet to discuss their area with feedback to SLT and Governors.

Catholic Life 19/030-031

19/030 Report of the Student Executive - tabled

MG reported on activities this term:

- i) Festive show (raised £216).
- ii) Mental health fair.
- iii) Christmas jumper day (raised £100).

Future plans include:

- i) January week of activities for 'random acts of kindness'.
- ii) February – workshops to recruit L6 to the Student Executive.
- iii) March – Student Executive elections.
- iv) April – Easter event.

Governors thanked MG for the report.

19/031 Report of the Staff Governor - tabled

SB updated on the following:

- i) Leeds library information services link to College library.
- ii) Law – former student provision of work experience.
- iii) Media – media academic guest speaker.
- iv) Sociology – revision masterclass.
- v) Maths – UK Senior Maths Challenge: two students through to next level.
- vi) Geography – field trip to the East coast.
- vii) Politics – mock election for students.
- viii) L2 Applied Science – solar system.
- ix) Careers – STEM fair; West Yorkshire Police; Burberry; work experience; industry visits; NCOP afro Caribbean society.
- x) Enhancing Excellence – Cambridge HE hub.
- xi) University preparation – 80 students from a range of Leeds schools met the Leeds WAMS team (medics).
- xii) CTEC Business – Harrison Spinks guest speaker.
- xiii) Phd Maths students attended College to give additional support to Maths students.
- xiv) Business – First Bus competition winners.
- xv) Catholic Life – extracts from the Catholic Life webpage.

Governors thanked SB for the report and expressed their support for such a wide range of activities.

19/032 Admissions Policy - enclosed

JBW introduced Policy – there are no material amendments.

The Corporation approved the Admissions Policy

19/033 Governance SAR - enclosed
DJW reported that his wish is to review this document and revise and refine in light of the College SAR and the Ethical Leadership exercise in **19/029 (19/010)** above. The Ethical Leadership report will be circulated to all Governors: it identifies three critical areas for the Board to concentrate upon. The Chair requested Governors should feedback any comments to the Clerk before the next meeting.

19/034 Recognition Agreement & Joint Committee Terms of Reference - enclosed

- i) JBW expanded on the documents which are introduced to form a coherent agenda and procedural protocols to hold the regular meetings between the Principal and the internal Trades Union representatives. Advice and guidance have been sought from ACAS, SFCA and LCC Legal.
- ii) The Recognition Agreement is a direct lift from the SFCA: it confirms that the College recognises NEU, NASUWT and Unison who form the NJC with SFCA for all SFC.
- iii) Joint Committee Terms of Reference: the internal Union representatives have requested more time to consider this. This will be brought back to Corporation in due course.

The Corporation approved the Recognition Agreement.

19/035 Correspondence

- i) Diocesan Autumn Term Governor Briefing on Safeguarding - tabled
DJW reported that he attended the briefing session and found it useful in highlighting the importance of the Corporation's role in Safeguarding. Also Governor roles and responsibilities and Ofsted EIF; also a section on Complaints Procedures. The PowerPoint slides are now circulated to those Governors in attendance.
- ii) Helena Bostyn, safeguarding for Diocese, is contacting FGs to advise that the Catholic Advisory Service recommends DBS checks every 3 years. SLT will follow up on this.
- iii) safeguarding training will be arranged for the Corporation before a future Corporation meeting.

19/036 Date of next meeting

~~Wednesday 25 March 2020.~~ *Subsequently rearranged to Wednesday 1st April 2020*

The Student Governor was excused at 18.03.

PART 2 CONFIDENTIAL ITEMS of the Confidential Supplementary Record

19/037 Part 2 of the Meeting 2 October 2019 - Supplementary Record - approved
19/038 Part 2 Matters Arising
19/039-055 REPORTS FROM COMMITTEES
19/039-049 Joint meeting of the Audit and Finance & Physical Resources Committees (meeting 11 December 2019)

19/039 Audit Findings Report (W&B) - approved
19/040 Letters of Representation – Financial Statements and Regularity - approved and signed
19/041 Annual Report of the Corporation & Financial Statements Year End 31 July 2019 - approved and signed

19/042 Accounting Policies & Going Concern - approved
19/043 Finance Record 2018/19 and Financial Health - approved
19/044 Variance Reports 2018/19 – Financial Plan to Outturn and Finance Record year-on-year
19/045 FINANCE COMMITTEE - Finance Regulations - approved
19/046 Annual Report of the Audit Committee to the Corporation - approved and signed
19/047 Gifts & Hospitality Policy - approved
19/048 Audit Committee's Terms of Reference - approved

- 19/049 Risk Register and Action Plan
- 19/050-055 Curriculum and Standards Committee (meeting 17 December 2019)
- 19/050 Principal's Report December 2019
- 19/051 College Self-assessment Report (SAR) 2019 - approved
Catholic Life
- 19/052 Destinations Data Report
- 19/053 Learning Support SAR
- 19/054 Review of Mission & Ethos Statement - approved
- 19/055 Curriculum & Standards Committee Terms of Reference - approved

PART 3

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 19/056 Part 3 of the Meeting 2 October 2019 - Supplementary Record - approved
- 19/057 Part 3 Matters Arising
- 19/058-060 Human Resources Committee (meeting 14 November 2019) - proposal approved
- 19/058 Staffing Update
- 19/059 Policies - approved
- 19/060 HR Annual Report Summer 2019- update

There being no other business the meeting closed at 19.15.