



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 8 JULY 2020 AT THE COLLEGE AT 17.30**

PART 1

Present: **Foundation Members**
Mr D Wright (DW) [Chair], Fr. T Swinglehurst, Mr J Barnes (JB), Prof M House,
Mrs A O'Malley (AOM), Ms H Hayden (HH), Mr M DiClemente (MD),
Fr M Hall via Teams

Principal
Mrs J Barlow (JBW)

Staff Member
Ms S Barber (SB)

Clerk
Mr M Shillito (MS)

Apologies: Mr J P Casey (JPC), Mr C West

Invited to attend: Mrs S Dumont (SJD)

The Chair welcomed everyone and the meeting opened with a Prayer. The Chair announced it is Prof. House and SB's last meeting as Governors and thanked them for their service and contribution to the College.

19/061 Declaration of Interest: There was no Declaration of Interest.

19/062 Election of Chair and Vice Chair for 2020/21
MS reported that there were nominations for DJW as Chair and JB as Vice Chair.
DJW and JB were duly elected.

19/063 Minutes of Previous Meeting – Part 1 (18 December 2019) - enclosed
The Minutes were accepted as a correct record and were duly signed by the Chair (ppClerk – COVID 19).

19/064 Matters Arising from Part 1

19/003 Membership of Committees
The Clerk will follow up with the Diocese the proposed Foundation Governor (FG).

19/005 (18/130) Recognition of former Chair, MR's Service
No progress with the award due to COVID 19.

19/065 Report of the Student Executive: None.

- 19/066 Report of the Staff Governor** - enclosed
SB introduced the report which included the following items:
- i) Careers update: Fair; university access schemes; police service taster days.
 - ii) Work experience (WEX) update: included virtual WEX.
 - iii) Talking Heads Boys Event: BAME.
 - iv) Counselling update.
 - v) Departmental updates from: English; Religious Studies; Classics; Health & Social Care; Biology; L2 Applied Science; Law; Product Design (visors, PPE); Art (SFCA national online Art Exhibition); History; Maths; Chemistry; International Department (donated food to foodbanks); Enhancing Excellence (9 Oxbridge offers).
 - vi) Student support team: weekly vlog produced by Achievement Tutors and a leavers day online event.
 - vii) Catholic Life. - Catenian Association Public Speaking Competition: Beth Eaton came third and Jenny Gibson won the regional round in March. The national final takes place on 13 September 2020.

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

- 19/067-076 Principal's Report** - enclosed
JBW explained there is a lot of detail within the report, both operational and strategic, to update Governors on how the College has been functioning during lockdown.

- 19/067**
- i) Curriculum delivery
 - ii) Pastoral support
 - iii) Catholic Life

- 19/068 Student Recruitment**
- i) A table is included showing the 3-year trend of applications, offers and enrolments. Applications are up significantly and the figures indicate 1,199 L6 (and 861 U6), giving a potential total population of 2,060 (Financial Plan based on 1,950).
 - ii) Upward trend on applications from Catholic partner schools.
 - iii) It is recognised that applicants from BD and WF postcodes are a potential risk - if students do not travel on public transport plus the alternate providers New College Pontefract / Bradford.

- 19/069 Curriculum & Quality**
JBW detailed the process for Centre Assessed Grades submitted to the exam boards – following the guidance of JCQ and Ofqual.
This included detailing the involved process of arriving at a CAG, the right of appeal and the potential for an increase in subject access requests.

Governors questioned what students would be able to glean from CEDAR in relation to internal assessment data and the CAG received.

JBW outlined the Common Assessment Point process and how students were ranked and how the CAGs were arrived at, moderated with 3-year trend before final adjudication by exam board. It is anticipated that results will be in line with previous years.

Question: how will universities view results?

It was confirmed that they will accept the grades, but there is an option of autumn term re-sits leading to potential January intake by some universities.

ND policy is to advise students to progress to their destination of choice if results are acceptable.

It was explained that the Autumn exam series will be full papers even though some content was not covered during lockdown – and no teaching will be available.

