



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 7 OCTOBER 2020 AT THE COLLEGE AT 17.30**

PART 1

- Present:**
- Foundation Members**
Mr D Wright (DW) [Chair], Fr T Swinglehurst (via Teams), Mr J Barnes (JB),
Mr J P Casey (JPC), Mrs A O'Malley (AOM), Fr. M Hall, Ms H Hayden (via Teams),
Mr M Diclemente (MD).
- Principal**
Mrs J Barlow (JBW)
- Co-opted Members**
Mrs J McPartlan
- Clerk**
Mr M Shillito (MS)
- Apologies:** Mr C West, Mrs S Dumont

The Chair welcomed everyone to the meeting, especially the new Co-opted Governor, Joanna McPartlan, former teacher at ND, who introduced herself, and the meeting opened with a Prayer.

- 20/001 Declaration of Interest**
There was no Declaration of Interest.
- 20/002 Governor's Annual Returns - enclosed**
MS requested that the returns are completed and returned to him as soon as possible.
- 20/003 Membership of Committees - enclosed**
- i) The Committee structure for 2020/21 was discussed. AOM will not be reapplying for another Term of Office after December 2020. Therefore, the HR, Finance & Physical Resources, and Curriculum and Standards Committees will need a replacement Governor member.
 - ii) Link Governors were agreed:
 - LJ – DJW
 - LDG – AOM / HH
 - AKT – Fr. Hall
 - KKG – JNM
 - CH (Catholic Life) – Fr. Tim
 - iii) DJW will remain as Safeguarding Governor.
 - iv) MD is Governor for Health and Safety.

20/004 Minutes of Previous Meeting – Part 1 (8 July 2020) - enclosed
The Minutes were accepted as a correct record and were duly signed by the Chair.

20/005 Matters Arising from Part 1

19/064 (19/005 18/130) Recognition of Mrs Ramsden's service as FG

JBW reported that a medal is in progress, but it is not known what the timeframe is due to Covid-19.

19/003 Foundation Governor (FG) Membership

MS reported that one FG (Natalie Cullen) will be joining the Board imminently. Joanna McPartlan (JMP) has applied to be a FG also.

Vacancies from January 2020: 3 FG, 1 staff and 1 student. The Board must have a minimum of nine FG, which will be achieved if JMP is appointed.

19/068 Student Recruitment

Students travelling from BD and WF postcodes – JBW reported that enrolments are up for these postcodes, but it remains under consideration.

19/076 Growth Strategy – see Part 3

Catholic Life 20/006-20/009

20/006 Report of the Student Executive – N/A

20/007 Report of the Staff Governor – N/A

20/008 Catholic Life QA Report - enclosed

The Chair commended CH (Dir. of Catholic Life) for the report as a comprehensive document.

JBW reported that the Canonical Review of December 2018 gave rise to the QA Plan. The subsequent Canonical Review was cancelled due to Covid-19 – it is likely that the next visit will be S48 during 2020/21.

Governors questioned the progress on Stella Maris in terms of external links. CH is working with St John Fisher, Dewsbury. LTU will accredit the programme.

Governors thanked CH for the report.

**20/009 Principal's Report September 2020
Summer 2020 Exams
Quality of Education Action Plan 2020/21**
- enclosed x 5

i) JBW reported that this is the data set that Ofsted will use. The Benchmarks (b/m) are 2017/18 (latest available).

ii) **Retention** – ND is above b/m for Level2 and Level3 courses, except BTEC Diploma (equivalent to 2 A levels); ND 85.8% b/m 91.1% therefore -5.3%.
SLT is currently investigating this poor retention result. It was qualified that the BTEC Diploma subjects are Applied science, I.T. and Health & Social Care- all have strong group sizes.

iii) **Achievement -**

	Level	Course	Notre Dame (%)		ND	SFC BM (%) (QAR 18/19)	+/- (difference from SFC BM)
			17/18	18/19			
16 – 18 Achievement							
	2	BTEC	94.1	92.7	98.1	85.7	+2.4
	2	GCSE (Eng & Maths)	95.3	93.9	96.5	91.1	+5.4
	3	A Level	84.5	84.5	88.2	83.8	+4.4
	3	BTEC Cert	88.2	92.3	92.9	84.1	+8.8
	3	BTEC Dip	91.4	90.4	85.4	89.4	-4.0

JBW explained that the regulations around calculating Centre Approved Grades (CAGs) required the overall profile to be in line with the last 3 years trend. Only BTEC Diploma is below b/m – this is part of the investigation.

Question – any lessons learned in case of CAGs are required summer 2021?
Limiting staffing to CLT for communicating results to students was seen to be prudent.

Question – how did CAG results map against other institutions, e.g. drift?
JBW reported that the internal moderation showed ALPS 3. The actual results from the Boards shows ALPS 2.

