



**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION**

**MINUTES OF THE MEETING OF THE CORPORATION  
HELD ON WEDNESDAY 26 MAY 2021 via TEAMS AT 16.30**

**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), Fr. M Hall, Mrs N Cullen (NC), Mrs J McPartlan (JM), Ms H Hayden (HH), Mr M DiClemente (MD)
- Principal**  
Mrs J Barlow (JBW)
- Parent Member**  
Ms S Walker (SW)
- Staff Member**  
Mr R McKernan (RNM)
- Clerk**  
Mr M Shillito (MS)
- Apologies:** Miss Favour Oresanya, Ms K Cunningham (KC), Mr C West (CW)
- Invited to attend:** Mrs S Dumont (SJD), Mrs J Firn (JRF) (Observer)

- 20/098 Welcome and Opening Prayer**  
Fr. Tim opened the meeting with a prayer.  
Due to MS retirement at the end of this academic year, JRF was introduced as Clerk to the Corporation wef 7 June 2021 following a robust interview process earlier this month.  
Kate Cunningham, recently appointed Foundation Governor, was welcomed to the Corporation.
- 20/099 Declaration of Interest:** There was no Declaration of Interest.
- 20/100 Minutes of Previous Meeting – Part 1 (24 March 2021) - enclosed**  
The Minutes **were accepted as a correct record** and were duly signed by the Chair (pp Clerk / Covid-19).
- 20/101 Matters Arising from Part 1**
- 20/073 (20/039) Governor Membership**  
The Chair reported that we now have a full complement of Foundation Governors but have a vacancy for Co-opted Governor and **encouraged all to put forward (via Chair or Clerk) any**

**recommendations for a further suitable Co-opted Member,** particularly with a property / HE background.

It is unclear whether the Vice Chancellor of LTU would be interested in joining the ND Corporation, as previous Vice Chancellors.

**20/102 Report from Student Executive**

SJD provided an update:

- The Vice President was heavily involved in Earth Day on 22 April 2021 and sunflower seeds were distributed to all students.
- Recent fundraising for children in war-torn areas raised £176.
- Arrangements for U6 Leavers Day this Friday, 28 May 2021, including: service; awards; other activities and messages; photographs; food, etc.
- Very positive recent student survey, the detail will be an agenda item at the next meeting of the C&S Committee. However, it was pleasing to note that over 97% would recommend Notre Dame as a place to study and 99.6% are aware of safeguarding and keeping safe online – there were no results under 95%.

***The Corporation noted the update and were pleased to hear of the recent highly positive student survey.***

**20/103 Report of the Staff Governor**

RMN introduced his report which includes updates on the following:

- i) A level Business:
  - Guest lecturers from local Universities.
  - Bus to The Future competition (run by West Yorkshire First Bus) – 26 students took part; the winning group takes part in the finals mid-June. One of the judges was Tracy Brabin, the West Yorkshire Mayor.
  - Enrichment: keynote speaker invited.
- ii) English Literature:
  - Online conference with renowned poet, Owen Sheers.
  - ‘Literature Cinema Club’ launched at lunchtimes.
- iii) English:
  - Online college newspaper, 50 student members (each have written at least one article over the year), 14-20 articles published each term on the College website. Partnership with Leeds University newspaper – undergraduates mentoring our students. Souvenir magazine will be published in June.
- iv) Law:
  - Mentoring scheme with Bevan Brittan solicitors agreed (12 solicitor mentors next year).
  - Choosing winners for the Sara Djoudi Award (former ND student who died of a brain tumour during university).
  - Two bursaries offered by the University of Law (Leeds) to assist with course fees.
  - The University of Law have also put together a programme of lectures for the next half term.
- v) Biology:
  - British Biology Olympiad – 2 students gained the silver award.
  - Brain day presentation by Dr Guy Sutton.
- vi) Health & Social Care:
  - Postcards of kindness written to residential home for adults with learning difficulties and a residential home for older adults with dementia.
  - H&SC students volunteered to assist ND with the Covid-19 testing programme.
  - Level 2 students taster day at Bradford University (via Teams).
- vii) Achievement Tutors:

- U6 Leavers Day (28 May 2021) arrangements made.
  - Tutorial update (L6 – how to research university, understanding student finance, etc.; U6 – results day information, budgeting, etc.).
  - Covid-19 Test and Trace – ensuring guidelines adhered to, distributing lateral flow tests, etc.
  - Student Attendance: overall attendance is 94.1% (highest ever).
- viii) Art:
- 16 successful applications to the Leeds Arts University Creative Pathways Programme.
  - SFCA Art Exhibition: 2 places secured.
  - Virtual Art Exhibition this year.
  - Virtual Art Gallery tours (due to Covid-19) including tour of the Vatican.

