



NOTRE DAME CATHOLIC SIXTH FORM COLLEGE CORPORATION

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 7 JULY 2021 via TEAMS AT 16.00**

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)
Mrs J Firn (JRF)

Apologies: Miss Favour Oresanya
Mr C West (CW)
Ms K Cunningham (KC)
Mrs N Cullen for late arrival (from 16.40)
Mr J Barnes for late arrival (from 17.15)

Invited to attend: Mrs S Dumont (SJD)

20/120 Welcome and Opening Prayer

- i) Fr. Tim opened the meeting with a prayer.
- ii) The Corporation made a presentation to Mark Shillito, Clerk to Corporation, on his retirement for his tremendous work and support, delivered with efficiency and good humour. The Corporation expressed its sincere thanks and wished Mark a long, healthy, and happy retirement. Mark thanked the Corporation for his gift and for the support of governors, past and present.
- iii) Following the retirement last year of former Chair of Corporation, Mrs Margaret Ramsden, DJW reported that Margaret has been awarded and presented with the Leeds Diocesan Silver Medal for devoted service. This, unfortunately, was delayed due to Covid-19, but appreciation was expressed to everyone involved in pulling this together, especially Lay Chaplain, Andrew Sullivan. Best wishes and congratulations to Margaret.

20/121 Declaration of Interest

There was no Declaration of Interest.

20/122 Nominations for Chair and Vice Chair Election for 2021/22
Please forward nominations for Chair and Vice Chair to the Clerk for the year ahead.
DJW noted his nomination. Election will take place at the September Corporation meeting.

20/123 Minutes of Previous Meeting – Part 1 (26 May 2021) - enclosed
The Minutes **were accepted as a correct record**, subject to the following minor amendments, and were duly signed by the Chair (pp Clerk / Covid-19).

20/103 Report of the Staff Governor

The Corporation were ~~and~~ grateful for the efforts made by staff and noted their thanks.

20/104 Leeds Learning Alliance Partner Memorandum of Understanding (MOU)

Does this Board have any legal standing?

20/124 Matters Arising from Part 1

20/104 Leeds Learning Alliance Partner Memorandum of Understanding (MOU)

JBW reported that she has clarification to some queries and will report fully at the September Corporation meeting.

Fr. Tim will seek feedback from the Diocese.

20/125 Report of the Staff Governor

RMN outlined his report which included updates from the following departments (see report for full details):

- i) A level Business;
- ii) MFL;
- iii) Volleyball Team / Club;
- iv) Football Academy – league title for ND;
- v) Biology;
- vi) Chemistry;
- vii) English;
- viii) PTE;
- ix) Psychology;
- x) Maths;
- xi) History.

The Corporation noted the report and thanked RMN.

20/126 Principal's Report - enclosed

JBW introduced her report which included updates on the following (see report for full details):

- i) Results and Performance Data: Teacher Assessed Grades (TAGs) and predictions for summer 2021 A Levels – in-keeping with previous year's results.
- ii) Summer 2022 and 2023 exam: mindful that these students may not have sat exams previously, noting also that exam results are published earlier this year.
- iii) Ofsted: normal inspection routines resume from September 2021. Updates on support with qualitative and quantitative data will be circulated to the Curriculum & Standards Committee.

- iv) Application / Offers Update: total number of applications is 3,256, with a plan to enrol approximately 1,350 new students.
- v) Enrolment: will be taking place a week earlier, w/c 16 August 2021. This was requested by high schools to assist with alleviating some anxieties for Year 11 students. JBW noted that many staff have volunteered to assist with this, outside of their contractual agreements.
- vi) Progress against Strategic Aims 2018-2021: the Chair and Principal would like to seek input from the Corporation and the SLT for 2021-2024. Further information will follow in due course with regards to putting together new strategic aims.

The Corporation approved the report.

20/127

Catholic Life

(See Part 2 item **20/135**).

20/128

Correspondence

None.

20/129

Corporation and Committee Meeting Schedule 2021/22 - enclosed

Training sessions (and preferred delivery method) to be decided.

Committee membership will be discussed at the September meeting of the Corporation.

Date of next meeting: Wednesday 29 September 2021, 17.30.

The Corporation approved the Corporation and Committee Meeting Schedule 2021/22.

There being no other business the meeting closed at 18.20.

PART 2

CONFIDENTIAL ITEMS of the Confidential Supplementary Record

20/130

The Part 2 Supplementary Record of the previous meeting (26 May 2021) - approved

20/131

Matters Arising from Part 2

20/132-148

Reports from Committees

20/132-136

Curriculum & Standards Committee

20/133

TL&A Student Progression – Staff Development Annual Report - approved

20/134

Pastoral Team Reports

a) **Student Induction Programme - approved**

b) **Student Experience Survey - approved**

c) **Safeguarding Annual Report - approved**

20/135

Catholic Life Update - noted

20/136

Admissions Policy - approved

20/137-141

Audit Committee

20/137

Internal Audit Assignment Reports (prepared by TIAA)

a) **ICT Review of Cyber Security (June 2021) - approved**

b) **Assurance Review of Learner Numbers & Admissions Tracking (May 2021) - approved**

c) **Follow Up Review (May 2021) - approved**

20/138

Post-16 Audit Code of Practice (ACOP) Amended April 2021 - enclosed

20/139

Policies

a) **Data Protection Policy - approved**

b) **Policy on Access to Information & Publication Scheme (FOI) - approved**

c) **Code of Conduct**

20/140

Wylie & Bisset: Note on fees for additional reporting requirements - approved

20/141

Risk Register and Action Plan - approved

20/142-148

Finance & Physical Resources Committee

20/142 International Department Report - approved
20/143 LIBOR ends 31 December 2021 - approved
20/144 Finance Report – Budget 2021/22 - approved

20/145 College Financial Forecast Report (CFFR) – Financial Plan & Commentary - approved
20/146 FE Commissioner Benchmarks - approved
20/147 Property Strategy – Capital Project - approved
20/148 Health & Safety Annual Report - approved

PART 3 CONFIDENTIAL ITEMS of the Confidential Supplementary Record
20/149 The Part 3 Supplementary Record of the previous meeting (26 May 2021) - approved
20/131 Matters Arising from Part 2