Question – was any allowance made in CAGs for intervention / new staff?
No, unfortunately, any improvements would not be reflected in CAGs.

- iv) **ALPS Grades** – The results indicate ND is ALPS 2 (ALPS 4 2018/19), however, JBW gave a health warning over this score – because of the CAG process. The supplementary paper (enclosed) lists each subject with its ALPS grade together with a moderated grade that SLT consider to be a more realistic grade. These grades are lower in 11 cases, although 2 of these subjects are no longer offered.

The ALPS summary using the moderated grades shows the subjects profile for teaching: RED (Outstanding); BLACK (Satisfactory); BLUE (Poor).
There are 4 subjects moving up to outstanding; 4 subjects moving to satisfactory leaving only 1 subject in Poor.

- v) This picture shows some progress in many subjects but others where improvements are still required. This is a prudent approach with interventions/support still ongoing for 4 subject areas.

Question – what is the latest information/ preparation on summer 2021 exams?
JBW reported that only the CAP assessments are being recorded on Cedar to use in the eventuality that CAGs are required and, as a result, students are taking them more seriously.

Question – about L2 numbers and the impact on L3 teaching if grade inflation occurred at GCSE.
JBW explained how teaching staff are supporting students and the input to transition learning.

vi) **Applications / Enrolments 2020**

- a) Page 5 of the Principal's report and PowerPoint slides refer.
enrolments for Sept 2020 total 2,154 (1,981 2018/19) with:
- i. L6 1,259 (1,103) increase of 156 or 14%
 - ii. U6 895 (878) increase of 17 or 2%

- b) ONS figures on post 16 demographic growth in Leeds over the next 10 years – a significant increase year-on-year.
- c) There is an increase in September enrolments of students from Catholic schools and Catholic partners in non-Catholic schools:
 - i. Corpus Christi 70 (72)
 - ii. Cardinal Heenan 118 (110)
 - iii. Mount St Mary's 75 (55)
 - iv. Increase as a result of closer working relationships with the schools and increased marketing activities.
- d) analysis on the students living in Bradford and Wakefield postcodes, as recruitment was thought to be in danger from New College and also the effects of Covid19 on the use of public transport. This does not appear to have materialised as the Wakefield numbers are back up to 2017/18 levels and Bradford saw a 50% increase.
- e) Analysis of those schools with a 3 year upward trend and 3-year downward trend will be used for Marketing and High School Liaison to further cement the upward trend and attempt to improve the downward trend.

Discussion followed.

vii) **Curriculum Developments and T Level Update**

- a) the split of student numbers across A levels, BTECs and T Level qualifications has been analysed. It shows significant growth in vocational course especially I.T., which addresses the Leeds Local Economic Plan (LLEP) agenda.
- b) Similarly, the proposed Curriculum developments for September 2021 and 2022 meets the upward trend of enrolments in the vocational area and also addresses the LLEP:
 - 21/22** Health T Level. Also, BTEC Digital Media to complement, and offer an alternative pathway to Media Studies A level.
 - 22/23** Finance & Business Marketing T Level.

- viii) The Chair spoke about Ofsted – it seems they will break colleges down into groups to provide an action plan of inspections. Inspection visits start again in January 2021. During the autumn term Ofsted are making 'visits,' where a report is written but not graded.

The Corporation accepted the Principal's Report September 2020.

20/010 Correspondence

- i) SFCA Governor Training Webinar Programme 2020/21 – enclosed.

The Chair suggested the recordings of the webinars should be purchased and saved to the intranet and used with Governors during meetings. Areas to be covered:

- SFCA Sector Update
- Mental Health and Wellbeing Legal Update
- Governors Induction Training
- The Governing Body as an 'employer'
- Risk Assessments / Risk Registers
- College finances post Covid
- Equality and Diversity
- Managing Board Behaviours and Disputes
- SFCA Sector Update

20/011 Date of next meeting

Wednesday 16 December 2020.

20/012-018 Reports from Committees

20/012-018 Audit Committee

Mr Casey reported on the meeting held on Thursday 17 September 2020 (Minutes enclosed).

20/012 Internal Audit Annual Report 2019/20 - enclosed

- (i) An overview of the report was provided. The report details the audit assignments carried out and the number and category of any identified recommendations made.
- (ii) There were 5 audit assignments with a total of 5 important and 6 routine recommendations made. (11 in total – 33 in 2018/19). The last 2 audit assignments were carried out remotely due to Covid-19.
- (iii) The annual opinion is the highest available (two assignment reports reasonable assurance and three substantial assurance. ***TIAA is satisfied that for each area reviewed during the year the College has reasonable and effective risk management, control and governance processes in place.***

The Corporation approved the Internal Audit Annual Report 2019/20.

