



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 24 MARCH AT THE COLLEGE 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)

Principal

Mrs J Barlow (JBW)

Parent Member

Ms S Walker

Staff Member

Mr R McKernan

Clerk

Mr M Shillito (MS)

Apologies:

Ms H Hayden, Miss Favour Oresanya, Mr C West, Mr M Diclemente

Invited to attend:

Mrs S Dumont

20/070 Welcome and Opening Prayer

20/071 Declaration of Interest: There was no Declaration of Interest.

20/072 Minutes of Previous Meeting – Part 1 (16 December 2020) - enclosed
The Minutes were accepted as a correct record, subject to the minor amendment below,
and were duly signed by the Chair (pp Clerk / Covid-19).

Present: Fr. T Swinglehurst attended in person (not via Teams)

20/073 Matters Arising from Part 1

20/039 Welcome, Membership and Prayer

Foundation Governors (FG): Mrs J McPartlan has been appointed as a FG. It is understood that Ms K Cunningham has also been appointed as a FG, but ND has not received the official letter of confirmation. Fr. M Hall has agreed to another Term of Office; June 2021 to 2025.

20/074 Complaints Procedure - enclosed

The amendments to the Procedure are highlighted and are as follows:

- The cut-off time frame for raising a complaint is: within three months of the effective date of the incident;
- **Please Note:** Any issues arising over Examination results will be dealt with under the Examinations Policy.
- 6.7 and 6.18 Complainants will be encouraged to attend the hearing to present their case but will be advised:
 - (i) that they may elect not to attend but rely on their written representations;
 - (ii) that if they do not attend, the appeal will be decided on whatever information has been presented to the panel.

Subject to changing 'may' to 'will' at points 6.3 and 6.14, The Corporation approved the Complaints Procedure.

20/075 **Date of next meeting:** Wednesday 26 May 2021.

PART 2 **CONFIDENTIAL ITEMS of the Confidential Supplementary Record**

20/076 **Part 2 of the Meeting 16 December 2020 - Supplementary Record - approved**

20/077 **Part 2 Matters Arising**

20/078-094 **Reports from Committees**

20/078-084 **Audit Committee (meeting 4 March 2021)**

20/079 **Internal Audit Assignment Reports (prepared by TIAA) - enclosed x 2**

 a) **Assurance Review of Partnerships (February 2021) - enclosed**

 b) **Assurance Review of Income and Debtors (February 2021) - enclosed**

20/080 **Risk Register and Action Plan (including separate Covid-19 Risk Assessment) - enclosed**

20/081 **DPO Action Plan Update & Data Protection Policy - enclosed x 2**

 a) **DPO Action Plan Update - enclosed**

 b) **Data Protection Policy (Draft) - enclosed**

20/082 **Audit Committee's Terms of Reference - enclosed**

20/083 **Social Media Policy - enclosed**

20/084 **ICT Acceptable Use – Staff Policy**

20/085 **Curriculum & Standards Committee**

20/086-094 **Finance & Physical Resources Committee (meeting 10 March 2021)**

20/087 **International Department Policy - enclosed**

20/088 **International Department Report**

20/089 **Finance Report – Budget Review – Outturn 2020/21 - enclosed**

20/090 **Property Strategy – T Level Capital Bid - enclosed**

20/091 **Finance & Physical Resources Committee's Terms of Reference - enclosed**

20/092 **LIBOR ends 31 December 2021 – enclosed**

20/093 **Marketing Department – Update Report - enclosed**

20/094 **FE Commissioner's Letter & New Dashboard Financial PIs - enclosed x 2**

PART 3 **CONFIDENTIAL ITEMS of Confidential Supplementary Record**

20/095 **Part 3 of the Meeting 16 December 2020 - Supplementary Record - approved**

20/096 **Matters Arising from Part 3**

20/097 **SLT Recruitment**

 a) **Director of Finance & Operations**

 b) **Clerk to Corporation**

There being no other business the meeting closed at 18.30.