***The Corporation noted the report and thanked RMN. The Corporation were grateful for the efforts made by staff and noted their thanks.***

**20/104**

**Leeds Learning Alliance Partner Memorandum of Understanding (MOU)** - enclosed DJW introduced the item and JBW reported on the meetings attended and outlined the document the purpose of the LLAP and the basis of ND involvement.

- i) The Alliance is a working group of partners to come together with aligned views around education for all, restorative practice, ethical leadership, mission and ethos / character education / share good practice.
- ii) LTU have developed an 11-19 PGCE and ND is a key partner.
- iii) Leeds City Council are supportive for a post-16 strategy across the city and principles are being published, including support for existing, outstanding provision at post-16.
- iv) The purpose is to work together: expand educational provision in Leeds; develop proposals with the intention of raising educational standards in the schools within the Alliance; support broad and shared community aims; development opportunities.
- v) The partners are listed in the document, with ND as an Associate Partner.
- vi) The Memorandum of Understanding (MOU): is not legally binding; will be reviewed annually; confirms that partners do not undertake any liability for the affairs of partner institutions; does not preclude partners from continuing or developing other collaborative work with other institutions.
- vii) The MOU details the key aims, and the organisation and structure.
- viii) Costs will be divided in either equal or proportionate terms depending on the activity.

Governor discussion followed and the following points were raised:

Q: Document reads as having two focuses: to work as a collaborative group for best practice and to act with executive powers to appoint Foundation Governors to the Board. This may not be deemed appropriate for ND

A: JBW will seek clarification.

Q: There is reference to establishing a Charitable Trust; is this further forward than envisaged?

A: A lack of information at the moment JBW will seek clarification on what conditions may be placed on ND as an Associate Partner; e.g. should there be a separate Appendix relating only to Associate Members.

Q: Query over reference to Peace Education?

A: JBW to confirm that this is lowercase; peace education.

Q: Likelihood of expenditure to be incurred, would we make a contribution as an Associate Member?

A: JBW responded, no, only if we became a partner would there be an expectation to make a contribution (of c.£2k per annum).

The Chair noted that the Corporation would like to see tangible benefits prior to this.

Q: With reference to the Alliance Board and the Directors in the Board, does this Board have any legal standing? Would ND have a seat on the Board?

A: JBW confirmed yes, ND would have a seat if we sign the MOU. Legal standing to be clarified.

Q: Do you know which partners have signed MOU?

A: JBW understanding is all, except ND.

Q: Query raised over the withdrawal period of 6-months-notice / formal consultation process.

A: JBW will seek clarification.

Q: It was noted that it would be useful to include in the 'key aims' section: e.g. 'responding to consultations' (this would be positive in terms of influencing policy).

A: JBW will feed this back to the LLA, noting, however, that other members have now signed the MOU as it currently read.

Q: The governance section implies that the LLA can appoint governors to institutions.

A: JBW confirmed this would not be the case for appointing Governors to ND, though clarity required.

***The Corporation thoroughly considered and discussed the Leeds Learning Alliance Partner Memorandum of Understanding, signing was deferred. It was agreed that the Principal will seek further clarification over each of the issues raised.***

20/105

**Correspondence**

i)

The ND Prayer Book (volume 2) was circulated, instigated by CH, the Director of Catholic Life. A copy has been sent to all of ND's feeder secondary schools and the Diocese.

***The Corporation expressed thanks to all concerned.***

20/106

**Date of next meeting:** Wednesday 7 July 2021.

**PART 2**

**CONFIDENTIAL ITEMS of the Confidential Supplementary Record**

20/107

**Part 2 of the Meeting 24 March 2021 - Supplementary Record - approved**

20/108

**Part 2 Matters Arising**

20/109-115

**Reports from Committees**

20/109-115

**Curriculum & Standards Committee**

20/109

**Principal's Report - enclosed**

20/110

**Progress on SAR Quality Improvement Plan – enclosed - approved**

20/111

**Progress on Catholic Life QA Document – enclosed - approved**

20/112

**Curriculum Quality**

20/113

**Summer 2021 TAGs Centre Policy - approved**

20/114

**Teaching and Learning – Link Governor Reports**

20/115

**Complaints Procedure – enclosed - approved**

**PART 3**

**CONFIDENTIAL ITEMS of the Confidential Supplementary Record**

20/116

**Part 3 of the Meeting 24 March 2021 - Supplementary Record - approved**

20/117

**Part 2 Matters Arising**

20/118

**HR Committee**

20/119

**Property Strategy - approved**

There being no other business the meeting closed at 18.35.