

NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Contact Group** meeting held at Hinsley Hall on:
THURSDAY 24 MARCH 2022 AT 10.30AM

PRESENT Father Tim Swinglehurst - Chair Principal
David Wright – Chair of Governors

IN ATTENDANCE: Susan Francis – Clerk to Corporation
Director of Finance and Operations (DFO)
KA – Diocesan Property Department

Father Tim opened the meeting with a prayer.

| 1.00 | APOLOGIES FOR ABSENCE | ACTION |
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| 1.01 | Father Tim welcomed everyone to the meeting, everyone was present. | |
| 2.00 | CAPITAL BUILD UPDATE <i>Agenda items 2 and 3 were taken together.</i> <i>A verbal update was given.</i> | |
| 2.01 | The Group were informed that work on the capital build project had commenced. In terms of the re-locating of Fr M from the Chaplain building, lots of work had been done to accommodate his needs and all parties were now satisfied with the situation. | |
| 2.02 | Initial works involved the stripping out of the building then the demolition could go ahead. It was expected that this would take approximately four weeks. It was anticipated that the build would be completely finished by January/February 2023. Q – When will we find out about the land contamination and possibility of asbestos? A – Initial tests have been carried out, and no positive asbestos results have been reported yet. The land contamination issue can only be addressed once demolition is complete, but we don't anticipate any problems. | |
| 2.03 | It was reported that all the legal documents had been signed and were in place (Section 106, indemnity from the Diocese and the Memorandum of Understanding (MOU) between the College and Diocese). All agreed that the MOU had been agreed swiftly and thanks were given to all parties involved for this quick resolution. | |
| 2.04 | There remained an issue of insurance that would need to be resolved between the College and Diocese. Further details around this were shared and it was noted that this was being dealt with by P Doherty. | DFO/KA |

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| 2.05 | The Principal assured the Group that planning permission had been granted for all three phases. The College would make a further bid for 16-19 Capital Growth Funding subject to any bid being issued, to enable phase 3. This would depend on the College having enough capital with which to move forward. A decision on this would be considered in the future. | |
| 2.06 | <p>It was shared that on 11th March 2022, the College had submitted two applications for a BFIG (Buildings and Facilities Improvement Grant) to support T Level Wave 4 delivery in 2023/24.</p> <p>The two bid proposals were for projects that would improve the condition of the College estate to directly support the delivery of T Level courses. One application was for the Health and Science T Level route, which the College commenced delivering in September 2021 and the second, for the Media T Level route which the College planned to start delivering from September 2023. A response about the bids was expected in July 2022.</p> <p>Should the funding bid be successful, works would be carried out over the summer break in 2023.</p> | |
| 3.00 | PROPERTY UPDATE | |
| 3.01 | This had been addressed under item 2. | |
| 4.00 | UPDATE FOLLOWING THE MEETING WITH THE BISHOP IN JANUARY AND THE REVIVING OF MEETINGS OF DIOCESAN CATHOLIC SCHOOLS WITH SIXTH FORMS | |
| | <i>Items 4 and 5 were taken together.</i> | |
| 4.01 | <p>Since the meeting in January where the Bishop gave information on the amendments to legislation with regards Catholic Sixth Forms becoming Academies, it had not been possible to schedule a further meeting.</p> <p>The Full Corporation had extended an invitation to the Bishop to attend the Full Corporation Away Day 6 July 2022, unfortunately the Bishop cannot attend this date. The Clerk to Corporation would liaise with Fr S to try and arrange a mutually convenient date to discuss the strategic vision of this moving forwards.</p> | Clerk |
| 4.02 | <p>Due to the impact of Covid, a follow up meeting to discuss the post-16 educational provision within the Diocese had not been able to take place. The Principal agreed to reconvene conversations with the other Diocesan providers of post-16 education through the COLDs network.</p> | Principal |
| 4.03 | There followed a discussion around how the removal of Applied General qualifications (BTECs) would impact certain post-16 diocesan educational establishments and how this could be managed. | |
| 4.04 | <p>The potential academisation of the Catholic schools with sixth forms and how this might look was considered.</p> <p>It was agreed that this would need a clear, strategic plan and vision.</p> <p>Various scenarios on how this could look were discussed.</p> | |

As Notre Dame was the only stand-alone Catholic Sixth Form College in the area, it was important that they worked closely with the Diocese given their expertise with Level 3 education.
It was agreed that this would be discussed with the Bishop to formulate a plan which could be presented to the Full Corporation.

CoG/Bishop

5.00 THE REVIVING OF MEETINGS OF DIOCESAN CATHOLIC SCHOOLS WITH SIXTH FORMS

5.01 This had been addressed under item 3.

6.00 ANY OTHER URGENT BUSINESS

6.01 Information around the need for all educational settings who occupied diocesan land to complete a health and safety liability check list for the Diocese as the freeholder, was given by KA.
A new checking system for these settings was being introduced and would require an annual return. Original copies of all testing certificates would not be required to be shared. The check list would be sent to College after Easter and could be completed over the summer break to allow staff time to gather evidence and ensure statutory compliance. The document would need two signatories – the Director of Finance and Operations and the Chair of Governors.

KA

7.00 DATE AND TIME OF NEXT MEETING

7.01 Wednesday 8th June 2022 at 10.30am.

The meeting closed at 11.30pm.