19/070 Institutional Level Prediction for Summer 2020 A Level Results

Indicated as ALPS 3

19/071 Year 11

It was confirmed that Year 11 summer work is available on the College website.

19/072 Student / Pastoral Management

AT structure was outlined and the work completed during lockdown: welfare checks; vlogs; pastoral check; audits.

19/073 Student Wellbeing and Safeguarding -see Report

19/074 Staffing

CLT re-structure completed. New structure and responsibilities chart contained within Report. There are 14 teachers leaving August 2020 – 3 retiring; 19 teachers appointed (2 maternity cover). Non-teaching appointments: 4 Achievement Tutors; 1 Exams Assistant.

19/075 T Level & Marketing Update

Virtual taster days: 206 joined. NotreFest: 750 joined. Marketing dept are considering the analytics.

19/076 Growth Strategy

Also see Report. JBW described the landscape for Post 16 Academic Provision 2020-2030 in Leeds. The Chair stated that ND needs to be central to developments in Leeds; considering the significant demographic growth.

- i) The Chair reminded the meeting that discussions have already begun during Contact Group meetings. This will culminate in a College proposal to Diocese.
- ii) Also discussed: Capital investment - potential bid to DfE / ESFA for capital funding. It was suggested that a small working group may be convened to discuss strategy and funding, and to seek to engage a consultant to prepare a feasibility/bid report

Governors expressed pleasure that it is a diocese led initiative with potentially having ND, St Mary's Menston, St John Fisher's Harrogate and St Bede's/Joseph's being the post 16 providers within the diocese.

Governors expressed their thanks and asked JBW to pass this on to all staff.

The Corporation noted the Report and approved all actions.

Catholic Life see 19/ 066-067

19/077 Correspondence: None.

19/078 Date of next meeting - enclosed

The proposed meeting schedule for 2020/21 Corporation and Committee meetings was enclosed.

Date of next Corporation meeting: Wednesday 7 October 2020.

Committee membership – MD joins Finance & Physical Resources Committee

Link Governors to be clarified.

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 19/079 Part 2 of the Meeting 18 December 2019 - Supplementary Record - approved
- 19/080 Part 2 Matters Arising
- 19/081 Audit Committee 05/3/20 – Internal Audit Assignment Reports
- 19/082 Audit Recommendation Tracking Reports
- 19/083 ESFA Letter re: Bournville College
- 19/084 Risk Register (Inc Covid19)
- 19/085 Terms of Reference - approved
- 19/086 Audit Committee 25/6/20 – Internal Audit Assignment Reports
- 19/087 Audit Recommendation Tracking Reports
- 19/088 Data Protection and Data Breach Policies - approved
- 19/089 Acceptable use of IT- Staff, Students and Information Security Policies -approved
- 19/090 Gifts & Hospitality Policy - approved
- 19/091 Risk Register and Action Plan
- 19/092 Risk Management Policy -approved
- 19/093 C&S Committee -T levels
- 19/094 DfE Performance Tables
- 19/095 Mental Health 1st Aiders
- 19/096 Lesson Observation Report
- 19/097 Governance SAR - approved
- 19/098 Finance Committee 26/2/20 – International Dept Report
- 19/099 Draft Outturn 2019/20
- 19/100 ESFA IFMC – approved
- 19/101 Property Strategy
- 19/102 Terms of Reference
- 19/103 Finance Committee 01/7/20 – International Dept Report
- 19/104 ESFA Financial Health – Good
- 19/105 Management Accounts May 2020
- 19/106 Draft Budget 2020/21 – approved
- 19/107 ESFA IFMC summer 2020 – approved
- 19/108 T Level Capital Project
- 19/109 Annual H&S Report – approved

PART 3

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 19/110 Corporation Meeting 18 December 2019 - Supplementary record - approved
- 19/111 Part 3 Matters Arising - none
- 19/112 Extraordinary Corporation Meeting 29 January 2020 - Minutes - approved
- 19/113 Matters Arising
- 19/114 -115 Report from HR Committee Meetings 26 February & 9 March 2020 - approved
- 19/116 Prof MH presentation

There being no other business the meeting closed at 20.05.