

## NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

Minutes of the **Contact Group** meeting held at Hinsley Hall on:  
**WEDNESDAY 8 JUNE 2022 AT 10.30AM**

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

**IN ATTENDANCE:** Susan Francis – Clerk to Corporation  
KA – Diocesan Property Department

Father Tim opened the meeting with a prayer.

### **1.00 APOLOGIES FOR ABSENCE**

1.01 Father Tim welcomed everyone to the meeting.

### **2.00 MINUTES OF THE LAST MEETING**

2.01 Minutes from the Contact Group meeting on 24 March 2022 had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.

### **3.00 REVIEW ACTIONS AND MATTERS ARISING**

3.01 Minute 2.04 – Year End Management Variance Report

**Ongoing:** The issue of insurance between the College and Diocese was being dealt with, a site visit had taken place and an insurance valuation would follow. DFO and KA would liaise on this.

3.02 Minute 4.01 – Bishop to attend the Governors Away Day

**Completed:** The Clerk to Corporation noted that attendance of the Bishop had been confirmed by Father Sean.

3.03 Minute 4.02 – Contact with other post 16 providers

**Ongoing:** The Principal had established contact with the other Diocesan providers of post-16 education through the COLDs network, and it was hoped a meeting could be scheduled. Fr Tim asked that he be included in the invitation to the meeting.

3.04 Minute 6.01 – Health and Safety liability check list for the Diocese

**Ongoing:** Letters had been sent and would 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.

### **4.00 CAPITAL BUILD UPDATE**

4.01 *A verbal update was given.*

The Group were informed that work on the capital build project was going reasonably well. During the demolition phase, a 15-foot dry well had been located, this had been assessed by professionals, and no issues reported. The well had been filled in following an assessment of

**ACTION**

**DFO/KA**

**Principal**

**KA**

the ground conditions which found there not to be any contamination. This had not impacted on the time frame.

- 4.02 Given the substantial nature of the ground underneath the demolished building, there would be no need to drive down pilings, which could save time and money.
- 4.03 It was noted that some overhead cables would need to be raised or temporarily relocated in order to prevent damage during the build. As the power supply would be provided by a substation within the College grounds, which would require a trench to be dug to give cable access, the installation of canopies in certain outside areas had been put on hold.
- 4.04 Following a recommendation to fit sprinklers, advice had been sought from the insurers who replied that it was not mandatory.
- 4.05 In response to a question about the impact of the build on Fr M during the build, the Principal reported that there had been three minor break ins over the half term holiday, the point of entry being the Chaplaincy fire door. Nothing of note had been stolen and it had been agreed that the whole building would be alarmed once completed and quotes had been sought for this.  
The Chaplaincy had been allocated two reserved parking spaces. All remarked on the difficulty for staff in parking within the College grounds.
- 4.06 KA asked that thanks be passed on to the Director of Finance and Operations for his support with the build.
- 5.00 UPDATE FROM THE CES**
- 5.01 The Principal informed the Group that a national consultation on the Curriculum Directory for Key Stages 3 and 4 was being undertaken. That there was a new Section 48 Inspection Framework, in which both the Principal and Director of Catholic Life were trained Inspectors. The need for Inspectors to be aware of the differences between a school Key Stage 3 and 4 setting and a Sixth Form College setting was of great importance when carrying out an inspection. To this end the Principal had been asked to help write an appendix which would clarify this for all.
- 5.02 Details of an email received earlier in the week from the Office of National Statistics (ONS) asking for specific information about the College were shared by the Principal. The reason behind the email was the possible reclassification of Colleges from the private to public sector. The Principal would attend a webinar the following week with the SFCA (Sixth Form College Association) and the Department for Education (DfE) to gather further information and look at what implications this would have for the College.

**6.00 ANY OTHER URGENT BUSINESS**

6.01 Some background information around the vision of the Bishop with regards the future of Catholic education within the Diocese would be shared with all governors ahead of the Away Day on 29 June.  
UPDATE: Sent to all governors.  
The itinerary for the day was clarified.

6.02 The Group was alerted to an issue with the utilities and the building project. That the contractors had removed meters without taking readings or agreeing it with the utility companies. This had all been accounted for in the feasibility study, but sadly the contractors had not followed the correct procedures. The Diocese was working with AHR at how to resolve this.  
There followed a discussion about how utility expenses could be clearly separated between the College and the Diocese in the future, as this had been documented in the Memorandum of Understanding.

**7.00 DATE AND TIME OF NEXT MEETING**

7.01 The next meeting would be held on **Tuesday 15 November at 10.30am.**

The meeting closed at 11.20am.