20/013 Internal Audit Strategy and Audit Plan 2020/21 - enclosed

- (i) The Internal Audit Strategic Plan was considered. The College's Strategic Aims and Risk Register were considered whilst producing this plan. It was noted that the plan is flexible and can accommodate changes in order to reflect the College's risks.
- (ii) Key emerging themes identified are: Covid-19; health and safety compliance; fraud and cyber security; Brexit; income pressure.
- (iii) The scope of reviews and Annual Plan for 2020/21 (20 days) - discussion followed over Business Continuity -Covid19 and fraud/cyber security. The Audit Plan will be amended to include these.

The Corporation approved the Internal Audit Strategy and Audit Plan 2020/21, subject to the amendments in (iv)

20/014 External Audit Planning Memorandum (strategy) Financial Statements 2019/20, and Regularity (prepared by Wylie & Bisset) - enclosed

- (i) The External Audit Planning Memorandum was outlined. The audit approach is risk based, primarily adopting a substantive audit approach. The format of the plan and the proposed audit is essentially the same as last year.
 - The plan details key risk areas and the Audit response, and these are standard and form a normal approach: Override of internal controls; Revenue recognition.
- (ii) The impact of Covid-19 outbreak has also been taken into consideration.
- (iii) The reporting timelines were agreed and are in line with previous years. It was noted that W&B will conduct the audit fieldwork remotely this year. W&B independence was noted.

The Corporation approved the External Audit Planning Memorandum (strategy) & Audit Input Schedule – Financial Statements 2019/20 and Regularity.

20/015 Compliance with Regularity & Propriety Self-Assessment Questionnaire 2019/20 - enclosed

- (i) An overview of the questionnaire was provided. It is required annually and follows a similar format to previously. It is a standard document across the sector. MS has completed the College's responses and has referred to any necessary supporting evidence.

The Corporation approved the Compliance with Regularity & Propriety Self-Assessment Questionnaire 2019/20.

- 20/016 Post 16 Audit Code of Practice – Annex D – ND Response** - enclosed
- i) The Committee considered the anti-fraud checklist for post-16 providers.
 - ii) W+B and TIAA confirm the responses are acceptable; a risk-based approach and appropriate controls are in place.
- The Corporation approved the Post 16 Audit Code of Practice – Annex D – ND Response.***
- 20/017 DPO Action Plan**
- i) Comprehensive work is underway and all actions are scheduled to be completed by March 2021. It was noted that this is a growing area.
 - ii) TIAA confirmed that the College has adopted a meticulous approach and on track for a small / medium size college.
- The Corporation approved the DPO Action Plan.***
- 20/018 Risk Register and Action Plan and Coronavirus Risk Assessment September 2020**
- enclosed x 2
- i) The Risk Register, which has been recently updated, was considered. The following points were noted:
 - a) JBW provided an update on centre assessed grades.
 - b) International students – L6 recruitment is a higher number than anticipated.
 - c) Student recruitment has been healthy, despite Covid-19; anticipating 2,000+ at census.
 - ii) The separate Coronavirus Risk Assessment was considered:
 - a) The Audit Committee considers it a robust document and was impressed with the detail and thought contained in the document, which is published on the College website.
 - b) DfE and PHE guidance has been explicitly followed.
 - c) Response for 4 tiers of lockdown are in place.
- The Corporation approved the Risk Register and Action Plan and Coronavirus Risk Assessment September 2020.***

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 20/019 Part 2 of the Meeting 8 July 2020 - Supplementary record** - approved
- 20/020 Part 2 Matters Arising**
- 20/021-028 REPORTS FROM COMMITTEES**
- 20/021-023 Curriculum & Standards Committee** (meeting 29 September 2020)
- 20/021 Pastoral Team Report: Senior & Achievement Tutor Model & Initial Evaluation-** enc
- 20/022 Admissions Policy** - enclosed
- 20/023 Curriculum & Standards Committee's Terms of Reference** - enclosed
- 20/024-028 Finance & Physical Resources Committee** (meeting 23 September 2020)
- 20/024 International Department Update** – see minutes
- 20/025 Draft Outturn 2019/20 – Management Accounts July** - enclosed
- 20/026 H&S Committee – Feedback**
- 20/027 Key Performance Indicator – Payroll to Income of 75% – Update**
- 20/028 Property Strategy**

PART 3

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

- 20/029 Part 3 of the Meeting 8 July 2020 - Supplementary record** - approved
- 20/030 Part 3 Matters Arising**
- 20/031-038 REPORTS FROM COMMITTEES**
- 20/031 F&PR Confidential**
- 20/032-036 HR Annual Report** - enclosed
- 20/037 HR Committee's Terms of Reference** - enclosed
- 20/038 Policies - Confidential Reporting (Whistleblowing) Policy** - enclosed

There being no other business the meeting closed at 20.00.