



**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 15 DECEMBER 2021, 17.30,
M1/2, CUVILLY (or via Teams)**

PART 1

Present:

Foundation Members

Mr D Wright (DJW) [Chair], Fr. T Swinglehurst (via Teams), Mr J P Casey (JPC), Fr. M Hall, Mr M Diclemente (MD – via Teams), Mrs A O’Malley (AOM), Mrs N Cullen (NC – via Teams), Mrs J McPartlan (JM), Mrs K Cunningham (KC – via Teams), Ms H Hayden (HH – via Teams)

Co-opted Member

Mr C West (CW – via Teams)

Principal

Mrs J Barlow (JBW)

Staff Member

Mr R McKernan (RM)

Clerk

Mrs J Firn (JRF)

Invited to attend: Mr P Doherty (PDY), Mrs S Dumont (SJD) – SLT

Apologies: Mr J Barnes (JB), Ms S Walker (SW), Mr A Tashani (AT)

21/039 Welcome and Opening Prayer

The Chair welcomed everyone to the meeting and the meeting opened with a Prayer. To aid efficiency, supporting time, GDPR and expense, papers have been streamlined, with detail included in Minutes – any reports available by request to the Clerk.

21/040 Declaration of Interest

There was no Declaration of Interest.

21/041 Minutes of Previous Meeting – Part 1 (29 September 2021) - enclosed

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

21/042 Matters Arising from Part 1

21/003 Governor Annual Returns

Any outstanding to be returned to Clerk.

21/004 Membership of Committees & Link Governor (SEND / Safeguarding)

- i) AOM has stepped down from Safeguarding / SEND Link Governor and intends to step down in the near future. AOM was thanked for her work.
- ii) JNM will take up the role of Safeguarding / SEND Link Governor.
- iii) HH has renewed her Term of Office.
- iv) DJW and JPC both have forthcoming Term of Office (February 2022); both would like to continue. The reappointment process was discussed. The Clerk will contact the Diocese.
- v) KC has joined the Finance & Physical Resources Committee.

20/124 Leeds Learning Alliance (LLA) Partner Memorandum of Understanding (MoU)

JBW confirmed that ND is signed up as an Associate Partner only and do not intend to sign the MoU.

21/043 Report of the Student Executive

- i) Various activities have taken place – Culture Day.
- ii) Positive feedback from parents.
- iii) Rehearsals for ‘Notre Dame’s Got Talent’ taking place on 16 December 2021.
- iv) £1k raised for Children in Need.
- v) Mental Health Lead working with SEMH Officer – portal being created.

The Corporation noted the update.

21/044 Report of the Staff Governor - enclosed

The Staff Governor provided an overview of the report which includes updates on:

- i) General overview of staff – pressures and stresses;
- ii) Staff wellbeing;
Curriculum updates from:
- iii) A level Business – ND+, Bus to The Future competition, workshops.
- iv) MFL – ND+; work experience.
- v) Classics – ND+, extra-curricular Greek, Cafod appeal.
- vi) Health & Social Care – guest speakers, ND+, January exams.
- vii) Psychology – webinar, enhancement running group, ‘I’m a scientist get me out of here’ STEM activity ND+.
- viii) Achievement Tutors – Student Executive update, mental health support, UCAS, personal safety.
- ix) International Students – impact of Covid-19, theatre trips.
- x) English – ‘Editorial Team of the Year’ award / College newspaper.
- xi) Politics / History – visiting speakers (including Hilary Benn MP).
- xii) PE and ND Sports – regular fixtures, consistent programme of sports.
- xiii) Careers – destinations update, volunteering opportunities (37 students supporting Covid booster roll-out), Digital Information Evening, WY Police Careers.
- xiv) Biology – ND+, webinar, interview and study skills, charity fundraising.

Question over whether staff are aware of Governor understanding of the position, and do staff feel supported by the Corporation?

Yes, though a message will be circulated to staff.

The Corporation thanked the Staff Governor and noted the report.

21/045 Date of next meeting

Wednesday 30 March 2022.

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

21/046	Part 2 of the Meeting 29 September 2021 - Supplementary record
21/047	Part 2 Matters Arising
21/048/-065	REPORTS FROM COMMITTEES
21/048-053	Audit Committee (meeting Tuesday 5 October 2021)
21/048	Internal Audit Annual Report 2020/21
21/049	Internal Audit Strategy and Audit Plan 2021/22
21/050	External Audit Planning Memorandum 2020/21 (prepared by Wylie & Bisset)
21/051	External Audit Letter of Engagement 2020/21
21/052	Auditors' Recommendation Tracking Report
21/053	Risk Register and Action Plan (incl. Covid-19 Risk Assessment and Contingency Plan)
21/054-061	Join Audit Committee and Finance & Physical Resources Committee (meeting 8 December 2021)
21/054	External Audit Findings Report – Wylie & Bisset
21/055	Letters of Representation – Regularity & Financial Statements
21/056	Annual Report of the Corporation & Financial Statements Year End 31st July 2021
21/057	Accounting Policies & Going Concern
21/058	Financial Regulations
21/059	Financial Health
21/060	Board Assurance Framework Review
21/061	External Audit Service – Tenders
21/062-065	Curriculum & Standards Committee's (meeting 14 December 2021)
21/062	College Self-Assessment Report
21/063	College Strategic Plan 2021-2024
21/064	Student Code of Conduct Policy
21/065	Local Offer

PART 3

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

21/066	Part 3 of the Meeting 29 September 2021 - Supplementary record
21/067	Part 3 Matters Arising
21/068	Financial Forecasting – Director of Finance & Operations Presentation
21/069-070	REPORTS FROM COMMITTEES
21/069-070	HR Committee (meeting Tuesday 12 October 2021)
21/069	HR Annual Report
21/00	Human Resources Committee Terms of Reference

There being no other business the meeting closed at 20.25.